

**colorado school of  
public health**

UNIVERSITY OF COLORADO  
COLORADO STATE UNIVERSITY  
UNIVERSITY OF NORTHERN COLORADO

Certificate Programs  
2018-2019  
Student Handbook

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## A Message from the Associate Dean for Academic Affairs



Welcome to the Colorado School of Public Health!

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

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Lori A. Crane". The signature is written in a cursive, flowing style.

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

## Policies Are Subject to Change

Colorado School of Public Health handbooks comprise the policies and procedures relevant to enrollment and completion of ColoradoSPH programs at the time of publication in August of 2018. These policies are reviewed annually and are subject to change at that time or more often, if necessary.

Students are expected to adhere to the academic policies and procedures of each academic program, school, and university in which they are enrolled. Dual degree students need to be aware of and adhere to the policies in this handbook, as well as the policies for the other program in which they are enrolled. Dual degree students should familiarize themselves with policies associated with each of their academic programs.

Please bring any questions, concerns, or policy discrepancies to the attention of program staff.

# Colorado School of Public Health

## **Overview**

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

## **Mission Statement**

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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**

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The Colorado School of Public Health (ColoradoSPH) will become one of the nation's premier institutions for public health education and research, with top recognition for its work in selected areas and an outstanding reputation for delivering education, training, and service programs that are based in science, proven in practice, and adapted through creativity to meet pressing population health needs.

## **Diversity Statement**

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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**

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The Colorado School of Public Health received school-wide re-accreditation in June 2016 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 Anschutz Medical  
Campus

Andrew Feinstein, PhD  
President, University of Northern Colorado

Anthony Frank, PhD  
President, Colorado State University

### Colorado School of Public Health Leadership

Jonathan Samet, MD, MS  
Dean

Cathy Bradley, PhD  
Associate Dean for Research

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

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

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

Danielle Brittain, PhD  
Director  
University of Northern Colorado

Mary Dinger, PhD  
Associate Dean for Admissions & Student Affairs

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

Christine Gillen, MS  
Associate Dean for Finance and Administration

Lorann Stallones, PhD, MPH  
Director  
Colorado State University

### Department Chairs

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

Jill Norris, PhD, MPH  
Chair, Epidemiology

Carol Kaufman, PhD  
Chair, Community and Behavioral Health

Richard Lindrooth, PhD  
Chair, Health Systems, Management & Policy

Debashis Ghosh, PhD  
Chair, Biostatistics and Informatics

### Anschutz Medical Campus Staff

Chloe Bennion, MPH  
Program Evaluation Coordinator

Taylor Shook  
Enrollment, Marketing & Communications Professional

Katie Brumfield, MA  
Career Services & Practicum Specialist

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

Tonya Ewers  
Director of Communications & Alumni Relations

Brenda Witt  
Academic Affairs Specialist

Amy Hebbert  
Admissions & Enrollment Specialist

Elizabeth Wyatt  
Executive Assistant to the Dean

Magdalena Kucharski, MA  
Admissions & Enrollment Specialist

Kevin Young, MBA  
Director of Human Resources

Heidi O'Mara, MPH  
Practicum Coordinator and Student Affairs Specialist

**Colorado State University Staff**

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Kendra Bigsby, MPH  
Assistant Director

Erin Strutz, MS  
Academic Support Coordinator

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Kelly Poto  
Administrative Assistant

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**University of Northern Colorado Staff**

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Kelly Corrine (KC) Hall, MPH  
Student Affairs Liaison

Esta Lukemire  
Assistant to the Director

## General Information/Policies

### Family Educational Rights and Privacy (FERPA)

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#### **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/Pages/Registrar.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](mailto: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**

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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 through CastleBranch. The Office of Admissions & Student Affairs must receive proof of immunizations via CastleBranch at least two weeks prior to the start of a student's first term in the program. Students who do not submit immunization records 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**

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Full-time MPH students (definition of full-time for health insurance purposes varies 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 at the Anschutz Medical Campus enrolled in one or more credit hour are required to have health insurance. Part-time students at CSU and UNC 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**

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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 through CastleBranch. 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**

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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 complete policy regarding the use and possession of alcohol, other drugs, and weapons on campus, please refer to this website:

[http://catalog.ucdenver.edu/content.php?catoid=1&navoid=24#Drugs and Alcohol](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/Documents/PoliciesHandbooks/CSPH\\_Honor\\_Code.pdf](http://www.ucdenver.edu/academics/colleges/PublicHealth/resourcesfor/currentstudents/academics/Documents/PoliciesHandbooks/CSPH_Honor_Code.pdf)

## **Academic Grievance Policy**

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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 course in question 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**

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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**

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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:

[equity.ucdenver.edu](http://equity.ucdenver.edu)

## **Policy on Pregnancy and Parenting**

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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](mailto:Sherry.Holden@uchealth.org)) or the Title IX Coordinator for ColoradoSPH (Mary Dinger, [Mary.Dinger@ucdenver.edu](mailto:Mary.Dinger@ucdenver.edu)).

## **Email Policy**

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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://www1.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/email-and-webmail>

## **Identification/Access Badges**

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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**

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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 using 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/Pages/Registrar.aspx>

## **Tuition and Fees**

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Each semester, ColoradoSPH students receive a single bill for ColoradoSPH tuition and fees from the CU Anschutz Medical Campus Bursar's Office, regardless of their home campus affiliation (CU, CSU, UNC). At the time of matriculation, all students are charged the university matriculation fee, background check fee, and enrollment deposit. Fees associated with the student's primary campus, such as academic support fees and RTD fees are also assessed.

When students take courses at a campus other than their primary campus, 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 CU Anschutz payment policies and deadlines. Additional information regarding fee and billing policies can be found on the bursar's website at:

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

A breakdown of tuition and fees per campus can be found on the ColoradoSPH 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 courses dropped before the semester's drop/add deadline, full tuition and fees will be refunded. ***Courses dropped after the semester's drop/add deadline will be considered withdrawals, and will not be refunded tuition and fees.*** For more information on dropping or withdrawing from a course, see "Registration Policies" in this handbook.

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 CU Denver 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**

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

<https://www.cu.edu/pbs/tuition-benefit/>

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

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

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

**Please note that CU Denver/ Anschutz Medical Campus waivers may only be applied to courses at CU Denver/Anschutz Medical Campus.** ColoradoSPH's CU Anschutz students cannot use waivers for CSU and UNC courses.

Employees at CSU and UNC have their own system for tuition waivers. For more details, reference the links below.

UNC: <http://www.unco.edu/human-resources/pdf/hrs-forms/tuition-grant-employee-guidelines.pdf>  
CSU: <http://www.hrs.colostate.edu/benefits/study-privilege.html>

**By university policy, tuition waivers are accepted on a space-available basis.** Some courses, particularly core courses, have been reaching their enrollment caps with tuition-paying students, therefore, there has not been space for students using tuition waivers. Overall, this is a small proportion of our course offerings (only 11 courses reached their enrollment cap out of more than 65 offered in spring 2017). Students who wish to use a tuition waiver and who must take these courses in a particular semester should consider paying tuition for these core courses and using tuition waiver credits for other courses that have more space available.

