STUDENT HANDBOOK

MASTER'S PROGRAMS

DEPARTMENT OF PUBLIC HEALTH SCIENCES

ACADEMIC YEAR 2020-2021

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),
- 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:

- School of Medicine (4-year MD/MPH, MD/PhD),
- School of Law (JD/MPH),
- College of Arts and Sciences (MPH/MPA, MPH/MALAS, MPH/MAIA), and
- School of Nursing (4+1 with BSPH/MPH or BSPH/MSPH).

Graduate Programs Mission

The mission of the Graduate Programs in Public Health Sciences is to develop leaders who can 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**: 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 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.

Graduate Programs Goals and Objectives

Instruction

- To provide engaging educational opportunities preparing leaders to maximize the health and well-being of individuals, communities, and populations.
- To mobilize a diverse student body to address complex public health issues, including issues affecting vulnerable and underserved populations.

Research

- To foster an environment in which students and faculty collaborate on rigorous scientific investigations addressing public health issues, with an emphasis on vulnerable and underserved populations.

Service

- To engage with communities, professionals, leaders, and others as partners in improving the health of populations, including the most vulnerable and underserved.
- To create public health educational opportunities for public health and health professionals and the broader community.

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, 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 2 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, and the South Florida community.

The Graduate Executive Policy Committee (GEPC) consists 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 his/her 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 he/she was 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.

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.

Code of Ethics

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.

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.

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 **Acknowledgement of Receipt and Review Form (Appendix A).**

Plagiarism Workshop

Plagiarism is explicitly outlawed at the University of Miami Miller School of Medicine, 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 are required to sign the **Acknowledgement of Plagiarism Policy Form (Appendix B)** of this Master's Programs Student Handbook which provides:

All incoming master's students will also be required to participate in a two-hour workshop on "*Using AMA and APA Citations Correctly to Avoid Plagiarism"*. 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.

Faculty Advisors for Students

Academic 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.

Students are required to meet with their assigned faculty advisor at a minimum:

- prior to entering the first semester in their program;
- once per semester, at the time of course selection for the subsequent semester;
- prior to beginning 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 Associate Director of Career and Professional Development to ensure that they adequately meet the requirements. Before embarking on a capstone or thesis project, students will be assigned to a Faculty Advisor based on their area of interest (Biostatistics, Environmental Health, Epidemiology, Health Services Research and Policy, Prevention Sciences or MD/MPH). 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.

GRADUATE SCHOOL POLICIES AND PROCEDURES

Graduate School 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. All work must be completed **within six years** of the time of admission to graduate work, for those studying for the various master's degrees; and **within eight years** for those studying for doctoral degrees. 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.

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

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 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.

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 course is taken at another institution, students must obtain prior **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 *Petition for Transfer of Credit* form.

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, sealed copy of transcripts. Transcripts should be sent to the student's home address and once received; transcripts should be presented to Director of Accreditation for processing.

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 in each Fall and Spring semester is required. Otherwise, admission lapses and readmission must be granted.

Master's students who are preparing for presentation of their capstone or thesis project may establish residence by enrolling in the 1-credit course, EPH 825 Continuous Registration. Credit is not granted for

the EPH 825 course, but it will provide full-time residence for master's students. Registration for the EPH 825 course is available in the Fall, Spring, and Summer semesters.

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 Senior Manager 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 credit hours in a regular semester or 6 credit hours in a summer semester).
- Graduate teaching and research assistants taking 16 or more graduate credit hours during the calendar year (8 credit hours in regular semester or 6 credit hours in a summer semester).
- Graduate students enrolled in any 800-level course required for the completion of the degree: Master's Study (EPH 825) or PhD related EPH/BST 830, 840, or 850.

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 his/her 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 three during a summer session).

Enrollment for International Students

International students with an F-1 or J-1 visa are required to be enrolled full-time (minimum 9 credits) during the Fall and Spring semesters. International students are not required to enroll for summer sessions except for students graduating at the end of a summer session.

Exceptions to full-time enrollment requirement are as follows:

- Last semester exception - current semester is student's last semester prior to graduation;
- Medical reason - documented medical condition/illness (maximum 12-months per program); and
- Academic difficulty - difficulties with the English language and unfamiliarity with American teaching methods or reading requirements (applicable only to first-year students), and placement at an improper course level.

In situations where, insufficient time was allocated on student's initial admission I-20 or additional coursework is required to complete the degree, please refer the student to his/her 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.

Withdrawals

Withdrawals from a graduate program should be processed through the Graduate Programs Director. Students who wish to officially withdraw from joint or dual degree programs should consult the graduate program directors for both disciplines. The date of withdrawal is that on which the student notifies the Graduate Programs Director, or the date of receipt of a letter requesting withdrawal. No withdrawal is official until the student has consulted with graduate program director and completed the necessary forms.

Students wishing to officially withdraw from the University of Miami must provide the Office of the Registrar notification of their intent to withdraw. Initial notification may be made in person, in writing, by fax, or by telephone. 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. For information on Withdrawal Policy and Procedure, please visit or contact our 'Canes Success Center.

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 you have earned. It is based on the amount of time you were 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 on the basis of 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) 284-2294, Email registrar@miami.edu.

Leave of Absence

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

All students returning from a leave of absence must apply for readmission. If the leave of absences has been more than 6 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 that expected of graduate students (***C- is the lowest passing grade)***.
S	Symbol used for acceptable (U-unacceptable) thesis, dissertation, practicum, and internship credit hour. It may be used for regular courses under special circumstances with the prior approval of the instructor, department chairman, 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 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 thesis or dissertation credit hours). ***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

An average of B (3.0) is required for a graduate degree, and no "D" credit hour may be counted toward the degree. All work leading to the graduate degree and taken as a graduate student will be counted in computing the quality point average, including courses graded "D".

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	62.6-66.5%	0.0
D-	59.6-62.5%	0.0
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.

Required Grade Point Average

Students must continually maintain an overall GPA of 3.0 and failure to do so will result with being placed on academic probation. ***A student will be notified if his/her cumulative GPA falls below 3.0 in any semester, or if a single grade below a "C-" is obtained in any course.*** 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.

