Master of Public Health
2015-2016
Student Handbook
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A Message from the Associate Dean for Academic Affairs

Welcome to the Colorado School of Public Health!

This is an extraordinary time to be working on community and population health. There is a rejuvenated realization that many of the determinants of health lay not in medical care, but in our social and physical communities, the exposures we receive from the environment, the health care systems that we have access to, and the choices we make in our daily behaviors.

We are a collaborative school of public health, with a strong partnership between three major public universities, and also with our ties to and belief in the importance of communities using scientific evidence to develop their own priorities and strategies for achieving health.

As you embark on your studies, I encourage you to reach out to faculty for mentorship. There are vast opportunities for you to be involved in education, research and practice. I encourage you to get involved beyond the classroom. It is our vision that together we will learn and work to allow all members of our communities reach their highest potential for healthy, productive lives.

As the Associate Dean for Academic Affairs, I encourage you to explore all of the opportunities that the Colorado School of Public Health has to offer.

Sincerely,

Lori A. Crane, PhD, MPH
Associate Dean for Academic Affairs
The Master of Public Health Student Handbook comprises the policies and procedures relevant to enrollment and completion of the MPH program at the time of publication in August of 2015. These policies are reviewed annually and are subject to change at that time or more often, if necessary.

Websites
School Site:  
http://publichealth.ucdenver.edu

Program Site:  
http://publichealth.ucdenver.edu/masterofpublichealth

Academic and Student Affairs Resources:  
http://ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/index.aspx
Overview
The Colorado School of Public Health is a collaborative school of public health with the University of Colorado, Colorado State University, and the University of Northern Colorado. It is the first school of public health in the nine-state region of the Rocky Mountain West.

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

As part of our commitment to meeting the training and research needs of the public health workforce, the Colorado School of Public Health offers educational programs that include master’s, doctoral, residency, and certificate programs. Descriptions and materials are available through the Colorado School of Public Health website.

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

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

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

Accreditation
The Colorado School of Public Health received school-wide accreditation in November 2010 from the Council on Education for Public Health (CEPH). CEPH is an independent agency recognized by the U.S. Department of Education to accredit schools of public health and public health programs outside of schools of public health. As an accredited school of public health, graduates at the masters and doctoral levels are eligible to sit for the Certified in Public Health examination.
Administration

University Leadership & Academic Partners
Donald M. Elliman, Jr.
Chancellor, University of Colorado Denver & Anschutz Medical Campuses

Anthony Frank, PhD
President, Colorado State University

P. Kay Norton, JD
President, University of Northern Colorado

Colorado School of Public Health Leadership
David C. Goff, Jr., MD, PhD
Dean

Elaine Morrato, DrPH, MPH, CPH
Associate Dean, Public Health Practice

Lori A. Crane, PhD, MPH
Associate Dean for Academic Affairs

Carolyn DiGuiseppi, MD, PhD, MPH
Associate Dean for Faculty Affairs

Anthony Airhart, CPA
Assistant Dean for Finance and Administration

Jan L. Gascoigne, PhD, MCHES
Associate Dean for Student Affairs

Tonya Ewers
Director of Communications & Alumni Relations

Lorann Stallones, PhD, MPH
Director
Colorado State University

Tracy Nelson-Ceschin, PhD, MPH
Associate Director
Colorado State University

Mary Dinger, PhD
Director
University of Northern Colorado

Department Chairs
Debashis Ghosh, PhD
Chair, Biostatistics & Informatics

Sheana Bull, PhD, MPH
Chair, Community & Behavioral Health

Jill Norris, PhD, MPH
Chair, Epidemiology

John Adgate, PhD, MSPH
Chair, Environmental & Occupational Health

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

Anschutz Medical Campus
Christopher Harris
Enrollment Marketing & Communications Specialist

Dan Hussey, M.A.Ed.
Manager of Strategic Enrollment Management

Olivia Jolly, MPH
Coordinator of Practice-Based Learning, Instructor

Maggie Kucharski, MA
Student Services Specialist

Ben Weihrauch, MA, GCDF
Manager of Career and Employer Relations

Amy Hebbert
Student Affairs Administrator

Brenda Witt
Academic Affairs Specialist

Colorado State University
Kendra Bigsby, MPH
Assistant Director

Marnie Andrews, MSW
Academic Support Coordinator

University of Northern Colorado
Nora May
Community Health Lecturer

Esta Lukemire
Assistant to the Director
Family Educational Rights and Privacy (FERPA)

Purpose of FERPA
FERPA deals specifically with students’ education records, affording them certain rights with respect to those records. For purposes of definition, education records are those records, which are:

1. Directly related to a student and
2. Maintained by an institution or a party acting for the institution.

FERPA gives students who reach the age of 18 or who attend a post-secondary institution the right to inspect and review their own education records. Furthermore, the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records, shift from the parent to the students at this time.

FERPA applies to the education records of persons who are or have been in attendance in post-secondary institutions, including students in cooperative and correspondence study programs, videoconference, satellite, Internet or other electronic forms. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.

Directory Information
FERPA directory information is information contained in your education record that generally would not be considered harmful or an invasion of privacy if disclosed. Under current CU Denver policy, the following information is designated as directory information:

1. name
2. address, telephone number, and email address
3. dates of attendance
4. registration status
5. class
6. major
7. awards
8. honors
9. degrees conferred
10. photos

Although these items are designated by CU Denver as directory information, only a limited amount of this information is routinely disclosed by CU Denver officials, and the University retains the discretion to refuse to disclose directory information if it believes such disclosure would be an infringement of your privacy rights.

Nondisclosure of Directory Information
Students may ask the University not to publicly disclose directory information. Please note, however, that if you elect for nondisclosure of directory information and are seeking employment, the Registrar's Office cannot release your enrollment, degree status or major to anyone unless you come to the Registrar's Office with a photo ID.
Forms to prevent disclosure of directory information can be obtained at The Anschutz Medical Campus Registrar’s Office or via the Registrar’s website at: http://www.ucdenver.edu/student-services/resources/registrar/Pages/default.aspx. Questions regarding your rights under FERPA should be directed to the Registrar’s Office:

Anschutz Medical Campus:
Phone: 303-724-8059
Fax: 303-724-8060
Email: student.services@ucdenver.edu

For additional information regarding FERPA, please visit the complete policy on the Registrar’s website at:

http://www.ucdenver.edu/studentservices/resources/registrar/students/policies/Pages/StudentPrivacy.aspx

Immunization Policy
To ensure that a minimum standard of public health and safety is provided for our faculty and students, all students matriculating into any ColoradoSPH program are required to provide proof of immunizations for measles, mumps, and rubella using the required ColoradoSPH form. The Office of Student Affairs should receive proof of immunizations at least two weeks prior to the start of a student’s first term in the program. Students who do not return the immunization form at the specified time may experience a hold on future registration and/or be administratively withdrawn from classes until proof of immunizations has been received.

Health Insurance Requirement
Full-time MPH students (definition of full-time for health insurance purposes may vary from campus to campus) are required to have a University student health insurance plan, unless proof of comparable coverage can be verified. Students are required to have insurance at their home campus only. If a student wishes to waive the insurance requirement due to comparable personal coverage, they may do so by petitioning the student health office at their home campus. Students in part-time status may also be eligible to purchase a student health insurance plan. Please check with the student health office on your home campus for more information.

Background Check Policy
Students matriculating into any ColoradoSPH degree-seeking program are required to pass a criminal background investigation. The background check is conducted during the admissions process. Students are required to pay a non-refundable processing fee for conducting the background check. Students who work at the university also need to submit the processing fee and complete the student background check, as additional criteria are specified beyond that required for employment. This must be completed before course registration can begin.

Student Academic Honor and Conduct Code
Education at the Colorado School of Public Health (ColoradoSPH) is conducted under the honor system. Matriculation at ColoradoSPH implies the acceptance of, and adherence to, the ColoradoSPH Student Academic Honor and Conduct Code. All students who have entered graduate
and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are expected also to have achieved a level of maturity reflected by appropriate conduct at all times.

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

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

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

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

http://catalog.ucdenver.edu/content.php?catoid=1&navoid=24#Drugs_and_Alcohol

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

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

Additional information regarding the ColoradoSPH Honor Code can be found online at:

Academic Grievance Policy
The Colorado School of Public Health (ColoradoSPH) recognizes that a student may have grievances about different aspects of his or her academic program. ColoradoSPH is committed to addressing these grievances promptly and professionally and reaching a fair resolution through a formal and unbiased process. In the statements below, “Associate Dean” refers to the Associate Dean for Academic Affairs.

Student Rights
All ColoradoSPH Students have the right to:

1. Competent instruction
2. Access to instructors outside of class during a specified set of office hours or by appointment
3. Clearly understand the grading system by which he or she will be judged, and expect that the grading system as determined by the instructor will be adhered to for the duration of the course
4. Be treated with respect and equality
5. Be treated fairly according to standards stated within the student handbook and each course syllabus

If a student feels as if he or she has been denied one of the above rights, that student may file a formal grievance with the school.

Formal Grievance Process

Step 1
Because the filing of an Academic Grievance is considered a serious matter, the student is strongly encouraged to seek informal resolution first by discussing the matter with the faculty member or administrator involved. The student and faculty/administrator should document the date, time, and outcome of the meeting for future reference. If the student feels he or she needs assistance in discussing or resolving the issue, a University of Colorado Denver Ombuds representative is available to help students facilitate a resolution related to any type of grievance. The Ombuds office can be reached at 303.724.2950. Additional information about the Ombuds Office can be found on their website:

http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages/OmbudsOffice.aspx

Step 2
The student should contact the chair of the department to which the faculty member belongs. The chair and the student will work together to informally resolve their grievance. In the case that the subject of grievance is the department chair, or at the election of involved parties, the Associate Dean may be asked to facilitate these conversations. The Associate Dean will act as a mediator between the student and faculty member to help resolve any miscommunications between the parties.

Step 3
If an informal resolution cannot be reached, the Associate Dean will meet with the student to determine if the grievance is one that can be legitimately pursued through the official grievance process.
Step 4
If the Associate Dean and the student agree to move forward, a Hearing Committee must be constituted within 30 days of indication from the student or the chair that the grievance cannot be resolved at the department level.

Step 5
A report will be prepared by the Associate Dean to include a personal statement from the individual filing the grievance or appeal outlining the grievance or appeal, the date(s) of the alleged incident, and all supporting documentation and evidence. This report will be sent to the faculty member with whom the grievance has occurred.

Step 6
The Hearing Committee members shall be contacted to schedule a hearing. All committee members shall commit to being present on the agreed date and time.

Step 7
One week in advance of the hearing, all Hearing Committee members will be informed in writing of the hearing committee composition, and be provided with the Associate Dean’s written report, any other evidence and testimony to be presented, and the resolutions each deems acceptable.

Step 8
On the date of the hearing, the Hearing Committee will privately and separately interview each party. At that time, any additional information, documentation and testimony regarding the grievance can be introduced. All testimony will be audio recorded for accuracy. The recording will be destroyed at resolution of the grievance.

The Associate Dean, or his/her designee, shall be present at the hearing. The Associate Dean will not have voting power, but will oversee the hearing to ensure procedures are followed, proceedings are conducted with respect for all parties, and that all parties are satisfied that their testimony was presented.

Step 9
All testimony and documentation will be strictly confidential. This confidentiality will be waived only if the grievance hearing results in legal action to the extent that grievance testimony and documentation need to be available to the court. All parties shall be advised that no hearing participant should use any information from the hearing in any way to affect future interactions among the parties.

Step 10
The Hearing Committee will send a formal written recommendation to the Associate Dean within five (5) working days. The Associate Dean will make a formal recommendation to the Dean based on all of the evidence and testimony within five (5) working days of receipt of the Hearing Committee’s recommendation.

Step 11
The Dean’s decision will be considered final and binding by all parties.

Step 12
Upon acceptance of the formal decision by the Dean of the ColoradoSPH, the Associate Dean will be notified and will inform all relevant parties of the decision. It is the intent of ColoradoSPH that all
individuals associated with the School have the right to bring grievances to the appropriate School officials and that they be granted full opportunity to be heard, treated with respect, and afforded due process as they seek redress of their grievances. The full Academic Grievance policy can be found online at:


Non-Discrimination Policy Statement
The University of Colorado, including ColoradoSPH, will not discriminate against any applicant, student or employee because of race, color, religion, sex, national origin, age, disability, creed, sexual orientation, or veteran status. The university and ColoradoSPH will take affirmative action to ensure that applicants, students and employees are treated without regard to their race, color, religion, sex, national origin, age, disability, creed, sexual orientation, or veteran status. The University of Colorado Non-Discrimination Policy can be found at:

https://www.cu.edu/regents/Policies/Policy10A.htm

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

http://www.ucdenver.edu/about/WhoWeAre/Chancellor/ViceChancellors/Provost/StudentAffairs/UniversityLife/sexualmisconduct/DenverPolicies/Pages/Title-IX.aspx

Policy on Pregnancy
The Colorado School of Public Health does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by the student's doctor and the student will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Disability Services Offices (Sherry Holden, Sherry.Holden@uchealth.org) or the Title IX Coordinator for ColoradoSPH (Jan Gascoigne, Jan.Gascoigne@ucdenver.edu).

