STUDENT HANDBOOK
MASTER'S PROGRAMS
DEPARTMENT OF PUBLIC HEALTH SCIENCES

ACADEMIC YEAR 2024-2025

UNIVERSITY OF MIAMI
MILLER SCHOOL OF MEDICINE

DEPARTMENT of
PUBLIC HEALTH SCIENCES

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GRADUATE PROGRAMS IN PUBLIC HEALTH SCIENCES

All graduate work (except for law or medical degrees) at the University of Miami is under the direction of the Dean of the Graduate School and the Graduate Council.

All graduate students at the University of Miami are subject to the general standards and requirements of the University and its various programs regarding attendance, examinations, payment of fees, and conduct, as well as to the specific requirements of the Graduate School. The graduate student is expected to assume the initiative in completing all requirements in the time specified.

Graduate Programs Degrees

The Department of Public Health Sciences offers master's programs leading to the degrees of:
- Master of Public Health (MPH),
- Online Master of Public Health (MPH),
- Master of Science in Public Health (MSPH),
- Master of Science in Biostatistics (MS BST),
- Master of Science in Climate and Health (MS CH), and
- Master of Science in Prevention Science and Community Health (MS PSCH).

Doctoral degree programs are offered in:
- Doctor of Philosophy (PhD) in Biostatistics,
- Doctor of Philosophy (PhD) in Epidemiology, and
- Doctor of Philosophy (PhD) in Prevention Science and Community Health

Joint degree programs are also offered in conjunction with the:
- MD/MPH (School of Medicine)
- MD/PhD (School of Medicine)
- JD/MPH (School of Law)
- MPH/MPA (College of Arts and Sciences)
- MPH/MALAS College of Arts and Sciences)
- MPH/MAIA (College of Arts and Sciences)
- 4+1 BSPH/MPH (School of Nursing - Bachelor of Science in Public Health)
- 4+1 BSPH/MSPH (School of Nursing - Bachelor of Science in Public Health)
- 4+1 BSHS/MPH (School of Nursing - Bachelor of Science in Health Science)
- 4+1 BSHS/MSPH (School of Nursing - Bachelor of Science in Health Science)

Graduate Programs Mission

The mission of the Graduate Programs in Public Health Sciences is to develop leaders who can generate and translate knowledge into policy and practice to promote health and prevent disease in human populations.

Graduate Programs Values

The values guiding the Graduate Programs in Public Health Sciences include:
- **Physical and Mental Health and Well-Being**: A fundamental right of every human being.

- **Health Equity**: A commitment to ensure the health of all populations, including the most vulnerable and underserved.
- **The Freedom of Inquiry**: To think, to question and to challenge forms the basis for all our educational, research, and service activities.
- **Diversity, Inclusion and Mutual Respect**: Promote and celebrate individual and collective distinctions among our students, staff, faculty, and community partners.
- **Personal and Professional Integrity**: Ethical behavior guides the activities of our students, staff, faculty, and community partnerships.
- **Community and Organizational Partnerships**: Participatory collaboration with diverse and fully engaged stakeholders to promote health and social change.

University Title IX Notice of Nondiscrimination

The University of Miami does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the University of Miami's Title IX Office, the U.S. Department of Education's Office for Civil Rights, or both. The University of Miami's Title IX Coordinator information is as follows:

University's Title IX Office
Maria Sevilla, Title IX Coordinator
6200 San Amaro Drive, Ste. 230 Coral Gables, FL 33146 Telephone: 305-284-8624
Email: titleixcoordinator@miami.edu
Website: www.miami.edu/titleix

The nondiscrimination policy and grievance procedures can be located at titleix.miami.edu, under the "Policies and Procedures" tab.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator or file an online report through at https://titleix.miami.edu.

Graduate Programs Goals and Objectives

Instruction
- Provide engaging educational opportunities preparing leaders to maximize the health and well-being of individuals, communities, and populations.
- Mobilize a diverse student body to address complex public health issues, including issues affecting vulnerable and underserved populations.
- Nurture an inclusive environment in which students are supported as they attain the knowledge, competencies, and values of public health.
- Promote instructional innovation and faculty advancement in teaching.

Scholarship
- Foster an environment in which students and faculty collaborate on rigorous scientific investigations addressing public health issues, addressing vulnerable and underserved populations.

Service
- Engage with communities, professionals, leaders, and others as partners in improving the health of populations, including the most vulnerable and underserved.

Innovation
- Develop and maintain infrastructure, resources and technologies that are adequate to support faculty, staff, and students as they work to accomplish the mission of the public health program.

Public Health Code of Ethics

Graduate Programs in Public Health Sciences observes the public health core values and related obligations outlined by the American Public Health Association (APHA):
- Professionalism and Trust
- Health and Safety
- Health Justice and Equity
- Interdependence and Solidarity
- Human Rights and Civil Liberties
- Inclusivity and Engagement

The APHA core values can be found here.

Graduate Student Honor Code

The Graduate Programs are committed to fostering an environment that supports the promotion of public health values and is conducive to professionalism and ethical standards for the responsible conduct of science and education. In addition to the values listed in this Master's Programs Student Handbook, graduate students agree to abide by the Graduate Student Honor Code.

The University of Miami expects all graduate students to adhere to the highest standards of ethics and academic integrity. All forms of academic fraud are strictly prohibited. These include but are not limited to plagiarism and/or cheating (whether it be in an examination, dissertation, thesis, research paper, research project, form of creative expression, experimental data, or any other academic undertaking) submitted for evaluation, presentation, or publication meets these standards.

Additionally, graduate students are expected to respect and appreciate the diversity of the community and to respect the rights of others, be they property, privacy, opinion, or expression. Students found to be in violation of these standards are subject to disciplinary actions by the student's program and/or the Graduate School through the process described in the Graduate Student Honor Code. All graduate students are bound by the rules and regulations of the University of Miami that apply to them.

Students violating the Honor Code must meet with the Chair of the Department and/or the Program Director and the Director of Academic Affairs. They are not eligible for departmental tuition subsidies, program scholarships, TA positions, GA positions, or capstone/thesis/conference awards for the duration of the semester where they violated the Honor Code. Once the student completes the violation period, eligibility for departmental awards, scholarships, and employment opportunities resumes. Honor code violations may lead to suspension or expulsion from the University if a determination of responsibility has been made.

Policy on Artificial Intelligence (AI)

The University of Miami encourages the responsible and ethical use of AI tools to enhance learning, productivity, and creativity. While ChatGPT and other Generative Artificial Intelligence (AI) software can be valuable for brainstorming, information retrieval, and content creation, students are reminded of the inherent limitations of such tools. It is crucial to acknowledge that the internal processes generating AI output are not transparent, and biases may exist due to data harvested from unknown online sources. In light of these considerations, the following principles guide the use of AI among graduate students:

- **AI as an Aid, not a Replacement**: AI should assist in thinking, framing problems, and conducting research, serving as a starting point for personal analysis and discovery. Students should not use AI to complete assignments unless given explicit permission by faculty and must not present AI-generated responses as their own work.
- **Transparent Use of AI**: If allowed by faculty, students must openly declare and explain how AI has been used in their work. Undeclared use of AI, including text, images, or code, may be considered plagiarism.
- **Responsible and Ethical Engagement**: Students should engage with AI responsibly, critically evaluating outputs for biases and ethical implications.
- **Student Responsibility for Final Product**: Students bear full responsibility for the accuracy and credibility of AI-generated content. Any mistakes made by the AI tool become the responsibility of the user. Students should verify information, attribute ideas, and adhere to specific guidelines provided by faculty.
- **Guideline Variability/Class Specific Expectations**: The principles outlined apply unless specific guidelines for an assignment or exam are provided by the instructor. Students must be aware of variations in rules governing AI use across classes and disciplines. Staying informed about instructors' expectations and seeking clarification when needed is the student's responsibility. Course policies might fall into one of three categories:
    - Specific uses of AI are encouraged (generating ideas, editing, translating, outlining)
    - Specific uses of AI are allowed if students clearly distinguish between their original work and AI output (highlighting output, tracking changes in AI output)
    - Any use of AI constitutes academic misconduct.
- **Confidential Data Handling:** Students MUST refrain from entering confidential, personal, or patient data (HIPAA) into generative AI tools to avoid potential loss and/or compromise of

important information. This precaution aligns with the Responsible and Ethical Engagement described above.

AI is rapidly evolving as a tool. As it evolves, the University will revisit and update policies related to AI as needed. UM emphasizes the importance of the ethical and responsible use of AI as an integral part of medical education. Non-compliance with these principles may result in a breach of the Academic Integrity Policy and the consequences therein.

Graduate Programs Governance and Committee Membership

The Graduate Programs consist of several faculty and administrative committees that review all elements of the master's and doctoral programs. Committees include the Admissions Committee, the Curriculum Committee, the Graduate Administration and Operations Committee (GAOC) and the Graduate Executive Policy Committee (GEPC).

The Admissions Committees are composed of select voting faculty members and are responsible for reviewing and voting on all graduate program applications for the MPH, MSPH, MS BST, MS CH, MS PSCH, and PhD programs in biostatistics, epidemiology, and prevention science.

The Curriculum Committee is composed of DPHS faculty, program administration staff, and student representatives (master's and doctorate level). The primary mission of the Curriculum Committee is to work cooperatively with faculty and students in its continuous efforts to improve and facilitate the teaching of public health, biostatistics, epidemiology, and related fields within the Department of Public Health Sciences, the University of Miami Miller School of Medicine, our accrediting agencies, and the South Florida community.

The Graduate Executive Policy Committee (GEPC) and the Graduate Administration and Operations Committee (GAOC) consist of select faculty members and program administration staff. The GEPC oversees policies, decisions, and procedures of the Admissions Committees, Curriculum Committee, and the Graduate Programs' operations.

Student Responsibility

All graduate students at the University of Miami are subject to the general standards and requirements of the University and its various departments regarding attendance, examinations, payment of fees, and conduct, as well as to the specific requirements of the Graduate School. The graduate student is expected to assume the initiative in completing all requirements at the time specified.

To preserve its ideals of scholarship, conduct, and character, the Graduate School reserves the right and the student by their registration concedes the right to require the withdrawal of any student for any reason deemed sufficient by the Graduate School at any time.

It is the responsibility of the student to be informed concerning all regulations and procedures required. In no case will a regulation be waived, or an exception granted because a student pleads ignorance of the

regulation or asserts that they were not informed of it by an advisor or other authority. The student should become familiar with the Academic Bulletin, including:

1. The section presenting the requirements for the degree to be undertaken;
2. The offerings and requirements of the major department;
3. The Graduate Student Honor Code.

After the applicant has been admitted to the Graduate School but before the first registration, the student should consult with the Director of Admissions concerning course requirements, deficiencies, if any, the planning of a program or special regulations. Admission is pending validation of the information and documents presented in your application including any final official transcript(s) from all institutions attended. Once you accept the admissions offer, we will contact you with additional information on how to best prepare for the start of your graduate school experience and next steps.

Per the University's Academic Bulletin, "graduate study" means an integrated program of advanced, specialized study, based on an undergraduate major and/or adequate background, presupposing academic and personal maturity, and making much more than average demand upon the industry, initiative, and scholarship of the student.

All graduate students are required to sign the **Acknowledgement of Receipt and Review Form (Appendix A)** of the Master's Programs Student Handbook which provides a web link to the Graduate Programs in Public Health Student Handbook, the Graduate School Honor Code, and the Academic Bulletin.

Pre-Orientation Modules

All incoming master's students will be required to complete a series of online modules found in the Blackboard Orientation page prior to beginning the master's degree programs. Each module presents distinct and important information relevant to the student's transition and success at UM.

Photography/Video Release

During the program, you may be photographed or video-taped at various University sponsored events. With your consent, the photograph or video may be released for use on the Department of Public Health Sciences' webpage, social media pages, brochures, newsletter, or other media. These materials will be used primarily to highlight our department's student activities and successes. Please acknowledge consent of use of photography by signing the **Photography/Video Release Consent Form (Appendix C).**

Plagiarism Workshop

Plagiarism is explicitly outlawed at the University of Miami and each student who enters our programs signs a statement acknowledging this fact. Students who are found to have plagiarized may be asked to withdraw from their degree program. Plagiarism is not always easy to define; students who are unsure whether a particular practice is acceptable are urged to discuss the issue with the faculty instructor or mentor.

