

# STUDENT HANDBOOK

## MPH & MSPH

ACADEMIC YEAR 2017-2018



UNIVERSITY OF MIAMI  
MILLER SCHOOL OF MEDICINE  
DEPARTMENT of  
PUBLIC HEALTH SCIENCES



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## GRADUATE PROGRAMS IN PUBLIC HEALTH SCIENCES

### Graduate Programs Degrees

The Department of Public Health Sciences offers master's programs leading to the degrees of:

- Master of Public Health (MPH),
- Master of Science in Public Health (MSPH), and
- Master of Science in Applied Biostatistics.

Doctoral degree programs are offered in:

- Doctor of Philosophy (PhD) in Epidemiology,
- Doctor of Philosophy (PhD) in Prevention Science and Community Health, and
- Doctor of Philosophy (PhD) in Biostatistics.

Joint degree programs are also offered in conjunction with the:

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

### Graduate Programs Mission

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

### Graduate Programs Values

The values guiding the Graduate Programs in Public Health Sciences include:

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

## Graduate Programs Goals and Objectives

### In Instruction

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

### In Research

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

### In Service

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

## Student Responsibilities

All graduate students at the University of Miami are subject to the general standards and requirements of the University, its various departments, and the specific requirements of the Graduate School. The graduate student is expected to assume the initiative in completing all requirements of the program within the time specified. It is the responsibility of the student to be informed concerning all regulations and procedures required. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation.

**All graduate students are required to sign the acknowledgement and receipt form contained in [Appendix A](#) of this handbook which provides a web link to this [student handbook](#), [the Graduate School Honor Code](#) and the [2017-2018 Academic Bulletin](#).**

## Program Ethics

The Graduate Programs are committed to fostering an environment that supports the promotion of public health values and is conducive to professionalism and ethical standards for the responsible conduct of science and education. In addition to the listed values on Page 4 of this handbook, graduate students agree to abide by the [Graduate Student Honor Code](#).

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

standards are subject to disciplinary actions by the student's program and/or the Graduate School through the process described in the [Graduate Student Honor Code](#). All graduate students are bound by the rules and regulations of the University of Miami that apply to them.

## Plagiarism

Plagiarism is explicitly outlawed at the University of Miami Miller School of Medicine, and each student who enters our programs signs a statement acknowledging this fact. **All students will be asked to sign and return the Plagiarism Acknowledgement Form located in Appendix B of this student handbook.** Students who are found to have plagiarized may be asked to withdraw from their degree program. Plagiarism is not always easy to define; students who are unsure whether a particular practice is acceptable are urged to discuss the issue with the faculty instructor or mentor.

## Writing Center

The [Writing Center](#) at the University of Miami offers free assistance with all types of writing concerns, from note-taking and pre-writing to revision strategies and proofreading techniques. It strives to help all members of the university community (students, faculty, staff, and alumni) learn more about writing and become better writers.

The Writing Center is located in the UM Gables Campus at the [Learning Commons](#) in Richter Library. You can schedule an appointment or walk in. Consultations typically run from 25 to 50 minutes. To make an appointment, call (305) 284-2956 or visit the website <http://www.as.miami.edu/writingcenter/>

## Graduate Pre-Semester Writing and Math Seminars

All incoming MPH and MSPH students will be required to complete two online seminars that will take place during the summer months before beginning the degree program.

1. The graduate pre-semester writing seminar is meant to strengthen students' writing skills and prepare for writing at the graduate level. The seminar is provided online and consists of 8 modules. A pre- and post-test are administered. Students who do not satisfactorily complete the post-test will meet with an academic program director to develop a remediation and improvement plan.
2. The graduate pre-semester math seminar reviews essential math concepts to strengthen students' quantitative skills in preparation for graduate level courses. The seminar is provided via online meeting. Students are initially administered a pre-test, then assigned selective videos and assignments based on areas where student would benefit from additional practice, and lastly administered a post-test. Students who do not satisfactorily complete the post-test will meet with an academic program director to develop a remediation and improvement plan.

## Photography/Video Release

During the course of the year, you may be photographed or video-taped at various University sponsored events. With your consent, the photograph or video may be released for use on the Department of Public Health Sciences' webpage, Facebook page, brochures, newsletter, or other media. These materials will be used primarily to highlight our Department's student activities and successes. Please acknowledge consent of use of photography on **Appendix A**.

## GENERAL PROGRAM INFORMATION

### Full-Time Study

The categories of full-time students include:

- Graduate students taking 18 or more graduate credit hours during the calendar year (9 credit hours in a regular semester or 6 credit hours in a summer semester).
- Graduate students enrolled in any 800-level course required for the completion of the degree: Master's Study (EPH 825) or PhD related EPH/BST 830, 840, or 850.

The *maximum number of credit hours allowed* for full-time study is 12 for each regular semester and 6 for each summer semester. Exception to this policy will only be granted by a signed recommendation from the student's Academic Faculty Advisor and the Dean of the Graduate School, or his/her designee.

PhD students are required to be enrolled full-time during their first year of study (regardless of employment). Additional restrictions apply to PhD students accepting the stipend during their first year.

### Part-Time Study

Part-time study consists of graduate students taking less than nine credits per semester (less than three during a summer session).

### Enrollment for International Students

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

Exceptions to full-time enrollment requirement are as follows:

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

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

Dropping below full-time enrollment without ISSS authorization will place an international student out of status, which has serious consequences. International students should be familiar with the requirements of their [visa](#).



## Withdrawals

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

Students wishing to officially withdraw from the University of Miami must provide the Office of the Registrar notification of their intent to withdraw. Initial notification may be made in person, in writing, by fax, or by telephone. This notification will be recorded and used for notification purposes for the Federal Government. Repayment of any federal funds will be based on the date of notification. Students will be asked to complete a Withdrawal Checklist and a Withdrawing Student Survey. The checklist provides students with a series of offices that need to be notified concerning their withdrawal.