Email Policy
Email is an official means of communication for ColoradoSPH students. All official email related to enrollment at ColoradoSPH (including, but not limited to, financial aid, billing, transcripts, school announcements.) will be sent to each student’s assigned CU email address (name@ucdenver.edu), regardless of the student’s home campus. Students are responsible for checking their CU email on a regular basis. The student Academic Honor and Conduct Code should be followed when using university email and other forms of university electronic communication and devices.
Students with a home campus of CSU or UNC should also frequently check their home campus email accounts, as any correspondence specifically from their home campus will be sent to that email address.

For questions regarding your CU email account, please contact the Anschutz Medical campus OIT Department at (303) 724-HELP or visit their website at:

https://4help.oit.ucdenver.edu/CherwellPortal/IT#0

Identification/Access Badges
Students are required to have an electronic security photo ID badge for the safety and protection of all faculty, staff, and students on campus. Additionally, this badge allows students access to buildings and computer labs after hours, as well as parking surfaces.

Badge applications for the CU Anschutz Medical Campus are issued to the ID Badge Office by the education staff prior to the start of a student’s first semester in the program. Students should schedule an appointment to pick up their Anschutz Medical Campus ID Badge by calling 303.724.0399. The ID Badge Office is located in Building 500 on the first floor, behind the food court.

Students with a home campus of CSU or UNC should contact their campus education staff to inquire about ID badges on those campuses.

Establishing Residency
The requirements for establishing residency for tuition purposes are defined by Colorado law. The statutes require that a qualified individual must be domiciled in Colorado for the twelve (12) consecutive months immediately preceding the term for which resident status is claimed.

A person's tuition classification status is initially determined from the Verification of Residency form submitted during the application process for admission. If a person is classified as a “nonresident,” he or she must wait until eligible for a change in tuition classification and then file a petition for the change. Petitions that are denied may be appealed.

For more information regarding establishing residency, please visit the CU Anschutz Medical Campus Registrar’s website at:

http://www.ucdenver.edu/studentservices/resources/registrar/Documents/RegistrarForms/AMC/tuition07.pdf

Tuition and Fees
ColoradoSPH students receive a single bill for tuition and fees from the CU Anschutz Medical Campus Bursar's Office, regardless of their home campus affiliation. All students are charged the university matriculation fee, background check fee, and enrollment deposit (if applicable). Fees associated with the student’s primary campus are also assessed. There are not additional general fees for taking courses outside of the primary campus, but course-specific fees may still apply. All students, regardless of their home campus, must follow university payment policies and deadlines. Additional information regarding fee and billing policies can be found on the bursar’s website at:
The following are examples of fees that may be assessed:

- $50 – Hybrid course fee (combination of online and in-person class)
- $100 – Entirely online course fee
- $140 – One-time UCD matriculation fee
- $65 – Non-refundable background check fee
- $200 – Tuition deposit (applied to tuition within the first semester of study)

A breakdown of tuition and fees per campus can be found on the ColoradoSPH website at:

http://ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/CostofAttendance.aspx

Students must follow the published drop/add deadlines in order to receive a tuition refund for any dropped courses. For dropped courses processed before the semester’s drop/add deadline, full tuition and fees will be refunded. Courses dropped after the semester’s drop/add deadline will be considered withdrawals, and will not be refunded tuition and fees. For more information on dropping or withdrawing from a course, see “Registration Policies” on page 18.

Appeals for tuition refunds after the drop/add deadline will follow the policy outlined for the Denver campus. Appeals should be sent to the ColoradoSPH Associate Dean for Academic Affairs, not through the Denver campus appeals coordinator.

http://www.ucdenver.edu/student-services/resources/registrar/students/Pages/TuitionAppeals.aspx

The Academic Calendar, which specifies deadlines, including the drop/add deadline, can be found on the ColoradoSPH website at:

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/index.aspx

For students who have been approved to take a course(s) at the downtown UCD campus, the ColoradoSPH tuition rate will be charged for those courses, unless the student is enrolled in a dual degree program with the downtown campus. The ColoradoSPH tuition rate may be different than the downtown UCD campus rate.

**Employee Tuition Benefit**

Employees of the University of Colorado and their dependents may be eligible for up to nine credit hours per year to be used towards courses on a space-available basis. When using the tuition benefit, registration can only occur on the first day of classes in order for tuition to be waived. Students who violate this policy are at risk of losing their tuition benefit. For the entire policy, restrictions and forms, please visit the Payroll and Benefit Services website:

https://www.cu.edu/pbs/tuition-benefit/
Employees on the CSU and UNC campuses using their employee tuition benefits may transfer in a maximum of 20 credits of approved public health coursework taken at a ColoradoSPH partner institution during the time of employment. Of these 20, a maximum of 10 non-degree credits are allowed prior to program matriculation.

**Beginning in the spring semester 2015, the Colorado School of Public Health will not accept tuition waivers for PUBH 6606 (MPH Practicum) and PUBH 6955 (MPH Capstone Project).**

These two courses are tailored to the individual student, and require individualized faculty attention to the development of each learning plan/proposal, monitoring of progress, and evaluation of final products.

**Please note that CU Denver/Anschutz Medical Campus waivers may only be applied to courses at CU Denver/Anschutz Medical Campus.** ColoradoSPH’s CU Denver students cannot use waivers for CSU and UNC courses. (Employees at CSU and UNC have their own system for tuition waivers.)

**Financial Aid**

All financial aid, regardless of a student’s home campus, is processed through the CU Anschutz Medical Campus Financial Aid Office. All ColoradoSPH students interested in applying for financial aid should do so through the CU Anschutz Medical Campus. Detailed information can be found at:

http://www.ucdenver.edu/academics/CUOnline/TuitionFees/FinancialAid/Pages/FinancialAid.aspx

For financial aid purposes, full-time status is considered five credits per term; part-time is considered 3 credits per term.

**Registration Policies**

All students – regardless of home campus affiliation – should register for courses through UCD Access at https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html. Students must have a CU email address to access the registration system.

**MPH students are required to begin coursework during the semester for which they are initially accepted.** Failure to begin classes during the initial semester of acceptance will result in a withdrawal of the student’s admission status and students will need to reapply to the program during a subsequent admission cycle to be reviewed for re-admittance.

ColoradoSPH students may register for courses offered at any of the three institutions, bearing in mind the home campus credit requirements (see Minimum 24 Credit Hour Home Campus Requirement in this handbook). While the add/drop deadline and tuition payment deadline are the same for all campuses, the start of classes at each campus may be different, so it is important that students are aware of campus-specific dates and deadlines.

Semester start and end dates for each campus, as well as registration deadlines, can be found on the ColoradoSPH Academic Calendar at:
Late Registration
Students who wish to register for a course after the drop/add deadline must obtain the approval of both the course instructor and Associate Dean for Academic Affairs. If late registration is approved, a late registration fee of $60 will be applied to the course.

Continuous Enrollment
Students have a maximum of five years to complete the MPH program and must maintain continuous enrollment in the program from matriculation to completion. Continuous enrollment requires that a student enroll in at least one credit hour each fall and spring semester until completion of the program. If all required coursework has been completed, but the degree has not yet been conferred due to outstanding requirements, students can elect to take additional course work or to enroll in a one-credit continuing registration course (PUBH 6956) each term until the degree has been conferred. Continuing registration credits are charged the same tuition rate as other coursework; however, continuing registration credits do not apply towards the degree requirements. Please note that students must be registered for at least one credit hour in the term that they intend to graduate.

For students who have extenuating circumstances and are unable to meet the continuous enrollment requirement, a formal leave of absence (up to one year) may be requested through the Office of Student Affairs. Any student who fails to meet this continuous enrollment requirement (fall and spring), and who has not been approved for a formal leave of absence, will be automatically withdrawn from the program after more than two semesters of inactivity and will need to reapply to be reviewed for re-admittance into the program.

Leave of Absence
Students who need to interrupt their coursework for a semester or more, and therefore cannot maintain continuous enrollment, should request an official leave of absence using the Leave of Absence Request Form on the ColoradoSPH website at:

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/Forms.aspx

Please note:

- Students must have completed at least one semester in the MPH program and must have a cumulative GPA of 3.0 or above to be eligible for a leave of absence.
- Leaves of absence are not to be taken in order to pursue a degree at another institution.
- Leaves of absence are valid for no longer than one year; however, the student may petition for a leave extension.
- Time spent on leave does not increase the maximum allowable five-year time limit to complete the MPH degree. In other words, students must complete the MPH degree within five years, regardless of whether a leave of absence is taken.

Leaves of absence will be granted to students only in situations of extenuating circumstance such as prolonged illness, maternity/paternity leave, or extreme personal hardship. Students desiring an extended break in progress toward their degree should withdraw from the University and reapply for admission. Upon possible readmission, any courses older than five years will need to be revalidated.
with the Course Validation Form on the ColoradoSPH website before the course(s) will count towards the degree requirements.

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Academic%20and%20Student%20Affairs%20Forms/Course%20Validation%20Form.doc

There may be some instances (such as enrollment in a joint degree program) in which a leave of absence is a required part of the joint degree process. Please see campus program staff to inquire about this process.

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

Dropping & Adding a Course
The drop/add period usually extends 1-2 weeks into the semester from the first day of classes, and is typically shorter in summer semesters. Please consult the ColoradoSPH Academic Calendar for exact deadlines. To drop or add a class during the drop/add period, please log onto the UCD Access portal:

https://portal.cusys.edu/UCDAccessFedAuthLogin.html

After the drop/add deadline has passed, discontinuation of course enrollment will be considered a withdrawal, and will follow policies detailed in “Course Withdrawal Policy” below. Withdrawal will result in 0% tuition reimbursement and a corresponding grade of “W” (withdrawal) will be reflected on the transcript.

Please note that for courses with start dates that vary from the regular academic calendar (e.g., some summer courses are compressed to short time frames that start after the summer drop/add deadline), students may avoid a tuition penalty if they withdraw before the 2nd class meeting. Students in this situation will still receive a “W” on their transcript for the course.

Permission to register for or withdraw from a course after the drop/add period without a tuition penalty will be granted only in the presence of extenuating circumstances, and require the approval of the Associate Dean for Academic Affairs.

Drop/add deadlines can be found on the ColoradoSPH Academic Calendar at:

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/index.aspx

Course Withdrawal Policy & Timeframe
If a student wishes to withdraw from the university, he/she should obtain a withdrawal form from the CU Anschutz Medical Campus Registrar's office or website:

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

Withdrawal from a course is a formal discontinuation of the course after the drop/add period, and results in a grade of “W” on the student’s official transcript. If attendance in a current course is discontinued without an official withdrawal, the student’s transcript will reflect the grade earned for that course. Withdrawals from courses are not eligible for tuition reimbursements.
100% reimbursement will be granted if a course is dropped before classes begin or during the drop/add period (see ColoradoSPH Academic Calendar for semester deadlines). There will be no reimbursement for withdrawal after the drop/add period and a grade of “W” (withdrawal) will be reflected on the transcript.

Auditing Courses
The CU Anschutz Medical Campus does not allow auditing of courses. Students may register for a course for “No Credit,” but must pay the full tuition and fees. Students must designate “No Credit” by the appropriate deadlines as set forth by the Registrar’s Office. No Credit forms are available from the CU Anschutz Medical Campus Registrar’s Office:

http://www.ucdenver.edu/student-services/resources/registrar/Pages/default.aspx

Registering for Courses on Other CU Campuses
ColoradoSPH students are able to register for UC Denver (downtown) campus courses with the UCD Access registration system, given that any prerequisite requirements are met. Registration can only be conducted during the drop/add period at the host (downtown) campus. The ColoradoSPH tuition rate will be assessed for any courses taken downtown, unless the student is enrolled in a dual degree program with the downtown campus. If the student wishes to apply a course taken at UCD downtown toward MPH program requirements, he or she must secure faculty advisor approval prior to taking the course. See “Electives outside ColoradoSPH” below.