All incoming master's students will be required to participate in a workshop on "*Understanding Plagiarism and Using Proper Citations.*" The workshop will be offered by the UM Calder Medical Library early in the fall and spring semesters to accommodate incoming students in each semester. Students will be required to complete an assignment prior to attending the workshop. The Director of Academic Affairs will work with the incoming students to ensure completion of this requirement.

All incoming master's students are required to sign the **Acknowledgement of Plagiarism Policy Form (Appendix B)** of this Master's Programs Student Handbook.

Faculty Advisors for Students

The Senior Program Manager of Professional Development will survey incoming students at the commencement of the first semester to collect the student's area of interest (e.g., Biostatistics, Environmental Health, Epidemiology, Health Services Research and Policy, or Prevention Sciences.) Incoming students will be assigned a Faculty Advisor who best matches their interests, taking into account the availability of faculty advisors and the scope of student's interests.

Faculty Advising is a critical aspect of students' learning and professional development experience. It includes advising related to all the following:
- course selection and academic goals,
- thesis (for MS) or capstone (for MPH) program, and
- career and professional development.

Academic advising prior to the first semester is conducted by the Admissions Office. For all subsequent semesters, students are required to meet with their assigned faculty advisor at a minimum:
- once per semester, at the time of course selection for the subsequent semester;
- prior to beginning the thesis or capstone; and
- prior to graduation.

Once MPH students advance to the Capstone Program and MS students advance to the Public Health Thesis Project, they are required to work closely with their assigned Faculty Advisor and the Senior Program Manager of Professional Development to ensure that they adequately meet the requirements. The Faculty Advisor will help students develop learning objectives, discuss public health significance of the project, and determine appropriate scope of work. All advising will be formally documented in the student's program plan. Students will be required to upload all documents related to the Capstone Program and Thesis Project to the course's Blackboard page. Students should consult the Capstone and Thesis handbooks, available online, to become familiar with the program requirements before meeting with the Faculty Advisor.

GRADUATE SCHOOL POLICIES AND PROCEDURES

Graduate School Academic Bulletin

Students (at the time of their new student orientation) are provided a web link to the Academic Bulletin and are required to sign the acknowledgement and receipt form (Appendix A). The Academic Bulletin is published annually and contains the policies of the Graduate School, descriptions of courses offered, and the services that are available to graduate students. Students are responsible for knowledge on general UM policies and procedures outlined in the Academic Bulletin. Additional Graduate Programs in Public Health Sciences specific policies and procedures are outlined in this Master's Programs Student Handbook.

All graduate students at the University of Miami are subject to the general standards and requirements of the University and its various programs regarding attendance, examinations, payment of fees, and conduct, as well as to the specific requirements of the Graduate School. The graduate student is expected to assume the initiative in completing all requirements in the time specified.

Time to Completion

Time to completion starts when a student begins any program in the Graduate School, whether it be a master's or doctoral program. For those pursuing a master's degrees, all work must be completed **within six years** of the time of admission; and **within eight years** for those pursuing a doctoral degree. For those admitted directly into a Ph.D. program without a master's degree in that field, work must be completed within eight years. Individual programs may set a shorter time period. Exceptions to the time to completion policy may be granted by the Dean of the Graduate School at the request of the Graduate Program Director.

Students requesting additional time must complete the *Application for Time to Degree Extension* form.

Recency/Validation for Over-Aged Credit Hours

Graduate credit hours transferred from another university may not be applied toward a graduate degree at the University of Miami if their age at the time of acceptance into the University of Miami program exceeds six years. On an individual basis, students may be permitted to validate over-aged credit hours by examination, with program approval.

Levels of Graduate Study

Graduate study implies the need for a minimum of formal courses and a maximum of independent work under faculty supervision. Coursework is not necessarily a determinant of graduate progress and achievement. All work taken by a graduate student in the major area or area of concentration shall be at the graduate level (600 or above). Students in a graduate program interested in taking an undergraduate-level course (below 600 level) must know that the credits and grades from the undergraduate course will not count towards the graduate degree requirement and can only be taken after the graduate student has completed 12 credits in the graduate program. With the permission of the program of major concentration

a student may take elective credit hours (not prerequisite to the major) at any level provided the following limits are observed:

Total Graduate Course Credits (600 level or above)	Maximum Course Credits (below 600 level)
30	3
31 or above	6

Undergraduate credit may not be awarded retroactively, nor are credit hours accepted from another institution.

Credit Waiver for Advanced Degree Students

Master of Public Health (MPH) and Master of Science in Public Health (MSPH) students with an earned advanced degree (ex. MD, DO, JD, PhD, DDS, MBBS, or other doctoral level degree) may request up to a nine-credit waiver on elective course credits. Besides the MPH and MSPH programs, no other master's or doctoral programs are eligible for the advanced degree credit waiver.

The form Credit Waiver for Advanced Degree Students is found in the Blackboard One-Stop Shop page and must be submitted ***at least 30 days prior to the start of the first semester*** to allow time to review the documentation and approve the credits. Requests for credit waiver will not be accepted after the first semester has started.

The Director of Accreditation will provide a recommendation for the number of credits to be waived based on the information provided in the Credit Waiver Request Form. All credit waiver recommendations will be reviewed by the Director of Graduate Programs for final approval. The following waiver materials must be provided:
- Complete SOPHAS application including all final transcripts and WES evaluation for international transcripts;
- One-page summary detailing courses completed with a public health focus and how course is relevant and comparable to our MPH or MSPH coursework;
- Course syllabus or an excerpt from the university's bulletin or website as evidence of public health related curricula; and
- Summary of relevant public health work.

Transfer of Credit from Accredited Graduate Institutions

A maximum of nine graduate credits, with grades of B or above, may be transferred from another accredited graduate institution towards earning a master's degree. Transfer courses with a grade of B or better will count towards the degree credit but will not towards the overall GPA.

Work taken more than six years prior to transfer will not be accepted, nor will credits that counted towards another degree. Credits transferred from a university on a quarterly system must be converted to semester hours (quarter hrs. x 2 / 3). Only graduate level elective courses may be transferred. Exceptions for core courses may apply under special circumstances and with prior approval.

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All work transferred is subject to approval by the Director of Graduate Programs and the Graduate School. Transfer courses must meet competencies of the program. Before a course is taken at another institution, students must obtain **authorization from the Director of Academic Affairs three weeks prior to registering for the course**. A graduate student wishing to transfer in graduate credits taken at another institution must complete the DPHS request to transfer course form located in One-Stop Shop and provide all the required documentation for departmental review and approval. Once approved by the department, the student must complete the Graduate School *Petition for Transfer of Credit* form to have the credits transferred to the University.

In no case will credit be transferred until the student has acceptably completed an equivalent number of credits at the University of Miami DPHS. It is the responsibility of the student to formally request transfer of credit and obtain an official electronic transcript.

Students with an advanced degree that are granted elective course credit waivers upon admission to the master's program, will be limited to a maximum of nine external graduate credits. The total should not exceed 9 credits through **any combination** of an advanced degree credit waiver and/or transfer credit from accredited institutions.

Continuous Enrollment

To maintain status as a graduate student, registration is required in each fall and spring semester. Otherwise, admission lapses and readmission must be requested from the Director of Academic Affairs and approved by the Graduate School.

Master's students who are preparing for presentation of their capstone or thesis project may establish residence by enrolling in a one (1) credit course – either EPH 820 for thesis or EPH 825 for capstone. Either of these two courses allow a student to maintain full time status and continuous registration while completing their capstone or thesis work. These one-credit courses, EPH820 or EPH825, do not count towards the credit degree requirements of the program. These courses are available in spring, summer and fall semester, and enrollment is restricted and must be approved by the Associate Director of Professional Development and the Director of Academic Affairs.

Registration

Graduate students can register on the first day of registration and through the registration period. For more information on registration, students should contact the Director of Enrollment Services. See academic calendar for dates of registration periods here.

Full-Time Study

The categories of full-time students include:
- Graduate students taking 18 or more graduate credit hours during the calendar year (9 or more credit hours in a regular semester or 6 or more credit hours in a summer semester).

- Graduate students enrolled in any 800-level course required for the completion of the degree.

In all cases, determination as to whether a student is in full-time study is the privilege of the Dean of the Graduate School.

The *maximum number of credit hours allowed* for full-time graduate students in public health is 13 for each regular semester and 6 for each summer semester. Exception to this policy will only be granted by a signed recommendation from the student's Academic Faculty Advisor. The Director of Academic Affairs will present the student's petition to the Dean of the Graduate School, or their designee, and inform the student of final decision.

No full-time faculty member may be a full-time student, while working toward a degree. Nor may a full-time student be a full-time faculty member. No full-time student will be a principal investigator in any grant or contract, whether in name or fact. No principal investigator will be a full-time student.

Exceptions to these rules may be made in cases in which students are encouraged to apply individually for small research grants that are consistent with and contribute to their field of study and their dissertation work, and, in certain programs, in which students in a terminal degree status are obliged, as a part of their degree program, to teach as *de facto* faculty members.

Part-time study consists of graduate students taking less than nine credits per semester (less than six credits during a summer session). *For financial aid purposes, only credits appropriate to the degree can be counted when determining enrollment status. Refer to Cane Central for specific information regarding enrollment and financial aid eligibility.*

Enrollment for International Students

International students with an F-1 or J-1 visa are required to complete the International Students & Scholar Services (ISSS) Orientation when they start their academic program. International students are required to be enrolled full-time (minimum 9 credits or 800 level course) during the fall and spring semesters. Most international students are not required to enroll for summer sessions except for students graduating in the summer.

International students who meet an exception to full-time enrollment requirement must complete the required form via the ISSS portal. The only exceptions allowed are as follows:
- Current semester is student's last semester prior to graduation.
- Student has suffered an illness or medical condition which affected his/her academic work (Student must upload medical documentation from a licensed medical doctor, doctor of osteopathy, psychiatrist or licensed psychologist).
- Student has difficulty with the English language (applicable only to first-year students).
- Student is unfamiliar with American teaching methods or reading requirements (applicable only to first-year students).
- Student was placed at an improper course level.

The program end-date noted in the international student's I-20 form indicates the end-day of the semester or summer session in which they complete their last required course for the program. In situations where, insufficient time was allocated on student's initial admission I-20 or additional coursework is required to complete the degree, international students may request a program extension via the ISSS portal. Students must contact their ISSS Advisor for consultation. Questions regarding work for international students should be directed to International Student and Scholar Services, Phone (305) 284-2928, Email isss@miami.edu.

Dropping below full-time enrollment without ISSS authorization will place an international student out of status and has serious consequences. International students should be familiar with the visa requirements.

Optional Practical Training (OPT) for International Students

Optional Practical Training (OPT) is employment designed to provide international students with an F-1 visa an opportunity to gain actual experience in their chosen profession. Its purpose is to "round off" or complement the academic work. It differs from curricular practical training (CPT) in that it does not have to be required for your degree, nor does it have to be for academic credit. Optional practical training may be done before you complete your studies, and/or after you complete your studies.

OPT may be granted for up to 12 months for regular academic programs and up to 24 additional months if the student's program is classified as STEM (Science, Technology, Engineering, and Mathematics majors). All the DPHS master's degrees are classified as a STEM major and therefore, are eligible for an additional 24 month OPT extension, in addition to the regular 12 months of OPT. Please refer to the Optional Practical Training (OPT) STEM Extension for eligibility requirements and further information.

Class Attendance and Participation

Attendance is mandatory and students are expected to attend classes on time as scheduled. It is the student's responsibility to know the instructor's policies regarding examinations, penalties for absences, and late or missed work. If absences are necessary, students must inform the course instructor ahead of time or as soon as possible and adhere to the policies contained in the course syllabus. Permission and conditions to complete any missed course work or tests for a grade is at the discretion of the faculty. Class attendance and participation are part of the evaluation process for grade determination.

Veteran Affairs students will be provided a grade report at the end of each semester period. A copy of the report will be placed in the student's permanent file maintained by the Veteran Affairs Office. Because of the far-reaching effects of these revisions in the V.A. educational benefits program, it is suggested that VA students exercise care and judgment in the program planning and in the selection of courses.

Withdrawals

Students who wish to officially withdraw from a master's program must inform the program director in writing. Students in joint or dual degree programs should consult the program directors for each discipline. No withdrawal is official until the student has consulted with the Graduate Program Director.