## Grades, Quality Points, and Credits

|    |   |
|----|---|
| A  | Excellent accomplishment  |
| B  | Good accomplishment   |
| C  | Fair, but below that expected of graduate students ( <b><i>C- is the lowest passing grade.</i></b> )  |
| S  | Symbol used for acceptable (U-unacceptable) thesis, dissertation, practicum, and internship credit hour. It may be used for regular courses under special circumstances with the prior approval of the instructor, department chairman, and the Dean of the Graduate School. The Graduate School considers a grade of “S” to indicate a minimum of a 3.0 GPA in a graduate course if a student has taken no prior coursework on the graduate level. A grade of “S” reflects that a student is in good academic standing.  |
| D  | Poor (not acceptable for credit hour toward the advanced degree).   |
| F  | Failure (not acceptable for credit hour toward the advanced degree).  |
| W  | Course dropped prior to the last day for withdrawing from classes as published in the official calendar of the university. Courses dropped after last date must have approval of Dean of the Graduate School. Credit hour can be earned only by successful repetition of the course.  |
| I  | Incomplete work in passing status with the instructor’s permission to complete the course. (Not to be used for thesis or dissertation credit hours). <b><i>The “I” should be changed to a letter grade within one (1) calendar year after it is given,</i></b> unless the Director of Graduate Programs and the Dean of the Graduate School make an exception to approve the delay. If the “I” is not changed within one year, credit hour can be earned only by successful repetition of the course. (Note: Fellowships, subsidy tuition, and financial aid may be withdrawn if there is an excess accumulation of “I”s on a student’s transcript past the deadline set for completion). |
| IP | Effective Spring 2017, Canelink no longer allows for an “In Progress” (IP) grade.   |
| NG | Symbol assigned by Enrollment Services indicating that the instructor has not yet reported the student’s grade. For a student to receive credit hour for the course, the instructor must report a passing grade prior to the student’s graduation.  |

Letter grades with corresponding quality points are as follows:

| Letter Grade | Grading Scale | Quality Points |
|--------------|---------------|----------------|
| A+           | 97.6-100.0%   | 4.0            |
| A            | 92.6-97.5%    | 4.0            |
| A-           | 89.6-92.5%    | 3.7            |
| B+           | 86.6-89.5%    | 3.3            |
| B            | 82.6-86.5%    | 3.0            |
| B-           | 79.6-82.5%    | 2.7            |
| C+           | 76.6-79.5%    | 2.3            |
| C            | 72.6-76.5%    | 2.0            |
| C-           | 69.6-72.5%    | 1.7            |
| D+           | 66.6-69.5%    | 1.3            |
| D            | 62.6-66.5%    | 0.0            |
| D-           | 59.6-62.5%    | 0.0            |
| F            | 59.5-0%       | 0.0            |

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

### Required Grade Point Average (GPA)

Students must continually maintain an overall GPA of 3.0. A student will be notified if his/her cumulative GPA falls below 3.0 in any semester, or if a single grade below a “C-” is obtained in any course. Notification of academic probation will be given in writing by the Director of Graduate Programs immediately following the close of the deficient semester. The cumulative GPA must be raised to at least a 3.00 by the end of the next semester in which registration occurs, or the student will be required to withdraw from the graduate program. No longer than one fall or spring semester, or 2 summer sessions, may pass without registration once a student has been placed on academic probation. Exceptions to this policy may apply with the approval of the Director of Graduate Programs.

A “D” or “F” grade will not count toward credit in the graduate degree. However, a “D” or “F” grade will be counted in computing the GPA. Students must achieve a minimum 3.0 cumulative GPA in order to graduate. If students are in their final semester and do not have the required GPA, they will be allowed to take additional degree courses; however, they will not be eligible for any financial aid for credits taken above and beyond the degree requirements.

Students on academic probation are not eligible for tuition subsidy, merit scholarship, TA positions, GA positions, or capstone/conference awards.

## Repetition of a course

A student may repeat a course in which a failing grade “D” or “F” was earned, but the repetition of the course will not eliminate the previous grade from the record. Within one semester after their GPA falling below 3.0, students wishing to repeat a course may petition the Director of Graduate Programs to do so. If the petition is approved, the grade obtained in their second attempt will replace the original grade for purposes of calculating their GPA for clearance for graduation only. Authorization to repeat a course is limited to courses in which an unsatisfactory grade was earned (as determined by the Director of Graduate Programs). Additionally, a course may be repeated only once, and a student may not repeat more than two courses.

The student's transcript will continue to show all attempts and the GPA computation will include all grades earned for purposes other than computing the GPA for clearance for graduation. If a course in which an unsatisfactory grade of lower than a "B-" was earned is repeated and the repeat grade is "C-" or higher, the number of credits required for graduation will be increased by the number of credits repeated. Registration which involve repeating a course in which a grade of "A" or "B" has already been earned may not earn quality points or credit hours, nor count as credits attempted.

## Levels of Graduate Study

All graduate courses shall be at the 600 level or above. With permission of the Director of Graduate Programs, a student may take *elective* credit hours at any level according to the limits below:

| Total Graduate Course Credits (600 level or above) | Maximum Course Credits (below 500 level) |
|--|--|
| 30   | 3  |
| 31 or above  | 6  |

Approval for undergraduate credit hours as part of the graduate degree program can be made only after a minimum of 12 credit hours is completed. Award may not be made retroactively, nor are credit hours accepted from another institution.

## Class Admission to Candidacy

Admission to Candidacy is no longer required for the MPH and MSPH degree programs. However, all MPH and MSPH degree-seeking students are expected to maintain satisfactory academic performance and standing in their coursework with a B average (3.0) in all work undertaken as a graduate student.

## Class Attendance and Participation

Students are expected to attend classes as scheduled. If absences are necessary, instructors should be advised and methods for make-up of missed course work should be determined. Permission to complete missed course work/tests for a grade is at the discretion of the instructor. Class attendance and participation are part of the evaluation process for grade determination.

## Graduate School Bulletin

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

## Faculty Advisors for Students

Academic Faculty Advising is a critical aspect of students' learning and professional development experience. It includes advising related to all of the following:

- 1) course selection and academic goals,
- 2) thesis (for MSPH) or capstone (for MPH) program, and
- 3) career and professional development.

MPH and MSPH students are required to meet with their assigned faculty advisor at a minimum:

- 1) prior to entering the first semester in their program;
- 2) once per semester, at the time of course selection for the subsequent semester;
- 3) prior to beginning thesis or capstone; and
- 4) prior to graduation.

All advising will be formally documented in the student's program plan.

Once MPH students advance to the Capstone Program (EPH 680 and EPH 681) and MSPH students advance to the Public Health Thesis Project (EPH 698 and EPH 699), they are required to work closely with their assigned Faculty Advisor and the Associate Director of Career & Professional Development to ensure that they adequately meet the requirements. Before embarking on a capstone project, students will be assigned to a Faculty Advisor based on their area of interest (Epidemiology, Health Prevention Sciences, Biostatistics, Environmental Health, Health Services Research and Policy, or MD/MPH). The Faculty Advisor will help students develop learning objectives, discuss public health significance of the project, and determine appropriate scope of work.

## Graduate Programs Governance and Committee Membership

The Graduate Programs consist of several faculty and administrative committees that review all elements of the Master's and Doctoral programs. Committees include the Admissions Committees (MPH, MSPH, MS Biostats, PhD in Epidemiology, PhD in Biostatistics, and PhD in Prevention Sciences), the Graduate Executive Policy Committee, and the Graduate Programs Curriculum Committee.