*The courses that are likely to fill before waiver-using students can register include: BIOS 6601, BIOS 6602, BIOS 6611, BIOS 6612, CBHS 6610, EHOH 6614, EPID 6626, EPID 6630, EPID 6631, HSMP 6601, PUBH 6600.*

**By university policy, tuition-paying students (including non-degree students) receive higher registration priority than students using tuition waivers.**

**By university policy, employees using tuition waivers must not register for courses until the first day of classes.** Violation of this policy can result in the student losing the ability to use a waiver for the class. This is monitored and students should be careful not to violate this policy. Beginning in fall 2017, dependents of employees using an employee's tuition benefits may register during the standard registration period.

Please visit the employee tuition benefit webpage for more information:

<http://www.cu.edu/employee-services/benefits/employee-tuition-benefit>

## Financial Aid

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All financial aid, regardless of a student's home campus (CU, CSU, UNC), 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 fall, spring, or summer term. Part-time is considered 3 credits per fall or spring term and 2 credits per summer term.

## Registration Policies

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

ColoradoSPH students may register for courses offered at any of the three partner institutions, bearing in mind the home campus credit requirements (see "Minimum 24 Credit Hour Home Campus Requirement" in this handbook. While the add/drop deadline and tuition payment deadline are the

same for all campuses, the start of classes at each campus may be different, so it is important that students are aware of campus-specific dates and deadlines.

Semester start and end dates for each campus, as well as registration deadlines, can be found on the ColoradoSPH Academic Calendar at:

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

### **Auditing Courses**

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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>

### **Late Registration**

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Students who wish to register for a course after the drop/add deadline must obtain the approval of both the course instructor and Associate Dean for Academic Affairs. If late registration is approved, a late registration fee of \$60 will be assessed. Students should use the Registration Form on the CU Anschutz Registrar’s website to request late registration to a course.

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

### **Dropping & Adding a Course**

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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. You may drop or add a class during the drop/add period using the registration system in 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 2<sup>nd</sup> class meeting.

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. Appeals for tuition refunds after the drop/add deadline will follow the policy outlined on the Tuition Appeals Form on the ColoradoSPH website:

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

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

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

### **Registering for Courses on Other CU Campuses**

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ColoradoSPH students are able to register for UC Denver (downtown) campus courses with the UCD Access registration system, given that any prerequisite requirements are met. For more information about tuition and fees for courses taken at non-ColoradoSPH campuses, see "Tuition and Fees" in this handbook. If the student wishes to apply a course taken at UCD downtown toward MPH program requirements, he or she must secure faculty advisor approval **prior** to taking the course. See "Electives outside ColoradoSPH" below.

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

[http://www.ucdenver.edu/student-services/resources/Registrar-dev/Documents/FormStorage/Concurrent\\_Registration\\_DDC.pdf](http://www.ucdenver.edu/student-services/resources/Registrar-dev/Documents/FormStorage/Concurrent_Registration_DDC.pdf)

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

### **Leave of Absence**

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Students who need to interrupt their coursework for a semester or more, either because of academic requirements for a dual degree program, or because of extenuating circumstances such as prolonged illness, maternity/paternity leave, or extreme personal hardship, may request a leave of absence.

#### **Please note:**

- Students must have completed at least one semester in the MPH program and must have a cumulative GPA of 3.0 or above to be eligible for a leave of absence.
- Leaves of absence are valid for no longer than one year
- Time spent on leave does not increase the maximum allowable time limit to complete the degree program

Students desiring an extended break in progress toward their degree (more than the one year allotted by a leave of absence) should withdraw from the University and reapply for admission when they are ready to resume coursework. Upon possible readmission, any courses older than five years will need to be revalidated with the *Course Validation Form* on the ColoradoSPH website before the course(s) will count towards the degree requirements.

A leave of absence can be requested using the *Leave of Absence Request Form* on the ColoradoSPH website at:

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

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

### **Course Withdrawal Policy & Timeframe**

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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 ColoradoSPH course is dropped before classes begin or during the drop/add period (see ColoradoSPH Academic Calendar for semester deadlines)
- There will be no reimbursement for withdrawal after the drop/add period and a grade of "W" (withdrawal) will be reflected on the transcript.

In the case that circumstances outside the student's control necessitate withdrawal from coursework after the drop/add deadline, students may submit an appeal for a tuition refund. Appeals for tuition refunds after the drop/add deadline will follow the policy outlined on the Tuition Appeals Form on the ColoradoSPH website:

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

**Please note that the Academic Calendar for the ColoradoSPH does not necessarily align with other programs that are part of a dual degree program, and often does not align across all three campuses of the ColoradoSPH. Therefore, students should carefully check the ColoradoSPH academic calendar for drop/add deadlines each semester.**

### **Grading Policy**

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All coursework must be completed on time. Exceptions are considered only under special circumstances (either academic or personal-beyond the student's control), and terms of exception must be agreed upon in advance by the instructor. Without a prior agreement, the instructor will assume that the student's work is unsatisfactory, which will be reflected in the student's grade.

<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, see "Incomplete Coursework" below.

**Students must receive grades of B- (2.70) or higher in all core courses (including Practicum and Capstone/Research Paper Credits), as well as in all concentration-required courses.** Any course in which a grade below a B- (2.70) is received is not acceptable to be counted toward fulfilling program requirements for master's or doctoral programs; these courses may be used to fulfill elective credits only.

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

### **Grading System**

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

<b>Grades</b>	<b>Non-Grade status in course</b>
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. 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 in ColoradoSPH courses 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 or "I" grade in the course, which will enable the student to complete the course on a timeline agreed upon by student and instructor.

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

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

A substantial amount of work must have been satisfactorily completed before approval for an incomplete grade is given. 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 who have been approved for an incomplete grade and need to continue the course should **not** re-register for the course on UCD Access, because this will cause duplicate tuition to 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 Admissions & Student Affairs. ***Students should not re-register for the course to gain access to online course materials.***

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### **Academic Probation**

If a student's cumulative GPA across courses that will be applied to their program falls below 3.0, s/he will be placed on academic probation. The student will have two terms (fall and spring) in which to raise his/her cumulative GPA to 3.0. If a student on probation does not raise his/her cumulative GPA after these two terms, s/he will be subject to termination upon the recommendation of the associate dean for academic affairs. Students who demonstrate progress towards this goal, but are unable to sufficiently raise their GPA over the allotted two terms, may request an extension of the probation period. Extensions will also be considered in the case of extenuating circumstances, and will be granted at the discretion of the associate dean for academic affairs.