Students wishing to officially withdraw from the University of Miami must have their program provide the Office of the Registrar official notification of their intent to withdraw. The Director of Academic Affairs processes the official withdrawal through the Dean of the School or College of the student's program, the Registrar's Office, and ISSS (if applicable). The date of withdrawal is that on which the student notifies in writing the Graduate Program Director, or the date of receipt of a letter requesting withdrawal. This notification will be recorded and used for notification purposes for the Federal Government. Repayment of any federal funds will be based on the date of notification.

Military Withdrawal

Tuition refunds of 100% are granted to students who withdraw due to military service, provided they do not receive credit hour for the course (see below under "Credit Hour for Courses After the 12th Week of the Semester"). If you receive federal financial aid and withdraw before you complete 60% of the semester, a pro rate calculation will determine the amount of financial aid earned. It is based on the amount of time enrolled. This calculation is independent of any charges incurred at the university.

Credit Hour for Courses After the 12th Week of the Semester

The following statement of policy was adopted by action of the Academic Deans' Council April 14, 1967:

1. On recommendation of the Dean of the school or college, students who withdraw after the 12th week of the semester because of official orders to active duty with the Armed Forces of the United States may be awarded credit hour in any course in which they have achieved a C or better up to the time of withdrawal. Instructors must certify that the student had achieved satisfactory accomplishment based on previous work in the course by awarding an appropriate grade. Accomplishment of less than C should be entered on the permanent record as a withdrawal without prejudice (W).
2. Credit hour granted for a course under this policy should count toward graduation.
3. There should be no refund of tuition for courses for which credit hour has been granted. Refunds of courses not awarded credit hour should be on the same basis as complete military withdrawals.
4. The above recommendations are procedures for determining the awarding of credit hour and do not release the student from the usual withdrawal procedures.

Veterans and children of deceased or totally disabled veterans attending the University as students under the government's educational benefits bills must also clear their withdrawal with the Veterans Affairs Officials in the Registrar's Office, Phone (305) 284-8682, Email registrar@miami.edu.

Leave of Absence

A Leave of Absence officially stops the time to completion clock during the approved leave time. A graduate student wishing to take a leave of absence from the graduate program, must obtain approval from the program director followed by the approval of the Dean of the Graduate School. Students must complete the Graduate School dynamic form *Petition for Leave of Absence*.

Students on a Graduate School approved leave of absence will have their "status" in CaneLink updated to Leave of Absence. This status allows students on a Graduate School approved leave of absence to retain their University of Miami Information Technology (IT) access. If students on a Graduate School

approved leave of absence do not return by the expected return date inputted on their Petition for Leave of Absence form, they must submit a new Petition for Leave of Absence form to update their expected return date and extend the leave. If a new Petition for Leave of Absence is not submitted to extend the leave, that student's UM IT access (e.g., CaneLink, email, cloud storage, library access, etc.) may be lost. Also, any student not continuously enrolled and not on an approved leave of absence may lose UM IT access.

All students returning from a leave of absence must apply for Readmission. If the leave of absence has been over six years, over-aged credits will be reviewed for validity. A graduate student wishing to be readmitted must complete the *Application for Readmission to the Graduate School* form.

Grades and Credit Hours

A	Excellent accomplishment
B	Good accomplishment
C	Fair, but below the expected of graduate students (***C- is the lowest passing grade for any course – core or elective)***.
S	Symbol used for acceptable (and U-unacceptable) capstone and thesis credit hour. It may be used for regular courses under special circumstances with the prior approval of the instructor, Department Chair, and the Dean of the Graduate School. The Graduate School considers a grade of "S" to indicate a minimum of a 3.0 GPA in a graduate course if a student has taken no prior coursework on the graduate level. A grade of "S" reflects that a student is in good academic standing.
D	Poor (not acceptable for credit hour toward the advanced degree).
F	Failure (not acceptable for credit hour toward the advanced degree).
W	Course dropped prior to the last day for withdrawing from classes as published in the official calendar of the university. Courses dropped after last date must have approval of the Dean of the Graduate School. Credit hour can be earned only by successful repetition of the course.
I	Incomplete work in passing status with the instructor's permission to complete the course. (Not to be used for capstone, thesis, or dissertation credit hours). To allow a student extra time to complete course work due to unusual circumstances, faculty may submit an Incomplete (I) grade on condition that the student: a. Has attended class and completed at least 50% of the course work; b. Has a passing grade or is in good standing in the course; c. Has corresponded with the faculty member to determine the work that must be submitted; d. Has agreed with the faculty member on a due date (no more than one year from the date the Incomplete grade is submitted) ***The "I" should be changed to a letter grade within one (1) calendar year after it is given*** unless the Director of Graduate Programs and the Dean of the Graduate School make an exception to approve the delay. If the "I" is not changed within one year, credit hour can be earned only by successful repetition of the course. (Note: Fellowships, subsidy tuition, and financial aid may be withdrawn if there is an excess accumulation of "I"s on a student's transcript past the deadline set for completion).
NG	Symbol assigned by Enrollment Services indicating that the instructor has not yet reported the student's grade. For a student to receive credit hour for the course, the instructor must report a passing grade prior to the student's graduation.

Quality Points

Letter grades with corresponding quality points are as follows:

Letter Grade	Grading Scale	Quality Points
A+	97.6-100.0%	4.0
A	92.6-97.5%	4.0
A-	89.6-92.5%	3.7
B+	86.6-89.5%	3.3
B	82.6-86.5%	3.0
B-	79.6-82.5%	2.7
C+	76.6-79.5%	2.3
C	72.6-76.5%	2.0
C-	69.6-72.5%	1.7
D+	66.6-69.5%	1.3
D	59.6-66.5%	1.0
F	<= 59.5-0%	0.0

The quality point average is then determined by dividing the total of quality points earned by the total of credits attempted. The symbols "S", "W" and "I" are not counted as credit attempted.

Grade Point Average (GPA) Requirements

The cumulative grade point average (GPA) is used to determine:

- graduation and university honor eligibility
- good standing, probation, and dismissal status
- scholarship eligibility

Students must continually maintain a cumulative GPA of at least a 3.0 each semester, and no "D" credit hour may be counted toward the degree to be in good academic standing. A grade of C-minus (C-) is the lowest passing grade for any core or elective course. All work leading to the graduate degree and taken as a graduate student will be counted in computing the GPA, including courses graded "D" or below.

Students in joint degree programs (i.e., MPA/MPH, MALAS/MPH, MAIA/MPH/MAIA, JD/MPH, and MD/MPH) must maintain a minimum overall 3.0 GPA for the combined degree. Cumulative GPAs will not be considered individually for joint degrees. Students who complete graduate level courses outside of the DPHS graduate program must maintain a cumulative minimum 3.0 GPA in the specific DPHS master's degree to be on good academic standing in the specific program.

Award of Academic Merit

Students who obtain a 3.8 GPA or better will receive an Award of Academic Merit from the Graduate School. The award is posted on the transcript.

Graduate Repeat Rule

A student may repeat a course in which a failing grade, any "D" or "F", was earned, but the repetition of the course will not eliminate the previous grade from the record. A failed core course must be repeated to earn graduate credit and meet the degree requirements. A course may be repeated only once unless written authorization is provided by the Director of Graduate Programs and the Dean of the Graduate School. All grades are included in the computation of the quality point average. If a course in which an unsatisfactory grade was earned is repeated, and the repeat grade is a "C-" or higher, the number of credit hours required for graduation will be increased by the number of credit hours repeated.

Application to joint degree programs

Applications to joint degree programs should happen at the time of Admissions. On a case-by-case basis, Graduate Programs in Public Health Sciences may consider a request from a current MPH student to be admitted to one of the joint degree programs with MPA, MLAS, MAIA, and JD. This request may be considered only if the current MPH student has completed up to 16 graduate public health credits or less. If the current student has completed more than 16 credits, the student should finish the 45-credit MPH degree and consider adding a second related master's degree. Please refer to the Academic Bulletin for more information regarding the [Second Related Master's Degree](#).

Good Academic Standing

To be in Good Academic Standing a student must not be on Academic Probation or subject to Academic Dismissal.

Academic Probation

Students must continually maintain a cumulative GPA of 3.0 each semester and pass all courses. Failure to do so places the student in academic probation. *A student will be notified of their academic probation status if their cumulative GPA falls below 3.0 in any semester, or if a single grade below a "C-" is earned in any course (core or elective).* A failed core course must be repeated to obtain graduate credit and meet the degree requirements. Notification of academic probation will be given in writing by the Executive Director of Master's Programs immediately following the close of the deficient semester. Students are required to meet with the program director and the Director of Academic Affairs immediately following the failing semester to discuss their academic probation status. Students will not be allowed to enroll in future courses until the probationary meeting is concluded.

The cumulative GPA must be raised to at least a 3.0 by the end of the next semester in which registration occurs, or the student will be required to withdraw from the graduate program. No more than one fall or spring semester, or 2 summer sessions, may pass without registration once a student has been placed on academic probation. Exceptions to this policy may apply with the approval of the Director of Graduate Programs.

A "D" or "F" grade will not count toward credit in the graduate degree. However, a "D" or "F" grade will be counted in computing the GPA. Students must achieve a minimum 3.0 cumulative GPA in order to graduate. If students are in their final semester and do not have the required GPA, they will be allowed to

take additional courses with the approval of the Director of Graduate Programs. Credits taken in excess of the degree requirement are not eligible for any financial aid.

Students on academic probation must meet with the Chair of the Department and/or the Program Director and the Director of Academic Affairs. They are not eligible for departmental tuition subsidies, program scholarships, TA positions, GA positions, or capstone/thesis/conference awards for the duration of the academic probation period. Once the student comes out of academic probation, eligibility for departmental awards, scholarships, and employment opportunities resumes.

Academic Dismissal

A student who remains on probationary status after two consecutive semesters on Academic Probation shall be subject to Academic Dismissal. A student who has been on Academic Probation for one semester and has a cumulative GPA below 1.0 shall also be subject to Academic Dismissal. The Graduate Program Director will inform the student in writing of the program's decision to dismiss and the student's right to appeal.

Academic Dismissal Appeal Process

Students who wish to appeal their dismissal from a DPHS master's programs must do so in writing to the Executive Director of Master's Programs within ten (10) business days of receiving the letter of dismissal from the DPHS Graduate Programs Director. The student's request for an appeal is first reviewed by the DPHS Graduate Executive Policy Committee (GEPC) and a vote is made on the final determination of the dismissal within ten (10) business days. The appeal is then reviewed by the Office of Graduate Studies (OGS) Graduate Executive Committee (GEC) and a final determination of the dismissal is made within ten (10) business days.

The final written determinations of DPHS and OGS conclude the internal appeal process by the UM Miller School of Medicine (UMMSOM). If the student wishes to continue with the appeal within the purview of the Graduate School Grievance Guidelines, the student will need to file a written grievance review request with the Office of the Dean of the Graduate School within thirty (30) academic days of the final determination date by UMMSOM. Those who have been dismissed for academic reasons shall not be considered for readmission to any school or college at the University until at least two regular semesters have elapsed since their dismissal.

Appeals in reference to curriculum changes or admissions decisions will be forwarded to the appropriate committee (e.g., Curriculum Committee, Admissions Committee, Faculty Advisor). The Graduate Executive Policy Committee (GEPC) must review all requests and changes from the committees mentioned above. Student and faculty appeal for admissions decisions, curriculum changes, credit waivers, and unique student circumstances are examples of such items that the GEPC would review for decision. If further appeals are necessary, requests are then submitted to the Department of Public Health Sciences Chair for a final decision. For students to file an appeal, the Faculty Advisor and appropriate Director must first be contacted, followed by the appropriate committee, before the appeal will be reviewed by the GEPC and Department of Public Health Sciences Chair.

Graduate School Grievance Guidelines

The Graduate School Grievance Guidelines provide an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. These Graduate School Grievance Guidelines do not supplant UM Students Rights & Responsibilities or any other published policy or procedure relating to graduate students.

Please refer to the UM Academic Bulletin for detailed Grievance Guidelines information regarding:
- Purview of the Guidelines
- Constitution of the Committee and Grievance Panel
- Procedure and Time Limits for Filing a Grievance
- Definitions and Assumptions
- Deadlines for Hearing Materials, Preparation, and Witness Identification
- Hearing
- GRP Decision and Authority
- Modification

Graduate Student Grade Appeal Process

The academic community is unanimous in its position that the grade an instructor assigns to a student is the instructor's responsibility and privilege. Any effort to alter this would be a violation of academic freedom. It is the instructor's responsibility to establish criteria for assigning grades.