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

The Curriculum Committee is composed of DPHS faculty, program administration staff, and 2 student representatives (master's and doctorate level). The primary mission of the Curriculum Committee is to work cooperatively with faculty and students in its continuous efforts to improve and facilitate the teaching of public health, epidemiology, biostatistics and related fields within the Department of Public Health Sciences, the University of Miami Miller School of Medicine, and the south Florida community.

The Graduate Executive Policy Committee (GEPC) consists of select faculty members, one PhD student representative and program administration staff. The GEPC oversees policies, decisions, and procedures of the Admissions Committee, Curriculum Committee, and the Graduate Programs operations.

### Procedures for Appeals

Students who wish to appeal their academic probation or dismissal for academic reasons, must do so in writing to the Graduate Programs Office within thirty days of the notice. Those who have been dismissed for academic reasons shall not be considered for readmission until at least two regular semesters have elapsed since their dismissal.

Specific administrative decisions regarding the Graduate Programs and individual students are first reviewed by Executive Director of Master's Programs followed by the Director of Graduate Programs.

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

### Transfer of Credit from Accredited Graduate Institutions

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

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

All work transferred is subject to approval by the Department of Public Health Sciences and the Graduate School. Transfer courses must meet competencies of the program Before course is taken at another

institution, students must obtain prior authorization from the Director of Accreditation 3 weeks prior to registering for the course.

In no case will credit be transferred until the student has completed acceptably an equivalent number of credits at the University of Miami DPHS. It is the responsibility of the student to formally request transfer of credit and obtain an official, sealed copy of transcripts. Transcripts should be sent to the student's home address and once received, transcripts should be presented to Director of Accreditation for processing.

Since the University of Miami Master's program is affiliated with the FIU program, a student in the MPH or MSPH degree program may, with approval, transfer a maximum of 15 graduate credits, with grades of B or above, from FIU providing that no other graduate credits have been transferred from any other graduate institution. A student who has transferred graduate credit from an institution other than FIU may transfer additional credits from FIU to the extent that the total number of graduate credits transferred (i.e. credits from FIU plus credits from any other institution) does not exceed 15 credits.

Effective January 2018, for students accepted to the master's programs *on or after Spring 2018*, a maximum of nine graduate credits may be transferred from accredited graduate institutions (including transfer credits from Florida International University).

## Graduation

All students are required to abide by the University's Graduate Academic Bulletin which states that participation in graduation is contingent upon the student achieving a minimum 3.0 cumulative GPA. If students are in their final semester and do not have the required 3.0 cumulative GPA to graduate, they will be allowed to take additional courses; however, they will not be eligible for any financial aid for credits taken above and beyond the degree requirements.

It is the responsibility of the student to apply for graduation either during registration or before the date indicated on the Office of the Registrar academic calendar. The graduation form is accessed in [Canelink](#). A student must **re-apply** for graduation if they don't graduate in the semester that he/she applied.

Graduation ceremonies are held in December and May only. Those completing degree requirements during the summer sessions may participate in the graduation ceremonies of the previous or following May or December ceremony. Students are responsible for ordering their own ceremony regalia. Every March and October, UM posts [commencement information](#) on their webpage to assist students with graduation requirements.

## Validation of Over-Aged Credits

MPH and MSPH students must complete their degree **within six years** after beginning their coursework and PhD students must complete their degree **within eight years** after beginning their coursework. The Graduate Programs Office reserves the right to set shorter time periods for degree completion. Graduate credits may not be applied toward a degree at the University of Miami if their age at the time of award of the degree exceeds the specified limits.

## INFORMATION TECHNOLOGY RESOURCES AT UM

### Canelink

[Canelink](#) is the University's student information. Students, faculty, and staff use Canelink to:

- Search for classes and view course schedules
- View advising holds
- View course history, registration shopping Carts, and other advisee academic data
- Sign up to be on a waitlist for classes that are filled to capacity

### Setting Up Your CaneID and Password

1. Go to <https://Canelink.miami.edu>
2. Click on “First time using CaneID?” under **Help Topics**.
3. Click “[Continue and create a CaneID](#)”
4. Continue to follow the prompts to set up your CaneID.

### Blackboard (course management system)

Blackboard is the UM electronic system that distributes course information, grades and reading material in a secure way to students individually.

To login go to [www.courses.miami.edu](http://www.courses.miami.edu) using your Cane ID and password.

The Instructional Advancement Center (IAC) has a help desk that supports the Blackboard system.

- Send e-mail to the Help Desk [blackboardhelp@miami.edu](mailto:blackboardhelp@miami.edu).
- Call (305) 284-3949 from 9am to 5pm, Monday through Friday.
- Fill out a Customer Service form by clicking the “Help” icon at the top of any Blackboard page and then the “[Create a Blackboard Help Desk Ticket](#)” link.

Your courses will be listed in Blackboard under “**My Courses**”. This folder can be customized to only show courses for the semester(s) you wish.

### Blackboard One Stop-Shop

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

## University Email

Graduate students are REQUIRED to use their miami.edu email address. Since all program communications occur by e-mail and will only be sent to the med.miami.edu address, we urge you to *check your university e-mail account at least once per day*. Email communications will include course assignments, program events, administrative requests and announcements. All degree-seeking graduate students are provided with free access to an email account hosted through the server med.miami.edu. A web mail interface is available on this server: <http://mail.med.miami.edu/>

Email addresses and login information will be provided to all new students before the start of their first semester at orientation, or shortly before the orientation date

## UM Information Technology Department

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

The [Student Technology Help Desk](#) is a FREE computer support center for students. We provide a multitude of services including internet configuration, virus and spyware removal, system restorations, software installations and upgrades on laptops, desktops, smartphones, and tablets.

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

UMIT offers several services and products to support students, including:

1. **Free Software Downloads:** UMIT provides downloadable software and related services to support teaching, learning, productivity, and research. Many software products are available at no cost to the UM community.
2. **Lynda.com Training:** A user-friendly online platform that helps anyone learn business software, technology, and creative skills to achieve personal and professional goals.
3. **Microsoft Office Training:** Improve your professional skills by learning more about the Microsoft Office applications you use every day: Excel, Outlook, PowerPoint, Word, and Skype for Business.
4. **Wireless Networks:** UM provides two wireless networks for the University community: SecureCanes (for faculty, staff, and students) and CanesGuest (for guests).
5. **Box Cloud-Based Storage:** Access and share files from any device! Box gives you unlimited space to securely back up your data online – plus, collaboration is easy with real-time editing and permission based settings.
6. **Help & Support Available 24/7:** Many issues can be resolved over the phone or via email since Service Desk technicians have access to remote control software to perform troubleshooting on your computer.



## TUITION AND FEES

### Graduate Credit Tuition

Tuition for graduate credit is \$1,960.00 per credit for the [2017-18 academic year](#). A tuition [refund schedule](#) is posted before the start of each semester and is available [online](#) for your reference and displays refunds percentages. This schedule is also posted on the bulletin outside the office of the Senior Manager of Enrollment Services, or on the Graduate Office [Blackboard One Stop Shop](#) page. Please contact the Office of Student Accounts if you have any questions regarding your tuition statement.