Students who would like to enroll for a course on the Boulder or Colorado Springs campuses do not register on UCD Access. Instead, they must complete the Concurrent Registration Form found on the Anschutz Medical Campus Registrar’s Office at:

http://www.ucdenver.edu/academics/colleges/Engineering/Programs/bioengineering/GraduateProgram/Forms/ConcurrentRegistrationForm.docx

Approval from both the host and home campuses is required. After all signatures have been obtained, the completed form should be return to the CU Anschutz Medical Campus Registrar’s Office for processing. Students must be registered for at least one course on their home campus in order to add a concurrent class on either the Boulder or Colorado Springs campuses.

Incomplete Coursework
In the case that a student cannot complete a course during the regular semester, the student may request an “incomplete” grade in the course, which will enable the student to complete the course during the following semester. Students who have been approved for an “incomplete” and need to continue the course should not re-register for the course on UCD Access or duplicate tuition will be charged. If an ‘incomplete” grade has been approved and continued access to online materials (i.e., Canvas) is needed, please contact the Office of Student Affairs. Students should not re-register for the course.

Students have one year to finalize incomplete coursework and solidify their grade. If the coursework is not completed in that timeframe, a grade of “F” will automatically be applied to the student’s transcript.
Competencies for MPH Graduates of ColoradoSPH
A list of all competencies for the MPH, including those specific to each concentration and focus area, begins on page 34 of this handbook, and also is available at the following link:

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/degreesandprograms/Documents/Competencies%20for%20all%20MPH%20Graduates.pdf

Successful Completion of the MPH
Successful completion of the MPH requires a grade of B- (2.70) or higher in all core courses, capstone project/research paper credits, and all required concentration-specific courses – as well as an overall cumulative GPA of B (3.0) or higher for the program.

Successful completion of the MPH program requires a minimum of 42 semester credit hours of approved coursework taken within five years of matriculation to the program. Some concentrations have additional requirements.

Please note that concentration requirements are subject to change. Students are held to the requirements in place when they matriculated into the MPH program.

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/degreesandprograms/Pages/index.aspx

MPH Core Courses
Graduate level courses approved by the Colorado School of Public Health Education and Curriculum Committee are offered at each of the three partner campuses. Students may take courses at any of the campuses, provided they observe the minimum 24 credit hour home campus requirement. Equivalency of core MPH courses across campuses has been established and the table below indicates which courses are considered equivalent and when they will be offered for the 2014-15 academic year. This table can also be accessed at:

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/CoursesRegistration.aspx
Some concentrations require students to take a higher-level core course. Students should check the requirements for their concentration before registering for courses.

**Important:** Students should register for only ONE of each of the six core courses – registering for an additional equivalent course is not permitted. If multiple equivalents of the same course are completed, the student will only be allowed to count one class towards completion of the program requirements. Students who plan to take more advanced courses in a particular department should generally take the version of the core course offered by that department. For example, a student planning to take EPID 6631 (Analytical Epidemiology) at the CU Anschutz Campus should take EPID 6630, which is listed as a prerequisite for EPID 6631, rather than taking the equivalent course at another campus.

**ColoradoSPH Course Book**
The ColoradoSPH Course Book, which provides descriptions of all ColoradoSPH approved courses at all three campuses, is available at:

[http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/CoursesRegistration.aspx](http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/CoursesRegistration.aspx)
Students may take ColoradoSPH-approved electives in any area, and are encouraged to explore courses in all departments and at all campuses that might be in their areas of interest. Many electives are offered on alternate years, so it is important to register for courses of interest when they are available.

Electives Outside ColoradoSPH
Students may explore options for graduate-level elective courses outside of ColoradoSPH. Advisor approval must be obtained prior to registering for the course(s), using the ColoradoSPH Request for Course Approval Form found under the “forms” link at:

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/index.aspx

The request should be submitted to the Faculty Advisor/Concentration Director for review/approval. Students are expected to take the majority of their electives from MPH course offerings already approved and available across the three ColoradoSPH campuses.

Independent Study
Students enrolling in an independent study must complete an Independent Study Request Form found on the ColoradoSPH website under the “forms” link at:

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/index.aspx

This form outlines the learning objectives, plan of action, and evaluation of student work. This request must be approved by the Faculty Advisor/Concentration Director and submitted to the Office of Academic Affairs. Once approved, a permission number to register for the course will be sent to the student from the Office of Academic Affairs.

- Credit hours assigned to an independent study vary from 1-3, with 1 or 2 credits being the norm for any given independent study project. Please note that no more than 3 total credits of independent study are allowed to count towards the MPH degree, unless written approval by the Associate Dean for Academic Affairs is given prior to registration for additional credits
- Students must complete a scope of work, and the faculty advisor and student will develop a grading rubric and approved number of credits for the scope of work.
- The person assigning the grade for an independent study must have a regular faculty appointment in the ColoradoSPH. If the supervisor does not have a ColoradoSPH faculty appointment, the student should arrange for their faculty advisor to assign the grade.

International Travel and Coursework
Students who intend to travel internationally as part of independent study coursework, practicum, or capstone projects, are required to take International Travel and Health (EHOH 6633) in advance of their travel. Students traveling with a ColoradoSPH class or those with extensive international fieldwork experience may request a waiver of this requirement. Waivers are granted at the discretion of Madiha Abdel-Maksoud, MD, PhD, MSPH (madiha.abdel-maksoud@ucdenver.edu) and Olivia Jolly, MPH (olivia.jolly@ucdenver.edu), for Global Public Health students and all other students, respectively.
Applying Prior ColoradoSPH Course Credit to the MPH
Courses taken at a partner institution prior to matriculation into the MPH program, in which a grade of “B-” or higher was achieved, may be applied toward the MPH, given that the courses have previously been approved by the ColoradoSPH Education and Curriculum Committee (ECC). Please note the following stipulations to this policy:

- A maximum of 9 non-degree course credits taken from within Colorado School of Public Health prior to program matriculation can be applied toward the MPH program.
- No more than 21 credit hours of ColoradoSPH certificate coursework can be applied to the MPH program (of these 21, no more than 9 credits can be from a non-degree status taken prior to certificate matriculation).
- Employees at partner institutions are allowed to apply a maximum of 20 credit hours of approved public health coursework taken at a ColoradoSPH partner institution. Of these 20, a maximum of 10 credits can be non-degree status, taken prior to matriculation in the MPH program.
- If pursuing the Certificate in Global Public Health and the MPH concurrently, a maximum of 9 credit hours can be applied to both programs (EPID 6630, BIOS 6601, and one three-credit global public health course, to be used as an MPH elective).
- Only classes with a grade of B- or higher will be applied towards the MPH program.
- Credit for courses expires five years after the course is completed. Certificate courses will only be applied to the MPH program if they are within this five-year time limit.

Transferring Credits
Courses completed at any accredited institution (partner or non-partner) taken as either a non-degree or degree-seeking student that have not been previously approved by the ECC may be accepted on a case-by-case basis by the Chair/Concentration Director and Associate Dean for Academic Affairs. The following stipulations apply to transfer credits:

- A maximum of 15 graduate semester credits is allowable.
- Transfer of core MPH courses must be from a Council on Education for Public Health (CEPH) accredited school/program of public health.
- If the transfer course is from another institution, an official transcript must be submitted to the Associate Dean of Academic Affairs with the Transfer Credit Approval Form found on the ColoradoSPH website under “forms” at: http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/index.aspx. A syllabus or course description may also be required.
- Transferred courses must have a grade of B- or better to be considered transferrable.
- Coursework must have been completed within the past five years or validated using the Course Validation Form.
- Courses should be transferred early in the academic career and no later than the semester before the semester in which the student is graduating.

Grading Policy
All coursework must be completed on time. Exceptions are considered only under special circumstances (either academic or personal-beyond the student's control), and terms of exception must be agreed-upon in advance by the instructor. Without a prior agreement, the instructor will assume that the student's work is unsatisfactory, which will be reflected in the student's grade.
If special arrangements are made for extenuating circumstances, the student can be assigned a grade of “I” (incomplete). A substantial amount of work must have been satisfactorily completed before approval for an incomplete grade is given. All incomplete work must be completed within one year (3 semesters) or the “I” will automatically convert to a grade of “F.”

Students must gain approval from the instructor of the course in which they are seeking an incomplete prior to the end of the academic term by completing the Request for a Grade of Incomplete Form found on the ColoradoSPH website under “Forms” at:

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/index.aspx

Students must receive grades of B- (2.70) or higher in all MPH Core courses (including Practicum and Capstone/Research Paper Credits), as well as in all concentration-required courses. Courses in which grades below a B- (2.70) are received are not acceptable for the MPH degree and will not count towards the 42 hours required for program completion.

If a student receives a grade below a B- in a core or required course, s/he may re-take the course once to secure a passing grade. For courses taken twice, both course grades will be included in calculation of cumulative grade point average (GPA), and will appear on the student’s transcript. Course credits for repeated courses may be counted only once toward satisfying the 42-credit requirement for the degree. If the course is a pre-requisite to another course, the student must obtain special permission from the instructor if they wish to enroll in an advanced course before re-taking the pre-requisite.

**Grading System**

For the calculation of grade point average (GPA), the following point assignments are used at the CU-AMC and CSU campuses:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Non-Grade status in course</th>
</tr>
</thead>
<tbody>
<tr>
<td>A      = 4.0</td>
<td>IP – In progress used for Practicum and Research Paper credits</td>
</tr>
<tr>
<td>A-     = 3.70</td>
<td>I – Incomplete (Converts to an “F” if not completed after a maximum of one year)</td>
</tr>
<tr>
<td>(A+ is not given in this system)</td>
<td></td>
</tr>
<tr>
<td>B+     = 3.30</td>
<td></td>
</tr>
<tr>
<td>B      = 3.0</td>
<td></td>
</tr>
<tr>
<td>B-     = 2.70</td>
<td>W – Withdrawal (used for courses dropped after the drop/add period)</td>
</tr>
<tr>
<td>C+     = 2.30</td>
<td></td>
</tr>
<tr>
<td>C      = 2.00</td>
<td></td>
</tr>
<tr>
<td>C-     = 1.70</td>
<td></td>
</tr>
<tr>
<td>D+     = 1.30</td>
<td></td>
</tr>
<tr>
<td>D      = 1.00</td>
<td></td>
</tr>
<tr>
<td>D-     = 0.70</td>
<td></td>
</tr>
<tr>
<td>F      = 0.00</td>
<td></td>
</tr>
</tbody>
</table>

At the UNC campus, only whole grades are given (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0)
Some courses use a Pass (P)/Fail (F) grading system. These grades are not included in the student’s GPA.

Students should expect that a clear grading rubric will be presented at the beginning of each course and used in determining their grades. Upon request by a student, the instructor of a course should provide evidence to support the grade assigned to the student.

Students may access their grades via UCD Access; grades are not mailed or distributed by the ColoradoSPH or the Anschutz Medical Campus.

**Course Waiver Policy**

If a student believes that s/he has, in previous course work, learned the content of a required course, he/she may request to waive the course. The student must consult with the instructor teaching the course and bring evidence of previous work completed in that subject area. Upon approval by the instructor and/or concentration director and the Associate Dean for Academic Affairs, the student may substitute the required course with an equivalent number of hours in a higher-level course in the same subject area, or with an elective course upon approval by their advisor. This will be documented in the student’s academic file. *Please note that when a course is waived, the student must still complete at least 42 credit hours (or more depending on the concentration) required to complete the MPH degree.*

**PUBH 6600: Foundations in Public Health Waiver Request**

The Foundations in Public Health course is designed to provide an overview of the field of public health. Some students may have previous experience and/or a degree that provided this overview and therefore may be eligible to waive this required core course. *If the waiver is approved, the student must still complete 42 credit hours (or more, depending on the concentration) to receive the MPH degree.* The waiver allows a student to take an extra elective course.

Waivers for PUBH 6600 will only be considered for students with CU Anschutz Medical Campus as their home campus. Students on the other campuses should consult with their home campus director/administrative staff regarding any questions.

In order to be considered for a waiver of the Foundations in Public Heath course, a student must meet one or more of the following criteria:

1) Have an undergraduate degree in public health;
2) Have a professional degree in a health science field;
3) Have professional work experience in a public health practice agency (a minimum of 2 years).

