

colorado school of
public health

UNIVERSITY OF COLORADO
COLORADO STATE UNIVERSITY
UNIVERSITY OF NORTHERN COLORADO

Certificate Programs

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 to 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,

A handwritten signature in cursive script that reads "Lori A. Crane".

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

Policies Subject to Change

The Certificate Program Student Handbook comprises the policies and procedures relevant to enrollment and completion of the certificate program at the time of publication in January of 2016. These policies are reviewed annually and are subject to change at that time or more often, if necessary. Up to date policies can be found on the Colorado School of Public Health website at <http://publichealth.ucdenver.edu>.

Websites

School Site

<http://publichealth.ucdenver.edu>

Program Site

<http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/degreesandprograms/certificate/Pages/default.aspx>

Academic and Student Affairs Resources

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

Colorado School of Public Health

Overview

The Colorado School of Public Health is a collaborative school of public health with the University of Colorado, 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 work force 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 the commitment to meeting the training and research needs of the public health workforce, the Colorado School of Public Health offers educational programs that include masters, 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 for Public Health Practice

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

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

Christine C. Gillen, MS
Associate 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

Amy Hebbert
Student Affairs Administrator

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

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

Maggie Kucharski, MA
Student Services Specialist

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

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, MPH
Community Health Lecturer

Esta Lukemire
Assistant to the Director

General Information/Policies

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/anschutz/studentresources/Registrar/StudentServices/Pages/Forms.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/anschutz/studentresources/Registrar/StudentServices/FERPA/Pages/default.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, rubella, and tuberculosis 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

At present, certificate students are not required to have health insurance. 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 unbecoming a professional public health practitioner, researcher, or educator.

3. Alcohol and Drug Use

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

<http://www.ucdenver.edu/academics/colleges/PublicHealth/resourcesfor/currentstudents/academics/Pages/PoliciesHandbooks.aspx>

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:

<http://www.ucdenver.edu/academics/colleges/PublicHealth/resourcesfor/currentstudents/academics/Pages/PoliciesHandbooks.aspx>

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 Misconduct Policy Statement

It is the policy of 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. All forms of sexual misconduct, including sexual harassment, are prohibited on campus and in any of the School's programs. 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/policy/TitleIX/Pages/default.aspx>

Policy on Pregnancy and Parenting

The Colorado School of Public Health does not discriminate against any student on the basis of pregnancy, parenting status, 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, wherever possible, 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#o>

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 to 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/anschutz/studentresources/Registrar/StudentServices/Pages/Residency.aspx>

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 the university payment policies and deadlines. Additional information regarding fee and billing policies can be found on the bursar's website at:

<http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/billing/Pages/StudentBilling.aspx>

Please see below for 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

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

<http://www.ucdenver.edu/academics/colleges/PublicHealth/admissionsandaid/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 or fees. For more information on dropping or withdrawing from a course, see "Dropping & Adding a Course" and "Course Withdrawal Policy & Timeline" on page 23.

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/faculty_staff/faculty/faculty-affairs/AD-ASG/agendas/Documents/Tuition%20Appeal%20Guidelines%20and%20Form.pdf

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/resourcesfor/currentstudents/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 to pay tuition 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. For the entire policy, restrictions and forms, please visit the Payroll and Benefit Services website at:

<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 is allowed prior to program matriculation.

Please note that CU Denver/ Anschutz Medical Campus waivers may only be applied to courses at CU Denver/Anschutz Medical Campus. ColoradoSPH 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.

Certificate Programs

Certificate Public Health Sciences Programs

The Certificate in Public Health Sciences Program (CPHS) is offered at the CU Anschutz Medical Campus and the University of Northern Colorado campus. This is a graduate level, non-degree certificate program with the goal of providing students with a solid foundation in the principles and practice of Public Health, including core disciplines of epidemiology, biostatistics, and an overview of the structure of public health. The program may serve as the basis for further graduate work in public health or as a freestanding accomplishment by public health practitioners who use the program to build new skills and expertise. The certificate is intended to build skill and knowledge across the core public health competencies as described in the competency document on the School’s website:

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

The following types of individuals may be interested in the Certificate in Public Health Sciences Program:

- Public health professionals wishing to engage in substantial continuing graduate level education that would provide greater skill and knowledge, where the certificate by itself is sufficient to meet their career goals.
- Professionals or pre-professionals, including persons who have been away from the academic setting, who would like to re-enter higher education with graduate course work in the field of public health before considering a degree program such as the Master of Public Health (MPH).
- For some, the successful completion of the certificate program demonstrates a capacity for graduate work and can serve as a substitute for the Graduate Record Examination (GRE) if applying to ColoradoSPH’s MPH program.
- Persons intending to apply for the MPH program who would like to get started on the coursework prior to the MPH application deadline.