The cumulative GPA must be raised to at least a 3.00 by the end of the next semester in which registration occurs, or the student will be required to withdraw from the graduate program. No longer 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 are not eligible for tuition subsidy, program scholarships, TA positions, GA positions, or capstone/conference awards.

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 "D" or "F" was earned, but the repetition of the course will not eliminate the previous grade from the record. 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.

Graduate Programs Procedures for Appeals

Students who wish to appeal their academic probation or dismissal for academic reasons, must do so in writing to the Graduate Programs Office within thirty days of the notice. Those who have been dismissed for academic reasons shall not be considered for readmission until at least two regular semesters have elapsed since their dismissal. Specific administrative decisions regarding the Graduate Programs and individual students are first reviewed by Executive Director of Master's Programs followed by the Director of Graduate Programs.

Appeals in reference to curriculum changes or admissions decisions will also 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 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. Grounds for appeal of how a grade was assigned are:

1. Award of a grade based on the student's race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin or any other characteristic set forth in the University's Non-Discrimination Policy;
2. Award of a grade based on conduct that violates the University's anti-harassment or anti-retaliation policies; or
3. Failure to adhere to the grading criteria established for the course;
4. Violations of other policies/procedures for grading that are clearly defined in the Faculty Manual.

The Faculty Senate Student Affairs Committee (FSSAC) has responsibility for graduate student grade appeals. To facilitate grade appeals from graduate students, the FSSAC will have a non-voting ex officio faculty representative of the Graduate School. The FSSAC reviews graduate student grade appeals that have not been resolved at the department, school/college, or Graduate School levels. The FSSAC reserves the right to not hear appeals that require extensive knowledge of specialized or technical issues, including but not limited to, dissertations, theses, qualifying exams, recitals, and clinical/research assignments. The Graduate School has responsibility for all other graduate academic appeals.

I. Time Constraints

The appeal process must be initiated before the completion of the following semester (i.e., Fall or Spring) of the assignment of the grade resulting in appeal and prior to the completion of all degree requirements or withdrawal from the University. Each level of appeal should aim to review the appeal and deliver a judgement within a 20 academic day period from the date the appeal is submitted. The entire process should be completed within one calendar year. Exceptions to this deadline may be permitted by FSSAC.

Timeline Goals:

1. Student Appeal to the Graduate School Level must follow completion of all internal (i.e., home School or College) grade resolution and/or appeals processes, and then has 20 academic days from the completion date of the internal process to contact the Academic Ombudsperson and/or directly to the Dean of the Graduate School regarding an appeal.
2. Academic Ombudsperson has 20 academic days to review, provide a preliminary assessment to the student about whether it is reviewable by FSSAC, after receiving information from the student. The student may appeal directly to the Dean of the Graduate School (step 3).
3. The Dean of the Graduate School has 20 academic days to review, decide whether to forward to FSSAC, after receiving all information from the student.
4. FSSAC has 20 academic days to review/hear appeal, and to submit recommendation to Dean of Graduate School.
5. Dean of the Graduate School has 20 academic days to review recommendation of the FSSAC, and to inform student of final decision.

II. Order of the Appeal

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

1. The faculty member of administrator responsible for the course, program or activity.
2. The department/program chair/director and/or administrative superior(s) of the faculty member or administrator.
3. The Dean or designee of the school or college offering the course, program, or activity. If the school, college or administrative unit has a committee constituted to hear graduate student appeals, that committee must be consulted before proceeding to the next level, i.e., for advice from the Ombudsperson or appeal to the Graduate School.
4. The student is to provide the materials listed in Section IV below to the Academic Ombudsperson who will review the merits of the potential appeal, and attempt to resolve the matter. The Academic Ombudsperson, as part of his/her review should give the student a preliminary assessment as to whether the mater, as presented by the student at that time, is reviewable by FSSAC. After, and only if, all other steps are taken, the Ombudsperson may refer the matter to the Dean of the Graduate School.
5. Appeal to the Graduate School Level. If the student has exhausted all levels of appeals in their School/College and has consulted with the Ombudsperson, then the student is to provide the materials listed in Section IV below to the Dean of the Graduate School, who will review the merits of the appeal and attempt to resolve the matter. As part of his/her review should give the student a preliminary assessment as to whether the matter, as presented by the student at that time, is reviewable by FSSAC.
6. After, and only if, all the other steps are taken the Dean of the Graduate School (or designee) will decide whether or not to refer the appeal to the FSSAC. If, and only if, the Dean of the Graduate School (or designee) does so, the FSSAC shall have jurisdiction to review a grade-related appeal. As part of the request, the Dean of the Graduate School shall forward to the FSSAC, via the Faculty Senate office, the materials submitted by the student as indicated in Section IV below.

III. Faculty Senate Student Affairs Committee (FSSAC) Appeals Process

The FSSAC will review the student's written appeal (see Section IV below), confer with the appropriate faculty, administrators, and others as it deems necessary in making its recommendation to the Dean of the Graduate School. Students may present written materials to the FSSAC or request an additional in-person meeting with the FSSAC. The FSSAC may request an interview with the student, additional information, or access to records, interviews with relevant faculty or administrators, or additional information or access to records kept by faculty or administrators.

The FSSAC will communicate its findings and recommendations to the Dean of the Graduate School. Copies shall be provided to the Faculty Senate. The final decision with respect to the grade-related appeal will be made by the Dean of the Graduate School and communicated to the student in writing. Copies shall be provided to the Faculty Senate Office and to the Chair of the FSSAC.

IV. Materials for an Appeal

When bringing an appeal, the student must state in writing issues they wish to have considered. The appeal must include:

1. An appeal letter clearly stating the circumstances of the grade as seen by the student and offering reasons for granting the appeal.
2. The appeal letter must indicate if the student wishes to make a personal appearance and, if so, the reasons why the appearance is necessary.
3. Documents of support (e.g., examinations, term papers, syllabi, or medical documentation of illness) that the student wishes to have examined.
4. All written decisions made at earlier levels of the appeal by individual faculty/administrators, departments/program/administrative units, college or school committees, and/or deans which are available to the student or in the student's possession.