Attempts to resolve grade issues must be addressed to the following entities/persons in this order:

1. The faculty member responsible for the course, program, or activity.
2. The program director where the course is housed.
3. The department chair of the faculty member or administrator.
4. The Dean or designee of the school offering the course, program, or activity.
5. The Academic Ombudsperson who will review the merits of the potential appeal and attempt to resolve the matter.
6. The Dean of the Graduate School, if the student has exhausted all levels of appeals in their School/College and has consulted with the Academic Ombudsperson.
7. After, and only if, all the other steps are taken the Dean of the Graduate School (or designee) will decide whether to refer the appeal to the Faculty Senate Student Affairs Committee (FSSAC).

Please refer to the Graduate Student Grade Appeal Process in the Academic Bulletin for specific instructions.

RA, TA, GA Hourly Guidelines

Graduate students with appointments as Research Assistants (RAs), Teaching Assistants (TAs) or Graduate Assistants (GAs) will be expected to work 20 hours per week except for efforts directly required for dissertation research. To be considered for a graduate assistantship, a graduate student must:

- Be enrolled for full-time study; and
- Maintain good academic standing.

International students may work on campus provided the student is maintaining F1 status and does not work more than a total of 20 hours per week (including any off campus work the student may have been authorized to perform) while school is in session. Questions regarding work for international students should be directed to International Student and Scholar Services.

Definitions:

- RA (Research Assistant): Responsibilities are mainly conducting research and/or assisting with research projects.
- TA (Teaching Assistant): Responsibilities are mainly teaching and/or assisting in the area of teaching.
- GA (Graduate Assistant): Responsibilities are mainly in professional support of university operations and programs. Graduate students should not be hired to perform clerical duties.

1. Requirements for Teaching Assistants:

- Graduate Teaching Assistants who are the instructors of record and responsible for assigning grades in a course must have a master's in the teaching discipline or 18 graduate credit hours in the discipline.
- Graduate Teaching Assistants must be directly supervised by a faculty member in the teaching discipline, must attend regular in-service training provided by the Graduate School and by DPHS Graduate Programs, and must be reviewed by the supervising faculty member at least once a semester.
- Graduate Teaching Assistants who have previous teaching experience and indication of competency may be exempted from Teaching Assistant training by the Graduate Program Director. The Graduate Program Director must then notify the Graduate School of any exemptions that are granted.

2. Policy on Outside Employment for RA/TA/GA

A graduate student must have prior approval from the chair or advisor to work outside the department, since such activities might impede progress toward their degree. Any question or concern should be discussed with the Dean of the Graduate School.

- A graduate student is allowed to supplement their stipend by tutoring undergraduate students in courses in which they have no direct responsibility at the time.
- A graduate student who is teaching a class or lab of a multi-section course using a common syllabus and common exams may not tutor any student in any section of that course.

- A graduate student, like any other member of the teaching faculty, may offer review sessions for his or her students to which he or she may invite students from other sections of the same course. The graduate student arranging such sessions may not under any circumstances take money from the students in attendance.
- A graduate student may use his or her office for tutoring or may ask departmental permission to use a classroom or other appropriate university facility.
- The graduate advisor or department chair may require a graduate student to limit his or her outside employment or tutoring activity if, in the view of the department, such activity is impeding the graduate student's academic progress or keeping him or her from fulfilling responsibilities within the department.
- International students should clear their work instructions with International Student and Scholar Services. Questions regarding work for international students should be directed to International Student and Scholar Services, Phone (305) 284-2928, Email isss@miami.edu.

Graduation/Degree Conferral

It is the responsibility of the student to apply for graduation through Canelink during the student's final semester before the date indicated on the Academic Calendar and the Schedule of Classes. These dates are published here. Students who previously applied for graduation but did not receive the degree must repeat the application procedure. Deadlines for the commencement program are firm.

Students will be degree candidates until they have been cleared for degree conferral by the Graduate School. In order for degrees to be conferred:

- The student must have met all the academic requirements for the program.
- The student must have a minimum of 3.0 cumulative grade point average.
- The student may not have any outstanding debt including, but not limited to, tuition, fines, and fees. Tuition for last semester of study must be paid in full by the beginning of the final semester.
- All original documents (official transcripts from previous degrees, GRE scores, etc.) must be on record in the Graduate School.
- The Graduate School does not require application to candidacy for master's degrees.

Commencement Ceremony

Commencement is the celebration of your culmination as a University of Miami student. The awarding of degrees and honors to the candidates named in this program is contingent upon the satisfactory completion of the appropriate requirements by each candidate. Participating in commencement in no way implies or ensures graduation, or the award of honors.

Commencement ceremonies are held in May and December only. Students may walk in the commencement ceremony if they have attained 30 or more credits in their master's degree, but the program will indicate "in progress" if information is missing. The listing of a student's name in the printed program in no way implies or ensures his or her graduation or the award of honors. The degree conferral and diplomas are issued post-graduation by the Office of the Registrar.

Those completing degree requirements during the fall, spring or summer sessions may, if they wish, participate in the commencement ceremonies of the previous or following May or December. Master's students marching in the commencement ceremony must have the approval of the graduate advisor, director, or appropriate person in the program to participate in the ceremonies.

INFORMATION TECHNOLOGY RESOURCES AT UM

CaneLink

Canelink is the University's Student Information System (SIS). Students, faculty, and staff use CaneLink to search for classes; view course schedules, course history, class rosters, registration shopping carts, advisees, and other advisee academic data; release advising holds; run degree progress reports and what-if scenarios for advisees; add classes to a shopping cart; sign up for be on a waitlist for classes that are filled to capacity; check for conflicts, missing enforced requisites, missing permissions, etc.; and select classes for future semesters using class planner.

CaneLink offers several tips sheets & tutorials, as well as useful tips and tricks. For further assistance, please contact the UMIT Service Desk, Phone (305) 284-6565, Email help@miami.edu.

Blackboard (course management system)

The Blackboard Course Management system automatically provides a course web site for every course at the University of Miami. Students and faculty are automatically enrolled in their course web sites. Faculty often use the course web site for posting copies of PowerPoint slides used during a lecture, notes from a lecture, examples of previous exams, grades, links to on-line material, and to facilitate online, out of class discussions.

Accounts are automatically generated for faculty, staff, and students at UM. To login go to www.courses.miami.edu using your Cane ID and password. Your courses will be listed in Blackboard under "*My Courses*". This folder can be customized to only show courses for the semester(s) you wish.

The Blackboard Help Desk offers support from 9:00 am to 9:00 pm, Monday through Friday. You may call (305) 284-3949 or email blackboardhelp@miami.edu. You may also review the Blackboard FAQ.

Blackboard One-Stop Shop

The Blackboard course *"One-Stop Shop for graduate public health students"* will be available every semester. This "course" is a centralized location for graduate public health students to find important information on course schedules, permissions forms, upcoming events, suggestion e-box, who's who contact sheets, newsletters, handbooks, etc. It is designed to complement the information on our website. It is a great tool to find important information quickly.

University Email

Graduate students are required to use their miami.edu email address. Since all program communications occur by e-mail and will only be sent to the med.miami.edu address, we urge you to *check your university e-mail account at least once per day*. Email communications will include course assignments, program events, administrative requests, and announcements. All degree-seeking graduate students are provided

with free access to an email account hosted through the server miami.edu. A web mail interface is available on this server: http://mail.miami.edu/

Email addresses and login information will be provided to all new students before the start of their first semester at orientation, or shortly before the orientation date. Please refer to this IT document for frequently asked questions regarding Office 365:
https://www.it.miami.edu/wda/it/FAQ_Office365_General_Information.pdf

Students that graduate from the program will have access for life to their UM email address (Office 365 email account) so long as they log in at least once a year. If students leave the University of Miami on amicable terms, they will be able to access the Office 365 email account for six months.

Information Technology Department

The vision of University of Miami's Information Technology (UMIT) department is to be the best information technology organization in higher education and healthcare; recognized for strategic leadership, innovation, and collaborative partnerships in achieving the University of Miami's academic, clinical, and research goals.

The Student Technology Help Desk is a free computer support center for students. They provide a multitude of services including internet configuration, virus and spyware removal, system restorations, software installations and upgrades on laptops, desktops, smartphones, and tablets.

The Student Technology Help Desk at the Medical Campus in the Calder Library, Room 1018A. Their Help Desk hours are Monday-Friday, 9:00 am- 5:00 pm. You may reach them by phone at (305) 243-5999 or email at help@med.miami.edu.

UMIT offers several services and products to support students. Please visit the UM IT list of services and products for free software downloads, LinkedIn training courses, hardware, cloud-based storage, wireless networks, remote access technologies, and more.

TUITION AND FEES

Scholarship Programs and Funding

The Department of Public Health Sciences offers up to 25% in tuition scholarships for all MPH and MSPH students enrolling in the summer 2024, fall 2024 and spring 2025 semesters and completing the program as a 45-credit degree. MPH and MSPH students already receiving a credit waiver for an advanced degree, tuition remission benefits, or joint degree credit sharing are not eligible for the scholarship program. If an MPH or MSPH student receiving a scholarship fails a course that needs to be repeated (e.g., core course), the student will pay the standard graduate per credit tuition for the repeated course.

The MS in Biostatics, MS in Climate and Health, and the MS in Prevention Science and Community Health programs offer $7,500 tuition scholarships. Also available is funding in the form of competitive awards for travel to conferences, Capstone Programs, and Thesis Projects; Graduate, Research, and Teaching Assistant positions; and support for the Certified Public Health (CPH) Exam.

The 4+1 BSPH and BSHS dual degree programs offer a tuition waiver in the form of twelve (13) graduate credits as part of the undergraduate tuition. The 4+1 students do not pay the graduate per credit tuition during their undergraduate senior year. For the 2024-2025 academic year, the tuition waiver for the 4+1 students equates to a savings of $32,890. Additionally, the department offers a $5,000 Double Cane Scholarship to all 4+1 students (BSPH and BSHS). Students will receive the scholarship upon graduating from the undergraduate BS degree (having completed 13 DPHS graduate credits) and becoming graduate students.

Graduate Credit Tuition

Tuition for graduate credit is $2,530[*] per credit for the 2024-2025 academic year. A tuition refund schedule is posted online before the start of each semester. Tuition will be credited on a prorated basis dependent on the date noted as the "Withdrawal or Drop Date" shown in CaneLink. Tuition will not be refunded for unofficial withdrawals.

For information regarding your student financial account, you may visit canescentral.miami.edu to submit a questions and a 'Canes Central associate will follow up with you directly to address your question or concern. The 'Canes Central Student Portal will allow students to submit new cases, review open and closed cases, and communicate directly with an associate.

Course Add/Drop/Withdrawal

All adds, drops and withdrawals will be dated and will be effective on the date they are processed. Requests cannot be backdated to be earlier in the term. Retroactive add, drop, or withdrawal will only be considered when there are extraordinary circumstances. These situations will be reviewed on a case-by-case basis and will require a justification. Final approval will be made by the University Registrar and Director of Financial Assistance.

Terminology:

- Drop: a drop indicates that a course has been removed from the student's schedule prior to the last day to DROP without a "W" (Withdrawal). No record of it is kept on the student transcript. (Coincides with the Last Day to Drop w/o a "W" on the academic calendar each semester)
- Withdrawal: when a student leaves/withdraws from a course after the DROP deadline. This results in a "W" on the transcript. It is counted in the student's academic progress. (This begins after the Last Day to Drop w/o a W and ends on the Last Day to Withdraw with a "W".)
- Retroactive: any time a registration function is effective dated prior to the processing date. (These will only be granted under extraordinary circumstances; faculty and deans may no longer approve; these are requested through the University Registrar and Director of Financial Assistance.)

Refund Policy for Winter-break and Spring-break Courses

Graduate Programs in Public Health Sciences offers **winter-break and spring-break courses** between the standard fall and spring academic calendar. These are compressed courses offered during a period of one or several weeks:

- The winter-break courses occur the week before the start of the spring semester. These winter-break courses appear in CaneLink as part of the spring semester.
- The spring-break courses occur the week of spring-break. These spring break courses appear in CaneLink as part of the spring semester.
- The summer courses occur during Summer A or B semesters.