### Tuition Subsidy (Florida)

Tuition Subsidy funding is available to qualifying MPH and MSPH students. Proof of Florida residency is required. The student must be residing in Florida for at least 12 months prior to beginning the program for purposes other than solely attending an academic institution. Verification of FL residency is required. Florida residency forms be found in the [Blackboard One Stop Shop](#) portal. Please contact the Director of Admissions for additional information.

The Florida Tuition Subsidy varies each academic year dependent upon the number of students eligible each year. The Graduate Programs reserves the right to restrict and/or reduce credit coverage when funding becomes limited. Master's Study credits (EPH 825) and courses taken in other departments within the University are not subsidized. Students who utilize tuition remission are NOT eligible to receive the state subsidy. Internal sources of tuition coverage (University fellowships, University training grants, University training programs) must be utilized before any additional tuition support can be considered by the Graduate Programs.

Subsidy funds are posted for the academic year, not per semester, and are not available during summer semesters. Subsidy funds are not posted during summer semesters. Please note, this funding will be processed through OFAS and considered as part of the student's financial aid package. Any allocation we provide you may reduce your loan eligibility.

### Intersession Courses Refund Policy

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

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

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

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

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

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

## Course Auditing Fee

Students who wish to audit a course must request permission from the Director of Academic Affairs and from the professor whose class they wish to audit. Approval will also depend on classroom availability since public health graduate students are given priority enrollment. The student will complete a “course audit application” and an “audit agreement” acknowledging that they:

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

Students who wish to audit a course will be enrolled in EPH 825 (Continuous Registration--Master's Study) as a 1-credit course for a fee of \$1,960, the standard tuition fee at UM to audit graduate courses.

## Graduate Student Fees

All students are responsible for fees on their account (regardless of their tuition payment arrangement). The [2017-2018 Semester Tuition and Fees Rates for Graduate Students](#) are:

- **Activity Fee** = \$46.00. The Activity Fee entitles students to receive an identification card, which is their required identification card for various campus uses such as student elections, use of certain University facilities, free admission to many University-sponsored events, and the Ibis yearbook.
- **Athletic Fee** (optional) = \$80.00. This fee entitles students to attend assigned home games for football, baseball, basketball and intercollegiate contests. Free transportation is included for events held at the Sun Life Stadium. This fee is optional and won't be automatically charged to your account (you must request this fee).
- **Wellness Center/Gym fee** = \$152.00. The Wellness Center fee is automatically charged to all students registered full time (9 or more credits in a fall or spring semester) but can be declined within the first week of classes each semester and removed from your account. Students have access to the Wellness Centers at both the Medical Campus and the Gables Campus.
- **Student Health and Counseling Center fee** = \$172.00. This fee allows for primary medical care physician/ nursing services, 24 hour on-call services, health counseling and community outreach/ public health initiatives at the Student Health Service, and individual and group counseling,

substance abuse and other addiction programs, crisis intervention, case management, and mental health education and other outreach programs at the Counseling Center.

- **Student Center Complex Fee** (located in Gables Campus) = \$156.00. Provides funding for the Student Activities Center built on the site of the old Rathskeller and also renovations and upgrades to the existing Whitten University Center. The 119,000-square-foot Student Activities Center and the renovated University Center are joined by a new patio and performance stage to create a student center complex capable of meeting the needs of all UM students.

## Student Health Insurance Fees

Health insurance is required for all students. Students may obtain their own health insurance (through a parent, spouse, employer) or elect to purchase a student health insurance policy. The University has selected **United Healthcare** as the provider for students. The United Health Care/UM Student Insurance Brochure is provided to new students at the time orientation and always available for review at <https://www6.miami.edu/student-health/Brochures/UHCBrochure.pdf>

The annual cost of the premium varies from year to year. For the 2017–2018 year, the rates are as follows:

- Annual rate: \$ 2,813.00 covers both Fall & Spring/Summer sessions
- Fall 2017 rate: \$1,175.00
- Spring 2018 & Summer I & II rate: \$1,641.00
- Summer II rate: \$709.00

Students who obtain their own insurance or are covered by their parent's and/or spouse's policy may fill out the appropriate waiver form <http://www6.miami.edu/student-health/Forms/domhealthwaiver.pdf>

This form may be mailed, faxed or e-mailed to:

[UM Student Health Service](#)

5513 Merrick Drive, Coral Gables, FL 33146-5310

Telephone: (305) 284-1652, Fax: (305) 284-4905, Pharmacy (305) 284-5922

[studenthealth@miami.edu](mailto:studenthealth@miami.edu)

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

## Financial Aid

The Office of Financial Assistance has information on student loans and other forms of financial aid, including [FAQ on Financial Aid](#). They can be reached at 305-284-5212 or 305-284-FAST for their 24-hour voice response financial aid information service. The Office of Financial Services website has a great deal of information and links to forms/applications. Their direct contact information is also listed below: [http://www.miami.edu/index.php/office\\_of\\_financial\\_assistance/g/](http://www.miami.edu/index.php/office_of_financial_assistance/g/)

OFAS main offices  
Rhodes House  
Monday-Friday, 8:30 am- 5:00 pm  
Phone: 305-284-5212, Fax: 305-284-4082  
E-mail: [ofas@miami.edu](mailto:ofas@miami.edu)

It is a long standing federal regulation that reimbursement to students who attend/speak/ present at a conference or participate in a field site will be considered financial aid UNLESS the following information is included with the reimbursement request:

A signed statement from a faculty member certifying that the travel/activity either:  
directly supports a faculty project, research or scholarship program, OR  
directly related to the student's employment status at the University, OR  
is connected to activities of University of Miami recognized student clubs or organizations

Students should work closely with the Manager of Capstone Awards and their Academic Faculty Advisor if funding has been provided to attend a conference or an award has been granted as part of the capstone/thesis program.

## Tuition Remission

Tuition remission is a University provided benefit designed to encourage employee and family participation in higher education. As an element of the total compensation package, this benefit is designed to be competitive in supporting a foundational level of higher education. Participation in the tuition remission program supports the University's interest in personal and professional development. Tuition remission students are not eligible to participate in the Accelerated Master's Program.

Regular full-time employees are eligible for 100 percent tuition remission for no more than two (2) courses per semester with a maximum of fifteen (15) credits per calendar year. Part-time employees receive the same amount of credits as full-time regular employees; however, the benefit is prorated based on their work effort in the system. There is no limit to the total number of credits for which an employee can use the tuition remission benefit while employed at the University, only a per semester limit.