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

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### **Termination from the Program**

The Office of Academic Affairs will notify students who are terminated from their ColoradoSPH program for reasons of academic performance or misconduct. Such notification will include the reasons for termination and the right of appeal. The Associate Dean for Academic Affairs will consider appeals.

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

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### **Withdrawal from the Colorado School of Public Health**

Students who wish to withdraw from the ColoradoSPH must submit a University Withdrawal Form to the office of the registrar.

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

### **Minimum 24 Credit Hour Home Campus Requirement**

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

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

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

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

DrPH students have no minimum home campus requirement.

### **Transfer of Home Campus**

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

Transfers of home campus should be made using the Concentration/Campus Declaration Form found at the ColoradoSPH website here:

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

## Certificate Program Policies

The ColoradoSPH offers the following certificate programs. Please note that specialty certificates may follow different policies than the certificate in public health sciences. Certificate students, especially those who intend to pursue a concurrent or later MPH, are encouraged to read the information in this handbook carefully.

### List of certificate programs and directors:

Type	Certificate Title	Certificate Director
Generalist	Certificate in Public Health Sciences	Mary Dinger, PhD
Specialty	Certificate in Global Health	Kathy Kennedy, DrPH, MA
Specialty	Certificate in Latino Health	Patricia Valverde, PhD Maria de Jesus Diaz-Perez, PhD
Specialty	Certificate in Maternal and Child Health	Kathy Kennedy, DrPH
Specialty	Certificate in Population Mental Health & Well-being	Jenn Leiferman, PhD
Specialty	Certificate in Public Health Preparedness & Disaster Response	Debra Kreisberg, PhD
Specialty	Certificate in Total Worker Health	Lee Newman , MD, MA

### Generalist Certificate: Certificate in Public Health Sciences

The Certificate in Public Health Sciences Program (CPHS) is offered at the CU Anschutz Medical Campus and the University of Northern Colorado campuses. 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/Pages/mph.aspx>

The Certificate in Public Health Sciences Program may be a good fit for any of the following:

- 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>
<b>Total Program</b>	<b>15</b>		
<i>*PUBH 6600 counts as a home campus credit for both the CU and the UNC campuses.</i>			

### Specialty Certificate: Certificate in Global Public Health

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 overview 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
Various	(electives from <a href="#">approved list here</a> )	5
<b>Total Program</b>		<b>15</b>

### Specialty Certificate: Certificate in Latino Health

Latino(a)s currently constitute 17% of the U.S population, 21% of Colorado, and 31% of Denver, and are a fast-growing ethnic contingent. Latinos in the U.S. still face many challenges, including insufficient educational attainment, high poverty and high un-insurance rates. Latino culture, as a whole, has many common core values, traditions and experiences that differ from those of the predominant American culture. Although frequently referred to as a single ethnic group, Latinos are a highly heterogeneous mix of races, nationalities, values and traditions. Health programs and policies intended to improve quality of life and reduce health disparities of Latinos are often rendered less effective because they do not consider or adapt to these cultural differences.

The program is inter- and cross-disciplinary, providing both the theoretical framework and practical experience for students to learn to identify important gaps in Latino health issues, understand how culturally-based intervention programs and policies are implemented to address disparities; and how to build upon Latino cultural assets to improve health and well-being.

#### Course Requirements to Complete the Certificate in Latino Health

Course Prefix	Course Title	Credits
CBHS 6610	Social and Behavioral Factors and Health	3
PUBH 6600	Foundations in Public Health	2
CBHS 6645	Latino Health Core I	4
Various	(electives from <a href="#">approved list here</a> )	6
<b>Total Program</b>		<b>15</b>

#### Specialty Certificate: Certificate in Maternal and Child Health

The field of Maternal and Child Health (MCH) focuses on improving the physical and mental health, safety, and well-being of the populations including: women, infants, children, adolescents, families, fathers, and children with special health care needs. The purpose of this certificate is to strengthen the capacity of the public health workforce to serve the diverse needs of maternal and child health populations through graduate public health education.

The program is designed for public health workers who are non-degree students and who currently serve an MCH population (or have a desire to do so), and current graduate students who wish to augment their knowledge of best/emerging practices for meeting the needs of women, children, and families. Upon successful completion of the Certificate, students will have developed the skills and abilities to improve the health in the communities they serve.

#### Course Requirements to Complete the Certificate in Maternal and Child Health

Course Prefix	Course Title	Credits
PUBH 6600	Foundations in Public Health	2
CBHS 6621	Maternal and Child Health	3
Various	(electives from <a href="#">approved list here</a> )	10
<b>Total Program</b>		<b>15</b>

#### Specialty Certificate: Certificate in Population Mental Health and Well-Being

The Certificate in Population Mental Health and Well-Being will prepare you to respond to the challenges of preventing and treating mental health and substance use conditions, and to promote overall mental well-being at a population level. You will address the unique problems that face behavioral health (i.e. mental health and substance use), such as misinformation and the stigma that interferes with help-seeking behaviors, lack of behavioral health training in the workforce, and a failure to invest in mental health promotion and early intervention.

This certificate is designed for those seeking to build expertise in behavior health issues and for members of the behavioral health workforce looking for a population-based perspective. It will introduce you to innovative, population-minded approaches to behavioral health issues and you will

receive training on the epidemiology of mental and substance use disorders, population-based prevention and treatment strategies, integrative care models, policy and advocacy efforts.

**Course Requirements to Complete the Certificate in Population Mental Health & Well-being**

Course Prefix	Course Title	Credits
PMHW 6601/ CBHS 6630	Foundations in Population Mental Health and Well-being	3
PMHW 6620	Population Mental Health Systems, Policy, and Advocacy	3
CBHS 6610/ PBHC 5500/ CHBH 6200	Social and Behavioral Factors and Health (or equivalent)	3
EPID 6630/ PBHC 5700/ CHBH 6200	Epidemiology	3
Electives	(Electives from <a href="#">approved list here</a> )	3
<b>Total Program</b>		<b>15</b>

**Specialty Certificate: Certificate in Public Health Preparedness and Disaster Response**

The Certificate in Public Health Preparedness & Disaster Response is focused on the learning and practice of skills needed to protect and promote the health of communities during natural disasters, bio-terrorist incidents, infectious disease outbreaks and emergent public health threats. The program is interdisciplinary and prepares trainees in the planning, response, recovery, and mitigation of disaster impact.

In this 15-credit certificate, you'll acquire foundational skills in domestic preparedness; response and recovery focused on recognition, evaluation and control of hazards; as well as public health practice-related skills in communication, management, and surveillance during disasters. Upon completion of the certificate, you'll have the knowledge, skills, and abilities to design, conduct, analyze, and evaluate emergency response and emergency management programs in the 21st century.