V. Other Notes and Special Considerations

If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age or handicap, a representative of the appropriate University office will be contacted and, as appropriate, consulted in the appeal process.

If the appeal is based on or related to a disability:

- The ADA Coordinating Committee shall serve in an advisory capacity.
- The student is to include in the materials provided the appropriate forms from the Office of Disability Services documenting: an evaluation of the disability and recommendations related to the disability

The FSSAC does not consider appeals based upon the grant, denial or modification of an accommodation by the Office of Disability Services. Instead, any such appeal is as prescribed by the Office of Disability Services Grievance Procedure only.

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, in itself, is not necessarily a determinant of graduate progress and achievement. The appropriate determinants are the ability of the qualified student to master the various qualifying and comprehensive examinations that a program requires of the student. All work taken by a graduate student in the major area or area of concentration shall be at the graduate level (600 or above). 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

Approval for students enrolled in a graduate degree program to take undergraduate credit hours can be made only after a minimum of 12 credit hours are completed. **Undergraduate credit may not count toward the graduate degree requirements**. Undergraduate credit may not be awarded retroactively, nor are credit hours accepted from another institution.

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 with the exception of 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 a cumulative graduate grade point average of 3.0 or above.

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 (where the word "mainly" is defined as greater than 50%):

- 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 his/her degree. Any question or concern should be discussed with the Dean of the Graduate School.

- A graduate student is allowed to supplement his/her stipend by tutoring undergraduate students in courses in which he/she has 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 3.00 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, 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. 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.

Class Attendance and Participation

Attendance is mandatory and students are expected to attend classes as scheduled. If absences are necessary, instructors should be advised and methods for make-up of missed course work should be determined. Permission 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.

V.A. 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 you exercise care and judgment in your program planning and in the selection of your courses.

Grievance Guidelines

The Graduate Student Grievance Procedures provide an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. These Graduate Student Grievance Procedures 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

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.

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, including:

- Free Software Downloads: UMIT provides downloadable software and related services to support teaching, learning, productivity, and research. Many software products are available at no cost to the UM community, including Adobe creative cloud, LinkedIn Learning, Qualtrics, SAS, Microsoft Windows, and more.
- Lynda.com Training: A user-friendly online platform that helps anyone learn business software, technology, and creative skills to achieve personal and professional goals.
- Microsoft Office Training: Improve your professional skills by learning more about the Microsoft Office applications you use every day: Excel, Outlook, PowerPoint, Word, Skype for Business, and more.
- Wireless Networks: UM provides two wireless networks for the University community: SecureCanes (for faculty, staff, and students) and CanesGuest (for guests).
- Box Cloud-Based Storage: Access and share files from any device! Box gives you unlimited space to securely back up your data online – plus, collaboration is easy with real-time editing and permission-based settings.
- Hardware: Obtain guidance on your hardware purchases, ensure you have the right fit to optimize your responsibilities, 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 Fall 2020 and Spring 2021 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 Prevention Science and Community Health program offers $7,500 tuition scholarships and the MS in Climate and Health offers a Research Fellowship Award in the form of a half-tuition scholarship. 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.

Graduate Credit Tuition

Tuition for graduate credit is $2,170.00* per credit for the 2020-21 academic year. *(*Tuition and fees rates may change before the beginning of the school year.)* A tuition refund schedule is posted before the start of each semester and is available online for your reference and displays refunds percentages.

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 back-dated 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. 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.)

Intersession Courses Refund Policy

Graduate Programs in Public Health offers **intersession courses** between the standard academic calendar. Intersession courses may be a period of one or several weeks:

- The winter intersession occurs the week before spring semester.
- The spring intersession occurs the week of spring break.
- The summer intersession occurs during Summer A or B semesters.

Due to the intense format of the intersession courses, there are special add, drop and refund dates.

Intersession Adds: For most intersession courses, registration can be completed before 4 pm on the last business day the University is open, before the first day of class. Registration is contingent upon availability. Students cannot add an intersession class after it has started.

Intersession Drops and Refunds: The following refund schedule applies based on when the Drop Form is submitted to the Senior Program Manager of Enrollment Services:

Before first day of class...	Student is entitled to 100% refund of tuition charges
On the first day of class...	Student is entitled to 80% refund of tuition charges
After the first day of class...	No refunds of tuition charges or academic drops are given

Graduate Student Fees

All students are responsible for fees on their account (regardless of their tuition payment arrangement). The 2020-2021 Semester Tuition and Fees Rates for Graduate Students are:

SEMESTER FEES (per semester)	Activity Fee	Athletic Fee (optional)	Wellness Center	Health and Counseling Centers Fee	Center Complex Fee	Total
Graduate Full-Time: 9 or more credit hours	$46.00	$100.00	$156.00	$192.00	$186.00	$680.00
Graduate Part-Time: 1-8 credit hours	$46.00	$100.00	$156.00	$192.00	$93.00	$587.00

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

- The Student 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 Sun Life

Stadium. This fee is optional and won't be automatically charged to your account (you must request this fee).

- 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.
- The Student 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 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.

SUMMER SESSION FEES (per session)

Graduate (Full Time 6+ Credit Hours)	
Student Health and Counseling Centers Fee	$192.00
Student Center Complex Fee	$186.00
Graduate (Part Time 1-5 Credit Hours)	
Student Health and Counseling Centers Fee	$96.00
Student Center Complex Fee	$93.00

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 ***United Healthcare*** 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 premium varies from year to year. The 2020-2021 rates have not been published yet as of 05/15/20. For the 2019-2020 year, the rates were as follows:

- Annual rate: $ 3,556.00 covers Fall, Spring, and Summer sessions
- Fall 2020 rate: $1,806.00

- Spring 2021, Summer I & II 2021 rate: $2,074.00
- Summer II rate: $889.00

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 through CaneLink. Deadlines to waive the insurance are:

- July 25th for the Fall semester,
- January 25th for the Spring semester,
- April 25th for Summer I and June 25th for Summer II.

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.