Students must submit the completed *PUBH 6600- Course Waiver Request Form* along with the supporting documentation—transcripts, letter from supervisor, etc.—found on the ColoradoSPH website under the “forms” link. All requests will be reviewed/approved by the faculty advisor/concentration director and Associate Dean of Academic Affairs. *Please note that it is not standard practice for the program to waive required courses.*

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/index.aspx
Advisors & Planning
Students will be assigned a faculty advisor after they have been fully matriculated into the MPH program. Students are assigned to advisors within their declared concentration or to the program director at their respective campus. Students and advisors are given the following expectations regarding advising opportunities:

- New students should attend the orientation session at the appropriate campus for their MPH program. In addition, all new students are invited to attend the CU Anschutz Medical Campus orientation. The goal of these orientations is to provide new MPH students with an overview and connection to the full resources of the ColoradoSPH, as well as to provide time for concentration-specific program requirement review, and introduction to the administrative systems.
- New students and advisors should meet at least once in the student’s first semester with the goal of reviewing student’s goals and interests and, most importantly, to draft a program of study, with particular attention to the first year of study.
- Subsequent meetings or check-in opportunities are expected to vary across students. It is generally good practice to arrange at least one annual meeting, occurring either in-person or by phone or email.
- Students must obtain approval for their capstone project, research paper and/or independent study from their Faculty Advisor and/or Concentration Director in advance of starting those projects or registering for the related credits. The Faculty Advisor’s role is to assure that the project meets the Capstone/Research Paper expectations for the student’s concentration and to provide mentorship as needed during the completion of the project.
- At the time of Capstone Project/Research Paper approval, the student’s faculty advisor and/or Campus/Program Director should review the student’s overall progress and readiness to graduate.
- Student progress is monitored by Concentration Directors, Program Directors, and the Associate Dean for Academic Affairs for determination of high academic achievement as well as for concerns related to academic probation.

Students may request to change advisors by contacting the appropriate Concentration Director and ensuring that the Office of Student Affairs is notified of the change. Please complete the change in concentration form at:

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Academic%20and%20Student%20Affairs%20Forms/Concentration%20Declaration%20Form.doc

Dual Concentrations
With approval of the relevant Concentration/Campus Directors, students can pursue a dual concentration option. This requires the student to complete the required hours in both concentrations, as well as 6 credits of additional electives – resulting in a minimum of 51 credits. Students are required to have a faculty advisor in each concentration.

If the student's GPA (cumulative, or calculated for either concentration individually) falls below 3.00, the student will be required to choose a single concentration with which to move forward, and to drop their second concentration. If the student drops one of the concentrations, he/she may continue with a single concentration but must meet all requirements for that concentration.
Transfer of Concentration/Focus Area
Students can request a change in concentration/focus area (without a change in home campus) at any time during their MPH program. However, this is subject to the approval of both Concentration/Program Directors involved and the Office of Student Affairs.

Please note that if a student changes his/her concentration/focus area, it is expected that they meet both the home campus and concentration credit requirements. To change concentration/focus area, complete the form at:

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Academic%20and%20Student%20Affairs%20Forms/Concentration%20Declaration%20Form.doc

Students should carefully consider any changes to their campus or concentrations after the first year of study, as later changes may necessitate a student taking more than the required 42 credits.

Minimum 24 Credit Hour Home Campus Requirement
MPH students designate a home campus at the CU Anschutz Medical Campus, Colorado State University, or the University of Northern Colorado. Students must take a minimum of 24 credits of the required 42 credits from courses offered by their home campus. Online/Hybrid courses are counted as credits taken at the campus where the course originates, with the exception of PUBH 6600, which can be counted as credit toward either the UNC or CU Anschutz home campuses. The ColoradoSPH schedule of classes can be found online at:

http://ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/CoursesRegistration.aspx

If a student changes his/her home campus during the course of the MPH program, the student must complete a minimum of 18 credits at his or her newly designated home campus. Exceptions to this requirement can be sought by petition and with approval from the Office of Student Affairs and the new home campus concentration/campus director.

Students who have previously completed a certificate program on one campus and then are accepted into the MPH program on a different campus are required to take a minimum of 18 credits at their MPH home campus. Students who took certificate coursework, but did not complete the certificate program, are required to meet the full 24 credit hours on their MPH home campus.

Transfer of Home Campus
A student may request a change in home campus once during their MPH program of study. As a change in home campus generally includes a change in concentration and program of study, the granting of this request is subject to the approval of the program and concentration directors at both the original and transferring campus. Any additional request for change in campus will be considered for exceptional circumstances and must be approved by the respective campus Program Directors and the Office of Student Affairs.

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Academic%20and%20Student%20Affairs%20Forms/Concentration%20Declaration%20Form.doc
Practicum Requirement
The Colorado School of Public Health is committed to providing students with practical experience in public health settings. The MPH practicum experience is intended to support student growth, both personal and professional, while building connections with the community and contributing to community needs. The experience is intended to provide students an opportunity to develop professional skills by leading a project in a public health setting that contributes to an unmet need of the host site.

Practicum Goals

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

Practicum Prerequisites:
To register for a practicum experience, students must meet the following requirements:

1. Successfully complete the Foundations in Public Health course (PUBH 6600 at CU Anschutz Medical Campus and the University of Northern Colorado, or PBHC 5160 at Colorado State University).
2. Successfully complete 18 credits including a minimum of three core courses.
3. Be in good academic standing with a GPA of 3.0 or higher.
4. Obtain approval of concentration director, faculty advisor, or program director (please check with home campus for specific requirements).
5. Attend a practicum orientation session during the semester prior to registering for the practicum course (dates/times will be provided via email) and complete a practicum proposal.

Capstone Project Requirements
The culminating experience for the MPH program is a capstone project that benefits the community or particular target population. The capstone project requires completion of the coursework and presentation of the final product to ColoradoSPH faculty and students at the Public Health Forum held each semester.

Capstone Project:
The capstone course is 2 credit hours and should relate to a student’s academic goals and professional interests, as well as demonstrate the student’s ability to integrate competencies and concepts from the student’s concentration and the breadth of Public Health and to work independently at the master’s level. After completing most of the MPH course work (at least 30 credits of course work) and
substantially near completion of the Practicum (there may be some overlap between the Practicum and the Capstone Projects) students should:

- Prepare a proposal for a project, using the Capstone Project Proposal Form found on the ColoradoSPH website at:
  
  [http://ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/Forms.aspx](http://ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/Forms.aspx)

  This should be done in consultation with the student's faculty advisor and project preceptor (faculty or community preceptor) and include the goals, scope of work and project timeline.

- The proposed capstone project must be reviewed and approved by the student's faculty advisor.

- Once approved by the faculty advisor, submit the approved proposal to the faculty director of practice-based learning to receive a registration code to enroll in the Capstone Course for two credits (UCD: PUBH6955; UNC: CHBH 6860; CSU: ERHS 6980) in the term the student expects to complete the project and graduate.

**Publishable Paper Option:**
Students who wish to write a publishable paper for academic credit must register for 2 “research paper” credits. The publishable paper should relate to a student's academic goals and professional interests, as well as demonstrate the student's ability to integrate competencies and concepts from the student's concentration and the breadth of public health and to work independently at the master's level, with the product of the work being a paper worthy of being submitted to a peer-reviewed journal.

Publishable papers are expected to require substantial collaboration, oversight and review by co-authors and faculty advisors and the number of credits reflects this expected effort. After completing most of the program (at least 30 credits of course work), students writing a publishable paper should:

- Identify a ColoradoSPH faculty advisor who is willing to supervise the publishable paper.
- Prepare a proposal for a project in consultation with the faculty advisor and other relevant persons engaged in the paper. This must include the proposed research questions, hypotheses, summary of work to date, outline of analytic plan, list of collaborators, possible journals for submission and timeline, and grading rubric.
- Complete the Publishable Paper Request Form. This should be reviewed/approved by the faculty advisor and the student's concentration director and submitted to the Office of Student Affairs with a copy of the proposal.
- Once approval is secured, the student registers for 2 “Research Paper” credits (PUBH 6651), which can be taken as a block or as single credits over time (these credits come from the elective credit allotment).
- It is expected that the final research paper will be in an acceptable form for submission and will be submitted to a peer-reviewed scientific journal before a grade is given for credit.

**Graduation/Convocation**

**Application to Graduate**
Students are required to complete the ColoradoSPH Application for Graduation by the published date for the semester in which they intend to complete degree requirements (see ColoradoSPH Academic Calendar for specific deadline dates):
The student’s faculty advisor and the Office of Academic Affairs approve the completed application. Additionally, students must apply for a diploma for their intended semester of graduation through the CU Anschutz Medical Campus Registrar’s Office by the specified deadline:

http://www.ucdenver.edu/student-services/resources/registrar/degrees/Pages/Graduation.aspx

Ceremonies
A commencement ceremony is held once a year in May on the CU Anschutz Medical Campus. All graduates from all schools and programs at CU Anschutz for that academic year, plus the following summer, are invited to attend. In addition, ColoradoSPH also offers a separate convocation ceremony for ColoradoSPH graduates. CSU and UNC home campus students are also invited to participate in their home campus ceremonies.

Official regalia must be worn to participate in these ceremonies. Additional details will be posted on the website and emailed to students prior to the event.

Diplomas
Diplomas are typically available for pick-up from the ColoradoSPH office 4-6 weeks after final grades are posted. Students will be notified via email when diplomas are available for pick up. Students who would like their diploma mailed should contact the Registrar’s Office directly to make arrangements.

Academic Calendar
Please visit the ColoradoSPH website for the current ColoradoSPH Academic Calendar.

Academic Probation
If a student’s cumulative GPA falls below 3.0, s/he will be placed on academic probation. The student will have two terms in which to raise the cumulative GPA to 3.0. If a student on probation does not raise his/her cumulative GPA after these two terms, s/he will be subject to termination upon the recommendation of the Associate Dean for Academic Affairs. If extenuating circumstances exist, the student may request an additional term to meet these conditions.

While on academic probation, students are required to meet with their advisor prior to registering for courses. A hold is put on registration until this is fulfilled.

Termination from the MPH Program
The Office of Academic Affairs will notify students who are terminated from the MPH program. Such notification will include the reasons for termination and the right of appeal. The Associate Dean for Academic Affairs will consider appeals.

Any student who is terminated from the MPH program following unsuccessful academic probation or failure to meet his/her program's guidelines for satisfactory academic progress may reapply for admission to the MPH program after one year and with evidence of better preparation. Such evidence
might include the successful completion of graduate courses taken elsewhere or other steps taken to overcome deficiencies that led to termination. The student's application will be considered equally with other applications but will not be given special consideration.

### Involvement in Public Health Organizations

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

- **American Public Health Association (APHA)**  
  [http://www.apha.org/](http://www.apha.org/)

- **Colorado Environmental Health Association (CEHA)**  

- **Colorado Public Health Association (CPHA)**  
  [http://www.coloradopublichealth.org](http://www.coloradopublichealth.org)

- **Colorado Society of Public Health Education (Colorado SOPHE)**  

- **Eta Sigma Gamma, Phi Chapter (ESG)**  
## Complete List of MPH Competencies

### Competencies for all MPH Graduates of the ColoradoSPH

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Core – Cross Cutting Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR-CC 1</td>
<td>Define, assess and report on the health status of populations, determinants of health and illness, and factors contributing to health promotion and disease prevention.</td>
</tr>
<tr>
<td>CR-CC 2</td>
<td>Determine uses and limitations of quantitative and qualitative methods in research and public health practice.</td>
</tr>
<tr>
<td>CR-CC 3</td>
<td>Communicate effectively both in writing and orally with policy makers, professionals, and the public.</td>
</tr>
<tr>
<td>CR-CC 4</td>
<td>Identify and address ethical issues that arise in public health practice and research.</td>
</tr>
<tr>
<td>CR-CC 5</td>
<td>Identify, retrieve, appraise, and apply scientific evidence relevant in the practice of public health.</td>
</tr>
<tr>
<td>CR-CC 6</td>
<td>Describe and utilize leadership, team building, negotiation, and conflict resolution skills to collaborate and build partnerships for the purpose of improving the public’s health.</td>
</tr>
<tr>
<td>CR-CC 7</td>
<td>Identify organizational decision-making structures, stakeholders, style and processes.</td>
</tr>
<tr>
<td>CR-CC 8</td>
<td>Define a public health problem and specify an analytic approach.</td>
</tr>
<tr>
<td>CR-CC 9</td>
<td>Discuss sentinel events in the history and development of the public health profession and their relevance for practice in the field.</td>
</tr>
<tr>
<td>CR-CC 10</td>
<td>Describe and apply the concepts of the 3 core functions and 10 essential public health services to inform public health practice.</td>
</tr>
<tr>
<td>CR-CC 11</td>
<td>Describe steps and strategies to consider when working collaboratively in a culturally-sensitive manner with diverse groups to promote the health of communities.</td>
</tr>
<tr>
<td>CR-CC 12</td>
<td>Describe the roles of history, power, privilege and structural inequality in producing health disparities.</td>
</tr>
<tr>
<td>CR-CC 13</td>
<td>Integrate professional ethics, principles of cultural competence and accountability in all professional conduct.</td>
</tr>
<tr>
<td>CR-CC 14</td>
<td>Explain the importance of a diverse public health workforce.</td>
</tr>
</tbody>
</table>