Course Requirements to Complete the Certificate in Public Health Sciences

Course Topic	Credits	CU	UNC
Biostatistics	3	BIOS 6601	CHBH 6120
Epidemiology	3	EPID 6630	CHBH 6200
Foundations in Public Health	2	PUBH 6600*	PUBH 6600*
Electives	7	<i>Varies</i>	<i>Varies</i>
Total Program	15		
*PUBH 6600 counts as a home campus credit for both the CU and the UNC campuses.			

Certificate in Global Public Health Program

The Certificate in Global Public Health Program (CGPH) is offered at the CU Anschutz Medical Campus. This is a graduate level, non-degree certificate program with the goal of cultivating a public health perspective of globalization and global health issues, programs, and best practices. Students will learn how to use public health methods to address global public health challenges.

The Certificate in Global Public Health is intended for health and environmental professionals who work, or will work, in prevention, research, or clinical practice. This certificate is not intended for individuals who would like a broad perspective of public health. Individuals interested in a broad introduction to public health and the core public health competencies should instead consider the Certificate in Public Health Sciences program.

Course Requirements to Complete the Certificate in Global Public Health

Course Prefix	Course Title	Credits
BIOS 6601	Applied Biostatistics I	3
EPID 6630*	Epidemiology	3
CBHS 6619	Public Health in the Global Community	3
EHOH 6623	Geographic Perspective on Global Health	1

Choose a minimum of 5 credits from the approved electives listed below	Credits	
CBHS 6623	Nutrition in Global Community	2
CBHS 6629	Health and Human Rights	3
CBHS 6632	Public Health in the Caribbean and Latin America	3
CBHS 6633	Intensive Study of Public Health Services in Cuba	3
EHOH 6621	GIS for Public Health Research and Practice	3
EHOH 6627	Water Quality and Public Health	3
EHOH 6710	Disasters, Climate Change and Health	3
EPID 6624**	Public Health Surveillance	2
EPID 6635**	Communicable Disease Epidemiology	2
EPID 6640**	Investigation of Disease Outbreaks	2
EPID 6641**	Epidemiology of Foodborne & Diarrheal Diseases	2
EPID 6643**	Epidemiology of TB/HIV/STDs	2
EPID 6670	Sp Topics: Global Health and Disaster	2
HSMP 6602	Health Equity	2
HSMP 6615***	Current Global Health Policy Issues	2
EHOH 6633	International Travel and Health	1
Total Program	15	
<p><i>*It is highly recommended that students complete EPID 6630 prior to or concurrently with CBHS 6619 and HSMP 6615</i> <i>**EPID 6630 is a prerequisite</i> <i>***It is strongly recommended that students take HSMP 6616: Intro to Policy Analysis and Communication in the spring prior to HSMP 6615.</i></p>		

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/resourcesfor/currentstudents/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 take electives that interest you when they are available, keeping in mind that this may be in the student's first semester.

Certificate Registration Requirements

- Certificate students must register for at least one course during the semester they are accepted (either spring or summer). Failure to register for at least one course during the initial semester of acceptance will result in a withdrawal of the student's admission status. If the student wishes to enroll at a later date, the student will need to completely reapply to the program during a subsequent admission.
- The certificate program must be completed within five years of the semester/year of matriculation.
- ColoradoSPH courses expire five years after they are completed. Any courses older than five years at the time of program completion will need to be revalidated before they can be applied towards program requirements.
- Newly accepted students should attend an in-person orientation at the beginning of the first semester of study. If a student is unable to attend this orientation, they should contact the Office of Student Affairs to obtain materials provided in that session. It will be the responsibility of the student to set up meetings with any of the external offices that presented information at the orientation (Bursar, Registrar, Financial Aid, etc.).
- All certificate coursework must be taken from courses offered by the Colorado School of Public Health. Transfer coursework from non-partner institutions will not be approved for the certificate program.
- No more than 9 credit hours can be transferred into the certificate program from non-degree courses that were taken within the Colorado School of Public Health prior to matriculation into the certificate program.
- Employees on the CSU and UNC campuses are allowed to transfer in a maximum of 9 non-degree credits of approved public health coursework taken at a ColoradoSPH partner institution during the time of employment.