Due to the intense format of these courses, there are special registration and refund dates.

- **Registration** is contingent upon availability and students cannot add a class once it has started.
  - **Winter-break courses:** Registration must be completed before the first day of class.
  - **Spring-break courses:** Registration must be completed before the first day of spring semester classes.
  - See academic calendar for more information.

  - **Drops and refunds** are processed when students drop the course directly in Canelink, or on the date when the student emails the Drop Form to the Director of Enrollment Services.
  - The refund granted is based on the refund schedule.
  - Students receive 100% refund of tuition charges only when they drop the course before the first day of class or before the date "Last Day to Drop a Course Without a W", as listed on the academic calendar.

Graduate Student Fees

All students are responsible for fees on their account (regardless of their tuition payment arrangement). The 2024-2025 Semester Tuition and Fees Rates for Graduate Students are available online.

A complete list of fee descriptions can be found in the Student Account Services page.

- **The Activity Fee** entitles students to receive an identification card, which is their required identification card for various campus uses such as student elections, use of certain University facilities, free admission to many University-sponsored events, and the Ibis yearbook.
- **The Athletic Fee** entitles students to attend assigned home games for football, baseball, basketball, and intercollegiate contests. Free transportation is included for events held at the Hard Rock Stadium. This fee is optional and won't be automatically charged to your account.
- **The Health and Counseling Center Fee** allows for primary medical care physician/ nursing services, 24 hour on-call services, health counseling and community outreach/ public health initiatives at the Student Health Service, and individual and group counseling, substance abuse and other addiction programs, crisis intervention, case management, and mental health education and other outreach programs at the Counseling Center. It is a mandatory fee for all full time and part-time students regardless of credit hour load. Part-time students will be charged the part-time rate. Students are not required to have the University sponsored health insurance plan in order to utilize the services of the Student Health Center.
- **The Student Center Complex Fee** (located in Gables Campus) is a mandatory fee for all full time and part-time students regardless of credit hour load. Part-time students will be charged the part-time rate.
- **The Wellness Center Fee** is automatically charged to all students registered full time (9 or more credits in a fall or spring semester) but can be declined within the first week of classes each semester and removed from your account. Students have access to the Wellness Centers at both the Medical Campus and the Gables Campus.

Student Health Insurance Fees

Health insurance is required for all students. Students may obtain their own health insurance (through a parent, spouse, employer) or elect to purchase a student health insurance policy. The University has selected Aetna Student Health as the provider for students. This plan is designed to be used in conjunction with the services of the Student Health Service and Counseling Center. To obtain greatest benefits, students will need to utilize the Student Health Service first, where treatment will be administered or referral issued, except in the case of medical emergency, maternity, when away from campus or when the Student Health Service is closed.

The annual cost of the health insurance premium for the 2024-2025 year are published online by UM Student Affairs website.

There are no co-payments for clinical and diagnostic services provided at the Student Health Service or Counseling Center. Co-payments and coinsurance may apply to services received elsewhere. Higher out

of pocket costs apply when using out-of-network versus in-network providers. Coinsurance for in-patient care is lowest at University of Miami Hospital, and prescription drug copays are lowest at the Lennar Walgreens Pharmacy. **All students, including those with limited out of state coverage and otherwise inadequate coverage, are encouraged to review their options carefully before choosing to waive the insurance charge**.

Students who obtain their own insurance, or are covered by their parent's and/or spouse's policy, may waiver out of the health insurance charge by clicking here.

You will receive an email confirmation once you submit the insurance waiver form. The student is responsible for informing the Student Health Service Center if any information changes during the school year and new documentation will need to be provided. Health insurance waiver must be renewed every fall semester via CaneLink.

All international students are *required* to enroll in the University sponsored health insurance program. The annual premium for this coverage is added to each student's fees.

Course Auditing Fee

Students who wish to audit an EPH or BST course for a full semester must request permission from the professor whose class they wish to audit. Approval will also depend on classroom availability since public health graduate students are given priority enrollment.
Students auditing a course:
- o will not receive credit for the course,
- o will not receive a grade for the course,
- o will not prepare written assignments or take examinations,
- o will receive entry on their permanent academic record as an audit course,
- o will pay 1-credit for the course at the standard UM graduate tuition fee, and
- o are not eligible for a refund.

Students cannot register themselves for the course through Canelink. Instead, Graduate Programs will process the registration through the Registrar's Office.

Current students or visiting guests who wish to audit an EPH or BST course for a *single or limited class session* must also request permission from the professor whose class they wish to audit.

The following situations are considered eligible for limited class auditing/attendance:
- Doctoral Remediation: PhD students in EPI, PREV, and BST in need of remediation due to unsuccessful performance on comprehensive/qualifying examinations (with permission of program direction and course instructor).
- Special Invitation: Special invitation by the program and/or instructor to attend a class session with a guest speaker or special event session.
- Admissions/Recruitment: Master's programs' student recruits wishing to attend a single class session to experience the graduate course environment (arranged by Admissions Director with permission of instructor).

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Employee Tuition Remission Benefit

Tuition benefits are University provided benefits designed to encourage employee and family participation in higher education. As an element of the total compensation package, this benefit is designed to be competitive in supporting a foundational level of higher education. Given its time constraints, tuition remission students are not eligible to participate in the DPHS Accelerated Master's Program.

For more information regarding tuition remissions benefits, please click here.

The University manages its tuition remission plan in accordance with Internal Revenue Service (IRS) regulations. Tuition remission benefits at an undergraduate level are not taxable. Graduate tuition remission is subject to Federal Income and Social Security withholding taxes.

UNIVERSITY-WIDE RESOURCES

'Canes Central

The University of Miami has created 'Canes Central, an online system to quickly and efficiently answer student questions. 'Canes Central combines the following four customer service operations into one convenient location:

- Registrar's Office
- Student Accounts Office
- Student Financial Assistance and Employment Office
- Cane Card

'Canes Central associates are cross-trained on all four areas so they can provide comprehensive solutions and world-class service.

Please visit canescentral.miami.edu to submit a questions and a 'Canes Central associate will follow up with you directly to address your question or concern. The 'Canes Central Student Portal will allow students to submit new cases, review open and closed cases, and communicate directly with an associate.

Office of Student Financial Assistance and Employment

The Office of Student Financial Assistance and Employment administers federal, state, private, and University financial assistance programs. Our office awards financial assistance for Undergraduate and Graduate/Professional students. We communicate with our students mainly through the CaneLink system regarding any information we might need to complete the financial aid process.

It is the purpose of the Office of Student Financial Assistance and Employment to provide federal financial aid assistance to qualified students in the form of loans and work programs to the extent that resources are available. Professional financial aid and student employment advisors are ready to assist all students plan for the most efficient use of their financial resources for education. Graduate students need to complete specific steps to receive notification and disbursement of federal awards.

Student's financial aid award may consist of loans, scholarships, tuition waivers or a combination. Financial Aid is offered to a student's maximum eligibility as determined by enrollment and the Cost of Attendance (COA). Students should contact Cane Central to understand their cost of attendance and financial eligibility. The following page offers definition of COA and other relevant information.

It is a long-standing federal regulation that reimbursement to students who attend/speak/present at a conference or participate in a field site will be considered financial aid *UNLESS* a signed statement from a faculty member certifying that the travel/activity either:

- directly supports a faculty project, research, or scholarship program, or
- directly related to the student's employment status at the University, or
- is connected to activities of University of Miami recognized student clubs or organizations

DPHS students should work closely with the manager overseeing the capstone/thesis awards and their Academic Faculty Advisor if funding has been provided to attend a conference or an award has been granted as part of the capstone/thesis program.

Office of International Student and Scholar Services (ISSS)

The [International Student and Scholar Services (ISSS)](#) represents the needs and interests of the University of Miami international community and provides support services and programs for international students, scholars, observers and academic departments at UM. International students and scholars face some unique challenges as well as opportunities while pursuing their academic goals at UM. The ISSS Office facilitate enrollment, retention, and graduation for international students and ensures successful experiences for international scholars (faculty and researchers) by providing information, services, acclimation, and culturally relevant activities.

ISSS is committed to the internationalization of the student and scholar experience - the extent to which students and scholars develop a cross-cultural awareness and a willingness to reach beyond their own cultural knowledge. Please contact ISSS to explore ways that we can support our international students and scholars as we continue to build an international university.

International Student Orientation (ISO) is a mandatory pre-orientation program sponsored by ISSS for new and transfer University of Miami international students. ISO complements the *Graduate School Orientation* program for graduate students by providing international students with information and experiences that will assist in their transition to living and studying in the U.S.

Office of Disability Services

The [Office of Disability Services (ODS)](#) is the primary university office responsible for the coordination of auxiliary aids and services for students with disabilities. The Office of Disability Services (ODS) provides academic accommodations and support to ensure that students with documented disabilities can access and participate in the opportunities available at the University of Miami. Individuals with disabilities must self-identify and request academic accommodations through the Office of Disabilities following admission to the program and prior to the beginning of the semester.

Accommodations are determined on a case-by-case basis and are based on the documentation provided by the individual. Documentation is reviewed and accommodations are assigned in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), including the Americans with Disabilities Amendments Act of 2008.

Academic Accommodations

[Academic accommodations](#) are adjustments that provide equal academic opportunity for students with disabilities. Academic accommodations are designed to provide equal access to courses and programs, but they do not guarantee an outcome or a level of achievement. Academic accommodations shall be reasonable. They need not be provided when the accommodation would result in a fundamental alteration of the program or impose an undue financial or administrative burden on the institution. Furthermore, accommodations are not required to address a personal need such as: an attendant, an individually

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prescribed device, a reader for personal use or study, or other devices or services of a personal nature. Requests for accommodations which would fundamentally alter the nature of a program, or which would alter the academic standards of a course or program will not be granted.

Accommodations must be requested by a student in a timely manner which will allow ODS to review documentation, determine eligibility, and establish the accommodations. Please visit the Office of Disability Services for specific instructions and deadlines by clicking here.

Students must present the approved academic accommodations granted by the ODS to each faculty **prior to the beginning of the semester following admission to the program**, and each semester thereafter that the student needs accommodations

Writing Center

The Department of Writing studies hosts the **Writing Center.** The Center offers free, one-on-one assistance to students with all types of writing concerns, where they can help at any stage of the writing process, from brainstorming to final revisions. The Writing Center also advises and offers support to faculty in all disciplines. They serve all of the University of Miami community, including undergraduate and graduate students, faculty, and staff.

The Writing Center offer one-on-one appointments (50 minutes) for students from all three campuses: Coral Gables Richter Library's Learning Commons (where we are also known as "Write"); Rosenstiel School of Marine and Atmospheric Sciences; and the Miller School of Medicine. To make an appointment, visit the Writing Center website.

Student Health Center

At UM, we're committed to your wellbeing. When you enroll, you'll have access to a variety of services designed to support your health, safety, and wellness throughout your time on campus. The Student Health Center offers a full range of medical services, including primary care, specialty services, and advice on health-related issues. For hours of operation, visit the Student Health Center website.

All students are required to provide proof of immunization or sign a waiver declining these immunizations.

All **international students** must also be screened for risk of tuberculosis by completing page two of the immunization form. For new students, in order to prevent any issues with your registration or financial account, complete all requested health forms prior to the stated deadlines.

Student Counseling Center

The Student Counseling Center has personal counselors who can help students effectively cope with the challenges of college life and facilitate learning, growing, and socializing. The Counseling Center offers a wide range of services, including short-term individual counseling, career and educational counseling, outreach programs, and various groups aimed at enhancing personal growth and development. The

Center is staffed by an experienced team of professionals from the fields of psychology, psychiatry, mental health counseling and social work. ***Any student can use the walk-in service of the Counseling Center at the Gables Campus without scheduling an appointment.***

Please click here for explanation of benefits offered by the Student Counseling Center.

If a crisis occurs when the UM Counseling Center is closed, counselors can be reached by calling the University of Miami Police department at (305) 284-6666. Please visit our emergency services page by clicking UM Counseling Services Emergency Services here for more information. If you are experiencing a life-threatening emergency, call 911 immediately or go to the nearest emergency room.