**Course Requirements to Complete Certificate in Public Health Preparedness & Disaster Response**

Course Prefix	Course Title	Credits
EHOH 6622	Introduction to Public Health Emergency Preparedness	3
EHOH 6625	International Disasters and Global Humanitarianism	3
EHOH 6626	Public Health Emergency & Disaster Responder	3
Electives	(Electives from <a href="#">approved list here</a> )	6
<b>Total Program</b>		<b>15</b>

## Specialty Certificate: Certificate in Total Worker Health

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Building healthy and safe work environments has become essential in addressing prevention and improving health and wellbeing. Working adults spend more time at their job than sleeping, eating, or leisure. The Certificate in Total Worker Health® will prepare professionals with the public health practice skills to assess workplaces, design and develop strategies focused on evidence-based policies and practices.

Public health professionals interested in employee wellbeing and in working with businesses, government agencies or with community groups will gain the skills through education, research and practice-based training. This certificate is also suitable for business professionals including human resource managers, business owners, safety managers, and supervisors, as well as public health workers including those in health promotion, worksite wellness, and occupational safety and health professionals.

The 15 credit-hour Certificate in Total Worker Health is designed to cultivate a graduate-level, public health and occupational and environmental health perspective of workplace health promotion and protection. It focuses on the theory, research, issues, interventions, programs and best practices. The Certificate emphasizes practice skills development, including communication skills, leadership, and consulting. Trainees gain practice experience by working with business clients and performing off-campus community-based fieldwork.

### Course Requirements to Complete Certificate in Public Health Preparedness & Disaster Response

Course Prefix	Course Title	Credits
EHOH 6628	Health Promotion & Health Protection in the Workplace	3
CBHS 6610	Social and Behavioral Factors & Health	3
EHOH 6629	Intro to Occupational Safety & Ergonomics (Intro to Workplace Health Protection)	2
HSMP 6619 Or HSMP 6640	Leading Individuals and Teams Or Leadership for Public Health Practice	2
EHOH 6634	Spectrums of Professions Protecting & Promoting Worker Health	1
Electives	(Electives from <a href="#">approved list here</a> )	4
Total Program		15

### ColoradoSPH Course Book

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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 your first semester.

## Certificate Registration Requirements

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- 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 for which you were admitted 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 cycle.
- The certificate program must be completed within five years of the semester/year of matriculation.
- Students must register for at least one credit hour per year. Students who are not active in their certificate program over the course of a given year (one summer, one fall, and one spring term) will be discontinued from the program and will need to re-apply to the program if they wish to continue.
- 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.

## Completion of Certificate Program

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The certificate will be awarded when a student completes at least 15 total credits with a cumulative GPA of 3.0 or above, and all of the required certificate courses with a grade of B- or above. Students are allowed to complete 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>

## Transferring Credits

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The ColoradoSPH certificate programs do not accept transfer coursework.

## Course Waiver Policy

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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.

## Advisors & Planning

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For advising and questions regarding a certificate program, students should contact their certificate directors listed at the beginning of the Certificate Program Policies section of this handbook. Students who wish to pursue an MPH following or concurrently with their program should contact the Office of Student Affairs for more information.

## Minimum Credit Hour Requirement at Home Campus

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Students in certificate programs designate a home campus at the CU Anschutz Medical Campus, University of Northern Colorado, or Colorado State University. **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 any certificate home campus.*

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

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

## Enrollment Policies

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

After the initial semester, certificate students are not required to maintain continuous enrollment. However, if a student is inactive for more than three consecutive terms (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 three consecutive semesters (including summer), a formal Leave of Absence should be requested. For more information, see "Leave of Absence" in this handbook.

<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 will be administratively withdrawn from the program.***

### **Practicum/Capstone**

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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**

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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.

### **Electives Outside of ColoradoSPH**

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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>

## **Certificate Programs- Relationship to MPH**

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**

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- The successful completion of a Colorado School of Public Health certificate program can be used as a substitute for the GRE score submission that is required for the MPH application.
- When applying through SOPHAS for the MPH program, materials from the certificate application will not be pulled and used towards a student's MPH application. 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.
- 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. All other certificates are eligible for concurrent enrollment with the MPH.

### **Specialty Certificates concurrent with MPH enrollment**

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For students in **any certificate other than the Certificate in Public Health Sciences** who are considering applying to the MPH program, or who are currently enrolled in the MPH program, the following guidelines apply:

- The student must meet all curricular requirements of both the certificate program and the MPH degree.
- When pursuing both a specialty certificate and the MPH concurrently, a maximum of 9 credit hours can count towards both program requirements.
- The student cannot obtain both the MPH and a specialty certificate with fewer than 48 total semester hours.
- For students pursuing both programs simultaneously, the MPH and specialty certificate 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.

### **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.

### **Applying to a Master of Public Health Program**

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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 a 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 admissions and 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.

### **Applying Credits to the MPH**

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Though grades below B- (2.70) in non-required courses earned in a certificate program may be counted toward credits required for completion of the certificate, students who wish to pursue an MPH after completing the certificate program should be aware that only coursework with a grade of B- or better will be eligible for transfer 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).
- Students who complete a specialty certificate prior to enrolling in the MPH must meet the requirement of completing a minimum of 48 credits total with only 9 credits shared between the specialty certificate and the MPH.
- 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 may only be applied toward an MPH program if they are within this five-year time limit at the time of completion of the MPH. Any courses older than five years will need to be revalidated with the Course Validation Form on the ColoradoSPH website before the course(s) will count towards the degree requirements.

- 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.

## Key Contacts

### CU Anschutz Medical Campus Concentration Directors

Sarah Schmiede, PhD

Concentration Director

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## Office of Academic Affairs

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## Office of Admissions & Student Affairs

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## **Colorado State University**

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## ColoradoSPH Student Activities/Events

### **Student Council**

Take charge of your ColoradoSPH experience. Student Council is involved in planning events and promoting public health in their local communities. Each campus has their own student council and all three work together on various volunteer and learning opportunities as well as school events.

The Student Council leadership from each campus make up the **Student Leadership Council** which meets each month to maintain the collaborative nature of our school.

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

### **Case Competition**

The ColoradoSPH hosts the annual Rocky Mountain Case Competition where interdisciplinary student teams will collaborate to develop a solution to a chosen public health issue. As a student you have the opportunity to get involved in the planning of the event.

### **Emerging Leaders**

A one day conference for students planned by students. As a participant you will learn and collaborate among your peers about the chosen theme of the conference. Students can also join the planning team to gain experience planning a conference.

For information regarding last year's conference visit:

[http://www.ucdenver.edu/academics/colleges/PublicHealth/About/activitiesandevents/Pages/Emerging\\_Leaders\\_Conference.aspx](http://www.ucdenver.edu/academics/colleges/PublicHealth/About/activitiesandevents/Pages/Emerging_Leaders_Conference.aspx)

Contact: Katie Brumfield | [Katherine.brumfield@ucdenver.edu](mailto:Katherine.brumfield@ucdenver.edu)

### **National Public Health Week**

Get involved on your home campus to help plan for this national event. Attend events during this week on all three campuses and experience the strengths each has to offer.