Course Auditing Fee

Students who wish to audit an EPH or BST course for a full semester must request permission from the Executive Director of Master's Programs and 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. The student will complete a "course audit application" and an "audit agreement" acknowledging that they:

- will not receive credit for the course,
- will not receive a grade for the course,
- will not prepare written assignments or take examinations,
- will not receive entry on their permanent academic record, and
- are not eligible for a refund.

Students who wish to audit a course will be enrolled in EPH 825 (Continuous Registration--Master's Study) as a 1-credit course for a fee of $2,170, the standard tuition fee at UM to audit graduate courses.

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 Executive Director of Master's Programs and 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)

Employee Tuition Remission Benefit

Tuition remission is a University provided benefit 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. Participation in the tuition remission program supports the overall university interest in personal and professional development. Tuition remission students are not eligible to participate in the Accelerated Master's Program.

Full-time regular employees can receive a 100 percent tuition remission benefit for **two courses per semester with a maximum of 15 credits per calendar year**. New employees are eligible for the benefit for the first semester following their first 90 days of employment. Part-time regular employees receive the same amount of credits as full-time regular employees; however, the benefit is prorated based on their work status effort (full-time/part-time) in the system.

There is no limit to the total number of credits for which an employee can use the tuition remission benefit while employed at the University, only the per semester/per year limits above. However, employees who do not successfully complete a course (i.e. do not receive credit for the course within the semester in which it was taken) will be responsible for all or a portion of the tuition cost for the course. The charge to the employee will be based on the amount actually charged to tuition remission for the unsuccessful course based on the Student Accounts Tuition Drop Credit Schedule. The charge will be applied to the employee's student account.

Graduate Tuition Remission Taxation

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.

Employees enrolled in graduate level courses will be **exempt from taxation for the first $5,250 of graduate tuition remission per calendar year**. The value of graduate tuition remission received by employees over $5,250 per calendar year is taxable income to the employee. Employees will be taxed on all graduate tuition remission received by dependents. The value of graduate tuition remission received by dependents will be allocated over the employee's remaining pay periods in the calendar year. These benefits are governed by the tuition remission policy.

To request a precise estimate of your expected graduate taxation, please contact Total Rewards, your pay and benefits team, by completing the form here and provide the number of credits you will be taking and the calendar year.

To ensure timely taxation of your graduate tuition remission, please complete the applicable form(s) below for each calendar year that you or your dependent will be taking graduate courses.

For information on tuition remission benefits, visit the UM Human Resources MY HR page or call (305) 284-3004.

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. Aid is offered to a student's maximum eligibility as determined by enrollment and the Cost of Attendance (COA).

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

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 are able to 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

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. All accommodations are determined as part of an interactive and collaborative process. During such a process, ODS staff will work collaboratively with students to determine how to reasonably accommodate students through possible academic adjustments and/or educational auxiliary aids. This interactive and collaborative process requires that students meet with an ODS staff member to discuss their request for services prior to a decision being rendered by ODS. Accommodations will not be granted retroactively.

According to law, accommodations in the post-secondary setting commonly refer to: a) modifications to the manner of providing instruction in order to provide equal access to educational materials and b) modifications to the manner of testing or measuring competence in a particular course.

Depending on the nature of the disability and its impact on major life activities, a student may need instructional material provided in an alternative format (enlargement of handouts, books on CD, Braille) or may need an auxiliary aid (closed circuit FM radio, scanning text reader) or services (sign language interpreters). Students with learning disabilities, for example, may need extra time for exams or permission to use a word-processor for writing essay exams.

Students with disabilities are expected to meet the same standards of academic performance as other students but may be allowed an accommodation in the manner in which performance in measured, for example, allowing time and one-half for testing or allowing a Reader for exams. Such accommodations are allowed so that it is academic competency which is being measured rather than the effect of the disability. The most common accommodation granted in post-secondary institutions is "extended time for exams" since many types of disabilities affect the capability of retrieving and expressing information within time limits.

Each accommodation is evaluated and granted individually; accommodations are not granted as a package. Accommodations are based on the functional limitations specified in the documentation submitted by the student.

Instructors should consult with ODS as soon as possible if there is any question or concern about an accommodation or how it should be provided. If an instructor has a concern that a specific accommodation may fundamentally alter the nature of the course, the instructor should contact ODS as soon as possible so that the concern may be addressed.

Students must present the approved academic accommodations granted by the ODS to the Executive Director of Master's Programs prior to the beginning of the semester following admission to the program. The Executive Director of Master's Programs will inform the appropriate faculty of the academic accommodations granted by ODS for each semester that the student needs accommodations.

Writing Center

The Writing Center at the University of Miami offers free, one-on-one assistance with all types of writing concerns. Located at the University of Miami Learning Commons in Richter Library, the Writing Center can help you at any stage of the writing process, from brainstorming to final revisions. The Writing Center serves all of the University of Miami community, including students, faculty, and staff.

For help with your writing projects, schedule a consultation or walk in today. **Appointments last either 25 or 50 minutes**. To get the most from your Writing Center session, please **bring the assignment prompt with you, and the paper printed out.** You may also want to bring other related materials (previously graded papers, drafts, research, etc.).

Writing consultants are also available at the UM Medical Campus at the Don Soffer Clinical Research Center (CRC). To make an appointment visit the website https://www.as.miami.edu/writingcenter/, or call (305) 284-2956 for the Gables Campus location and (305) 243-5096 for the Medical Campus location.

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 against measles, mumps and rubella; and tetanus, diphtheria and pertussis. All new students must also provide proof of immunization against hepatitis B and meningococcal meningitis or sign a waiver declining these immunizations. For students less than 18 years old, the meningitis/hepatitis vaccine waivers must be signed by a parent or legal guardian. Students should also consider immunization against varicella (chicken pox).