The Medical Campus Counseling Center also delivers confidential mental health services to UM students on the Medical Campus. We encourage you to fully explore the Counseling Center's website to learn more about their services and to schedule an appointment. To schedule an appointment in the Medical Campus, students can call (305) 284-5511 and inform reception staff that you would like to schedule an appointment on the Miller School of Medicine Campus. Please have your C Number available when making the appointment.

MEDICAL CAMPUS RESOURCES

Access Card and Photo ID

Each incoming student is required to obtain a student photo ID that must be visibly seen at all times while on the Medical Campus. This ID will identify the student and allow him/her to enter various UM facilities at the Medical Campus as well as the Coral Gables campus and Marine Campus. An access/ID card to enter the Clinical Research Building must be purchased by all incoming students. These cards are computer coded and should **never** be given to other individuals for their use. Lost or stolen access cards should be reported **immediately** to Security and can be replaced by the student for a $10 fee. Access cards must be returned to Security office prior to graduation or withdrawal from the program to avoid a hold on the student's records. UM employees are not issued student IDs.

You will have access to the following **Don Soffer Clinical Research Center** (DSCRC) rooms/areas from Monday-Friday from 7:00 am to 7:00 pm:
- Computer Lab 994
- Student Lounge 904
- Lunchroom 992A
- DSCRC Corridor 9th and 10th floor

Libraries

The Louis Calder Memorial Library advances informed decision making and knowledge transfer in support of the University of Miami Miller School of Medicine. The Calder Library has initiatives in:
- Clinical Decision Support
- Scholarly Communication
- Experimental Space for Collaboration
- Clinical and Translational Science
- International Medicine
- Client Service and Feedback
- Distinction in Teaching and Learning
- Community service and Consumer Health Outreach
- Health Informatics Education

Your University of Miami ID card serves as your library card. You must present your ID to borrow materials, receive in-house rates for services that are fee-based, and to enjoy interlibrary loan and billing privileges. Reduced student rates are available for all services.

Parking

The Department of Security office is responsible for issuing parking lot access for faculty, staff and students who wish to park at the medical campus. Unfortunately, the demand for parking spaces is greater

than the number of spaces at the 14th Street Garage (CRB), located at 1130 NW 14th Street. For more information regarding parking at the Medical Campus, please click here. If you are placed on a waiting list and need parking in the meantime, parking spaces are readily available in the privately-owned Dominion Towers Parking Garage. Call (305) 243-6280 or email UMparking@med.miami.edu for more information. The office is located at 1501 NW 9th Avenue, Suite 100.

Metrorail Passes

The Metrorail, an elevated rapid transit system that runs through Miami, provides convenient access to the medical school at the Civic Center Station exit. Discounted monthly Metrorail passes are available to UM students and must be ordered a month in advance of the month in which you would like to make use of the pass. To inquire about passes, contact the Department of Security at (305) 243-6280 or UMParking@med.miami.edu. For more information on the Public Transit Program: http://ummcsd.med.miami.edu/SECURITY/Transit_Pass.htm

Public Safety Department

The Department of Public Safety at the medical campus employs over 60 uniformed officers who monitor building entrances and patrol the campus on foot and by vehicle 24 hours a day. You can reach medical campus security by calling (**305) 243-6000** (6-6000 or *711 on in-house phones).

The Public Safety Department provides walking safety escorts from all UM locations to any point on campus, including the Metrorail station. This service is available 24 hours a day, 365 days a year to faculty, staff, students, visitors, and patients. To request a safety escort, simply call the non-emergency Public Safety Department number listed on the back of your UM ID badge: 305-243-7233 or 305-243-SAFE.Wait times average from 3 to 5 minutes, although there may be occasional delays due to unexpected emergencies.

Computer Labs

Students have access to various computer facilities on the Coral Gables Campus and the Medical School Campus. For access into all computer labs on the Coral Gables campus, you must have your student ID with you. The computer facilities readily available to MD/MPH students are located in the 9th floor computer lab (DSCRC 994). The computer lab includes 15 computers/monitors and 1 network LaserJet printer and copy-machine. Your student ID/University of Miami ID will unlock the computer lab door.

Public Health Student Association (PHSA)

The Public Health Student Association (PHSA) serves as a formal channel of communication between graduate students, the faculty, and the University administration. It is a student-run organization consisting of an elected Executive Board and appointed activity Chairs. PHSA organizes service, academic, and social events throughout the year.

The objectives of PHSA are to:
- Act as a vehicle of academic reform

- Represent the views of the graduate student community to all external groups
- Facilitate an interactive relationship between faculty, staff, alumni, and students
- Promote student involvement in the school, University and community through service, programs, and special events
- Present the suggestions and concerns of the student body to Graduate Programs Administration
- Contribute to the education and welfare of public health students in cooperation with public health organizations on a local, state, and national level

The list of PHSA Executive Board officers is available online.

Please join PHSA on Facebook.

Delta Omega Honorary Society for Public Health

Delta Omega is the honorary society for graduate studies in public health. Students in the top 25% of academic performance are invited to join Delta Omega. The society was founded in 1924 at the then School of Hygiene and Public Health at Johns Hopkins University, when only a few graduate schools of public health existed in the United States. The Society now has chapters in over 60 Council on Education for Public Health (CEPH)-accredited schools and programs providing advanced public health degrees. Learn more about the history of the Delta Omega Honorary Public Health Society.

The Beta Sigma Chapter of Delta Omega at the University of Miami was first chartered in 2009. The mission of the Beta Sigma Chapter at the University of Miami is to:
- confer distinction for high achievement,
- promote leadership development,
- promote scholarship and encourage intellectual development, and
- establish collaboration between students, faculty, and alumni.

The list of Delta Omega Executive Board officers is available online.

Social Networking Sites

Students cannot use University logo or any other official University images on personal social media sites for the purpose of appearing to be an officially sanctioned University or affiliated site without written consent from the Office of UHealth/Miller School of Medicine Marketing. Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author's alone and not that of the University or its affiliates. Do not use the University of Miami's name to promote a product, cause, or political party or candidate. The UMMSOM's policy on social networking can be found at:
http://privacyoffice.med.miami.edu/documents/Social_Networking_Med.pdf

PUBLIC HEALTH DEGREE PROGRAMS

Detailed information on the PhD programs in Biostatistics, Epidemiology, and Prevention Science and Community Health is provided in a separate handbook specific to those programs.

Master of Public Health (MPH) Program

The Master of Public Health (MPH) degree is a professional degree for students who require a broad general academic experience in public health. Students will acquire competency in the fundamental public health disciplines. This includes research design and conduct, data analysis and policy analysis, communications, program planning and administration, public health systems and the organization of health services in the United States and Latin America, recognition and analysis of ethical issues in public health and professional practice, the needs of special populations, and the integration of these core disciplines in public health decision making.

Average Program Duration: 2 years. Students enrolled in the Accelerated MPH program may complete this degree in 1 year.
Total required credits: 45 credits

For the detailed Online MPH Curriculum plan, please visit the website.

Online Master of Public Health (MPH) Program

The Online Master of Public Health (MPH) degree, launched in Fall 2024, prepares students to become future healthcare leaders and tackle public health challenges in their own community and around the world. Students will acquire competency in the fundamental public health disciplines. This includes research design and conduct, data analysis and policy analysis, communications, program planning and administration, public health systems and the organization of health services in the United States and Latin America, recognition and analysis of ethical issues in public health and professional practice, the needs of special populations, and the integration of these core disciplines in public health decision making.

The Online MPH degree is a 45-credit hour program that is accredited by the Council on Education for Public Health (CEPH). Students must commit to the MPH program they were admitted to when they applied, whether residential or online.

Average Program Duration: 2 years. Students enrolled in the Accelerated MPH program may complete this degree in 1 year.
Total required credits: 45 credits

For the detailed Online MPH Curriculum plan, please visit the website.

MPH Capstone Program (EPH 680 and EPH 682)

In addition to the 19 credits of core courses, 9 credits of generalist concentration, and 11 credits of electives, the MPH degree requires a 5-credit Capstone Program. The Capstone Field Experience (EPH 680) and the Capstone Project (EPH 682) are both vital components of the MPH program, and together form the Capstone Program.

The Capstone Field Experience (EPH 680) is designed to provide students with real-world work experience in the field of public health. This experience places students in health-related settings (local, national, and international) to work on projects of mutual interest to both the field organization and the student. The Capstone Project (EPH 682) is intended to build upon this fieldwork and is geared toward providing the student with an opportunity to apply public health academic theory and acquired skills to community health problems. Students are encouraged to build their Capstone Program in such a way that supports their academic and professional interests as they advance in their careers as public health professionals. Capstone Program Handbook is available online, in the Graduate Programs Blackboard page, in the office of the Associate Director of Professional Development, or via the academic faculty advisor.

For the detailed Capstone Handbook, please visit the website.

Master of Science in Public Health (MSPH) Program

The MSPH is an academic research degree designed for students who wish to prepare for further study at the doctoral level or to prepare for research or technical positions in government, industry, academia, or private institutions. Studies will include many of the core disciplines included in the MPH degree with an additional emphasis on advanced research methods and quantitative analysis skills.

Average Program Duration: 2 years
Total required credits: 45 credits

For the detailed MSPH Curriculum plan, please visit the website.

MSPH Public Health Thesis (EPH 810)

In addition to the core courses and 11 credits of electives, the MSPH degree requires a public health thesis project consisting of 6 credits of the Master's Thesis course (EPH 810). This course ranges between 1 to 6 credits, so students can enroll in it more than once until they reach 6 credits. The purpose of the MSPH public health thesis project is for the student to demonstrate competency in the identification and study of a public health problem, program, or research question. If a thesis project requires Institutional Review Board (IRB) Human Subjects approval, it must be obtained through the faculty advisor or committee chair prior to beginning the research.

The Graduate Programs in Public Health Sciences requires that all students completing a master's thesis must follow the University of Miami Electronic Theses and Dissertations ([ETD](ETD)) process established by the University of Miami Graduate School. The ETD establishes thesis formatting requirements, required

thesis forms, specific ETD Deadlines, and requirements for forming a thesis committee for thesis and doctoral defenses and submission. Please refer to this link for specific instructions regarding the ETD.

Course documents for the thesis can be found online. The MS Thesis Handbook is available online, in the Graduate Programs Blackboard page, or from the office of the Associate Director of Career & Professional Development.

For the detailed Thesis Handbook, please visit the website.

4+1 program - BSPH/MPH or BSPH/MSPH

The University of Miami's School of Nursing and Health Studies (SONHS) and the Department of Public Health Sciences (DPHS) offer a 4+1 program that combines a Bachelor of Science in Public Health (BSPH) and a Master of Public Health (MPH) or Master of Science in Public Health (MSPH). SONHS academically qualified sophomores and juniors are eligible to apply to the MPH or MSPH program. If accepted, students complete the combined bachelor's and master's degrees in 5 years.

If interested, BSPH students may swap the core course EPH600 Introduction for Public Health for another 3-credit DPHS course. According to our accrediting agency, the Council on Education for Public Health (CEPH), students with a CEPH-accredited bachelor's degree in public health have foundational knowledge, and they may be exempt from the introductory course.

Average Program Duration: 4 years of undergraduate (BSPH) + 1 year of graduate (MPH or MSPH)
Total required credits: MPH or MSPH degree with the 4+1 program is 45 credits

For the detailed 4+1 BSPH Curriculum plan, please visit the website.

4+1 program - BSHS/MPH or BSHS/MSPH

The University of Miami's School of Nursing and Health Studies (SONHS) and the Department of Public Health Sciences (DPHS) offer a 4+1 program that combines a Bachelor of Science in Health Science (BSHS) and a Master of Public Health (MPH) or Master of Science in Public Health (MSPH). SONHS academically qualified sophomores and juniors are eligible to apply to the MPH or MSPH program. If accepted, students complete the combined bachelor's and master's degrees in 5 years.

BSHS students are not eligible to swap the EPH600 course for another 3-credit DPHS course because, according to our accrediting agency, their degree lacks the foundational knowledge of public health.

Average Program Duration: 4 years of undergraduate (BSHS) + 1 year of graduate (MPH or MSPH)
Total required credits: MPH or MSPH degree with the 4+1 program is 45 credits

For the detailed 4+1 BSPH Curriculum plan, please visit the website.