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

## 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.cehawebsite.com/>

Colorado Public Health Association (CPHA)

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

Colorado Society of Public Health Educators (SOPHE)

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

## 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/academics/Pages/index.aspx>

### **Information Technology**

Bldg. 500, 3rd Floor

303.724.4732

[ColoradoSPH.studentIT@ucdenver.edu](mailto:ColoradoSPH.studentIT@ucdenver.edu)

<https://help.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 2 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/academics/CUOnline/TuitionFees/FinancialAid/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 (8:30 AM - 4:00 PM) | Friday (9:00 AM – 3:00 PM)

Phone: 303-724-2665 (4-BOOK)

Location: First floor of Ed 2 South.

<https://cuanschutz.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=87741&catalogId=10001&langId=-1>

### **Breastfeeding Support and Resources**

CU Anschutz has designated lactation rooms on campus, listed on the Anschutz facilities website.

<http://www.ucdenver.edu/about/departments/HR/Documents/LactationRooms.pdf>. UHealth also

hosts breastfeeding support groups, on campus and throughout the state, where you can meet other moms, ask questions and address concerns with a lactation consultant. For more information, visit their page here: <https://www.uhealth.org/services/womens-care/pregnancy-childbirth-newborn-care/breastfeeding-support/>

### **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://www.ucdenver.edu/alerts/Pages/default.aspx>; and via the Rave emergency notification tool. Students can register for this free text and voice messaging service by clicking the "Get Rave" button on the right side of the aforementioned page.

### **University Police**

12454 E. 19th Place, Bldg. U-09

Phone: 303-724-2000 (main office) | 303.724.4444 (non-emergency)

[Police.comment@ucdenver.edu](mailto: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](mailto: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](mailto: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>

### **Office of Case Management**

The office of case management is here to support students who are experiencing difficulty related to mental health, safety concerns, interpersonal conflict, adjusting to college, family emergencies, feelings of isolation, or anything else which may impact their ability to be successful. Case managers collaborate and consult with students, parents, faculty, staff and other campus resources to best address the needs of each student. Services offered include, but are not limited to, providing intervention and advocacy, on-campus resources and referrals, assistance with medical withdrawals and navigating the university system, and follow-up services and support.

Students can connect with the case manager for ColoradoSPH students, Jonathan Soweidy, by emailing him directly at [jonathan.soweidy@ucdenver.edu](mailto:jonathan.soweidy@ucdenver.edu). They may also submit general inquiries to [csm@ucdenver.edu](mailto:csm@ucdenver.edu). For more information, visit:

<http://www.ucdenver.edu/about/WhoWeAre/Chancellor/ViceChancellors/Provost/executiveteam/StudentAffairs/officeofcasemanagement/Pages/default.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.

## **Gender Inclusion Resources**

Primary and Preferred Name Changes: Students who wish to use a different name than their legal name while on campus may change their legal name, or register a preferred name, which appears on unofficial transcripts, class and grade rosters, in Canvas, and some other places as legally allowed. For more information, visit:

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

All-gender restrooms on campus: Maps of all-gender bathrooms on the Anschutz and Denver campuses can be found on the Office of Equity website: <https://equity.ucdenver.edu/gender-inclusion-resources/>

## **CU Anschutz Campus Opportunities**

The ColoradoSPH offers students opportunities to attend various public health presentations.

Schedules can be found on our website at: <http://publichealth.ucdenver.edu>

**Grand Rounds:** Grand Rounds are held throughout the week every month and feature presentations by faculty, preventive medicine residents and health professionals from the community. A seminar schedule will be posted on the school's website. Students are highly encouraged to attend.

<http://www.ucdenver.edu/Calendar/MedicalSchool/Pages/CalendarView.aspx>

## **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/ParkingMaps/Parking/Pages/Parking.aspx>

### **Student Assistance Office**

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

Ed 2 North Building, 3rd Floor, Room 3200

Phone: 303-724-2866

Monday- Friday: 8 AM – 6 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: Monday, Tuesday and Thursday 8 AM – 1 PM & 2 PM – 5 PM

Location: Ed 2 North, 3rd Floor, Room P28-3201

Phone: 303-724-9649

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

Ombuds Contact Information:

Location: Building 500, Room 7005C

Phone: 303-724-2950

Melissa Connell | Director CU Anschutz Ombuds Office

[melissa.connell@ucdenver.edu](mailto:melissa.connell@ucdenver.edu)

Lisa Neale | Associate Director CU Anschutz Ombuds Office

University of Colorado Anschutz Medical Campus Ombuds Office

[lisa.neale@ucdenver.edu](mailto:lisa.neale@ucdenver.edu)

### **Student Health Insurance Office**

All degree-seeking students enrolled in one or more credit hours must enroll in the School's Student Health Insurance Plan unless they can prove enrollment in other comparable insurance by submitting a selection/waiver form by the deadline date. <http://www.ucdenver.edu/life/services/student-health/insurance/Pages/default.aspx>

Location: Ed 2 North, Room 3208

Phone: 303-724-7674 | Email: [cuanschutzstudentinsurance@ucdenver.edu](mailto:cuanschutzstudentinsurance@ucdenver.edu)

### **Student Mental Health Services**

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. More information is available at [www.medschool.ucdenver.edu/amcstudentmentalhealth](http://www.medschool.ucdenver.edu/amcstudentmentalhealth)

Behavioral health services are also offered at the **Campus Health Center**, located within the Anschutz Health and Wellness center. Services provided include: acute stress management; triage, assessment and treatment of disorders such as bipolar disorder, drug, alcohol, or eating disorders, and post-traumatic stress disorder, domestic violence, sexual assault, and trauma; individual, couple, family, and group counseling; medication prescription, monitoring, and support; testing for attention and concentration issues; outside referrals.

Providers available: 8 AM- 1 PM, 2 PM-5 PM M-F

To schedule an appointment or for after-hours or holiday support: 303-724-6242.

More information is available at <http://www.ucdenver.edu/academics/colleges/nursing/clinical-practice-community/PatientServices/CHC/Pages/default.aspx>

The **Phoenix Center at Anschutz** provides free, confidential support services, prevention education, and resource referrals for relationship violence, sexual violence, and stalking.

You can call their 24/7 hotline for free and confidential options, emotional support, and resources at (303) 556- CALL (2255). To make an appointment, call (303)724-9120. You can find more information at [www.ThePCA.org](http://www.ThePCA.org).