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 graduate student who is currently enrolled at the University of Miami and has paid the Health Center and Counseling Center fee is eligible for an initial assessment at the Counseling Center. During the assessment students meet with a therapist to discuss current concerns, gather information about the

student's history and review recommendations for treatment. The recommended treatment may include ongoing individual or group therapy at the Counseling Center or a referral to off campus providers. The Counseling Center generally offers limited short-term counseling. If you need or prefer long-term or weekly counseling, then an off-campus counselor may be a better fit for you. The Counseling Center does not offer long-term, intensive, or specialized treatment generally required for substance abuse, eating disorders, or severe emotional difficulties.

Any student can use the walk-in service of the Counseling Center at the Gables Campus without scheduling an appointment.

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 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. 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

Security

The Department of Security 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).

Security officers provide escorts to any point on the medical campus (including Metrorail) 24 hours per day, upon request. The vehicle patrol will provide jump-starts and assist you if you are locked out of your vehicle. Faculty, staff, and students at the medical campus are encouraged to participate in the security effort through orientation programs offered throughout the year.

There are three other security and police entities on the Medical Campus. Jackson Memorial Hospital employs over 80 uniformed security officers; Bascom Palmer Eye Institute employs 15 uniformed officers; and the Metro-Dade Police Department provides a small contingent of full-time officers.

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

For the 2020-2021 year, the PHSA Executive Board officers are:

- Co-Presidents: Melissa Castillo and Brittney Peterkin
- VP of D.O.C.S Health Fairs: Eva Agasse
- VP of Major Events: Vanessa Morales
- VP of Community Outreach: McKenzi Payne
- Social Chair: Emily Montgomerie
- Staff Liaison: Rosa Verdeja
- Faculty Advisor: Alberto-Caban Martinez, DO, PhD, MPH, CPH

Please join PHSA on Facebook.

Delta Omega Honorary Society for Public Health

Delta Omega is the honorary society for graduate studies in public health. 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.

For the 2020-2021 year, the Delta Omega Executive Board officers are:

- President: Cho Hee Shrader
- Vice President: Sandra Garcia
- Secretary: Annie Liu

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.

We recognize the importance of practical knowledge and skills for those entering the field of public health. The MPH degree provides a comprehensive education in areas of knowledge basic to public health: biostatistics, epidemiology, environmental health sciences, health services administration/health economics, and social and behavioral sciences.

The Master of Public Health degree is accredited by the Council on Education for Public Health (CEPH).

CEPH has determined 22 foundational competencies listed below that must be demonstrated by all MPH graduates. These competencies are informed by the public health core knowledge areas, as well as cross-cutting public health areas.

Evidence-based Approaches to Public Health

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

Public Health and Health Care Systems

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

Planning and Management to Promote Health

7. Assess population needs, assets and capacities that affect communities' health.

8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
9. Design a population-based policy, program, project or intervention.
10. Explain basic principles and tools of budget and resources management.
11. Select methods to evaluate public health programs.

Policy in Public Health

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

Leadership

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

Communication

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

Interprofessional Practice

21. Perform effectively on interprofessional teams.

Systems Thinking

22. Apply systems thinking tools to a public health issue.

Upon completion of the Master of Public Health (MPH) degree, all graduates will have also realized the following **Generalist Concentration Competencies** and be able to:

1. Produce graphical displays of data that effectively summarize descriptive and analytical findings
2. Utilize reproducible research techniques and concepts
3. Apply mixed methodological approaches that combine qualitative and quantitative research methods
4. Generate a research/evaluation question and the appropriate analysis plan

5. Design health communication messaging and employ effective multi-media strategies for health communications

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 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 Career & Professional Development, or via the academic faculty advisor.

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.

We are committed to transmitting the skill sets necessary to conduct effective public health research to all our students, understanding that such research may take place in academic, governmental, the private sector, and international settings. Experience in public health research often involves similar skill sets as those needed by public health practitioners.

The Master of Science in Public Health (MSPH) degree is accredited by the Council on Education for Public Health (CEPH).

Upon completion of the Master of Science in Public Health (MSPH) degree, all graduates will be able to:

1. Apply statistical reasoning and quantitative methods for the purpose of analyzing public health data and participating in population-based research
2. Identify and apply the most appropriate statistical test for the purpose of performing hypothesis-driven research to solve public health problems
3. Explain the role of multi-level occupational and environmental conditions which directly or indirectly impact the health of individuals, communities, and populations
4. Apply epidemiologic methods to the measurement and study of population health and the prevention of infectious and chronic disease
5. Examine the main components and issues of the organization, financing, and delivery of health services and public health systems
6. Identify social and behavioral concepts, models and theories that form the foundation of health promotion and disease prevention
7. Analyze the effects of political, social and economic policies on public health systems at the local, state, national and international level
8. Recognize sociocultural factors that promote and inhibit health in vulnerable and underserved populations
9. Differentiate between qualitative and quantitative evaluation methods in relation to their strengths, limitations and appropriate uses and emphases on reliability and validity
10. Identify public health research questions and hypotheses, analyze data and communicate findings effectively to diverse stakeholders
11. Demonstrate effective written and oral skills for communicating with different audiences in the context of professional public health activities
12. Assess the strengths and limitations of various research designs in collecting, analyzing and interpreting information from public health studies

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 698 and EPH 699)

In addition to the core courses and 11 credits of electives, the MSPH degree requires a public health thesis project consisting of two courses, a 3-credit public health thesis proposal (EPH 698) and a 3-credit thesis project (EPH 699). 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. The student's thesis committee consists of the student's faculty advisor and a second reader, who is also a faculty member. Prior to beginning their thesis, the student completes a contract for the proposal, which must be approved by their faculty advisor, thesis committee, and the Director of Academic Affairs. If a

thesis project requires Institutional Review Board (IRB) Human Subjects approval, it must be obtained through the faculty advisor prior to beginning the research.

The project proposal (and subsequent research paper) must include the project title; an introduction which states the purpose of the project and hypotheses formulated; a background/literature review of the topic; and a methodology section detailing measures used, a description on how data will be collected, and data analysis procedures. All projects must have a data component. The definition of data is broadly stated in order to acknowledge the diverse types of problems historically addressed by students. This definition includes quantitative data as well as qualitative data. Students must summarize their findings, and provide a concise conclusion assessing their research outcomes and project impact. Upon completion, the student is required to give an oral presentation/defense of the public health project in an open forum to his/her MSPH project committee.