Completion of Certificate Program

The certificate will be awarded when a student completes at least 15 credits and all of the required certificate courses. Students are allowed a maximum of 21 credits in the certificate program. If a student completes 21 credits without completing the required courses for the certificate, the student may be administratively removed from the certificate program.

During the semester in which a student plans to complete the certificate requirements, he/she should apply for completion using the required “**Certificate Completion Form**” at:

<http://www.ucdenver.edu/academics/colleges/PublicHealth/resourcesfor/currentstudents/academics/Pages/Forms.aspx>

This form should be submitted to the Office of Student Affairs for final processing. The deadline for submission of this form can be found on the ColoradoSPH Academic Calendar at:

<http://www.ucdenver.edu/academics/colleges/PublicHealth/resourcesfor/currentstudents/academics/Pages/index.aspx>

Relationship to the MPH Program

Many students in the Colorado School of Public Health certificate programs plan to apply to the MPH program. It is therefore important to outline the relationship between these programs.

Application and Admission to the MPH Program from a Certificate Program

- The successful completion of a Colorado School of Public Health certificate program with a cumulative GPA of 3.00 or better can be used as a substitute for the GRE score submission that is required of the MPH application.
- When applying through SOPHAS for the MPH program, all new application materials are required (official transcripts, letters of recommendation, etc.). An official transcript from CU for any certificate coursework must also be requested. Materials from the certificate application will **not** be pulled and used towards a student’s MPH application.
- Students who use the certificate to waive the GRE requirement for application to the MPH must be in their final semester of certificate coursework by the spring semester preceding the academic year for which they are applying.
- If a certificate student applies to the MPH program while still completing certificate classes, any decision or acceptance may be deferred until courses are completed and the application is re-reviewed. Certificate students who are in this situation, and are accepted to the MPH program, may not have the option of a summer-start in the MPH program.
- Students who completed a ColoradoSPH certificate program on one home campus and are accepted into the MPH program on a different home campus are required to take a minimum of 18 credit hours 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.

- Students cannot be enrolled in the MPH and Certificate in Public Health Sciences program concurrently.

Additional Information Regarding the Certificate in Global Public Health and the MPH

The Certificate in Global Public Health may be pursued as a stand-alone certificate, or by students in the MPH program as an additional credential. In fall 2014, the ColoradoSPH initiated new MPH concentrations that combine global public health with other public health disciplines. Students who are considering completing both the Certificate in Global Public Health and the MPH should consider the option of completing one of these combined concentrations instead.

For Global Public Health certificate students who are currently enrolled in the MPH program or who are considering applying to the MPH program, the following guidelines apply:

- The student must meet all curricular requirements of both the Certificate in Global Public Health program and the MPH degree.
- When pursuing both the Certificate in Global Public Health and the MPH concurrently, a maximum of 9 credit hours can count towards both program requirements. This includes EPID 6630, BIOS 6601, and one additional three-credit Global Public Health course, which can count as an MPH elective.
- The student cannot obtain both the MPH and the Certificate in Global Public Health with fewer than 48 semester hours.
- For students pursuing both programs simultaneously, the MPH and Certificate in Global Public Health may be awarded concurrently once all requirements are met or the MPH may be awarded prior to completion of the certificate. The certificate itself will not be awarded until all certificate courses are completed and at least 48 semester hours are accrued.

Transferring Credits

The ColoradoSPH certificate programs do not accept transfer coursework.

Applying Credits to the MPH

Courses taken at a partner institution with a grade of "B-" or higher that have been previously approved by the ColoradoSPH Education and Curriculum Committee (ECC) are eligible to be applied to the MPH, given the following guidelines:

- A maximum of 9 non-degree credits taken at the Colorado School of Public Health prior to official program matriculation can be applied toward a certificate or degree program.
- No more than 21 credits of ColoradoSPH certificate coursework can be applied toward an MPH program (of these 21, no more than 9 credits can be from a non-degree status taken prior to certificate matriculation).