**However, employees will be responsible for the cost of the course paid by tuition remission if the course is failed or the course is withdrawn after the posted withdraw date.**

The University manages its tuition remission plan in accordance with Internal Revenue Service (IRS) regulations. Tuition remission benefits at an undergraduate level are not taxable. Graduate tuition remission is subject to Federal Income and Social Security withholding taxes. Employees enrolled in graduate level courses will be exempt from taxation for the first \$5,250 of graduate tuition remission per calendar year. The value of graduate tuition remission received by employees over \$5,250 per calendar year is taxable income to the employee.

For information on tuition remission benefits, please contact Sherri Virok in Benefits at 305-243-2728.

## UNIVERSITY-WIDE RESOURCES

### International Student and Scholar Services (ISSS)

The Department of International Student and Scholar Services (ISSS) represents the needs and interests of the University of Miami international community and provides support services and programs for international students, scholars, observers and academic departments at UM. Every year, approximately 2,725 international students (undergraduate and graduate), scholars (professors and researchers), and observers from more than 110 countries representing every region of the world study, teach, conduct research, and observe at the University.

International students and scholars face some unique challenges as well as opportunities while pursuing their academic goals at UM. The professional and dedicated ISSS staff provides expert advice, services, programs, and information aimed at supporting your educational endeavors and enriching your U.S. experience over the entire course of your stay. ISSS support services and programs encompass:

[http://www.miami.edu/sa/index.php/student\\_life/student\\_services/iss/](http://www.miami.edu/sa/index.php/student_life/student_services/iss/)

Email: [iss@miami.edu](mailto:iss@miami.edu)  
Phone: (305) 284-2928  
Fax: (305) 284-3409  
In Person: 5600 Merrick Drive  
Building 21-F  
Coral Gables, FL 33124-5550

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

### Office of Disability Services

The [Office of Disability Services \(ODS\)](#) is the primary university office responsible for the coordination of auxiliary aids and services for students with disabilities. The Office of Disability Services (ODS) provides academic accommodations and support to ensure that students with documented disabilities are able to access and participate in the opportunities available at the University of Miami. Individuals with disabilities must self-identify and request academic accommodations through the Office of Disabilities. Accommodations are determined on a case-by-case basis and are based on the documentation provided by the individual. Documentation is reviewed and accommodations are assigned in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), including the Americans with Disabilities Amendments Act of 2008.

Information is available to prospective and enrolled students, their parents and/or sponsors. The Office of Disability Services (ODS) is located in the Camner Academic Resource Center in Whitten University Center N201. ODS staff can be reached at 305-284-2374 (Voice), 305-284-3401 (TDD) or 305-284-1999

(Fax). Office hours are 8:30 am to 5:00 pm, Monday through Friday. Individuals may email the office staff at [disabilityservices@miami.edu](mailto:disabilityservices@miami.edu) for quick responses to questions.

Approved accommodations granted by the ODS must be presented to the Executive Director of Master's Programs for execution.

## Student Health Center

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

Student Health Center Hours of Operation:

### Fall and Spring Semesters:

- Mondays, Tuesdays, Wednesdays, and Fridays - 8:30 AM to 5:00 PM
- Thursdays - 9:00 AM to 5:00 PM
- Sundays (Fall/Spring Semester only) - 11:00 AM to 4:00 PM
- Make an appointment at [mystudenthealth.miami.edu](http://mystudenthealth.miami.edu).
- Please note the last appointment is 4:15 PM, last walk-in 4:30 PM Monday-Friday and Sundays the last appointment is at 3:15 PM and the last walk-in is at 3:30 PM.

### Summer/Thanksgiving/Winter/Spring Breaks:

- Monday through Friday - 8:30 AM to 5:00 PM

### Closed all other University/Coral Gables Campus holidays (except Labor Day)

- Labor Day and Martin Luther King Day - 11:00AM to 4:00PM, acute care only.
- After hours assistance is available at 305-284-9100

Pharmacy Hours of Operation:

### Fall and Spring Semesters:

- Monday through Friday 9:00 am to 5:30 pm

### Winter break, Spring break, and Summer sessions:

- Monday through Friday, 9:00 am to 5:00 p
- Closed on Saturdays, Sundays, and University holidays.

## Student Counseling Center (Medical Campus)

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

Center is staffed by an experienced team of professionals from the fields of psychology, psychiatry, mental health counseling and social work.

Beginning in Fall 2017, the Counseling Center will embark on delivering confidential mental health services to UM students on the Medical Campus, in addition to the services at the Gables Campus.

We encourage you to fully explore the Counseling Center's website to learn more about their services and to schedule an appointment.

**Clinician:**

Addys Karunaratne, Ph.D.  
Licensed Psychologist

**Hours of Operation:**

Tuesday and Thursday  
10:30AM-7:00PM

**Location:**

Don Soffer Clinical Research Center - Room 931

Friday

8:30AM-5:00PM

To schedule an appointment, students can call 305-284-5511. Inform reception staff that you would like to schedule an appointment on the Miller School of Medicine Campus. *Please have your C Number available upon contacting our office.*

- You may schedule an **initial appointment** (intake).
- We make every effort to see students requesting an initial appointment within two weeks.
- During the fall and spring semesters we offer limited same-day intakes that are on a first come/call, first served basis. **Same-day intakes open up for scheduling at 8:45 am the day of the intake and cannot be scheduled any further in advance.**
- Please arrive 30 minutes before your scheduled appointment time in order to complete the clinic paperwork.
- When arriving for your appointment, go to the CRC Room 931 to register.
- When you come in for your initial appointment, you will meet with a counselor for 50 minutes to discuss your concerns and develop a treatment plan.

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

The Counseling Center in the Gables Campus is located at:  
5513 Merrick Drive, Coral Gables, FL 33146  
Telephone: 305-284-5511

If a crisis occurs when the UM Counseling Center is closed, counselors can be reached by calling the University of Miami Police department at (305) 284-6666.

Please visit our emergency services page by clicking [here](#) for more information.

If you are experiencing a life-threatening emergency, call 911 immediately or go to the nearest emergency room.

## MEDICAL CAMPUS RESOURCES

### Access Card and Photo ID

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

You will have access to the following **Don Soffer Clinical Research Center (DSCRC)** rooms/areas from Monday-Friday from 7:00 am to 7:00 pm:

- Computer Lab 994
- Student Lounge 904
- Lunchroom 992A
- DSCRC Corridor 9<sup>th</sup> floor
- DSCRC Corridor 10<sup>th</sup> floor

### Libraries

The [Louis Calder Memorial Library](#) advances informed decision making and knowledge transfer in support of the University of Miami Miller School of Medicine. The Calder Library has strategic initiatives in:

- Clinical Decision Support
- Scholarly Communication
- Experimental Space for Collaboration
- Clinical and Translational Science
- International Medicine
- Client Service and Feedback
- Distinction in Teaching and Learning
- Community service and Consumer Health Outreach
- Health Informatics Education

### Library Cards

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

The Louis Calder Memorial Library Reference & Education Services Department is available to support your information, research and education needs in a variety of ways.