Course documents for the thesis project can be found online.

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.

Accepted students may take 12 credits of master's level (600) Public Health courses during their undergraduate senior year, not to exceed 6 credits per semester. These 600 level credits count towards the MPH or MSPH degree. Students must achieve a minimum GPA of 3.0 in the graduate courses in order to matriculate into the MPH or MSPH program. The summer following the completion of the BSPH degree, students may take 3 to 6 credits of 600 level Public Health courses and then take the graduate courses the following Fall and Spring terms to complete the master's degree in only one additional academic year. Students must complete 45 credits to attain the MPH or MSPH degree.

Undergraduate students who require financial aid during their senior year must take 12 credits of undergraduate coursework each semester to maintain eligibility. The Department of Public Health Sciences will waive the cost of the 12 credits of graduate courses taken during the undergraduate senior year. Upon graduation with the BSPH, accepted students matriculate into the MPH or MSPH program and complete the remaining MPH or MSPH courses at the regular UM graduate school tuition rate.

Timeline to complete the 4+1 program are as follows:

1. Undergraduate Junior year - Apply to 4+1 program
2. Undergraduate Senior Fall term - Take 6 credits of graduate courses
3. Undergraduate Senior Spring term - Take 6 credits of graduate courses
4. Summer post BSPH - Take 3 to 6 credits of graduate courses
5. Graduate Fall term - Take 12 to 15 credits of graduate courses
6. Graduate Spring term (may include winter session) - Take 15 to 18 credits of graduate courses

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

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.

The Master of Science in Biostatistics degree is accredited by the Council on Education for Public Health (CEPH).

Upon completion of the MS in Biostatistics degree, all graduates will be able to:

1. Describe the core disciplines of public health and how they apply to improving population health
2. Apply epidemiologic and statistical methods to the measurement and study of population health and the prevention of infectious and chronic disease
3. Describe concepts in probability theory, random variation and commonly used statistical distributions and mathematical statistics
4. Develop sample size and power calculations for different study designs including those from clinical trials and observational studies
5. Perform a variety of basic and advanced statistical analyses (estimation and inference) including ANOVA, univariate and multiple regression models, generalized linear modeling, multivariate analysis, survival analysis, design of experiments, various new techniques from statistical learning theory, analyze longitudinal data
6. Apply quantitative and reasoning skills, as well as content-area knowledge, to analyze data from epidemiologic, clinical, observational and experimental studies
7. Interpret results from explanatory and descriptive data analysis and advanced statistical analyses to draw relevant conclusions from data
8. Develop a high level of competency in statistical programming both with R and SAS for both managing and analyzing data
9. Communicate effectively by producing summary reports, statistical analysis sections of papers, graphical summaries and tabular summaries of the data
10. Interact with different public health, health care and medical professionals to address statistical aspects of their research studies as a part of statistical consultation
11. Recognize potential ethical issues and implement the concepts of ethical conduct of 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.

The focus of this program is in line with the seven priority areas of the U.S. National Prevention Strategy (e.g., tobacco-free living, preventing drug abuse and excessive alcohol use, healthy eating, active living, injury and violence-free living, reproductive and sexual health, and mental/emotional well-being), as implemented through the Strategy's strategic directions of creating healthy and safe communities, eliminating health disparities, providing clinical and community prevention services, and empowering people. The program is in intended to prepare students for research or technical positions in government, industry, academia, or private institutions, as well as to pursue future doctoral studies in public health.

The curriculum consists of required coursework in prevention science and public health, required coursework in statistics/research methodology, credit hours in elective coursework (chosen in consultation with the program advisor), and required credit hours dedicated to proposing and completing a research thesis.

The Master of Science in Prevention Science and Community Health degree is accredited by the Council on Education for Public Health (CEPH).

Upon completion of the Master of Science in Prevention Science and Community Health degree, all graduates will be able to:

1. Describe the core disciplines of public health and how they apply to improve population health.
2. Apply epidemiologic methods to the measurement and study of prevention science.
3. Describe the origins, foundations, and standards of prevention science.
4. Design and carry out theoretically grounded research studies that contribute to the literature on risk and protective factors and identify their mechanisms of influence associated with health and behavior outcomes across the lifespan.
5. Demonstrate knowledge of evidence-based preventive interventions and understand how to apply prevention science theories to the design, implementation, adaption, and evaluation of preventive interventions.

6. Integrate knowledge of research design, quantitative and qualitative methods, data analysis, and multi-method, multi-agent assessment methods commonly used in prevention science into research activities.
7. Demonstrate skill in disseminating work to diverse audiences via formal academic presentations, instructional activities, and professional/academic writing.
8. Demonstrate awareness and understanding of diversity and contextual issues such as culture, identity ethnicity, gender, sexual orientation, disability, marginalization, poverty, inequality, and religion in research, applied activities, and professional behavior.

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.

The Master of Science in Climate and Health degree is accredited by the Council on Education for Public Health (CEPH).

Upon completion of the M.S. in Climate and Health degree, all graduates will be able to:

1. Explain physical processes that control global and regional climate, and global and regional weather patterns and extreme weather patterns
2. Explain interplay between health and C2W2, the burden of disease/disability in different communities and populations associated with weather and climate, and weather and climate-mediated changes in the environment
3. Examine bio-physiological responses with respect to short- and long-term climate changes and weather patterns
4. Develop skills in collecting, managing and analyzing health, climate and associated data sets to quantify the health effects of climate incorporating hierarchical (including individual, community and region-specific) socio-physical environmental characteristics
5. Explain the structure and administration of public health organizations and the policies that impact health programs and health services for different communities

6. Identify direct and indirect roles of different stakeholders in the surveillance and management of the health effects of climate
7. Assess disparities in the health effects of climate and extreme weather