### Core (CR) MPH Biostatistics Competencies

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Core (CR) MPH Biostatistics Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR-BIOS 1</td>
<td>Describe the roles that biostatistics serves in the disciplines of public health research.</td>
</tr>
<tr>
<td>CR-BIOS 2</td>
<td>Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions.</td>
</tr>
<tr>
<td>CR-BIOS 3</td>
<td>Describe basic concepts of probability, commonly used probability distributions, statistical accuracy, systematic and random variation, and statistical correlation.</td>
</tr>
<tr>
<td>CR-BIOS 4</td>
<td>Apply descriptive statistics and related techniques for expressing levels of confidence in estimators that are commonly used to summarize public health data, using statistical software.</td>
</tr>
<tr>
<td>CR-BIOS 5</td>
<td>Apply basic statistical estimation and inference methods, along with necessary assumptions, that apply to the commonly used statistical methods in public health, using statistical software.</td>
</tr>
<tr>
<td>CR-BIOS 6</td>
<td>Apply alternative statistical methods (e.g. nonparametric methods) when assumptions are not met completely or when working with small research data sources, using statistical software.</td>
</tr>
<tr>
<td>CR-BIOS 7</td>
<td>Apply basic database management principles to public health records, clinical observations or observational data to facilitate data analysis, data quality management and administrative and scientific reporting using a statistical software package.</td>
</tr>
<tr>
<td>CR-BIOS 8</td>
<td>Create and interpret results in summary tables (e.g., Table 1) of public health and other scientific publications.</td>
</tr>
<tr>
<td>Identifier</td>
<td>Core (CR) MPH Community and Behavioral Health Competencies</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>CR-BIOS 9</td>
<td>Describe and interpret statistical analyses commonly done in public health studies in language and terms appropriate for both public health professionals and educated lay audiences.</td>
</tr>
<tr>
<td>CR-CBHS 1</td>
<td>Identify theories, concepts and models from a range of social and behavioral disciplines used in public health research and practice.</td>
</tr>
<tr>
<td>CR-CBHS 2</td>
<td>Identify the social and behavioral factors that affect the health of individuals and populations.</td>
</tr>
<tr>
<td>CR-CBHS 3</td>
<td>Use a socio-ecological framework when identifying appropriate interventions to improve population health.</td>
</tr>
<tr>
<td>CR-CBHS 4</td>
<td>Identify community health needs and assets, including those at the individual, organizational, and community levels for the purpose of designing social and behavioral interventions to improve health.</td>
</tr>
<tr>
<td>CR-CBHS 5</td>
<td>Describe the merits and limitations of social and behavioral science programs and policies for improving population health.</td>
</tr>
<tr>
<td>CR-CBHS 6</td>
<td>Describe steps and methods for the planning, implementing and evaluating of evidence-based public health programs and policies.</td>
</tr>
<tr>
<td>CR-CBHS 7</td>
<td>Identify strategies for engaging stakeholders in planning, implementing and evaluating public health programs and policies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Core (CR) MPH Environmental and Occupational Health Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR-EHOH 1</td>
<td>Describe the direct and indirect human, ecological and safety effects of major environmental and occupational agents of regional, national, and global importance.</td>
</tr>
<tr>
<td>CR-EHOH 2</td>
<td>Explain the general mechanisms of toxicity in eliciting a toxic response to various environmental exposures.</td>
</tr>
<tr>
<td>CR-EHOH 3</td>
<td>Specify approaches for assessing, preventing and controlling environmental and occupational hazards that pose risks to human health and safety.</td>
</tr>
<tr>
<td>CR-EHOH 4</td>
<td>Specify current environmental exposure and risk assessment methods.</td>
</tr>
<tr>
<td>CR-EHOH 5</td>
<td>Discuss various risk assessment, management and risk communication approaches in relation to issues of environmental justice and equity.</td>
</tr>
<tr>
<td>CR-EHOH 6</td>
<td>Develop a testable model of environmental insult.</td>
</tr>
<tr>
<td>CR-EHOH 7</td>
<td>Describe federal and state regulatory programs, guidelines and authorities that control environmental and occupational health issues.</td>
</tr>
<tr>
<td>CR-EHOH 8</td>
<td>Describe genetic, physiologic and psychological factors that affect susceptibility to adverse health outcomes following exposure to environmental hazards.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Core (CR) MPH Epidemiology Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR-EPID 1</td>
<td>Compare strengths and limitations of various study designs and reports to answer public health questions.</td>
</tr>
<tr>
<td>CR-EPID 2</td>
<td>Explain the importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues.</td>
</tr>
<tr>
<td>CR-EPID 3</td>
<td>Describe a public health problem in terms of magnitude, person, time and place.</td>
</tr>
<tr>
<td>CR-EPID 4</td>
<td>Apply basic terminology and definitions of epidemiology.</td>
</tr>
<tr>
<td>CR-EPID 5</td>
<td>Identify key sources of data for epidemiologic purposes.</td>
</tr>
<tr>
<td>CR-EPID 6</td>
<td>Calculate basic epidemiology measures.</td>
</tr>
<tr>
<td>CR-EPID 7</td>
<td>Draw appropriate inferences from epidemiologic data.</td>
</tr>
<tr>
<td>Identifier</td>
<td>Core (CR) MPH Health Systems Management and Policy Competencies</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>CR-HSMP 1</td>
<td>Explain the effects of markets and political processes on the organization, financing and delivery of public and private health services in the U.S. system.</td>
</tr>
<tr>
<td>CR-HSMP 2</td>
<td>Describe commonly used methods for evaluating health economic policy, including the use of cost-benefit and cost-effectiveness analysis.</td>
</tr>
<tr>
<td>CR-HSMP 3</td>
<td>Distinguish between models used for financing and delivering healthcare.</td>
</tr>
<tr>
<td>CR-HSMP 4</td>
<td>Identify key tenets of effective organizational and financial management and the strengths and limitations of different management approaches for improving population health.</td>
</tr>
<tr>
<td>CR-HSMP 5</td>
<td>Explain key elements of human resource management: defining roles and responsibilities; recruiting, motivating and retaining staffing; and assessing and applying measures for performance improvement.</td>
</tr>
<tr>
<td>CR-HSMP 6</td>
<td>Describe common quality and performance improvement tools and the appropriate times to use them in public health and healthcare settings.</td>
</tr>
<tr>
<td>CR-HSMP 7</td>
<td>Describe principles of budgeting and financial decision analysis in public health and healthcare settings.</td>
</tr>
<tr>
<td>CR-HSMP 8</td>
<td>Describe attributes of strategic leadership, including the use of vision, mission, values, goals and objectives.</td>
</tr>
<tr>
<td>CR-HSMP 9</td>
<td>Identify and interpret key public health laws, regulations, and policies affecting health programs and the delivery of health services.</td>
</tr>
<tr>
<td>CR-HSMP 10</td>
<td>Describe commonly used frameworks for systematically and critically evaluating the policy development and implementation process at the federal, state, and local levels and outside the U.S.</td>
</tr>
<tr>
<td>CR-HSMP 11</td>
<td>Describe the importance of engaging stakeholders and building coalitions in the development or implementation of health policy.</td>
</tr>
<tr>
<td>CR-HSMP 12</td>
<td>Describe ethical considerations (such as social justice and human rights) affecting health policy and how the organization and delivery of health care in the U.S. contributes to health equity.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identifier</th>
<th>MPH Applied Biostatistics Concentration (CN) Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-BIOS 1</td>
<td>Select and apply appropriate biostatistical methods to support research and evaluation in the core areas of public health research and practice, including: epidemiology, environmental and occupational health, community and behavioral health, and public health systems management, policy and outcomes research.</td>
</tr>
<tr>
<td>CN-BIOS 2</td>
<td>Translate a study's scientific question or aims into testable statistical hypotheses and propose and apply appropriate statistical methods to test those hypotheses.</td>
</tr>
<tr>
<td>Identifier</td>
<td>MPH Community and Behavioral Health Concentration (CN) Competencies</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>CN-CBHS 1</td>
<td>Describe, select and apply appropriate theories, models, frameworks and evidence-based strategies for the development of health promotion, disease prevention, and disease management programs.</td>
</tr>
<tr>
<td>CN-CBHS 2</td>
<td>Describe and apply systematic approaches and methods to assess the health-related needs of communities and populations, taking into account individual, interpersonal, community and societal factors.</td>
</tr>
<tr>
<td>CN-CBHS 3</td>
<td>Utilize quantitative and qualitative data to identify disparities in health and inform the design and adaptation of culturally appropriate programs to promote health equity.</td>
</tr>
<tr>
<td>CN-CBHS 4</td>
<td>Use systematic approaches to conceive, design and implement and evaluate health promotion and disease prevention programs. Systematic approaches include the use of logic models, principles of Community Based Participatory Research, epidemiologic evidence, and evidence-based intervention strategies.</td>
</tr>
<tr>
<td>CN-CBHS 5</td>
<td>Identify and describe appropriate research designs for assessing program effectiveness.</td>
</tr>
<tr>
<td>CN-CBHS 6</td>
<td>Critically assess and select appropriate quantitative and qualitative measurement methods for assessing program reach, effectiveness, adoption, implementation, and sustainability.</td>
</tr>
<tr>
<td>CN-CBHS 7</td>
<td>Use clear, concise, and compelling oral, written, and visual methods for communicating program descriptions and study findings.</td>
</tr>
<tr>
<td>CN-CBHS 8</td>
<td>Effectively engage and collaborate with communities and stakeholders, in an equitable and ethical manner, including developing a work plan, communicating effectively and disseminating results.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Identifier</th>
<th>MPH Environmental and Occupational Health Concentration (CN) Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-EHOH 1</td>
<td>Apply the range of epidemiologic methods in the analysis of environmentally determined health and the strengths and limitations of these methods.</td>
</tr>
<tr>
<td>CN-EHOH 2</td>
<td>Specify appropriate monitoring and other field methods for addressing environmental &amp; occupational health problems.</td>
</tr>
<tr>
<td>Identifier</td>
<td>MPH Epidemiology Concentration (CN) Competencies</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>CN-EPID 1</td>
<td>Appropriately use descriptive epidemiologic methods to describe a given condition including measures of prevalence, incidence, morbidity, mortality, demographic characteristics and risk factors.</td>
</tr>
<tr>
<td>CN-EPID 2</td>
<td>Select and apply appropriate quantitative and qualitative measurement and analysis methods to support research and evaluations in the core areas of public health research and practice, including: epidemiology, environmental and occupational health, community and behavioral health, and public health systems management, policy and outcomes research.</td>
</tr>
<tr>
<td>CN-EPID 3</td>
<td>Critically review and interpret public health and other scientific literature to identify strengths and weaknesses of individual studies, to synthesize evidence in a research area, to identify gaps in evidence and to demonstrate relevance of current knowledge to the practice of public health.</td>
</tr>
<tr>
<td>CN-EPID 4</td>
<td>Translate investigator ideas into answerable research questions.</td>
</tr>
<tr>
<td>CN-EPID 5</td>
<td>Describe and select study designs, taking into account the advantages and limitations of each for addressing specific problems, as well as the practical aspects of their uses.</td>
</tr>
<tr>
<td>CN-EPID 6</td>
<td>Describe best practices for design of data collection forms and protocols, instrument reliability and validity, data monitoring and quality assurance, and data archiving for analysis and use of data by other investigators.</td>
</tr>
<tr>
<td>CN-EPID 7</td>
<td>Use computer software for data entry, database management, and summarizing, analyzing and displaying data.</td>
</tr>
<tr>
<td>CN-EPID 8</td>
<td>Apply and interpret the concepts of effect modification and interaction.</td>
</tr>
<tr>
<td>CN-EPID 9</td>
<td>Interpret statistical results in order to make appropriate inferences.</td>
</tr>
<tr>
<td>CN-EPID 10</td>
<td>Evaluate threats to internal validity when critically evaluating strength of evidence.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identifier</th>
<th>MPH Health Systems Management and Policy Concentration (CN) Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-HSMP 1</td>
<td>Analyze the effects of markets and political processes on the organization, financing and delivery of public and private health services in the U.S. system.</td>
</tr>
<tr>
<td>Identifier</td>
<td>MPH Health System Management Concentration (CN) Competencies</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>CN-HSMP 2</td>
<td>Apply commonly used methods for evaluating health economic policy, including the use of cost-benefit and cost-effectiveness analysis.</td>
</tr>
<tr>
<td>CN-HSMP 3</td>
<td>Evaluate differences between different models used for financing and delivering healthcare.</td>
</tr>
<tr>
<td>Management and Leadership</td>
<td></td>
</tr>
<tr>
<td>CN-HSMP 4</td>
<td>Assess key tenets of effective organizational and financial management and evaluate the strengths and limitations of different management approaches for improving population health.</td>
</tr>
<tr>
<td>CN-HSMP 5</td>
<td>Explain key elements of human resource management: defining roles and responsibilities; recruiting, motivating and retaining staffing; and assessing and applying measures for performance improvement.</td>
</tr>
<tr>
<td>CN-HSMP 6</td>
<td>Apply common quality and performance improvement tools in public health and healthcare settings.</td>
</tr>
<tr>
<td>CN-HSMP 7</td>
<td>Apply principles of budgeting and financial decision analysis in public health and healthcare settings.</td>
</tr>
<tr>
<td>CN-HSMP 8</td>
<td>Examine attributes of strategic leadership, including the use of vision, mission, values, goals and objectives.</td>
</tr>
<tr>
<td>Policy</td>
<td></td>
</tr>
<tr>
<td>CN-HSMP 9</td>
<td>Differentiate key public health laws, regulations, and policies affecting health programs and the delivery of health services</td>
</tr>
<tr>
<td>CN-HSMP 10</td>
<td>Investigate commonly used frameworks for systematically and critically evaluating the policy development and implementation process at the federal, state, and local levels and outside the U.S.</td>
</tr>
<tr>
<td>CN-HSMP 11</td>
<td>Develop a plan for engaging stakeholders and building coalitions in the development or implementation of health policy.</td>
</tr>
<tr>
<td>CN-HSMP 12</td>
<td>Analyze ethical considerations (such as social justice and human rights) affecting health policy and how the organization and delivery of health care in the U.S. contributes to health equity.</td>
</tr>
</tbody>
</table>