- [Visit a Librarian](#)
- [Call a Librarian](#)
- [Request a Search](#)
- [E-Mail a Librarian](#)
- [Research Consultation](#)
- [Individual Training](#)
- [Group Training](#)

#### Circulation Policies and Fees:

**Books and audiovisuals** Loan: Two weeks  
Fine: \$1.00 per DAY after the 14th day

**Reserve material** Loan: Overnight only:  
due 9:00 am the following day  
Fine: \$1.00 per HOUR after 9:00 am

Reference books and journals do not circulate. You may place a HOLD on any item that has been checked out. The item will be held and you will be contacted when it is returned.

#### LIBRARY HOURS

- Monday - Thursday ..... 7:30 am - 12:00 am
- Friday ..... 7:30 am - 8:00 pm
- Saturday ..... 8:00 am - 8:00 pm
- Sunday ..... 12:00 pm - 12:00 am

#### DAYS CLOSED

- New Year's Day
- M.L. King Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day AND day after
- Christmas Holiday Schedule Days Closed: December 24, 25; January 01

Access to the Historical collections is available 8:00 am - 5:00 pm, Monday - Friday only at the Circulation Desk. Access to the Audiovisual collection is available 8:30 am - 5:00 pm, on the lower level; after 5:00 pm and on weekends at the Circulation Desk.

For requesting items not owned by the library, the Interlibrary Loan Office is located on the lower level. [http://calder.med.miami.edu/forms/journal\\_photocopy\\_request\\_patron.html](http://calder.med.miami.edu/forms/journal_photocopy_request_patron.html)

### Parking

The Department of Security office is responsible for issuing parking lot access for faculty, staff and students who wish to park at the medical campus. Unfortunately, the demand for parking spaces is greater than the number of spaces. Therefore, the parking office maintains a waiting list for all the parking/garage lots. The waiting time may vary based on the demand for particular locations. To place your name on a

list, please call Daysi Fleitas at (305) 243-6280, extension 2, or email your request to [UMparking@med.miami.edu](mailto:UMparking@med.miami.edu).

If you are placed on a waiting list and need parking in the meantime, parking spaces are readily available in the privately owned Dominion Towers Parking Garage. Call (305) 324-0900 for more information. The office is located on the first floor of Dominion Towers (1400 NW 10th Avenue, Suite 101).

## Metrorail Passes

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

## Security

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

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

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

## Computer Labs

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

## Graduate Public Health Student Association

The [Public Health Student Association \(PHSA\)](#) serves as a formal channel of communication between graduate students, the faculty, and the University administration. The goals of PHSA are to create activities commensurate with the interest of all its membership, to act as a vehicle of academic reform,

and to represent the views of the graduate student community to all external groups, as well as on University-wide committees. Please join PHSA on [Facebook!](#)

For the 2017-2018 year, the PHSA officers are:

- Kaitlin Grosgebauer and Sequoia Jackson, Co-Presidents
- Rachel Wagstaff, VP Cooking Canes
- Olorunleke Oni, VP DOCS Health Fair
- Talia Holzman-Castellands, VP National Public Health Week
- Hannah Speaks, Treasurer
- Catherine Zaw, MD/MPH Liaison
- (vacant position), Secretary
- (vacant position), Social Chair
- Nancy Alvarez, Staff Liaison
- Alberto Caban-Martinez, DO, PhD, MPH, CPH, Faculty Liaison

## PUBLIC HEALTH DEGREE PROGRAMS

Detailed information on the PhD programs in Epidemiology, Biostatistics, and Prevention Science is provided in a separate handbook specific to this program

The information provided below is specific to the **MPH and MSPH degree programs only**.

### Master of Public Health (MPH) Program

The Master of Public Health program is accredited by the Council on Education for Public Health (CEPH). The MPH degree is a professional degree for students who require a broad general academic experience in public health. Students will acquire competency in the fundamental public health disciplines: the basic public health sciences including research design and conduct; data analysis and policy analysis; communications; program planning and administration; public health systems and the organization of health services in the United States and Latin America; recognition and analysis of ethical issues in public health and professional practice; the needs of special populations; and the integration of these core disciplines in public health decision-making. The MPH is a 45-credit hour program requiring 18 credit hours of core courses, 6 credit hours for the capstone experience, and 21 credit hours of electives in an area(s) that is of interest to the student. Full-time students can be expected to complete the program in two years.

Upon satisfactory completion of the MPH degree, all graduates will be able to demonstrate a broad knowledge and skills base in the core areas of public health including epidemiology, biostatistics, environmental health sciences, health services administration and policy, and social and behavioral sciences. Additional cross-cutting competencies are provided to guide the selection of elective coursework. Each MPH student is required to complete a series of required competency-based core and elective courses, a practice experience and a capstone project.

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

#### Core Curriculum Competencies

- Advance and promote the implementation of evidence-based public health practice
- Apply statistical reasoning and quantitative methods for the purpose of analyzing public health data and participating in population-based research
- Explain the role of multi-level occupational and environmental conditions which directly or indirectly impact the health of individuals, communities and populations
- Apply epidemiologic methods to the measurement and study of population health and the prevention of infectious and chronic disease
- Examine the main components and issues of the organization, financing and delivery of health services and public health systems
- Identify social and behavioral concepts, models and theories that form the foundation of health promotion and disease prevention
- Recognize sociocultural factors that promote and inhibit health in vulnerable and underserved populations

- Apply skills and knowledge, and exhibit leadership in public health settings through planned and supervised experiences related to professional career objectives
- Integrate the broad base of public health knowledge and skills acquired from coursework, practicum and other learning activities into a culminating experience

Elective Curriculum Competencies

- Analyze the effects of political, social and economic policies on public health systems at the local, state, national and international level (***Systems Thinking***)
- Use collaborative methods for achieving organizational and community health goals (***Leadership***)
- Use the basic concepts and skills involved in culturally appropriate community engagement and empowerment with diverse communities (***Diversity and Culture***)
- Identify how societal, organizational and individual factors influence and are influenced by public health communications (***Communications***)
- Identify, understand and promote ethical choices, strong values and professionalism in public health practice (***Professionalism***)

Students must complete elective coursework which satisfies each of the cross-cutting competencies. A core and cross-cutting competency checklist will be provided to each public health student at advising sessions to provide guidance in the selection of electives to ensure that all competencies are reinforced throughout their public health curriculum. As part of the requirement for graduation, students must, in consultation with their advisor, select a set of elective courses that fulfill each of the cross-cutting competencies.