- Only non-degree ColoradoSPH courses in which a student has achieved a grade of B- or higher will transfer into the certificate programs. Likewise, only certificate coursework in which a student has achieved a grade of B- or higher can be applied toward a MPH program.
- Credit for courses expires 5 (five) years after the course is completed. Certificate courses will only be applied toward an MPH program if they are within this five-year time limit at the time of completion of the MPH.
- Certificate students intending to apply for the MPH degree are responsible for seeking out additional certificate advising from the Office of Student Affairs or an MPH concentration director regarding how to best use the certificate elective credits, so they will be situated for continuing in the MPH if accepted.

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 can substitute the course requirement with an equivalent number of hours in a higher-level course in that area or 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 15 credit hours to complete the program.**

Academic Calendar

Please visit the ColoradoSPH website for an up-to-date academic calendar:

<http://www.ucdenver.edu/academics/colleges/PublicHealth/resourcesfor/currentstudents/academics/Pages/index.aspx>

Advisors & Planning

For advising and questions regarding a certificate program, students should contact the Office of Student Affairs or the director and education staff at University of Northern Colorado campuses.

Minimum Credit Hour Requirement at Home Campus

Students in the Certificate in Public Health Sciences program designate a home campus at the CU Anschutz Medical Campus or the University of Northern Colorado. **Students are required to take a minimum of 9 credits from ColoradoSPH courses offered by their home campus.** The remaining credits can be taken at any of the three ColoradoSPH institutions.

Please note: PUBH 6600: Foundations in Public Health can be applied as home campus credit towards either certificate home campus.

Students in the Certificate in Global Public Health designate the CU Anschutz Medical Campus as their home campus and are **required to take a minimum of 9 credits from that campus.**

Online courses are designated to the campus from which they originate as listed in the class schedule, with the exception of PUBH 6600 (noted above).

Registration

All students – regardless of home campus affiliation – should register for courses through UCD Access. Students will need to have established a UCD email address prior to accessing the registration system.

<https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html>

Enrollment Policies

Certificate students must have term activity (i.e., enroll in a course) during the semester of their initial acceptance. Failure to do so will result in the cancellation of their certificate application.

After the initial semester, certificate students are not required to maintain continuous enrollment. However, if a student is inactive for more than two consecutive semesters (including summer), s/he will be automatically withdrawn from the program, and will have to reapply to the certificate program if s/he wishes to continue. If a student plans to interrupt his/her coursework for more than two consecutive semesters (including summer), a formal Leave of Absence should be requested. The ColoradoSPH *Leave of Absence* form can be found on the website under “forms” at:

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

Students have a maximum of five years from their initial semester of acceptance to complete the certificate. An official leave of absence does not extend this five-year time limit.

Any certificate student who has not registered for ColoradoSPH courses for more than two consecutive semesters (fall, spring, summer) and who has not had a formal leave of absence approved may be administratively withdrawn from the program.

Practicum/Capstone

Certificate students are not permitted to enroll in either the Practicum or the Capstone courses; these courses are open only to MPH and DrPH degree-seeking students.

Independent Study/Field Experience

In general, certificate students are not eligible for Independent Study/Field Experience credit as these are advanced graduate credits requiring significant faculty oversight. Special circumstances may be considered for exception in consultation with the Office of Academic Affairs and by a petition process.

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 School’s Academic Calendar at:

<http://www.ucdenver.edu/academics/colleges/PublicHealth/resourcesfor/currentstudents/academics/Pages/index.aspx>

Late Registration

Students who register for a course after the drop/add deadline must obtain the approval of both the course instructor and the associate dean for academic affairs. Additionally, a late registration fee of \$60 will be added to the course tuition fees.

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/anschutz/studentresources/Registrar/Pages/Registrar.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 student drops a course before classes begin or during the drop/add period (see ColoradoSPH Academic Calendar for semester deadlines)
- There will be no reimbursement for withdrawals (official discontinuation of a course 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/anschutz/studentresources/Registrar/StudentServices/Pages/Forms.aspx>

Electives Outside of ColoradoSPH

Elective credits taken outside of ColoradoSPH will not be accepted for credit towards the certificate program. Exceptions to this policy will require a written petition request describing how the course will contribute to the student’s educational plan, accompanied by a course description from the course catalog and a course syllabus. The *ColoradoSPH Petition Form* can be found at the link below and will require approval through the Office of Student Affairs.