**Health Systems and Health Economics**

| CN-HSM 1 | Analyze the effects of markets and political processes on the organization, financing and delivery of public and private health services in the U.S. system. |
| CN-HSM 2 | Apply commonly used methods for evaluating health economic policy, including the use of cost-benefit and cost-effectiveness analysis. |
| CN-HSM 3 | Evaluate differences between different models used for financing and delivering healthcare. |

**Management and Leadership**

| CN-HSM 4 | Assess key tenets of effective organizational and financial management and evaluate the strengths and limitations of different management approaches for improving population health. |
| CN-HSM 5 | Explain key elements of human resource management: defining roles and responsibilities; recruiting, motivating and retaining staffing; and assessing and applying measures for performance improvement. |
| CN-HSM 6 | Apply common quality and performance improvement tools in public health and healthcare settings. |
| CN-HSM 7 | Apply principles of accounting, budgeting and financial decision analysis in public health and healthcare settings. |
| CN-HSM 8 | Examine attributes of strategic leadership, including the use of vision, mission, values, goals and objectives. |

**Policy**

**Identifier**

Compared to the HSMP concentration, the HSM concentration has additional required coursework to build greater depth and breadth in management. Only competency 7 is different from HSMP.
### MPH Health Services Research Concentration (CN) Competencies

Compared to the HSMP concentration, the HSR concentration has additional required coursework to build greater depth and breadth in analytical competencies. Two additional competencies (13 and 14) address this.

<table>
<thead>
<tr>
<th>Identifier</th>
<th>MPH Health Services Research Concentration (CN) Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health Systems and Health Economics</strong></td>
<td></td>
</tr>
<tr>
<td>CN-HSR 1</td>
<td>Analyze the effects of markets and political processes on the organization, financing and delivery of public and private health services in the U.S. system.</td>
</tr>
<tr>
<td>CN-HSR 2</td>
<td>Apply commonly used methods for evaluating health economic policy, including the use of cost-benefit and cost-effectiveness analysis.</td>
</tr>
<tr>
<td>CN-HSR 3</td>
<td>Evaluate differences between different models used for financing and delivering healthcare.</td>
</tr>
<tr>
<td><strong>Management and Leadership</strong></td>
<td></td>
</tr>
<tr>
<td>CN-HSR 4</td>
<td>Assess key tenets of effective organizational and financial management and evaluate the strengths and limitations of different management approaches for improving population health.</td>
</tr>
<tr>
<td>CN-HSR 5</td>
<td>Explain key elements of human resource management: defining roles and responsibilities; recruiting, motivating and retaining staffing; and assessing and applying measures for performance improvement.</td>
</tr>
<tr>
<td>CN-HSR 6</td>
<td>Apply common quality and performance improvement tools in public health and healthcare settings.</td>
</tr>
<tr>
<td>CN-HSR 7</td>
<td>Apply principles of budgeting and financial decision analysis in public health and healthcare settings.</td>
</tr>
<tr>
<td>CN-HSR 8</td>
<td>Examine attributes of strategic leadership, including the use of vision, mission, values, goals and objectives.</td>
</tr>
<tr>
<td><strong>Policy</strong></td>
<td></td>
</tr>
<tr>
<td>CN-HSR 9</td>
<td>Differentiate key public health laws, regulations, and policies affecting health programs and the delivery of health services</td>
</tr>
<tr>
<td>CN-HSR 10</td>
<td>Investigate commonly used frameworks for systematically and critically evaluating the policy development and implementation process at the federal, state, and local levels and outside the U.S.</td>
</tr>
<tr>
<td>CN-HSR 11</td>
<td>Develop a plan for engaging stakeholders and building coalitions in the development or implementation of health policy.</td>
</tr>
<tr>
<td>CN-HSR 12</td>
<td>Analyze ethical considerations (such as social justice and human rights) affecting health policy and how the organization and delivery of health care in the U.S. contributes to health equity.</td>
</tr>
</tbody>
</table>

### MPH Global Health Plus Concentration (CN) Competencies

<table>
<thead>
<tr>
<th>Identifier</th>
<th>MPH Global Health Plus Concentration (CN) Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health Services Research Methods</strong></td>
<td></td>
</tr>
<tr>
<td>CN-HSR 13</td>
<td>Accurately select, use and interpret commonly used statistics in health services research to test theory-driven hypotheses.</td>
</tr>
<tr>
<td>CN-HSR 14</td>
<td>Appropriately select healthcare databases and utilize information technologies in research.</td>
</tr>
</tbody>
</table>
### MPH Leadership and Public Health Practice Concentration (CN) Competencies

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-LPHP 1</td>
<td>Identify, interpret and implement public health laws, regulations and policies related to specific programs.</td>
</tr>
<tr>
<td>CN-LPHP 2</td>
<td>Advocate for public health programs and resources.</td>
</tr>
<tr>
<td>CN-LPHP 3</td>
<td>Articulate an achievable mission, set of core values and vision and uses these to guide action.</td>
</tr>
<tr>
<td>CN-LPHP 4</td>
<td>Identify internal and external issues that may impact delivery of essential public health services.</td>
</tr>
<tr>
<td>CN-LPHP 5</td>
<td>Apply leadership, team building, negotiation, and conflict resolution skills to collaborate and build partnerships for the purpose of improving the public’s health.</td>
</tr>
<tr>
<td>CN-LPHP 6</td>
<td>Listen to others in an unbiased manner, respect points of views of others and promotes the expression of diverse opinions and perspectives.</td>
</tr>
<tr>
<td>CN-LPHP 7</td>
<td>Effectively work with communities and stakeholders, in an equitable and ethical manner, including developing a work plan, communicating effectively and disseminating results.</td>
</tr>
<tr>
<td>CN-LPHP 8</td>
<td>Use the media, advanced technologies and community networks to communicate information.</td>
</tr>
<tr>
<td>CN-LPHP 9</td>
<td>Prepare and implement emergency response plans.</td>
</tr>
<tr>
<td>CN-LPHP 10</td>
<td>Establish and implement plans to investigate disease outbreaks.</td>
</tr>
<tr>
<td>CN-LPHP 11</td>
<td>Develop mechanisms to monitor and evaluate programs for their effectiveness and quality.</td>
</tr>
<tr>
<td>CN-LPHP 12</td>
<td>Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives.</td>
</tr>
</tbody>
</table>

### MPH Maternal and Child Health Concentration (CN) Competencies

#### Scientific Basis of MCH Public Health Practice

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-MCH 1</td>
<td>Describe MCH problems in terms of time, magnitude, scope, location, co-occurrence and co-morbidity.</td>
</tr>
<tr>
<td>CN-MCH 2</td>
<td>Apply knowledge of demographic, health, familial, socio-cultural, environmental and community factors to the design of MCH programs and services.</td>
</tr>
</tbody>
</table>

#### Methodological and Analytic

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-MCH 3</td>
<td>Apply appropriate research methods including research design, sampling, descriptive and inferential statistics and validity/reliability assessment of measures.</td>
</tr>
<tr>
<td>CN-MCH 4</td>
<td>Articulate the strengths and limitations of qualitative and quantitative methods.</td>
</tr>
<tr>
<td>CN-MCH 5</td>
<td>Use appropriate data collection strategies, including surveys, focus groups and record-based information.</td>
</tr>
<tr>
<td>CN-MCH 6</td>
<td>Prepare, interpret and make meaningful inferences on the health of MCH populations from vital statistics, censuses, surveys and service utilization records and translate those data into information.</td>
</tr>
<tr>
<td>CN-MCH 7</td>
<td>Conceptualize and appropriately use data to identify problems and assets and to plan, implement and evaluate programs.</td>
</tr>
</tbody>
</table>

#### Management and Communication
<table>
<thead>
<tr>
<th>Identifier</th>
<th>MPH Community Health Education Concentration (CN) Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-CHE 1</td>
<td>Conduct needs assessment, planning, implementation and evaluation for community-based public health education/promotion programs, policies and interventions.</td>
</tr>
<tr>
<td>CN-CHE 2</td>
<td>Identify and apply evidence-based principles and scientific knowledge to critical evaluation and decision-making in public health.</td>
</tr>
<tr>
<td>CN-CHE 3</td>
<td>Identify and apply individual, group and community-level theories, models, concepts and best practices to public health practice and problem solving.</td>
</tr>
<tr>
<td>CN-CHE 4</td>
<td>Identify, assess and address unique characteristics that affect public health within and among communities.</td>
</tr>
<tr>
<td>CN-CHE 5</td>
<td>Work collaboratively to develop, adapt and utilize appropriate methods for interacting professionally and effectively with people from diverse cultural, socioeconomic, educational, racial, ethnic, age, gender, sexual orientation, faith community and professional backgrounds.</td>
</tr>
<tr>
<td>CN-CHE 6</td>
<td>Develop public health education/promotion programs and strategies responsive to the cultural values, beliefs and traditions of diverse communities being served.</td>
</tr>
<tr>
<td>CN-CHE 7</td>
<td>Demonstrate the teamwork, leadership, communication, social and interpersonal skills necessary to collaborate effectively with agencies, coalitions and networks in communities in defining and addressing public health issues.</td>
</tr>
<tr>
<td>Identifier</td>
<td>MPH Healthy Aging and Community Health Education Concentration (CN) Competencies</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>CN-HACHE 1</td>
<td>Conduct needs assessment, planning, implementation and evaluation for community-based public health education/promotion programs, policies and interventions.</td>
</tr>
<tr>
<td>CN-HACHE 2</td>
<td>Identify and apply evidence-based principles and scientific knowledge to critical evaluation and decision-making in public health.</td>
</tr>
<tr>
<td>CN-HACHE 3</td>
<td>Identify and apply individual, group and community-level theories, models, concepts and best practices to public health practice and problem solving.</td>
</tr>
<tr>
<td>CN-HACHE 4</td>
<td>Identify, assess and address unique characteristics that affect public health within and among communities.</td>
</tr>
<tr>
<td>CN-HACHE 5</td>
<td>Work collaboratively to develop, adapt and utilize appropriate methods for interacting professionally and effectively with people from diverse cultural, socioeconomic, educational, racial, ethnic, age, gender, sexual orientation, faith community and professional backgrounds.</td>
</tr>
<tr>
<td>CN-HACHE 6</td>
<td>Develop public health education/promotion programs and strategies responsive to the cultural values, beliefs and traditions of diverse communities being served.</td>
</tr>
<tr>
<td>CN-HACHE 7</td>
<td>Demonstrate the teamwork, leadership, communication, social and interpersonal skills necessary to collaborate effectively with agencies, coalitions and networks in communities in defining and addressing public health issues.</td>
</tr>
<tr>
<td>CN-HACHE 8</td>
<td>Communicate the unique developmental aspects of aging: cognitive, psychological, social and emotional.</td>
</tr>
<tr>
<td>CN-HACHE 9</td>
<td>Evaluate and apply theories, models, concepts and best practices for providing community programs and services for older adults.</td>
</tr>
</tbody>
</table>
### MPH Animals People and Environment Concentration (CN) Competencies