### **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.

Location: Health Sciences Library, Room 1204

Phone: 303-724-4143

Email: [writing.center@ucdenver.edu](mailto: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](mailto:ISSS@ucdenver.edu) or visit:

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

## Colorado State University: Student Services/Programs

### **Colorado School of Public Health**

<http://publichealth.colostate.edu/>

### **Records and Registration**

The CU Anschutz Medical Campus:

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

### **Important Forms**

CU Anschutz Medical Campus Registrar's Office:

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

### **Colorado School of Public Health Forms**

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

### **Financial Aid**

CU Anschutz Medical Campus:

<http://www.ucdenver.edu/anschutz/studentresources/FASO/school-pages/Pages/public-health-students.aspx>

### **Academic Computing & Networking Service (ACNS)**

ACNS is the primary computer, networking and email resource on the CSU campus:

<http://www.acns.colostate.edu/>. Whether it's for help accessing your CSU email account or connecting to the CSU wireless system, you can find general IT help in the Morgan Library, by emailing [help@colostate.edu](mailto:help@colostate.edu) or by calling 970-491-7276.

### **Adult Learner and Veterans Services**

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

### **All Gender Restrooms**

CSU is in the process of re-signing its single-stall restrooms to indicate that they are all-gender restrooms. The locations of all-gender restrooms are shown on the CSU interactive map, under the "Inclusive Resources" tab: <https://maps.colostate.edu>

### **Breastfeeding Support and Resources**

CSU faculty, staff, and students who are nursing mothers have access to lactation rooms on campus.

For information about lactation spaces and room scheduling, visit this website:

[https://www.fm.colostate.edu/lactation\\_rooms](https://www.fm.colostate.edu/lactation_rooms)

### **Career Center**

The CSU Career Center can assist students in looking for jobs, internships, or networking opportunities.  
<http://career.colostate.edu/>

### **Conflict Resolution & Student Conduct Services**

<https://resolutioncenter.colostate.edu/conflict-resolution/>

### **CSU Bookstore**

Students taking classes at CSU can use the CSU Bookstore website to see what texts are required for a given class. Students will need to enter the CSU course number into the search system as opposed to the corresponding ColoradoSPH course number.  
<http://www.bookstore.colostate.edu/>

### **CSU Graduate School**

<http://graduateschool.colostate.edu/>

Links to resources on campus life at the graduate level (<http://graduateschool.colostate.edu/campus-life/>) and resources surrounding the CSU Graduate School's commitment to diversity and inclusion (<http://graduateschool.colostate.edu/diversity/>)

\*\*\*Please note that MPH students **will not** follow the specific CSU graduate school deadline, policies and procedures listed on this site and should, instead, follow deadlines/policies/procedures set forth by the ColoradoSPH

### **CSU Health Network**

<https://health.colostate.edu>

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

#### *Student Health Insurance*

All graduate students who are enrolled in at least 6 resident instruction credit hours are automatically enrolled in the CSU Student Health Insurance Plan (SHIP) each semester and are subject to the mandatory health insurance requirement. In order to opt out of enrollment in the CSU SHIP, students must demonstrate proof of comparable coverage via the online waiver request process. Once you have a CSU ID number and email account and are registered for 6 or more credits, you will receive emails to your CSU email account explaining the health insurance waiver process. This email will also contain a direct link to the online portal where you can submit your health insurance waiver electronically. Students who are granted a waiver in the fall semester will be automatically waived in the spring semester as well. All waiver and opt out requests must be made no later than September 6, 2017. If you are enrolled in 6 or more credits in a given semester and do not waive or opt out of the plan, your CSU student account will be billed for the premium. For more information, see: <https://health.colostate.edu/health-insurance-requirement/>.

Students who are enrolled in 5 or fewer credit hours are not subject to the mandatory insurance requirement and will not be enrolled in the CSU SHIP unless they directly request to be enrolled

through the online portal on the CSU Health Network website: <https://health.colostate.edu/student-health-insurance/>.

#### *Mental Health Services*

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

#### *Case Management*

Student Case Management & Referral Coordination provides crisis prevention and intervention services. In difficult situations such as medical, mental health, behavioral, personal or family crisis, illness, or injury a student or family may find it difficult to navigate the resources and services available. Student Case Managers consult with students, faculty, staff, families, and providers to offer guidance on the next best steps. <http://www.studentcasemanagement.colostate.edu>

#### **Disability Services**

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

<http://rds.colostate.edu/>

#### **International Student Services**

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

<http://iss.colostate.edu/>. The office can be reached at 970.491.5917.

#### **Library**

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

#### **Off-Campus Student Services/Resources for Adult Learners**

Find services tailored for adult learners and non-traditional students, as well as a rental posting site for off-campus housing.

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

### **Parking Services**

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

<http://parking.colostate.edu/>

### **Recreation Center**

Through the Campus Recreation site you will find information on the recreation center, classes, intramural sports, sport clubs and other topics. As a CSU student taking 6+ credits your membership to the recreation center is included in your student fees.

<http://campusrec.colostate.edu/>

### **Research Integrity and Compliance Review Office**

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

<https://vpr.colostate.edu/ricro/>

#### **Protection of animal subjects**

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

### **Student Legal Services**

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

<http://sls.colostate.edu>

### **The Institute for Learning and Teaching**

The Institute for Learning and Teaching offers professional development programs and activities, supports research on learning and teaching, offers colloquia on the scholarship of teaching and learning, and promotes collaboration within and across disciplines. <http://tilt.colostate.edu/>

### **University Police Department**

It is required that bicycles ridden or parked on the CSU campus be registered with the campus police. The fee for registration is \$10 and the registration form can be completed online.

<http://police.colostate.edu/>

### **Writing Center**

The Colorado State University Writing Center is a free service open to Colorado State University students, faculty, and staff as well as the local Fort Collins community. Our goal is to engage our community in conversations about writing; to that end, we provide face-to-face and online consultations for writers in all disciplines working on all types of writing from traditional research papers to electronic texts such as websites and blogs. For more information on specific services check

out the website at <http://writingcenter.colostate.edu>. The Writing Center is located in Eddy Hall, room 23, and can be reached at 970-491-0222.

## University of Northern Colorado: Student Services/Programs

As a ColoradoSPH student with a home campus at UNC, there are several school-wide and campus-specific resources that can be very useful to reference throughout your time in the program. Note that matriculation/enrollment, course registration, financial aid, and tuition payments are handled through CU Anschutz and student services and resources specific to your home campus are provided through UNC. The following list should be very beneficial in understanding where to find appropriate information.

### UNC Student Resources

#### Alternative Transportation

UNC has a free campus bike program that is offered through Campus Recreation, with a fleet of 100 cruiser bicycles and 20 mountain bikes. You can check out a bike for free with your student ID for a week at a time. UNC is a Bronze Level Bicycle Friendly University with a network of paths on and near campus. The Boomerang Shuttle runs each day, Monday-Friday, across campus – free for students. You can also ride around town on the Greeley-Evans Transit (GET) buses with your ID at no cost.

<http://www.unco.edu/parking/information/alternative-transportation.aspx>

#### Applied Statistics and Research Methods (ASRM) Consulting Lab

The ASRM Consulting Lab provides UNC faculty, staff, and students with free consultation on research and survey design, data collection and management, statistical analysis, and evaluation. Research consultants are available on a drop-in basis or by appointment.