<http://www.ucdenver.edu/academics/colleges/PublicHealth/resourcesfor/currentstudents/academics/Pages/Forms.aspx>

Grading Policy

All coursework must be completed on time. Exceptions are considered only for special circumstances (either academic or personal beyond the student's control) and with advance agreement from the instructor. Without such an agreement, the instructor will assume that the student's work is unsatisfactory, which will be reflected in the student's grade.

<https://www.cu.edu/policies/aps/academic/1025.html>

If special arrangements are made for extenuating circumstances, the student can be assigned a grade of "I" (incomplete). For more information about incomplete coursework policies, please see "Incomplete Coursework" below.

Students **must receive grades of a B- (2.70) or better in required certificate courses**. 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 satisfying the unit requirement for the certificate. 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.

Students transferring certificate program credit to the MPH program need to be aware that only coursework with a grade of B- or better will be transferred over to the MPH.

Students access their grades via the web; grades are not mailed or distributed by the Colorado School of Public Health or the Anschutz Medical Campus.

Grading System

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

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

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 and 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.

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 make arrangements with the course instructor 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 will be granted no more than one year in which 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.

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 at the link below:

<http://www.ucdenver.edu/academics/colleges/PublicHealth/resourcesfor/currentstudents/academics/Pages/Forms.aspx>

Academic Probation

If a certificate 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 to an acceptable level (at or above 3.0), 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 may be required to meet with the associate dean for student affairs for advisement prior to registering for future coursework.

Termination from the Certificate Program

The Office of Student Affairs will notify students who are terminated from the certificate program. Such notification will include the reasons for termination and the right of appeal.

Any student who is terminated from the program following unsuccessful academic probation or failure to meet his/her program's guidelines for satisfactory academic progress may reapply for admission after one year and with evidence of better preparation. Such evidence might include the successful

completion of graduate courses taken elsewhere or other steps taken to overcome deficiencies that led to termination. The student's application will be considered equally with other applications but will be given no special consideration.

Applying to a Master of Public Health Program

Many students working toward a certificate in public health decide to pursue a Master of Public Health or other advanced public health degree (MS, DrPH, PhD). Students can use up to a total of 21 credit hours taken in the certificate program to apply toward the MPH.

Certificate students who wish to complete a Master of Public Health or other graduate degree at the Colorado School of Public Health are encouraged to attend the annual Certificate to MPH Brown Bag Luncheon, hosted by the office of student affairs.

All applications to ColoradoSPH degree programs, including all supporting documentation, must be submitted through SOPHAS. Students who have completed their certificate program by the time they matriculate into the MPH program are not required to submit a GRE or equivalent test score to SOPHAS, and may elect instead to allow their performance at ColoradoSPH to speak to their aptitude. All other students are required to submit scores from the GRE or other approved standardized test.

Students who do not submit a GRE score and also do not finish the certificate program by the time they intend to enroll in the MPH may have their admission revoked or deferred. Students with ColoradoSPH coursework in progress in the Fall semester preceding application to the MPH program are advised to wait to order ColoradoSPH transcripts until transcripts include Fall grades. Grades are usually posted to transcripts reports within 1-2 weeks after grades are due.

It should be noted that the successful completion of the certificate program **does not** guarantee acceptance into the MPH program. Certificate students will be considered equally with other applicants in the MPH applicant pool.

If accepted to the MPH program, prior certificate students must be re-matriculated into the ColoradoSPH, a process which includes provision of tuition deposit, background check, immunization records, residency classification form, and e-acceptance card. These documents and fees must be re-submitted to the school, regardless of the date of the student's initial matriculation to the certificate program. Once a student has matriculated into a MPH program, credits taken in the certificate program that are applicable to the MPH (up to 21 credits) will be automatically applied toward the student's degree; no further action is required on the part of the student.

For more information about this process, or for information about the annual Certificate to MPH Brown Bag Luncheon, please contact the Office of Student Affairs.

Tuition/Financial Aid

Tuition & Fees

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

<http://www.ucdenver.edu/academics/colleges/PublicHealth/admissionsandaid/Pages/CostofAttendance.aspx>

Please note that all students – regardless of home campus – are billed and required to pay their tuition and fees through the CU Anschutz Medical Campus. The tuition amount is the same, but fees vary by campus.