<table>
<thead>
<tr>
<th>Identifier</th>
<th>MPH Animals People and Environment Concentration (CN) Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-APE 1</td>
<td>Assess the public health threat of emerging issues to animal and human populations and identify intervention strategies.</td>
</tr>
<tr>
<td>CN-APE 2</td>
<td>Incorporate the principles of safe and secure food systems into public health problem solving.</td>
</tr>
<tr>
<td>CN-APE 3</td>
<td>Apply basic skills of message production and delivery for a target audience, which can be employed in a communication-based public health intervention.</td>
</tr>
<tr>
<td>CN-APE 4</td>
<td>Analyze how social, political and cultural differences can impact public perceptions about how human, environment and animal interactions affect public health, social wellbeing and environmental health.</td>
</tr>
<tr>
<td>CN-APE 5</td>
<td>Compare and contrast animal and plant agriculture production systems in the United States and analyze the related public health concerns.</td>
</tr>
<tr>
<td>CN-APE 6</td>
<td>Analyze public health concerns that have been related to various food production systems and how animal and plant agriculture impact public health and wellbeing.</td>
</tr>
<tr>
<td>CN-APE 7</td>
<td>Identify ways in which agricultural and human incursion positively and adversely impact environmental and ecological health, and develop methods of minimizing negative impacts.</td>
</tr>
<tr>
<td>CN-APE 8</td>
<td>Analyze issues regarding awareness and communication that impact optimal collaboration between human, animal, and environmental health professionals.</td>
</tr>
<tr>
<td>CN-APE 9</td>
<td>Apply biostatistical and epidemiological methods to public health issues that affect human and animal populations, and the surrounding environment.</td>
</tr>
<tr>
<td>CN-APE 10</td>
<td>Evaluate how public health skills and knowledge benefit agriculture industries and individual producers, and how knowledge of agriculture and environmental health benefit public health professionals.</td>
</tr>
<tr>
<td>CN-APE 11</td>
<td>Differentiate and properly use various types of infectious disease preventive measures.</td>
</tr>
</tbody>
</table>

### MPH Epidemiology Concentration (CN) Competencies - CSU

<table>
<thead>
<tr>
<th>Identifier</th>
<th>MPH Epidemiology Concentration (CN) Competencies - CSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-EPID 1</td>
<td>Appropriately use descriptive epidemiologic methods to describe a given condition including measures of prevalence, incidence, morbidity, mortality, demographic characteristics and risk factors.</td>
</tr>
<tr>
<td>CN-EPID 2</td>
<td>Select and apply appropriate quantitative and qualitative measurement and analysis methods to support research and evaluations in the core areas of public health research and practice, including: epidemiology, environmental and occupational health, community and behavioral health, and public health systems management, policy and outcomes research.</td>
</tr>
<tr>
<td>CN-EPID 3</td>
<td>Critically review and interpret public health and other scientific literature to identify strengths and weaknesses of individual studies, to synthesize evidence in a research area, to identify gaps in evidence and to demonstrate relevance of current knowledge to the practice of public health.</td>
</tr>
<tr>
<td>CN-EPID 4</td>
<td>Translate investigator ideas into answerable research questions.</td>
</tr>
<tr>
<td>CN-EPID 5</td>
<td>Describe study designs and understand the advantages and limitations of each for addressing specific problems, as well as the practical aspects of their uses.</td>
</tr>
<tr>
<td>CN-EPID 6</td>
<td>Demonstrate knowledge related to design of data collection forms and protocols, instrument reliability and validity, data monitoring and quality assurance, and data archiving for analysis and use of data by other investigators.</td>
</tr>
<tr>
<td>Identifier</td>
<td>MPH Global Health and Health Disparities Concentration (CN) Competencies</td>
</tr>
<tr>
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</tr>
<tr>
<td>CN-GHHD 1</td>
<td>Apply social, behavioral and cultural theory to analyze determinants and correlates of global health problems and their interrelationships.</td>
</tr>
<tr>
<td>CN-GHHD 2</td>
<td>Assess how social, behavioral, environmental, cultural and biological factors contribute to global health outcomes.</td>
</tr>
<tr>
<td>CN-GHHD 3</td>
<td>Incorporate the impacts of gender, race, poverty, history, migration and culture in the design and assessment of interventions addressing health disparities.</td>
</tr>
<tr>
<td>CN-GHHD 4</td>
<td>Analyze the impact of global trends and interdependencies on public health related problems and systems.</td>
</tr>
<tr>
<td>CN-GHHD 5</td>
<td>Construct health behavior change intervention plans and evaluations tailored appropriately for ethnically, culturally and socioeconomically diverse populations.</td>
</tr>
<tr>
<td>CN-GHHD 6</td>
<td>Identify the role of cultural, social, economic, and behavioral factors in the accessibility, availability, acceptability and delivery of public health services locally, nationally, and internationally.</td>
</tr>
<tr>
<td>CN-GHHD 7</td>
<td>Apply basic skills of message production and delivery for a target audience, which can be employed in a communication-based public health intervention.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identifier</th>
<th>MPH Health Communication Concentration (CN) Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-HCOM 1</td>
<td>Analyze the influences of social, organizational and individual factors on the use of information technology by end users.</td>
</tr>
<tr>
<td>CN-HCOM 2</td>
<td>Apply theory and strategy-based communication principles across different settings.</td>
</tr>
<tr>
<td>CN-HCOM 3</td>
<td>Apply basic skills of message production and delivery for a target audience, which can be employed in a communication-based public health intervention.</td>
</tr>
<tr>
<td>CN-HCOM 4</td>
<td>Identify the fundamental properties of the intended audience for a communication based intervention, including demographic, psychological, sociological, and cultural elements at all levels from interpersonal to mass.</td>
</tr>
<tr>
<td>CN-HCOM 5</td>
<td>Assess the critical relationship between formative and evaluative research in the ongoing delivery of a communication based intervention.</td>
</tr>
<tr>
<td>CN-HCOM 6</td>
<td>Apply the broad literature of communication theory and the subset of that literature specifically about health communication to public health communication practice.</td>
</tr>
<tr>
<td>CN-HCOM 7</td>
<td>Apply quantitative and qualitative social science research methods to interpret published communication research; apply findings to public health communication practice.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identifier</th>
<th>MPH Physical Activity and Healthy Lifestyles Concentration (CN) Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN-PAHL 1</td>
<td>Identify and use public health data as a tool to develop and prioritize community-based interventions to promote physical activity.</td>
</tr>
<tr>
<td>CN-PAHL 2</td>
<td>Utilize epidemiological methods to develop and test hypotheses pertaining to physical activity and health and disease outcomes at the population level.</td>
</tr>
<tr>
<td>Identifier</td>
<td>MPH Public Health Nutrition Concentration (CN) Competencies</td>
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</tr>
<tr>
<td>CN-PHL 3</td>
<td>Apply social, behavioral and environmental models in physical activity intervention planning.</td>
</tr>
<tr>
<td>CN-PHL 4</td>
<td>Apply basic skills of message production and delivery for a target audience, which can be employed in a communication-based public health intervention.</td>
</tr>
<tr>
<td>CN-PHL 5</td>
<td>Assess the effects of physical activity on reducing chronic disease risk factors.</td>
</tr>
<tr>
<td>CN-PHL 6</td>
<td>Utilize assessment tools to determine physical, social, cultural and environmental supports and barriers to physical activity.</td>
</tr>
<tr>
<td>CN-PHL 7</td>
<td>Apply program design, implementation and evaluation strategies to promote, and address barriers to, adoption of healthy lifestyle behaviors.</td>
</tr>
<tr>
<td>CN-PHL 8</td>
<td>Translate appropriate scientific information and data of evidence-based strategies to recommend healthy eating and active living promotion strategies.</td>
</tr>
<tr>
<td>Identifier</td>
<td>MPH Public Health Nutrition Concentration (CN) Competencies</td>
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</tr>
<tr>
<td>CN-PHN 1</td>
<td>Apply biological principles for the development and implementation of public health nutrition programs targeted at disease prevention, control, or management.</td>
</tr>
<tr>
<td>CN-PHN 2</td>
<td>Assess and integrate information based on nutrition needs, the study of the scientific literature, and epidemiologic data to develop short and long range nutritional priorities and programs that will have the greatest impact.</td>
</tr>
<tr>
<td>CN-PHN 3</td>
<td>Incorporate principles of successful human behavior change in the development of effective nutrition interventions.</td>
</tr>
<tr>
<td>CN-PHN 4</td>
<td>Apply principles of community engagement to develop effective interventions to improve nutritional status of specific populations.</td>
</tr>
<tr>
<td>CN-PHN 5</td>
<td>Assess the role of policy interventions in improving dietary quality within communities.</td>
</tr>
<tr>
<td>CN-PHN 6</td>
<td>Monitor and evaluate the effectiveness of nutrition interventions, and modify interventional approaches as needed to improve nutritional outcomes.</td>
</tr>
</tbody>
</table>
CU Anschutz Medical Campus: Student Services/Programs

Colorado School of Public Health
http://ucdenver.edu/academics/colleges/PublicHealth/Pages/welcome.aspx

Student Resources
Academic calendar, schedule of classes, handbooks, forms:
http://ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/index.aspx

Information Technology
Bldg. 500, 3rd Floor
303.724.4732
ColoradoSPH.studentIT@ucdenver.edu

http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/ITSupport.aspx

UCD Access
https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html

Online Course Access
The University of Colorado Anschutz Medical Campus uses a robust online learning system, Canvas. Online course materials can be accessed at:

http://www.ucdenver.edu/academics/CUOnline/OnlineCourses/Pages/CourseLogin.aspx

A student guide to using Canvas can be found at: http://guides.instructure.com/m/4212

Registrar’s Office
Education II North, 3rd Floor
Phone: 303-724-8059

http://www.ucdenver.edu/student-services/resources/registrar/registration/Pages/default.aspx

Registrar Forms
http://www.ucdenver.edu/student-services/resources/registrar/Pages/Forms.aspx

Financial Aid Office
Ed 2 North, 3rd Floor
Phone: 303-724-8039

http://www.ucdenver.edu/academics/CUOnline/TuitionFees/FinancialAid/Pages/FinancialAid.aspx

Bursar’s Office
Ed 2 North, 3rd Floor
Phone: 303-724-8032

http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/billing/Pages/StudentBilling.aspx
Bookstore
Hours: Monday – Thursday (7:30 AM - 5:00 PM) | Friday (8:30 AM – 4:30 PM)
Phone: 303-724-2665 (4-BOOK)
Location: First floor of Building 500, next to the food court.

http://ucdenver.edu/student-services/resources/AMCbookstore/Pages/AnschutzMedicalCenterBookstore.aspx

Campus Safety
The CU Anschutz Medical Campus is committed to the safety and security of our students, faculty, staff and visitors.

When extreme winter weather conditions develop, the university’s normal business operations can be affected. Students, faculty and staff can check local broadcast news media (television and radio) for announcements about closures or schedule adjustments. The university also provides emergency-related information, as appropriate, on a toll-free phone line 1-877-INFO-070 (or 1-877-463-6070); online at http://ucdenver.edu/faculty_staff/alert/Pages/Alerts.aspx; and via the Rave emergency notification tool. Students can register for this free text and voice messaging service at:

https://www.getrave.com/login/DenverAlerts

University Police
12454 E. 19th Place, Bldg. U-09
Phone: 303-724-2000 (main office) | 303.724.4444 (non-emergency)
Police.comment@ucdenver.edu

http://www.ucdenver.edu/about/departments/UniversityPolice/Pages/UniversityPolice.aspx

Student Disabilities Resources Office
The university welcomes and supports a diverse student body. The Disability Resources and Services Office is the designated office that maintains disability-related records, determines eligibility for academic accommodations, determines reasonable accommodations and develops plans for the provision of such accommodations for students attending the university. Additional information can be found on their website.

Location: 13001 E. 17th Place, Room Q20-EG
Phone: 303.724.5640

http://ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx

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

Phone: 303-724-2152
http://hslibrary.ucdenver.edu/
Electronic Security ID Badge Office
Students are required to have an electronic security photo ID badge for the safety and protection of all faculty, staff, and students on campus. Additionally, this badge allows you access into buildings after hours, computer labs, and parking, should a student decide he/she needs a parking pass.

Upon matriculation, the Student Affairs staff automatically issues badge applications for all incoming ColoradoSPH students. The Student Affairs staff will notify students when they are able to pick up a badge from the badge office. At that time, students should schedule appointments to pick up their badge with the CU Anschutz Medical Campus Badge Office. The ID Badge Office is located in Building 500 on the first floor behind the food court. Appointments can be scheduled by calling 303.724.0399.

If the badge expires and needs to be renewed, students should contact the ColoradoSPH Office of Student Affairs.