<http://www.unco.edu/cebs/asrm/consulting/>

#### Canvas

Sign into UNC's online management system, Canvas, with your URSA username and password. The following site provides information and reference guides to get you started:

<http://www.unco.edu/canvas/student-support/student-faqs.aspx>. Note that Canvas courses are not available until the course start date. If you do not have access when the semester starts, contact the UNC Technical Support Center at 970-351-4357.

#### Bookstore

The UNC Bookstore is located in the University Center and offers campus apparel, accessories, school supplies, and books. All textbooks for UNC courses through the ColoradoSPH will be available prior to each semester. Students can search for courses by term, department (Community Health = CH), course ID, and section to access required textbooks and course materials. Note: the UNC course ID corresponds to the ColoradoSPH course number; e.g., CHBH 6120 = CH 612 at UNC. For non-UNC classes, refer to the appropriate campus bookstore (CU Anschutz or CSU) for textbook information.

<http://www.bkstr.com/northerncoloradostore/home/en/>

#### Breastfeeding/Chestfeeding Support and Resources

The Women's Resource Center offers resources for students, faculty, and staff who seek support for breastfeeding, including information about lactation stations on campus. UNC received a Breastfeeding Friendly Business Award from Weld County Public Health and Environment.

<https://www.unco.edu/center-womens-and-gender-equity/what-we-offer/breastfeeding-chestfeeding-support.aspx>

### **Campus Recreation Center**

The Campus Rec Center is a multipurpose facility with several activity spaces, including a weight room, cardiovascular conditioning, indoor jogging track, indoor climbing wall, group fitness rooms, gymnasiums, locker rooms, and an indoor swimming pool. Full- and part-time students receive free memberships through student fees. There is a minimal cost associated with Group Fitness classes. You can also get involved with Club and Intramural sports and check out equipment and take trips through Outdoor Pursuits. The Gear Shop, located in the west entrance of Harrison Hall, offers equipment for students to check out, including camping gear, kayaks, climbing gear, snowboards, and snow shoes (for a maximum of one week). Online reservations and walk-ins are welcome.

<http://www.unco.edu/campus-recreation/>

### **Campus Safety**

UNC provides safety and security resources on campus, communicates with the campus community about security and safety concerns, and encourages students/staff/faculty to sign up for the Emergency Alert System through URSA. <http://www.unco.edu/safety/>. UNC also has a full-service police department for the protection of the campus community and provides services to report campus violence and crimes (<http://www.unco.edu/police/>)

### **Career Services**

In addition to ColoradoSPH's Career Services, students may also access Career Services at UNC for career-related goals and services, which include individual appointments and workshops for current students and alumni. <http://www.unco.edu/careers/>

### **Center for International Education (CIE)**

CIE provides academic, cultural, and educational support for international and American students and advocates for a global perspective on the UNC campus. <http://www.unco.edu/cie/>

### **Counseling Center**

The Counseling Center is located in Cassidy Hall and offers individual counseling sessions, couples therapy, group therapy, and psychiatric services offered by licensed psychologists and licensed professional counselors who specialize in working with the college population. Students are encouraged to make an appointment for a variety of mental and emotional health concerns of academic or personal nature. Counseling services are FREE to UNC students.

<http://www.unco.edu/counseling/>

### **Dining Services**

Students can select from a variety of meal plans or load Dining Dollars onto your UNC Card that are accepted at different locations on campus. Dining services, dining halls, and nutrition information is provided on the Dining Services website. <http://www.unco.edu/dining/>

### **Disability Support Services (DSS)**

Students who believe they need accommodations in a class are encouraged to contact the DSS office at 970-351-2289 as soon as possible to better ensure that appropriate accommodations are implemented in a timely fashion. <http://www.unco.edu/dss/>

### **Gender and Sexuality Resource Center**

The Gender and Sexuality Resource Center, located in the University Center, supports and validates the existence of all identities across the gender and sexuality spectrums, educates the campus community, and advocates for systematic and institutional change. Links to all-gender bathroom locations on campus can be found on their website. Visit their website for resources, event calendars, information about affinity groups, workshops and trainings. <http://www.unco.edu/gender-sexuality-resource-center/>

### **Graduate Student Association (GSA) & Graduate Student Professional Development (GSPD)**

The GSA is a student-fee based office that provides grant funding for research and conference presentations and attendance, as well as equipment for graduate students. The GSPD is dedicated to assisting graduate students in their development as researchers and teachers. <http://www.unco.edu/gsa/>

### **Housing & Residential Education**

Graduate students and International Students are eligible to apply for on-campus housing; offerings include campus-owned apartments or an on-campus residence hall on West campus. You must be fully matriculated and assigned a UNC Bear Number before you can apply for housing. <http://www.unco.edu/housing/>

### **Information Management and Technology (IM&T) and Technical Support Center (TSC)**

The IM&T website covers support, forms, IT services, and computer lab hours for the UNC community. Resources include account access troubleshooting, Canvas and Bearmail support, wireless connections, etc. <http://www.unco.edu/it/>. To access the TSC for technical issues or Canvas support, call 970-351-4357, e-mail [help@unco.edu](mailto:help@unco.edu), or submit an online ticket or live chat request.

### **Institutional Review Board (IRB)**

UNC's Office of Sponsored Programs oversees the university's IRB process. Faculty, staff, and students planning human research must submit requests for IRB approval prior to any data collection. <http://www.unco.edu/osp/ethics/irb/>

### **Library**

UNC has two main libraries, Michener Library and Skinner Music Library. UNC students have access to collections of books, periodicals, A/V formats, and online resources with their ID card. Research and instructional services are provided by library faculty. The Health Sciences Librarian, Stephanie Wiegand, can be reached at [Stephanie.wiegand@unco.edu](mailto:Stephanie.wiegand@unco.edu) or 970-351-1534. <http://www.unco.edu/library/>

### **Off-Campus Life**

This website provides helpful resources and tips for living off-campus, including housing information, volunteering, commuting, and living in Greeley. <https://www.unco.edu/off-campus-life/>

### **Parking Services**

Parking varies across campus from pay-to-park visitor lots to lots that require permits Monday-Friday, 8am-5pm\*. Annual permits can be purchased from Parking Services at Gray Hall. \*Note: for evening and weekend classes, there is plenty of free street parking and permits are not required in lots after 5pm and on weekends. <http://www.unco.edu/parking/>

### **Student Support Services**

Student Support Services provide support for a diverse and welcoming campus and are intended to promote the retention and academic success of all students. These include the following: Asian Pacific American Student Services, Cesar Chavez Cultural Center, Marcus Garvey Cultural Center, Native American Student Services, National Institute for Native Leadership in Higher Education (NINLHE), Student Legal Services, Women's Resource Center, Gender and Sexuality Resource Center, Disability Support Services, and Veterans Services. <https://www.unco.edu/student-support/>

### **Student Health Center**

The UNC Student Health Center is medical clinic located in Cassidy Hall, staffed by medical assistants, nurse practitioners, and physicians from the local community, and offers a convenient on-campus location for a wide variety of health services. The Student Health Center accepts and bills most insurance carriers. Walk-in available; appointments recommended for well care services. <http://www.unco.edu/shc/>

### **Student Health Insurance**

All degree seeking graduate students with 6 or more semester hours\* are automatically enrolled in the university student health insurance plan and billed along with other university services. If you have other comparable insurance, you must show proof of insurance and submit an online waiver by the 10th day of UNC classes. For more information about the UNC Student Health Insurance Plan (SHIP), including medical, dental, and vision insurance, or to access the waiver, please refer to <http://www.unco.edu/student-health-insurance-program/> p. \*Note: If you are taking classes on other campuses, you will need to check your bill each semester to make sure you have been billed if you are enrolled in the UNC insurance plan.