Financial Aid Sources

Certificate students are eligible for financial aid. All financial aid inquiries and disbursement – regardless of home campus – are processed by the CU | Anschutz Medical Campus. Information regarding financial aid can be found at:

<http://www.ucdenver.edu/anschutz/studentresources/FASO/Pages/FASO.aspx>

Scholarships & Additional Funding

Information regarding scholarships and additional funding can be found on the ColoradoSPH website at:

<http://ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/FinancialAid.aspx>

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/>

Colorado Environmental Health Association (CEHA)

<http://www.cehaweb.com/>

Colorado Public Health Association (CPHA)

<http://www.coloradopublichealth.org/>

Colorado Society of Public Health Educators (Colorado SOPHE)

<http://www.coloradopublichealth.com/sophe.htm>

Eta Sigma Gamma, Phi Chapter (ESG) @UNC

<http://www.etasigmagamma.org/>

Core and Cross-Cutting Competencies

Competencies for all MPH Graduates of ColoradoSPH	
Identifier	Core – Cross Cutting Competencies
CR-CC 1	Define, assess and report on the health status of populations, determinants of health and illness, and factors contributing to health promotion and disease prevention.

CR-CC 2	Determine uses and limitations of quantitative and qualitative methods in research and public health practice.
CR-CC 3	Communicate effectively both in writing and orally with policy makers, professionals, and the public.
CR-CC 4	Identify and address ethical issues that arise in public health practice and research.
CR-CC 5	Identify, retrieve, appraise, and apply scientific evidence relevant in the practice of public health.
CR-CC 6	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.
CR-CC 7	Identify organizational decision-making structures, stakeholders, style and processes.
CR-CC 8	Define a public health problem and specify an analytic approach.
CR-CC 9	Discuss sentinel events in the history and development of the public health profession and their relevance for practice in the field.
CR-CC 10	Describe and apply the concepts of the 3 core functions and 10 essential public health services to inform public health practice.
CR-CC 11	Describe steps and strategies to consider when working collaboratively in a culturally-sensitive manner with diverse groups to promote the health of communities.
CR-CC 12	Describe the roles of history, power, privilege and structural inequality in producing health disparities.
CR-CC 13	Integrate professional ethics, principles of cultural competence and accountability in all professional conduct.
CR-CC 14	Explain the importance of a diverse public health workforce.

Identifier	Core (CR) MPH Biostatistics Competencies
CR-BIOS 1	Describe the roles that biostatistics serves in the disciplines of public health research.
CR-BIOS 2	Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions.
CR-BIOS 3	Describe basic concepts of probability, commonly used probability distributions, statistical accuracy, systematic and random variation, and statistical correlation.
CR-BIOS 4	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.
CR-BIOS 5	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.
CR-BIOS 6	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.
CR-BIOS 7	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.

CR-BIOS 8	Create and interpret results in summary tables (e.g., Table 1) of public health and other scientific publications.
CR-BIOS 9	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.

Identifier	Core (CR) MPH Community and Behavioral Health Competencies
CR-CBHS 1	Identify theories, concepts and models from a range of social and behavioral disciplines used in public health research and practice.
CR-CBHS 2	Identify the social and behavioral factors that affect the health of individuals and populations.
CR-CBHS 3	Use a socio-ecological framework when identifying appropriate interventions to improve population health.
CR-CBHS 4	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.
CR-CBHS 5	Describe the merits and limitations of social and behavioral science programs and policies for improving population health.
CR-CBHS 6	Describe steps and methods for the planning, implementing and evaluating of evidence-based public health programs and policies.
CR-CBHS 7	Identify strategies for engaging stakeholders in planning, implementing and evaluating public health programs and policies.

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

Identifier	Core (CR) MPH Epidemiology Competencies
CR-EPID 1	Compare strengths and limitations of various study designs and reports to answer public health questions.

CR-EPID 2	Explain the importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues.
CR-EPID 3	Describe a public health problem in terms of magnitude, person, time and place.
CR-EPID 4	Apply basic terminology and definitions of epidemiology.
CR-EPID 5	Identify key sources of data for epidemiologic purposes.
CR-EPID 6	Calculate basic epidemiology measures.
CR-EPID 7	Draw appropriate inferences from epidemiologic data.
CR-EPID 8	Comprehend basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.
CR-EPID 9	Identify the principles and limitations of public health screening and surveillance systems.