Master of Science in Biostatistics

The Master of Science in in Biostatistics (MS BST) is an applied one-year program intended for quantitative students seeking training in applied biostatistics. The program emphasizes applications and understanding of statistical concepts rather than theoretical and mathematical principles. The program is meant to be a degree to provide students with a necessary background for applying good biostatistical practices in real-world settings. Students will gain practical skills that can be applied immediately to a variety of data settings, which includes, but is not limited to, the biological life sciences, public health, medical studies, health services research.

Average Program Duration: 1 year
Total required credits: 33 credits

For the detailed MS Biostatistics Curriculum plan, please visit the [website](#).

Master of Science in Prevention Science and Community Health

The Master of Science degree program in Prevention Science and Community Health (MS PSCH) is a 33-credit hour program that is intended to provide students with training in the fundamentals of prevention science, including (a) the assessment of risk and protective factors that predict and modify health and behavior outcomes; (b) the development of preventive interventions that target these risk and protective factors; and (c) the implementation and evaluation of these interventions. Students in the program will develop skills in translating prevention research into demonstrable preventive action, and to successfully partner with communities and organizations for the implementation of evidence-based preventive interventions with fidelity and sensitivity to communities' diversity and unique strengths.

Average Program Duration: 2 years
Total required credits: 33 credits

For the detailed MS Prevention Science and Community Health Curriculum plan, please visit the [website](#).

Master of Science in Climate and Health

The University of Miami's Miller School of Medicine and Rosenstiel School of Marine and Atmospheric Sciences (RSMAS) will launch a new Master of Science in Climate and Health (MS CH) graduate program in fall 2019. The program will train future generations of professionals, research analysts, planners, decision-makers, and leaders to address the intricate relationship between human health and climate, climate change and weather patterns and weather anomalies (C2W2). To quantify the relationship between the climate and its effects on health, the program will also analyze how gene-expression, individual's susceptibility, community response, and region-wide morbidity and mortality burden are affected.

Average Program Duration: 2 years
Total required credits: 36 credits

For the detailed MS Climate and Health Curriculum plan, please visit the [website](#).

Joint Medical Doctor and Master of Public Health (MD/MPH)

The MD/MPH program is one of only a few in the United States that offers the opportunity to obtain both the medical and public health degrees in four years. The program is designed to provide graduates with the clinical and research skills required to approach health problems from a population and prevention perspective by integrating the roles of the biological sciences and clinical practice into the broader sets of knowledge and practices used in public health. The program offers a fully integrated curriculum that addresses the knowledge, skills, and experiences fundamental to those competencies required of a public health physician.

Average Program Duration: 4 years
Number of required credits: 211 total (36 MPH and 170.5 MD credits)

For the detailed MD/MPH Curriculum plan, please visit the website.

MD/MPH Capstone Program & Deadlines

In addition to the 33 credits of core and elective MPH courses, MD/MPH students are required to complete a 3-credit Capstone Program. The Capstone Field Experience and the Capstone Project are both vital components of the MPH program, and together form the Capstone Program.

EPH 678- Capstone Project Preparation and Practicum -1 credit
During this course, students are preparing their capstone project proposals while simultaneously doing their field experience which we are now referring to it as a practicum. Students must log a minimum of 25 contact hours. The goals are for students to build on the work done during the summer practicum for their Capstone Project. Deliverables for this course are: 1) Community partner agreement and competency form, 2) Practicum proposal, 3) CITI certs, 4) Practicum Write-up with second written product showing competency attainment, 5) Practicum Evaluations (2 of them), 6) Capstone Proposal form, 7) Capstone Proposal.

Students are to continue working on their project with the same community partner until the capstone project is due in EPH 682.

EPH 682- Capstone Project- 2 credits
An integrative learning experience that demonstrates synthesis of foundational and concentration program competencies. This for-credit independent study course is required for the MD/MPH degrees and is the final portion of the Capstone Program. The student must produce a culminating project related to public health. Students submit Final Capstone Project Report. Deliverables for this course are: 1) Final Capstone Project Report, 2) Final Report Rubric, 3) Evaluations (3 of them).

Given the lockstep nature of the MD/MPH program, each MD/MPH cohort has specific deadlines for submitting the appropriate capstone deliverables. The capstone program must be completed in its entirety by early January in the fourth year of medical school. The deadlines for each cohort are available in the Blackboard One-Stop Shop.

The schedule below shows the *Next*GenMD Capstone Practicum and Project Deliverables deadlines for the **MD/MPH Class of 2028.**

MD/MPH Timeline	Capstone Practicum/Project Deliverables and Due Dates
Phase 1: 1st year medical school- *Fall Semester*	**July 5, 2024 – August 2, 2024: Public Health Partnership Series** Attend community partner events and Public Health Partnership Series hosted by the Capstone Coordinator and the Department of Public Health Sciences. **Friday, August 30, 2024: Check-in with Advisor #1** You must have checked in with your capstone faculty advisor by this date to brainstorm research interests and potential community partners for your Capstone Program. Fill out the *Capstone Advising Form* and submit it through Blackboard. **Friday, November 15, 2024: Check-in with Advisor #2** You must have checked in with your advisor by this date and have identified a potential community partner for your Capstone Program. Brainstorm project ideas, and fill out the *Capstone Advising Form,* and submit it through Blackboard.
Phase 1: 1st year medical school- *Spring Semester*	**January 2025: Institutional Review Board (IRB) Session** You will learn about the process, when you should seek IRB approval, and how to submit to the IRB to conduct your capstone project in the Research Method course. **Thursday, January 09, 2025 - Thursday, March 27, 2025** During the Research Method course (EPH 651), you will secure a community partner. Begin to bring your project ideas together to draft a Practicum Proposal and apply for award funding. **Friday, February 14, 2025: Check-in with Advisor #3** You must have checked in with your advisor by this date to share a draft of your Practicum Proposal. Fill out the *Capstone Advising Form* and submit it through. **Friday, April 11, 2025: Check-in with Advisor #4** You must have checked in with your advisor by this date to share a revised draft of your Practicum Proposal. Fill out the Capstone Advising Form and submit it through Blackboard. Begin collecting signatures from the community partner and Capstone Faculty Advisor to submit the proposal by the May 2 deadline. **Monday, May 2, 2025** Signed Community Partner Agreement & Competency Form, Practicum Proposal, and CITI certifications due to Capstone Coordinator through Blackboard.

Phase 1: *Summer of 2025*	**Monday, June 9, 2025 - Friday, August 1, 2025** Obtain practical field experience in a public health setting related to the capstone project area of interest. Develop a Capstone Project Proposal using evidence-based methodology to address public health issues. **Friday, August 1, 2025** Practicum Write-up, Written products (2), Log of hours, Student Evaluation, and Community Partner Evaluation due to Capstone Coordinator through Blackboard.
Phase 2: 2nd year medical school- *Fall Semester*	**Friday, August 8, 2025** Capstone Project Proposal DRAFTS due to advisor. **Friday, August 29, 2025** Final Capstone Project Proposal and Capstone Project Proposal and Competency Form due to Capstone Coordinator through Blackboard.
	Continue working on the Capstone Project and communicate with the Capstone Coordinator and Capstone *Advisor if any issues arise.*
Phase 2: 2nd year medical school- *Spring & Summer Semester*	**QUARTERLY** Provide quarterly capstone updates using the template provided.
Phase 2: 3rd Year Medical School- *Fall Semester*	**MONTHLY** Provide monthly capstone updates using the template provided.
Phase 3: 3rd Year Medical School- *Spring and Summer Semester*	**MONTHLY** Provide monthly capstone updates using the template provided.
Phase 3: 4th year Medical School- *Fall Semester*	**Friday, August 6, 2027** Capstone Final Report DRAFT due to advisor. **Friday, September 10, 2027** Final approved Capstone Project Report, Capstone Project Report Rubric, Student Evaluation, and Community Partner Evaluation submitted to Capstone Coordinator. **If this deadline is not met, the student will have a comment about the missed deadline included in the professionalism section of the MSPE that is released on October 1.**
Phase 3: 4th year Medical School- *Spring Semester*	**Course Complete**

If Capstone deliverables are not submitted by the appropriate deadlines, MD/MPH program leadership, including Dr. Shirin Shafazand and Dr. Alberto-Caban-Martinez, will contact the student. If documents continue to be delinquent, a Professionalism Incident Report (P.I.R.) will be issued.

Joint Juris Doctor and Master of Public Health (JD/MPH)

The University of Miami School of Law and the Miller School of Medicine's Department of Public Health Sciences offer a joint degree program in law and public health. Upon completion of the programs, a student earns the Juris Doctor degree from the School of Law and a Master of Public Health degree from the School of Medicine. Students who apply for the joint JD/MPH program must apply both to the School of Law and to the Graduate Programs in Public Health Sciences. For admission consideration in the UM School of Law, one must achieve a qualifying score on the Law School Admission Test (LSAT). The applicant must notify both schools that he/ she is applying for the joint JD/MPH program. In order to remain in the joint JD/MPH program, students must meet minimum standards of both the School of Law and the Graduate Program in Public Health Sciences.

Average program duration: 3.5 years (seven semesters plus two summer sessions). Law students begin MPH classes after completing the first year of law school.
Number of total required credits: 115 credits

For the detailed JD/MPH Curriculum plan, please visit the website.

Joint Master of Public Administration and Master of Public Health (MPA/MPH)

The Master of Public Administration and Master of Public Health (MPA/MPH)
degree is offered jointly by the University of Miami College of Arts and Sciences and the Miller School of Medicine's Department of Public Health Sciences. The joint degree is designed for students who seek an in-depth knowledge of public health with training in management and public policy administration. Students may complete the requirements for the MPH and MPA degrees consecutively or in succession.

Applicants must be admitted into the MPH and MPA programs on a separate basis, based on the admissions requirements and procedure of each individual program. Acceptance by one program does not in any way indicate or guarantee acceptance by the other degree program.

Average Program Duration: 2.5 years
Number of required credits: 66

For the detailed MPH/MPA Curriculum plan, please visit the website.

Joint Master of Arts in International Administration and Master of Public Health (MAIA/MPH)

The Master of Arts in International Administration and Master of Public Health (MAIA/MPH) degree is offered jointly by the University of Miami College of Arts and Sciences and the Department of Public Health Sciences. The MPH degree, with a second master's degree in international administration, is designed for students who seek an in-depth knowledge of public health with a broader emphasis in globalization and health, international health, international health policy and international development.

Applicants must be admitted into the MPH and MAIA programs on a separate basis, based on the admissions requirements and procedure of each individual program. Acceptance by one program does not in any way indicate or guarantee acceptance by the other degree program.

Average Program Duration: 2.5 years
Number of required credits: 60

For the detailed MPH/MAIA Curriculum plan, please visit the [website](#).

Joint Master of Arts in Latin American Studies and Master of Public Health (MLAS/MPH)

The Master of Arts in Latin American Studies and Master of Public Health (MLAS/MPH) degree is offered jointly by the University of Miami College of Arts and Sciences and the Department of Public Health Sciences. Miami is the gateway to Latin America. As such we recognize an urgent need for public health professionals with the training and expertise needed to meet the growing public health challenges both in Latin America and the Caribbean.

Applicants must be admitted into the MPH and MLAS programs on a separate basis, based on the admissions requirements and procedure of each individual program. Acceptance by one program does not in any way indicate or guarantee acceptance by the other degree program.

Average Program Duration: 2.5 years
Number of required credits: 54 credits or 60 credits (for non-native speakers)

For the detailed MPH/MLAS Curriculum plan, please visit the [website](#).

CONTACT INFORMATION

The Graduate Programs team in the Department of Public Health Sciences is made up of faculty and professional staff dedicated to delivering excellence and supporting students throughout their academic journey. We help you gain knowledge, mentoring, and networking opportunities inside and outside the classroom. We provide an environment that is diverse and inclusive. Please contact any of us if you have any questions. We are here to help and enrich your experience.

WHO's WHO in Graduate Programs

The Graduate Programs Who's Who Chart is also viewable as a stand-alone document in the Blackboard One-Stop-Shop.