## MPH Program Plan

The following 45 credits are required for the MPH degree:

### CORE COURSES (19 credits)

|                |   |           |
|----------------|---|-----------|
| 1. EPH 600     | Introduction to Public Health                           | 3 credits |
| 2. EPH 621     | Fundamentals of Epidemiology                            | 3 credits |
| 3. EPH 601     | Medical Biostatistics I                                 | 4 credits |
| 4. EPH 620     | Health Education and Behavior                           | 3 credits |
| * or * EPH 614 | Introduction to Disease Prevention and Health Promotion |           |
| 5. EPH 641     | Environmental Health                                    | 3 credits |
| 6. EPH 631     | Public Health Administration                            | 3 credits |
| * or * EPH 632 | US Health Systems                                       |           |

### CAPSTONE COURSES (6 credits)

|         |                           |           |
|---------|---------------------------|-----------|
| EPH 680 | Capstone Field Experience | 3 credits |
| EPH 681 | Capstone Project          | 3 credits |

### ELECTIVES (20 credits)

## MPH Capstone Program (EPH 680 and EPH 681)

In addition to the 18 credits of core courses and 21 credits of electives, the MPH degree requires a 6-credit capstone experience. The **Capstone Field Experience (EPH 680)** and the **Capstone Project (EPH 681)** are both vital components of the MPH program, and together form the Capstone Program.

The Capstone Field Experience (EPH 680) is designed to provide students with real-world work experience in the field of public health. This experience places students in health-related settings (local, national, and international) to work on projects of *mutual interest* to both the field organization and the student. The Capstone Project (EPH 681) is intended to build upon this fieldwork and is geared toward providing the student with an opportunity to apply public health academic theory and acquired skills to community health problems. Students are encouraged to build their Capstone Experience in such a way that supports their academic and professional interests as they advance in their careers as public health professionals. Capstone Program Handbook is available [online](#), in the Graduate Programs Blackboard page, in the office of the Associate Director of Career & Professional Development, or via the academic faculty advisor.

## Master of Science in Public Health (MSPH) Program

The Master of Science in Public Health is an academic research degree designed for students who wish to prepare for further study at the doctoral level, or to prepare for research or technical positions in government, industry, academia, or private institutions. Studies will include many of the core disciplines included in the MPH degree with an additional emphasis on advanced research methods and quantitative analysis skills. The MSPH program is a 45-credit hour program requiring 22 credit hours of core courses, 6 credit hours of methods courses, 6 credit hours for the public health thesis project, and 11 credit hours of electives in an area(s) that is of interest to the student. Full-time students can be expected to complete the program in two years.

Upon satisfactory completion of the MSPH degree, all graduates will be able to demonstrate a broad knowledge and skills base in the core areas of public health including epidemiology, biostatistics, environmental health sciences, health services administration and policy, and social and behavioral sciences. Additional cross-cutting competencies are provided to guide the selection of elective coursework. Each MSPH student is required to complete a series of required competency-based core public health and research methodology courses, competency-based elective coursework and a public health thesis project.

Competencies associated with the Master of Science in Public Health (MSPH) Degree Program are provided below. Upon completion of MSPH degree, all graduates will be able to:

### Core Curriculum Competencies

- Advance and promote the implementation of evidence-based public health practice
- Apply statistical reasoning and quantitative methods for the purpose of analyzing public health data and participating in population-based research
- Identify and apply the most appropriate statistical test for the purpose of performing hypothesis-driven research to solve public health problems

- Explain the role of multi-level occupational and environmental conditions which directly or indirectly impact the health of individuals, communities and populations
- Apply epidemiologic methods to the measurement and study of population health and the prevention of infectious and chronic disease
- Examine the main components and issues of the organization, financing and delivery of health services and public health systems
- Identify social and behavioral concepts, models and theories that form the foundation of health promotion and disease prevention
- Recognize sociocultural factors that promote and inhibit health in vulnerable and underserved populations
- Develop skills to identify public health research questions and hypotheses, analyze data and communicate findings effectively to diverse stakeholders

#### Elective Curriculum Competencies

- Analyze the effects of political, social and economic policies on public health systems at the local, state, national and international level (***Systems Thinking***)
- Use collaborative methods for achieving organizational and community health goals (***Leadership***)
- Differentiate between qualitative and quantitative evaluation methods in relation to their strengths, limitations and appropriate uses and emphases on reliability and validity (***Program Planning***)
- Apply knowledge regarding planning, data collection, and project/policy implementation for community based health programs in diverse populations (***Program Planning***)
- Identify, understand and promote ethical choices, strong values and professionalism in public health practice (***Professionalism***)

Students must complete elective coursework which satisfies each of the cross-cutting competencies. A core and cross-cutting competency checklist will be provided to each public health student at advising sessions to provide guidance in the selection of electives to ensure that all competencies are reinforced throughout their public health curriculum. As part of the requirement for graduation, students must, in consultation with their advisor, select a set of elective courses that fulfill each of the cross-cutting competencies.

### MSPH Program Plan

The following 45 credits are required for the MSPH degree:

#### **CORE COURSES (22 credits)**

|                |   |           |
|----------------|---|-----------|
| 1. EPH 600     | Introduction to Public Health                           | 3 credits |
| 2. EPH 621     | Fundamentals of Epidemiology                            | 3 credits |
| 3. EPH 601     | Medical Biostatistics I                                 | 4 credits |
| 4. EPH 602     | Medical Biostatistics II                                | 3 credits |
| 5. EPH 620     | Health Education and Behavior                           | 3 credits |
| * or * EPH 614 | Introduction to Disease Prevention and Health Promotion |           |
| 6. EPH 641     | Environmental Health                                    | 3 credits |

|                |                              |           |
|----------------|------------------------------|-----------|
| 7. EPH 631     | Public Health Administration | 3 credits |
| * or * EPH 632 | US Health Systems            |           |

**METHODS COURSES (6 credits – students must select 2 courses)**

|         |  |           |
|---------|--|-----------|
| EPH 604 | Clinical Trials                        | 3 credits |
| EPH 651 | Research Methods                       | 3 credits |
| EPH 649 | Survey Methods                         | 3 credits |
| EPH 647 | Community-Based Participatory Research | 3 credits |

**ELECTIVES (11 credits)**

**PUBLIC HEALTH PROJECT (6 credits)**

|         |                      |           |
|---------|----------------------|-----------|
| EPH 698 | MSPH Thesis Proposal | 3 credits |
| EPH 699 | MSPH Thesis Project  | 3 credits |

### MSPH Public Health Project (EPH 698 and EPH 699)

In addition to the core courses and 11 credits of electives, the MSPH degree requires a 3-credit public health thesis proposal (EPH 698) and thesis project (EPH 699). The purpose of the MSPH public health thesis project is for the student to demonstrate competency in the identification and study of a public health problem, program, or research question. Prior to beginning the study, the student completes a contract for the proposal, which must be approved by the Graduate Programs Director. The student must also obtain the appropriate Institutional Review Board (IRB) Human Subjects approval before work can begin. As required by the University of Miami, the student must successfully complete a course on the regulations and ethics surrounding the conduct of research on human subjects. The student's project committee consists of the student's faculty supervisor on the project, a second reader, and the Graduate Programs Director.