Identifier	Core (CR) MPH Health Systems Management and Policy Competencies
Health Systems and Health Economics	
CR-HSMP 1	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.
CR-HSMP 2	Describe commonly used methods for evaluating health economic policy, including the use of cost-benefit and cost-effectiveness analysis.
CR-HSMP 3	Distinguish between models used for financing and delivering healthcare.
Management and Leadership	
CR-HSMP 4	Identify key tenets of effective organizational and financial management and the strengths and limitations of different management approaches for improving population health.
CR-HSMP 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.
CR-HSMP 6	Describe common quality and performance improvement tools and the appropriate times to use them in public health and healthcare settings.
CR-HSMP 7	Describe principles of budgeting and financial decision analysis in public health and healthcare settings.
CR-HSMP 8	Describe attributes of strategic leadership, including the use of vision, mission, values, goals and objectives.
Policy	
CR-HSMP 9	Identify and interpret key public health laws, regulations, and policies affecting health programs and the delivery of health services.
CR-HSMP 10	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.

CR-HSMP 11	Describe the importance of engaging stakeholders and building coalitions in the development or implementation of health policy.
CR-HSMP 12	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.

Identifier	MPH Global Health Plus Concentration (CN) Competencies
CN-GLH 1	Describe and analyze the determinants and the globalization of health as well as the health status of a given jurisdiction using credible data sources.
CN-GLH 2	Describe contemporary and historic global health issues, programs, best practices and players.
CN-GLH 3	Apply critical thinking to the political, economic and ethical issues in global health.
CN-GLH 4	Identify and recommend public health field methods in the global arena and their correct application.

CU Anschutz Medical Campus: Student Services/Programs

Colorado School of Public Health

<http://publichealth.ucdenver.edu>

Student Resources

Academic calendar, schedule of classes, handbooks, forms:

<http://www.ucdenver.edu/academics/colleges/PublicHealth/resourcesfor/currentstudents/Pages/index.aspx>

Information Technology

Bldg. 500, 3rd Floor
303.724.4732

<https://4help.oit.ucdenver.edu/CherwellPortal/IT#o>

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/anschutz/studentresources/Registrar/Pages/Registrar.aspx>

Registrar Forms

<http://www.ucdenver.edu/anschutz/studentresources/Registrar/StudentServices/Pages/Forms.aspx>

Financial Aid Office

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

<http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/FA/Pages/FinancialAid.aspx>

Bursar's Office

Ed 2 North, 3rd Floor
Phone: 303-724-8032

<http://www.ucdenver.edu/anschutz/studentresources/StudentBilling/Pages/default.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.

www.cuanschutz.bncollege.com

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 through the Student Access Portal at:

<https://passport.ucdenver.edu/login.php?page=ucdaccess.php>

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/anschutz/about/location/Police/Pages/default.aspx>

Student Disability Resources & Services 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.

Students requesting accommodations for a disability must contact one of the following:

Sherry Holden | Coordinator

University of Colorado Anschutz Medical Campus Disability Resources & Services
| Bldg. 500, Room Q20-EG 305A

Phone: (303) 724-5640, Fax (303) 724-5641

Part-time: Monday, Tuesday and Thursday

sherry.holden@ucdenver.edu

Selim Özi | Assistive Technology Specialist, Accommodation Coordinator

University of Colorado Anschutz Medical Campus Disability Resources & Services
| Mail Stop A010, Building 500, Room Q20-EG 306

Phone: (303) 724 8428, Fax: (303) 724 5641

selim.oz@ucdenver.edu

Be aware that the determination of accommodations can take a long period of time. No accommodations will be made for the course until written documentation is provided by the Disability resources and services office to the course directors. It is the student's responsibility to coordinate approved accommodations with the Disability resources and services office in advance. Further general Information regarding disability resources and services can be found at: <http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/accommodations.aspx>

Students can set up an appointment at: <http://www.ucdenver.edu/student-services/resources/disability-resources-services/about-office/contact-us-CUAnschutz/Pages/form.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. 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. 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>

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Office of Campus Student Services

The Office of Campus Student Service'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/home.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.