Graduate Programs FAQ

Which Graduate Program member should I contact if I want to…?

| TOPIC	CONTACT
Questions about capstone, thesis, professional development, etc.	
Find out who my faculty advisor is	Rosa Verdeja
Understand capstone/thesis requirements and deadlines	Rosa Verdeja
Find out about student employment opportunities	Tanvi Hathiramani
Schedule a mock interview	Rosa Verdeja
Inquire about funding opportunities for capstone/thesis and conferences	Ashley Gonzalez
Learn about the Delta Omega Student Association	Heather Rose
Questions about course enrollment, TA positions, graduation, etc.	
Drop a class after the drop/add period	Carlen Duncombe
Verify enrollment	Carlen Duncombe
Inquire about a hold in my student account	Carlen Duncombe
Obtain a copy of a course syllabus	Carlen Duncombe
Apply for a Teaching Assistant position	Carlen Duncombe
Apply for graduation or extend graduation date	Carlen Duncombe

Inquire about pending admission documents	Tanvi Hathiramani
Inquire about payments related to student employment	Josie Lopez
Questions about leave of absence, letter of recommendations, etc.	
Obtain approval for credit waiver for an advanced degree	Heather Rose
Obtain approval for transfer credits & for non-DPHS UM courses	Rosa Verdeja
Develop a contract for an independent study	Rosa Verdeja
Inquire about a leave-of-absence	Rosa Verdeja
Apply for readmission, if discontinued for not having continuous enrollment	Rosa Verdeja
Learn how to request a recommendation letter for medical school	Rosa Verdeja
Inquire about medical school admission requirements	Rosa Verdeja
Request a visa extension, OPT, etc. (international students only)	Rosa Verdeja
Request letter for sponsors	Rosa Verdeja
Questions about student events	
Learn about current events at the Department of Public Health Sciences	Ashley Gonzalez
Learn about the Public Health Student Association (PHSA)	Ashley Gonzalez
Get assistance if access with ID card is not working	Ashley Gonzalez
Inquire about participating in focus groups	Ashley Gonzalez
Submit feedback for topics to be discussed at town hall meetings	Ashley Gonzalez
Obtain promotional DPHS products	Ashley Gonzalez
Participate in the exit interview prior to graduating	Ashley Gonzalez
Participate in the planning committee for the graduation reception	Ashley Gonzalez
Questions about participation in recruitment events	
Apply to be a 'Canes Student Ambassador	Tanvi Hathiramani
Inquire about participating in recruitment fairs, info sessions, etc.	Tanvi Hathiramani
Learn about our social media accounts	Tanvi Hathiramani
Questions about student grievances, mental health resources, etc.	
Learn about policies and procedures for DPHS and Graduate School	Rosa Verdeja
Learn about resources available for mental health wellness	Rosa Verdeja
Help with learning accommodations from UM Office of Disability	Rosa Verdeja
Learn how to provide feedback on policies, procedures, etc.	Rosa Verdeja
Discuss any form of discrimination	Rosa Verdeja
Discuss disputes regarding student records or grading policies	Rosa Verdeja
Discuss misconduct by a student, faculty, or staff	Rosa Verdeja
Get help with technical computer issues, ID cards, etc.	
Get help downloading UM software	Orlando Garcia
Get assistance with IT issues in classrooms or computer labs	Amael Trujillo
Get help with Blackboard Ultra	academictechnologies@miami.edu
Questions about the doctoral programs and accreditation	
Discuss administrative processes in the doctoral programs	Heather Rose
Learn about our accreditation process	Heather Rose
Questions about the MD/MPH program	
MD/MPH integration of public health and medical curriculum	Dr. Shirin Shafazand
MD/MPH NextGen curriculum requirements	Dr. Alberto Caban-Martinez
MD/MPH general inquiries and town hall meetings	Manuela Lopez
MD/MPH capstone requirements and deadlines	Bernie Tamberg
MD/MPH funding opportunities for capstone and conferences	Bernie Tamberg
MD/MPH registration, course schedules, evaluations	Carlen Duncombe
MD/MPH policies and procedures	Heather Rose
Questions about the curriculum for degree programs	
MPH and MSPH programs	Dr. Viviana Horigian
MS in Biostatistics program	Dr. Tulay Koru-Sengul

MS in Climate and Health program	Dr. Naresh Kumar
MS in Prevention Science program	Dr. Sara St. George
PhD in Biostatistics program	Dr. Hemant Ishwaran
PhD in Epidemiology program	Dr. WayWay Hlaing
PhD in Prevention Science program	Dr. Eric Brown

Graduate Programs Organizational Chart

The Graduate Programs Organizational Chart is also viewable as a stand-alone document in the Blackboard One-Stop-Shop.
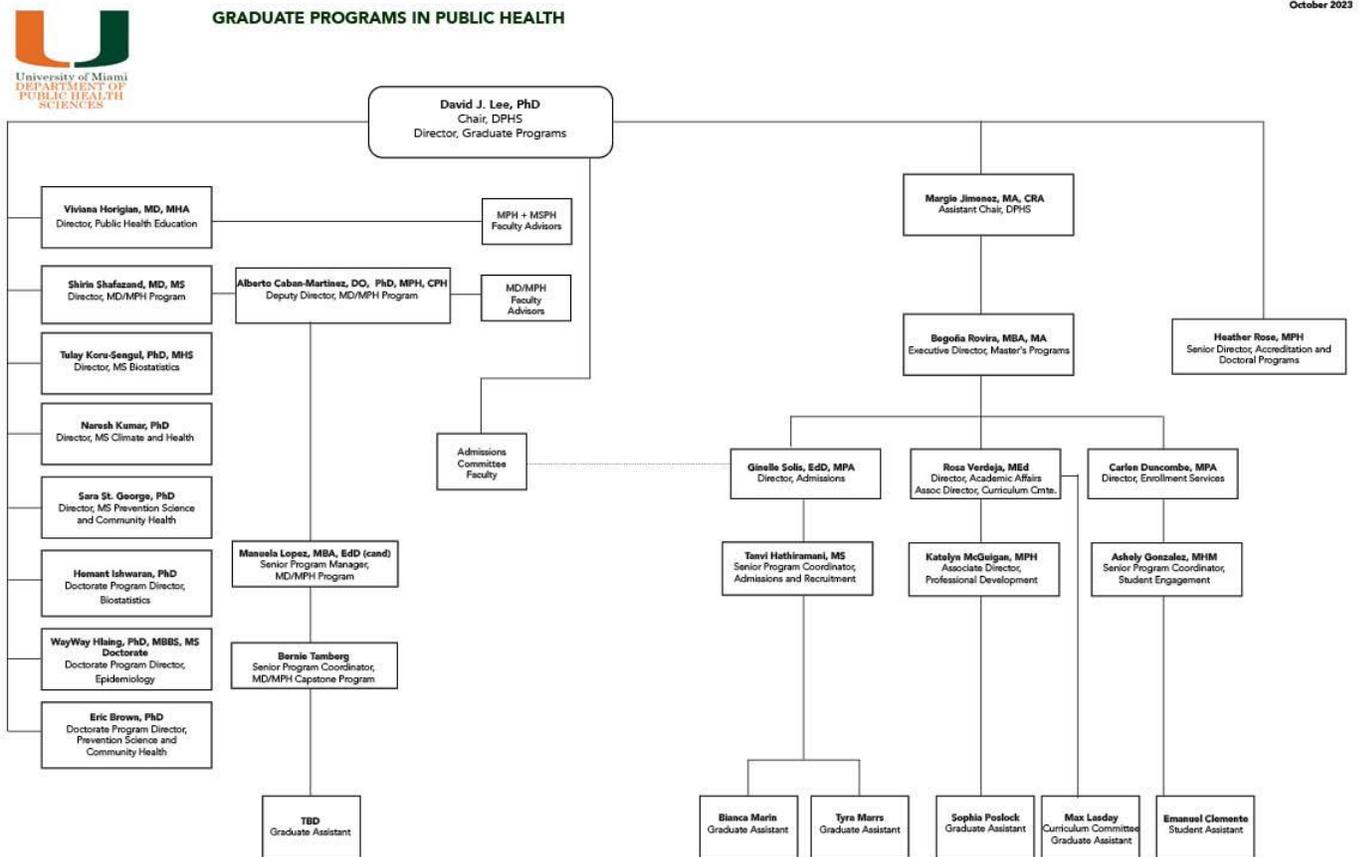
Appendix A: Acknowledgment of Receipt and Review

- _____ (initials) I acknowledge receiving the web link to access the DPHS Master's Programs Student Handbook, the University Academic Bulletin, and the University Graduate Honor Code.

- _____ (initials) I understand that it is my responsibility to familiarize myself with the requirements of the University of Miami and my graduate program of study.

- _____ (initials) I understand that I am required to complete a series of online modules found on the Blackboard Orientation page prior to beginning the master's degree programs.

- _____ (initials) I understand that I am required to use the "miami.edu" email address to communicate with the University and the program and am urged to check it at least once per day.

- _____ (initials) I understand that if I am requesting a credit waiver for an advanced degree (i.e., an MD, DO, JD, Ph.D., DDS, MBBS, or another doctoral degree), I must submit all the required documentation (i.e., transcripts, syllabi, etc.) at least 30 days prior to the start of the first semester.

- _____ (initials) I understand that attendance is mandatory for all courses, and I am expected to attend classes as scheduled.

- _____ (initials) I understand that a cumulative GPA of 3.0 ("B") is required for a graduate degree, and no "D" credit hour may be counted toward the graduate degree.

- _____ (initials) I understand that I shall be placed on academic probation if the cumulative GPA for my graduate public health degree falls below a 3.0, or if I obtain a grade below a "C-" in any graduate public health course (either core or elective).

- _____ (initials) I understand that if I am on academic probation, I am not eligible for tuition subsidy, program scholarships, TA positions, GA positions, or capstone/conference awards.

- _____ (initials) I understand that I must adhere to all program deadlines, including the capstone program and the electronic thesis/dissertation (EDT) program deadlines.

- _____ (initials) I understand that if I apply for federal financial aid, the award is based on my enrollment and the Cost of Attendance (COA), and that I am responsible for understanding the terms and conditions of my individual financial aid package.

- _____ (initials) I understand that 'Canes Central is the University's online system to quickly answer questions regarding Student Accounts, Financial Assistance and Employment, Cane Card, and Registration.

- _____ (initials) I understand that it is my responsibility to apply for graduation through CaneLink during my final semester and participate in an exit interview with the DPHS Graduate Programs as part of my graduation clearance.

_____   _____   _____

   PRINT NAME CLEARLY   SIGNATURE   DATE

All master's students are required to sign Appendices A, B, and C in the handbook and upload the documents to the Blackboard Orientation Portal.

Appendix B: Acknowledgment of Plagiarism Policy

What is Plagiarism?

Plagiarism is a serious offense that violates the scientific community's ethical standards and the University of Miami's Graduate Student Honor Code. Students who plagiarize can be dismissed from the University.

In university courses, we are continually engaged with other people's ideas: we read them in texts, hear them in lectures, discuss them in class, and incorporate them into our own writing. As a result, we must give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

All incoming master's students must participate in a two-hour workshop on "***Understanding Plagiarism and Using Proper Citations.***" The UM Calder Medical Library will offer the workshop early in the Fall and Spring semesters to accommodate incoming students in either semester. Students will be required to complete an assignment before attending the workshop. The Director of Academic Affairs will work with the incoming students to ensure the completion of this requirement.

How to Use SafeAssign to avoid plagiarism?

SafeAssign is a tool available on Blackboard to help promote originality and create opportunities for students to identify how to attribute sources properly rather than paraphrase. SafeAssign is based on a unique text-matching algorithm that detects exact and inexact matching between a paper and source material. Assignments are compared against several databases containing millions of articles dating from the 1990s. After the comparison, a report details the percentage of text in your paper that matches existing sources.

Visit the Blackboard Help page to learn how to create a SafeAssignment.

_____   _____   _____
    PRINT NAME CLEARLY   SIGNATURE   DATE

All master's students are required to sign Appendices A, B, and C in the handbook and upload the documents to the Blackboard Orientation Portal.

Appendix C: Photography/Video Release Consent

During the program, you may be photographed or video-taped at various University-sponsored or classroom events. With your consent, the photograph or video may be released for use on the Department of Public Health Sciences' webpage, social media pages, brochures, newsletter, or other media. These materials will be used primarily to highlight our department's student activities and successes.

Please acknowledge consent of use of photography:

Yes _____ My photograph/video may be reproduced and released for use by the University of Miami's Department of Public Health Sciences.

No _____ My photograph may not be reproduced and released for use by the University of Miami's Department of Public Health Sciences.

_____   _____   _____
PRINT NAME CLEARLY   SIGNATURE   DATE

All master's students are required to sign Appendices A, B, and C in the handbook and upload the documents to the Blackboard Orientation Portal.