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

Copies of the Public Health Thesis Project Handbook are available [online](#), in the Graduate Programs Blackboard page, in the office of the Associate Director of Career & Professional Development, or via the Faculty Advisor.

### MPH or MSPH Credit Waiver for Advanced Degree Students

Master of Public Health and Master of Science in Public Health students with an earned advanced degree (ex. MD, DO, PhD, MBBS, DDS, JD) may request up to a nine-credit waiver.



The Director of Accreditation will provide a recommendation for the number of credits to be waived based on the information provided in the Credit Waiver Request Form. All credit waiver recommendations will be reviewed by the Director of Graduate Programs for final approval. The following waiver materials must be provided:

- Complete SOPHAS application including all final transcript;
- One-page summary detailing courses completed with a public health focus and how course are relevant and comparable to our MPH or MSPH coursework;
- Course syllabus or an excerpt from the university's bulletin or website as evidence of public health related curricula; and
- Summary of relevant public health work

## CONTACT INFORMATION

# WHO'S WHO

## MPH & MSPH Programs

UNIVERSITY OF MIAMI  
MILLER SCHOOL OF MEDICINE  
DEPARTMENT of  
PUBLIC HEALTH SCIENCES



**J. Sunil Rao, PhD**  
Interim Chair,  
DPHS  
CRC 1056



**Hilda Pantin, PhD**  
Executive Vice Chair,  
DPHS  
CRC 917



**David Lee, PhD**  
Director,  
Graduate Programs  
CRC 911

- Accreditation Governance
- PhD Programs integration
- Student remediation



**Viviana Horigian, MD**  
Interim Director,  
Public Health Education  
CRC 910

- Oversight MPH & MSPH Programs
- Student mentoring
- Townhall meetings



**Begoña Rovira, MBA, MA**  
Executive Director,  
Masters Programs  
CRC 905

- Program administration
- Program budget
- Student grievances



**Heather Rose, MPH**  
Director,  
Accreditation & Doctoral Programs  
CRC 908

- PhD administration
- Accreditation administration



**Rick Del Rosario, MA**  
Director,  
Admissions  
CRC 907

- Admissions strategies
- Recruitment strategy
- Admissions committee liaison



**Rosa Verdeja, MEd**  
Director,  
Academic Affairs  
CRC 929

- Curriculum implementation
- Faculty liaison
- Standard operating procedures



**Megan Garber, MEd**  
Associate Director,  
Career & Professional Development  
CRC 927

- Academic advising
- Capstone & thesis
- Career services



**Carlen Duncombe, MPA**  
Sr. Manager,  
Enrollment Services  
CRC 928

- Enrollment & graduation services
- Course logistics
- Teaching assistant program



**Andrea Sparano, MPH**  
Manager,  
MD/MPH Services  
CRC 906

- MD/MPH Liaison
- MD/MPH Capstone
- Capstone awards



**Nancy Alvarez, BA**  
Sr. Program Coordinator,  
Student & Community Endgagement  
CRC 940

- Alumni relations
- Public Health Student Assn. liaison
- Community & student events



**Elizabeth Soriano, BGS**  
Sr. Program Coordinator,  
Admissions & Recruitment  
CRC 906

- Admission Support
- Recruitment coordination
- International Visas



**Caprice Battle, BA**  
Sr. Administrative Assistant,  
Masters Programs  
CRC 906

- Support to Dr. Horigian Newsletter
- Administrative Liaison



*"At the U,  
we transform lives  
through teaching,  
research, and  
service."*

## FREQUENTLY ASKED QUESTIONS

| <b>If I want to:</b>                              | <b>Contact</b> |
|---|----------------|
| • Drop a class after the drop/add period          | Carlen         |
| • Find out who my advisor is                      | Megan          |
| • Meet with Dr. Viviana Horigian                  | Caprice        |
| • Register for capstone or thesis courses         | Megan          |
| • Obtain a letter for visa extension, OPT, etc.   | Rosa           |
| • Receive approval for transfer credits           | Heather        |
| • Develop a contract for Independent Study        | Carlen         |
| • Enroll for graduation or extend graduation date | Carlen         |
| • Find student employment                         | Nancy          |

| <b>If I want to:</b>                               | <b>Contact</b> |
|--|----------------|
| • Inquire about funding for capstone & conferences | Andrea         |
| • Inquire about the Florida Subsidy Grant          | Rick           |
| • Know which student events are coming up          | Nancy          |
| • Work in summer without being enrolled            | Rosa           |
| • Discuss student grievance policy and procedures  | Begoña         |
| • Know when to finish my capstone with an "IP"     | Megan          |
| • Obtain approval for courses at other UM programs | Heather        |
| • Inquire about participating at recruitment fairs | Elizabeth      |
| • Ask about a hold on my account                   | Carlen         |

## Appendix A: Acknowledgement of Receipt and Review

I \_\_\_\_\_  
(Print Name)

acknowledge receiving web link directions to access the 2017-2018 Department of Public Health Sciences Graduate Student Handbook, the UM Graduate Bulletin and University Graduate Honor Code. I understand that it is my responsibility to familiarize myself with the requirements of the University, the School of Medicine, and my graduate program of study.

**1. Graduate Programs MPH Student Handbook**

<http://publichealth.med.miami.edu/graduate/current-students/handbooks>

**2. UM Graduate Bulletin**

<http://bulletin.miami.edu/graduate-academic-programs/graduate-school/academic-policies/>

**3. UM Graduate Honor Code**

[http://www.miami.edu/sa/index.php/policies\\_and\\_procedures/honor\\_code/](http://www.miami.edu/sa/index.php/policies_and_procedures/honor_code/)

**4. Photography/Video Release Consent**

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

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

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

## Appendix B: Plagiarism Acknowledgement Form

### What is Plagiarism? Why is it Important?

In university courses and in the practice of biomedical research, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. Plagiarism is a violation of the scientific community's ethical standards and a violation of the University of Miami's Graduate Student Honor Code. Students who plagiarize can be dismissed from the University.

### How Can Students Avoid Plagiarism?

To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings--any pieces of information--that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- a paraphrase of another person's spoken or written words.

To help you recognize what plagiarism looks like and what strategies you can use to avoid it, you should visit the following web sites:

- [owl.english.purdue.edu/owl/resource/589/01/](http://owl.english.purdue.edu/owl/resource/589/01/)
- <http://www.indiana.edu/~wts/wts/plagiarism.html>

I \_\_\_\_\_  
(Print Name)

acknowledge receipt of and understand the Plagiarism Acknowledgement Form.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_