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

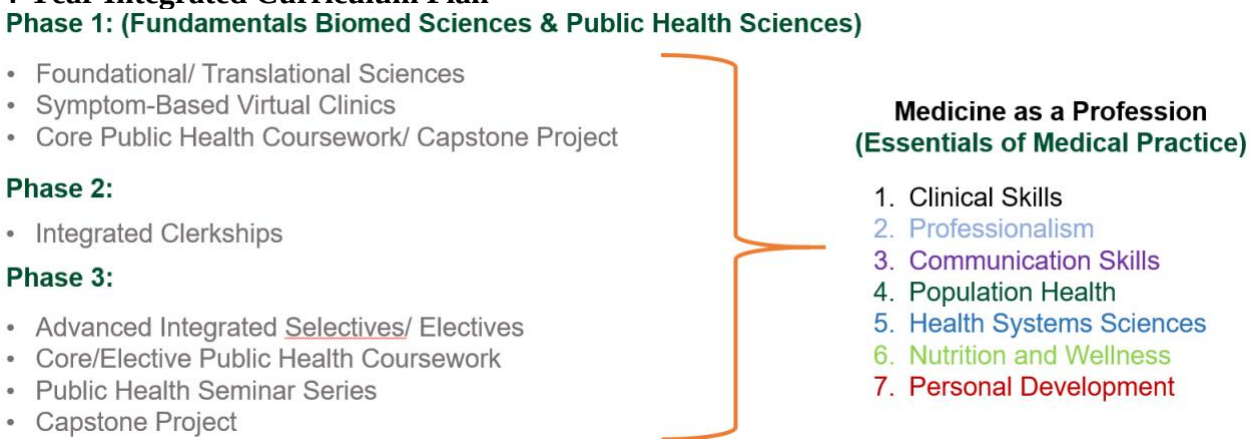
For the detailed MS Climate and Health Curriculum plan, please visit the website.

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. The new NextGen MD curriculum is designed to produce doctors who will:

Empower to Transform and Inspire to Serve our Global Community

4-Year Integrated Curriculum Plan



The MPH coursework has been integrated to the MD degree without the need to replace any existing courses in the MD curriculum. This is accomplished by:

- Beginning MPH studies the summer before starting medical school;
- Completing MPH coursework during one afternoon, three hours per week, during phase 1 of the NextGen MD curriculum
- Using phase 3 of the NextGen MD curriculum to complete MPH courses after taking the USMLE Step examinations;
- Transferring nine credits of MD coursework to fulfill the 45-credits required for the MPH degree.

Average Program Duration: 4 years

Number of required credits: 211 total (36 MPH and 170.5 MD credits)

Students enrolled in the MD/MPH program must complete all requirements for both degrees in order to receive either degree- students must complete the MPH degree in order to receive the MD degree, and vice versa. Even if a student has successfully completed all requirements for the MD degree and has obtained a residency program, they will not be awarded the MD degree until the MPH degree is also awarded. UMMSM provides all students with faculty mentors and advisors to assist in meeting all requirements and obligations for both degrees in a timely manner.

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

Upon completion of the joint Medical Doctor and Master of Public Health (MD/MPH) degree, all graduates will have fulfilled the 22 foundational MPH competencies. Additionally, the MD/MPH students will also realize the following **Generalist Concentration Competencies**:

1. Develop public health research hypotheses that integrate both clinical and community research methods to address public health issues.
2. Apply and critique selected change management skills through problem-solving, role playing and simulations relevant to health organizations.
3. Utilize evidence-based medicine concepts to inform public health policies and regulations.
4. Design an economic evaluation of a public health program or intervention.
5. Use epidemiologic data and methods to determine diagnostic effectiveness of medical treatments.
6. Asses the effects of public health interventions and programs.

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 is 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 2024.**

MD/MPH Class of 2024 Timeline	**Capstone Practicum and Capstone Project Deliverables Deadlines**
Phase 1: 1st year medical school- *Spring 2021 Semester*	**Thursday, January 21, 2021- Thursday, April 8, 2021-** During your Research Method course (EPH 651), begin thinking of your capstone project ideas and identify relevant stakeholders who would benefit from the capstone project and can serve as mentors/community partners in completion of the project. **Friday, April 16, 2021- Capstone Check- In with online Qualtrics form:** Have students met with potential capstone community partners for the Capstone Project? Have they met with their Capstone Advisor? **Friday, June 4, 2021-** Signed Community Partner Agreement & Competency Form, Practicum Proposal, and CITI certifications due.
Phase 1: *Summer of 2021*	**Monday, June 14, 2021- Friday, August 6, 2021-** Develop a Capstone Project Proposal using evidence-based methodology to address public health issues. Obtain practical field experience in a public health setting related to capstone project area of interest. **Friday, August 6, 2021**-Practicum Write-up, second written product, and log of hours due.
Phase 2: 2nd year medical school- *Fall 2021 Semester*	**Friday, August 13, 2021:** Capstone Project Proposal DRAFTS due to advisor. **Friday, September 24, 2021:** Final Capstone Project Proposal approved and signed by Capstone advisor due to Capstone Coordinator.
Phase 2: 2nd year medical school- *Spring & Summer 2022*	Continue working on Capstone Project, communicate with the Capstone Coordinator and Capstone Advisor if any issues arise.
Phase 2: 3rd Year Medical School- *Fall 2022 Semester*	**MONTHLY-** Provide monthly capstone update using template provided.

Phase 3: 3rd Year Medical School- *Spring and Summer 2023*	**MONTHLY-** Provide monthly capstone update using template provided.
Phase 3: 4th year Medical School- *Fall 2023 Semester*	**Friday, August 4, 2023:** Capstone Final Report DRAFT due to advisor. **Friday, September 15, 2023:** Final approved Capstone Project Report, 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 2024 Semester*	**Capstone Course Complete**

If Capstone Practicum and Capstone Project deliverables are not submitted by the appropriate deadlines, MD/MPH program leadership including Dr. Roderick King and/or Dr. Shirin Shafazand, 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 (MALAS/MPH)

The Master of Arts in Latin American Studies and Master of Public Health (MALAS/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.

This program is designed to train students for a career in public health with a focus on social policy, health management and health care in Latin America and the Caribbean, as well as expatriate communities in the United States.