Students with a home campus of CSU or UNC should contact their respective campus staff to inquire about badge procedures.

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

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

Lockers
Locker usage on campus is facilitated by Educational Support Services. More information regarding locker usage can be found on their website at:

   http://www.ucdenver.edu/about/departments/EducationalSupportServices/Pages/LockerUsage.aspx

Parking and Transportation
General parking questions: 303-724-2555
After hours: 303-724-4444

   http://www.ucdenver.edu/about/departments/FacilitiesManagement/Pages/FacilitiesManagement.aspx

Student Assistance Office
The Student Assistance Office’s mission is to enhance student life at the CU Anschutz Medical Campus by providing excellence in specific non-academic and academic student services.

Ed 2 North Building, 3rd Floor, Room 3123
Phone: 303-724-2866
Monday- Friday: 8 AM – 5 PM

   http://www.ucdenver.edu/anschutz/studentresources/student-assistance/Pages/default.aspx
Veteran Student Services
The University of Colorado Anschutz Medical Campus is a “Military Friendly” university, committed to providing service men and women with a high-quality education catered to your distinct needs. The OVSS represents Active Duty, Reservist, National Guard, Veteran and VA Dependent students.

Hours: 10 AM – 2 PM (First & last Monday of each Month)
Location: Ed 2 North, 3rd Floor, Room 3201
Phone: 303-556-2630

http://www.ucdenver.edu/life/services/Veteran/Pages/default.aspx

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

Ombuds Contact Information:
Building 500, Room 7005C
Phone: 303-724-2950
Fax number: 303-724-2952

http://ucdenver.edu/about/departments/OmbudsOffice/Pages/OmbudsOffice.aspx

Student Health Insurance Office
All degree and specific approved, certificate-seeking students enrolled in five or more credit hours must enroll in the School's Student Health Insurance Plan unless they can prove enrollment in other comparable insurance. Students taking under five credit hours in a degree program are also eligible to purchase the SHI Plan by submitting a selection/waiver form by the deadline date.

Education 2 North, Room 3208
Phone: 303-724-7674

http://www.ucdenver.edu/life/services/student-health/insurance/Pages/default.aspx

Student Mental Health Service
The Student Mental Health Service provides comprehensive and confidential mental health services for all enrolled Anschutz Medical Campus students. Psychiatric issues treated include: depression, anxiety/stress, bipolar disorder, drug and alcohol dependence, eating disorders, marital difficulties, family crises, and post-traumatic stress disorder. Treatment modalities include: individual psychotherapy, couples counseling, and/or medication.

The central number for the Mental Health Service is 303-724-4716. For after-hours emergencies, please call 720-848-0000, identify yourself as an Anschutz Medical Campus student, and ask for the on-call psychiatrist.
Writing Center
The Writing Center provides one-on-one and small-group assistance to undergraduate, graduate and post-graduate students from the Anschutz Medical Campus. In the Center, trained graduate and post-graduate consultants offer help with writing of all kinds, including research essays, proposals, dissertations, capstone projects, C.V.s, manuscript drafts, grants, personal statements, residency applications and more.

Health Sciences Library, Room 1204
303-724-4143
writing.center@ucdenver.edu

http://ucdenver.edu/academics/colleges/CLAS/Centers/writing/Pages/TheWritingCenter.aspx

International Student & Scholar Services
International Student & Scholar Services (ISSS) welcomes and assists over 700 international students and accompanying family members representing over 60 countries enrolled in more than 100 degree programs. On this highly diverse campus, students will have many opportunities to engage in exciting curricular, multicultural events, and share perspective in the classroom and beyond. To schedule an appointment with an advisor, students should call 303.315.2230, email ISSS@ucdenver.edu or visit:

http://www.ucdenver.edu/academics/InternationalPrograms/OIA/Pages/default.aspx

Colorado State University: Student Services/Programs

Colorado School of Public Health
http://publichealth.ucdenver.edu

Records and Registration
The CU Anschutz Medical Campus:

http://www.ucdenver.edu/student-services/resources/registrar/Pages/default.aspx

Important Forms
CU Anschutz Medical Campus Registrar’s Office:

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

Colorado School of Public Health
http://ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/Forms.aspx

Financial Aid
CU Anschutz Medical Campus

http://www.ucdenver.edu/academics/CUOnline/TuitionFees/FinancialAid/Pages/FinancialAid.aspx
CSU Bookstore
Students taking classes at CSU can use the CSU Bookstore website to see what texts are required for a given class. Students will need to enter the CSU course number into the search system as opposed to the corresponding ColoradoSPH course number.

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

Parking Services
The Parking Services website provides information on parking areas on campus, parking permit fees for students, and the permits can be purchased online.

http://parking.colostate.edu/

University Police Department
It is required that bicycles ridden or parked on CSU campus be registered with the campus police. The fee for registration is $5 and the registration form can be competed online.

http://police.colostate.edu/

The Career Center
The CSU Career Center can assist students in looking for jobs, internships, or networking opportunities.

http://career.colostate.edu/

Off-Campus Student Services/Resources for Adult Learners
Find services tailored for adult learners and non-traditional students, as well as a new rental posting site for off-campus housing.

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

Academic Computing & Networking Service (ACNS)
ACNS is the primary computer, networking and email resource on the CSU campus: http://www.acns.colostate.edu/. Whether it’s for help accessing your CSU email account or connecting to the CSU wireless system, you can find general IT help in the Morgan Library, by emailing help@colostate.edu or by calling 970-491-7276.

Student Legal Services
Student Legal Services offers legal assistance in matters pertaining to housing, family matters, wills, real estate, traffic matters, employment matters and other issues.

http://sls.colostate.edu/

Student Health Services
All graduate students who are enrolled in at least 1 resident instruction credit hour are automatically enrolled in the CSU Student Health Insurance Plan each semester. Students who are enrolled in 6 or more resident instruction credit hours are subject to the mandatory insurance requirement. In order to opt out of enrollment in the Plan, students must demonstrate proof of comparable coverage via the waiver request process. Students who have been granted a waiver in the fall semester will be automatically waived in the spring semester as well. Students who are enrolled in 5 or fewer credit
hours are not subject to the mandatory insurance requirement and may opt out of coverage by emailing your request to the CSU Student Insurance Office at CSUHN_Insurance@mail.colostate.edu or by completing the form available at the CSU Student Insurance Office. All waiver and opt out requests must be made no later than the Enrollment/Cancellation Deadline. If you do not waive or opt out of the plan your student account will be billed for the premium. For more information, see:
http://health.colostate.edu/student-health-insurance/waiver-process-domestic-students/

All enrolled students who pay the Student Health Fee and Counseling Fee are eligible to access care at the CSU Health Network, regardless of their insurance status. Students are not required to be enrolled in the CSU Student Insurance Plan in order to access care at the CSU Health Network. For more information, see:
http://health.colostate.edu/fees-eligibility/Library

CSU libraries can be accessed through http://lib.colostate.edu/. The Health Sciences Library on the Anschutz Medical Campus can be accessed through http://hslibrary.ucdenver.edu/

Campus Writing Center
The Colorado State University Writing Center is a free service open to Colorado State University students, faculty, and staff as well as the local Fort Collins community. Our goal is to engage our community in conversations about writing; to that end, we provide face-to-face and online consultations for writers in all disciplines working on all types of writing from traditional research papers to electronic texts such as websites and blogs. For more information on specific services check out the website at http://writingcenter.colostate.edu/. The Writing Center is located in Eddy Hall, room 6, and can be reached at 970-491-0222.

Research Integrity and Compliance Review Office
http://web.research.colostate.edu/ricro

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

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

Institute for Learning and Teaching
The Institute for Learning and Teaching offers professional development programs and activities, supports research on learning and teaching, offers colloquia on the scholarship of teaching and learning, and promotes collaboration within and across disciplines. http://tilt.colostate.edu/
Athletics/Recreation
Through the Campus Recreation site you will find information on the recreation center, classes, intramural sports, sport clubs and other topics. As a CSU student taking 6+ credits your membership to the recreation center is included in your student fees.

http://campusrec.colostate.edu/

International Student Services
The Office of International Student and Scholar Services promotes international educational exchange by providing immigration documentation, advising, cross-cultural programming and orientation for international students, scholars, and their family members. Our strong belief is that a vibrant international academic community enriches the city and campus and is an essential component to understanding our role within the world community. For information on services available to international students please review the website for the International Student and Scholar Services: http://isss.colostate.edu/. The office can be reached at 970.491.5917.

Conflict Resolution & Student Conduct Services
http://www.conflictresolution.colostate.edu/

Veterans Services
Colorado State University offers support to veterans through their Adult Learner and Veterans Services office: http://veterans.colostate.edu/. Adult Learner & Veteran Services (ALVS) supports the transition, education, leadership and involvement of adult learners and student veterans to strengthen academic achievement and, ultimately, graduate from Colorado State University. As the founder of SALUTE Veterans National Honor Society, ALVS is the host of the national headquarters.

Contact Information:
Lory Student Center, Room 195
Phone: 970-491-3977

Mental Health Services
For students experiencing a situational problem, an immediate crisis, or who have a longstanding mental health concern, assistance is available through the CSU Health Network counseling services. The counseling staff includes licensed psychologists, licensed clinical social workers, and licensed professional counselors, as well as graduate student staff from each of these disciplines. All counseling is confidential. No information is released to anyone without written consent except in the case of a life-threatening emergency or when it is otherwise required by law. For questions or to speak with a counselor please stop by the office at 123 Aylesworth NW or call 970.491.6053.

Disability Services
Information on the disability services available through CSU can be found through the Resources for Disabled Students (RDS) office. Any student who is enrolled at Colorado State University and who self-identifies with RDS as having a disability is eligible for support from RDS. Specific accommodations are determined individually for each student and must be supported by appropriate documentation and/or evaluation of needs consistent with a particular type of disability.

http://rds.colostate.edu/
UNC Email Account (Bear Number)
To obtain a “Bear Number” and activate your UNC email:

- First, go to the page: https://ursa.unco.edu/cp/home/displaylogin
- In the left column you will see a box that says “Access Management”
- Click on the link: “I need to activate my account”
- On the next page, click on “New Student” link
- Click on the link: “Bear Number Lookup”
- You will need to input your Social Security Number and Date of Birth
- This will produce a Bear Number which will allow you to activate your email.

Please contact Shonna Ulibarri (shonna.ulibarri@unco.edu) in the UNC Registrar’s Office with inquiries regarding assistance with registration. It is highly important that students activate both their UNC and UC Denver email accounts.

Important Forms
CU Anschutz Medical Campus Registrar’s Office
http://www.ucdenver.edu/student-services/resources/registrar/Pages/Forms.aspx

Colorado School of Public Health
http://ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/Forms.aspx

Financial Aid
http://www.ucdenver.edu/academics/CUOnline/TuitionFees/FinancialAid/Pages/FinancialAid.aspx

UNC Student Information
http://www.unco.edu/current/

Bookstore
http://unco.bncollege.com

Parking Services
http://www.unco.edu/parking/index.htm

The Career Center
http://www.unco.edu/careers/
Library
http://www.unco.edu/library/

Athletics and Recreation
http://www.unco.edu/campusrec/

Dining Services
http://www.unco.edu/dining/

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

http://www.unco.edu/DSS/

Important Meetings
At the beginning of each fall semester, ColoradoSPH at UNC hosts a MPH Student Orientation to provide you with an opportunity to meet the faculty, gain an overview of the program, learn how to register for classes in sequence, and meet other MPH students. An email is sent to each student detailing the date and time for the orientation meeting.

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

During each semester, a weekly newsletter is distributed which includes timely information and announcements that will help you participate in campus, community, state, regional, and national opportunities. Please make sure that the program has your current email address so that you can receive it.

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

http://www.unco.edu/nhs/publichealth/index.html

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

**Blackboard**

Your UNC Bear Number and email address are required to use Blackboard, the UNC course delivery system for online and hybrid courses. The following link should give you all the information you need to get started:

http://www.unco.edu/blackboard/docs/bbq/student/S_GettingStarted.pdf

Blackboard is not available until the course begins, so if you already have all of your UNC information and are unsuccessful in logging in before courses start, this is probably the reason. However, if classes have started and you have your Bear Number and email but cannot access Blackboard, call the UNC Technology Help Desk at 970-351-4357.

**Information Management and Technology**

This website covers support, forms, IT services, computer labs and hours: http://www.unco.edu/it/index.html and http://www.unco.edu/it/labs/index.html

**UNC Student Research Day**

In April of each academic year, graduate students are encouraged to present class projects and research conducted while enrolled in the program during UNC’s research week. Students need to submit a proposal during the month of March indicating they would like to present a research poster or project.

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

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

http://www.unco.edu/careers
**Key Contacts**

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