<http://www.ucdenver.edu/academics/colleges/medicalschoo/departments/psychiatry/PatientCare/StudentMentalHealth/Pages/Student-Mental-Health-Service.aspx>

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>

University of Northern Colorado: Student Services/Programs

Colorado School of Public Health

<http://publichealth.ucdenver.edu>

Records and Registration

CU Anschutz Medical Campus

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

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 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://www.ucdenver.edu/anschutz/studentresources/Registrar/StudentServices/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://www.uncbooks.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 New 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/bb9/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

CU Anschutz Medical Campus Concentration Directors

Adam Atherly, PhD
Concentration Director
Health Systems, Management & Policy
Adam.Atherly@ucdenver.edu
303-724-4471

Gary Grunwald, PhD
Co-Concentration Director
Applied Biostatistics
Gary.Grunwald@ucdenver.edu
303-724-4354

Sharon Lutz, PhD
Co-Concentration Director
Applied Biostatistics
Sharon.Lutz@ucdenver.edu
303-949-1867

Yvonne Kellar-Guenther, PhD

Concentration Director
Community & Behavioral Health
Yvonne.Kellar-Guenther@ucdenver.edu
303-724-7347

Alison Bauer, PhD
Concentration Director
Environmental & Occupational Health
Alison.Bauer@ucdenver.edu
303-724-4402

Madiha Abdel-Maksoud, MD, PhD, MSPH
Concentration Director
Epidemiology
Madiha.Abdel-Maksoud@ucdenver.edu
303-724-1298

Kathy Kennedy, DrPH, MA
Concentration Director
Maternal & Child Health
Kathy.Kennedy@ucdenver.edu
303-724-7899

Department Chairs

Adam Atherly, PhD
Chair, Health Systems, Management & Policy
Adam.Atherly@ucdenver.edu
303-724-4471

Sheana Bull, PhD, MPH
Chair, Community & Behavioral Health
Sheana.Bull@ucdenver.edu
303-724-7525

John Adgate, PhD, MSPH
Chair, Environmental & Occupational Health
John.Adgate@ucdenver.edu
303-724-4692

Jill Norris, PhD, MPH
Chair, Epidemiology
Jill.Norris@ucdenver.edu
303-724-4428

Debashis Ghosh, PhD
Chair, Applied Biostatistics
303-724-4365
Debashis.Ghosh@ucdenver.edu

Office of Academic Affairs

Lori Crane, PhD
Associate Dean for Academic Affairs
303-724-4385
Lori.Crane@ucdenver.edu

Brenda Witt
Academic Affairs Specialist
303-724-8877
Brenda.Witt@ucdenver.edu

Chloe Bennion, MPH
Program Evaluation Coordinator
303-724-4745
Chloe.Bennion@ucdenver.edu

Office of Student Affairs

StudentAffairs.CSPH@ucdenver.edu
303-724-4613

Jan L. Gascoigne, PhD, MCHES
Associate Dean for Student Affairs
Jan.Gascoigne@ucdenver.edu
303-724-4456

Christopher Harris

Enrollment Marketing & Communications Specialist
Christopher.J.Harris@ucdenver.edu
303-724-4442

Amy Hebbert
Student Affairs Administrator
Amy.Hebbert@ucdenver.edu
303-724-4613

Dan Hussey, M.A.Ed.
Manager of Strategic Enrollment
Daniel.Hussey@ucdenver.edu
303-724-5585

Olivia Jolly, MPH
Director of Practice-Based Learning
Olivia.Jolly@ucdenver.edu
303-724-5634

Maggie Kucharski
Student Support Specialist
Magdalena.Kucharski@ucdenver.edu
303-724-4449

Ben Weihrauch, MA, GCDF
Manager of Career Services and Employer Relations
Ben.Weihrauch@ucdenver.edu
303-724-7619

Colorado State University

Lorann Stallones, PhD, MPH
Associate Director
Lorann.Stallones@colostate.edu
970-491-6156

Tracy Nelson-Ceschin, PhD, MPH
Associate Director
tnelson@cahs.colostate.edu
970-491-6320

Kendra Bigsby, MPH
Assistant Director
Kendra.Bigsby@colostate.edu
970-491-5800

Marnie Andrews, MSW
Academic Support Coordinator
Marnie.Andrews@colostate.edu
970-491-0746

University of Northern Colorado

Mary Dinger, PhD
Director
Mary.Dinger@unco.edu
970-351-1518

Nora May, MPH
Community Health Lecturer
Nora.May@unco.edu
970.351.3916

Esta Lukemire
Assistant to Director
Esta.Lukemire@unco.edu
970-351-3916