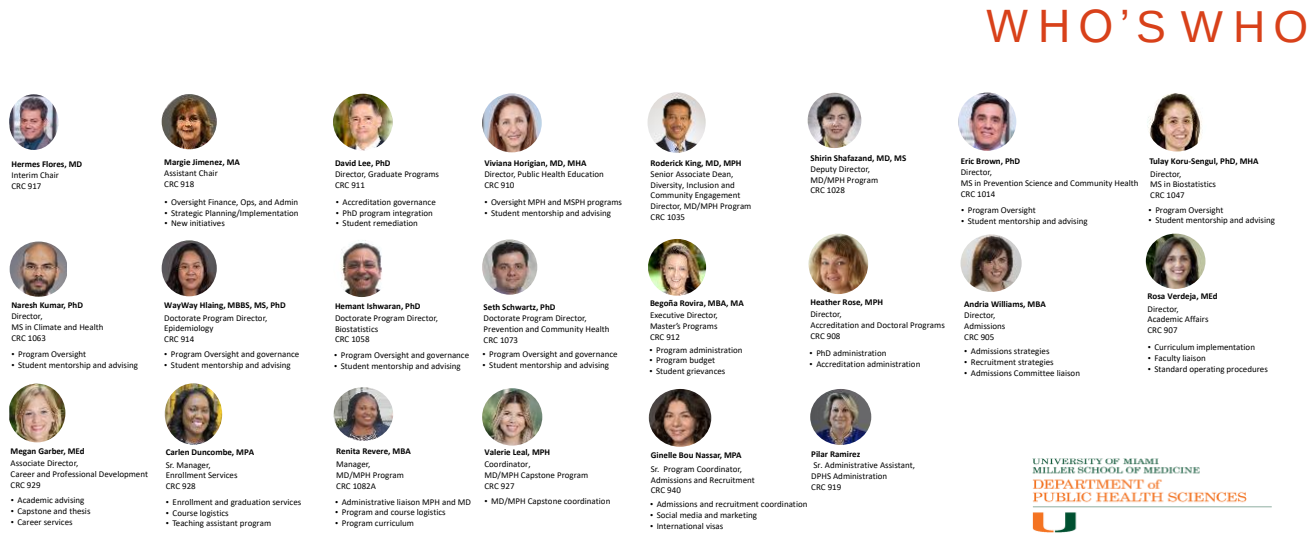
Applicants must be admitted into the MPH and MALAS programs on a separate basis, based on the admissions requirements and procedure of each individual program. Acceptance by one program does not in any way indicate or guarantee acceptance by the other degree program.

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

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

CONTACT INFORMATION

WHO's WHO in Graduate Programs



Which Graduate Program staff member should I contact if I want to….

TOPIC	CONTACT
Obtain approval for credit waiver for an advanced degree	Heather Rose
Find out who my faculty advisor is	Megan Garber
Understand capstone/thesis requirements and deadlines	Megan Garber
Drop a class after the drop/add period	Carlen Duncombe
Inquire about a hold in my student account	Carlen Duncombe
Enroll for graduation or extend graduation date	Carlen Duncombe
Get a copy of a syllabus for a course you're interested in	Carlen Duncombe
Apply for a Teaching Assistant position	Carlen Duncombe
Obtain a letter for visa extension, OPT, etc.	Rosa Verdeja
Obtain approval for transfer credits & for non-DPHS UM courses	Rosa Verdeja
Develop a contract for an independent study	Rosa Verdeja
Find out about student employment opportunities	Megan Garber
Schedule a mock interview	Megan Garber
Inquire about medical school admission requirements	Andria Williams
Inquire about funding for capstone/thesis and conferences	Megan Garber
Know which student events are coming up	Rosa Verdeja
Work in summer without being enrolled	Rosa Verdeja
Apply to be a Canes Student Ambassador	Ginelle Bou Nassar
Inquire about participating in recruitment fairs	Ginelle Bou Nassar
Inquire about a Leave of Absence	Begoña Rovira
Discuss student grievance policy and procedures	Begoña Rovira
Get help downloading UM software or other IT issues	Orlando Garcia

MD/MPH - integration of public health and medical curriculum	Dr. Shirin Shafazand
MD/MPH - capstone requirements and deadlines	Valerie Leal
MD/MPH – funding opportunities for capstone & conferences	Valerie Leal
MD/MPH – general inquiries and town hall meetings	Renita Revere
MD/MPH – policies and procedures	Begoña Rovira
MD/MPH – registration, course schedules, evaluations	Carlen Duncombe

Appendix A: Acknowledgment of Receipt and Review

I _____
(Print Name)

acknowledge receiving web link directions to access the 2020-2021 Department of Public Health Sciences Master's Programs Student Handbook, the UM Graduate Academic Bulletin and University Graduate Honor Code. I understand that it is my responsibility to familiarize myself with the requirements of the University of Miami, the University of Miami Miller School of Medicine, and my graduate program of study.

1. Master's Programs Student Handbook, 2020-2021

https://graduatestudies.publichealth.med.miami.edu/current-students/course-information/forms-handbooks/index.html

2. UM Graduate Academic Bulletin

http://bulletin.miami.edu

3. UM Graduate Honor Code

https://doso.studentaffairs.miami.edu/_assets/pdf/honor-council/grad_honor_code.pdf

4. Photography/Video Release Consent

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 by the University of Miami's Department of Public Health Sciences.

_____ Date_____
Signature

Appendix B: Acknowledgment of Plagiarism Policy

1. What is Plagiarism? How can Students Avoid Plagiarism?

Plagiarism is a violation of the scientific community's ethical standards and a violation of the University of Miami's Graduate Student Honor Code. Plagiarism is a serious offense and 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 lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we 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 will be required to participate in a two-hour workshop on "***Using AMA and APA Citations Correctly to Avoid Plagiarism"***. The workshop will be offered by the UM Calder Medical Library early in the Fall and Spring semesters to accommodate incoming students in either 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.

2. How to Use SafeAssign to avoid plagiarism?

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

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

I _____
(Print Name)

acknowledge receipt of and understand the Plagiarism Policy.

_____ Date_____
Signature