### **UNC Card Office**

The UNC Card serves as your ID card, as well as your library card, your meal plan card, access to the Rec Center, and entrance to athletic events. It can also be linked to a Wells Fargo checking account to be used as an ATM/debit card. After you are registered for classes, you can stop by the Card Office in the University Center to have your photo taken and to receive your ID card. <http://www.unco.edu/card/>

### **Writing Center**

The Writing Center is located in Ross Hall 1230 and provides services such as free, confidential tutoring on an appointment-only basis, editing assistance for all stages of the writing process, resources/handouts on writing topics, and help for students who are writing in English as an additional language. There are online tutoring options, in-person appointments, and workshops throughout the year. <https://www.unco.edu/writing-center/>

## **PROGRAM-SPECIFIC INFORMATION**

### **Bearmail and Bear Number Accounts**

To obtain a Bear Number (ID number) and to activated your UNC e-mail account (Bearmail):

1. Go to <https://apps.unco.edu/PasswordReset/Person/AuthenticateByPersonalInfo?urlType=accountActivation>
2. Under Account Type, click on "Student"

3. Enter your Bear Number (if you don't know your number, click on the "Bear Number Lookup tool": <https://apps.unco.edu/bearnumberlookup/>)
4. Provide your social security number and date of birth
5. This will produce a Bear Number which will allow you to activate your Bearmail account

Please contact Shonna Ulibarri ([shonna.ulibarri@unco.edu](mailto:shonna.ulibarri@unco.edu)) in the UNC's Registrar's Office with inquiries regarding assistance with registration issues. It is highly important that students activate and regularly check both their UNC Bearmail and UC Denver e-mail accounts.

### **Orientation**

Prior to the beginning of the fall semester, ColoradoSPH@UNC hosts a MPH New Student Orientation to provide you with an opportunity to gain an overview of the program's requirements, learn how to register for classes through the suggested course sequence, and to meet other incoming MPH student, graduate assistants, and faculty and staff. An e-mail is sent to each student with details during the summer.

Throughout the academic year, there are additional opportunities for faculty and students to exchange information relevant to students, faculty, and program growth through MPH events and ColoradoSPH@UNC Student Council Meetings.

### **Communication**

During the semester, a weekly e-newsletter is distributed by the ColoradoSPH Office of Student Affairs, which includes timely information and announcements that will help you participate in campus, community, state, regional, and national opportunities. UNC will also send out e-mail announcements and post on the "UNC MPH Beyond Class" Facebook closed group, so please make sure that you check your UCD and Bearmail accounts regularly.

### **Course Expectations**

All course expectations are explained in detail on course syllabi. Faculty will distribute or post electronically (on Canvas) an abbreviated version of the course syllabus during the first class. Students are expected to keep a copy of the course syllabi and refer to it throughout the class regarding course expectations, outline, and grading standards. In the event that a syllabus is lost, students are expected to access course syllabi on Canvas or contact the instructor for an additional copy.

### **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 services, faculty meetings and 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 at 970-351-2496: <http://www.unco.edu/counseling/>

### **ColoradoSPH@UNC Student Council**

The Student Council is a group of MPH and Certificate students who take on leadership positions within the ColoradoSPH@UNC. Being involved as a Student Council officer or member is a great way to connect with other students in the program, get involved in joint campus events, and to have a voice in

student affairs and community involvement. Meetings will be held each month and are open to anyone. <http://www.unco.edu/nhs/colorado-school-public-health/current-students/student-council.aspx>

### **Certified Health Education Specialist (CHES®) Exam**

The CHES® exam is a competency-based national examination, accredited by the National Commission for Health Education Credentialing (NCHEC), which is administered in April and October each year. UNC is the only testing center in Colorado. Many UNC MPH students and alumni choose to take the exam to become CHES®-certified, which is a valuable professional credential. Information, including application deadlines, costs, and exam details can be found at <http://www.nchec.org/ches>. Study materials have been purchased by the Community Health Department and are available for check-out.

### **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 Academic Excellence Week. Capstone students will present preliminary presentations at Research Day through their class. <http://www.unco.edu/honors-scholars-leadership/aew/research-day.aspx>

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<b>Competencies for all MPH Graduates of the ColoradoSPH</b>	
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Evidence-based Approaches to Public Health	
MPH 1	Apply epidemiological methods to the breadth of settings and situations in public health practice
MPH 2	Select quantitative and qualitative data collection methods appropriate for a given public health context
MPH 3	Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
MPH 4	Interpret results of data analysis for public health research, policy or practice.
Public Health and Health Care Systems	
MPH 5	Compare the organization, structure, and function of health care, public health and regulatory systems across national and international settings.
MPH 6	Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
Planning and Management to Promote Health	
MPH 7	Assess population needs, assets and capacities that affect communities' health
MPH 8	Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
MPH 9	Design a population-based policy, program, project or intervention
MPH 10	Explain basic principles and tools of budget and resource management
MPH 11	Select methods to evaluate public health programs
Policy in Public Health	
MPH 12	Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
MPH 13	Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
MPH 14	Advocate for political, social or economic policies and programs that will improve health in diverse populations
MPH 15	Evaluate policies for their impact on public health and health equity
Leadership	
MPH 16	Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
MPH 17	Apply negotiation and mediation skills to address organizational or community challenges
Communication	
MPH 18	Select communication strategies for different audiences and sectors
MPH 19	Communicate audience-appropriate public health content, both in writing and through oral presentation
MPH 20	Describe the importance of cultural competence in communicating public health content

Interprofessional Practice	
MPH 21	Perform effectively on interprofessional teams
Systems Thinking	
MPH 22	Apply systems thinking tools to a public health issue

Identifier	MPH Applied Biostatistics Concentration (BIOS) Competencies
MPH-BIOS 1	Translate a study's scientific question or aims into testable statistical hypotheses and propose and apply appropriate statistical methods to test those hypotheses.
MPH-BIOS 2	Fit and interpret models for continuous outcome data (normal linear model), categorical outcome data (logistic regression), and time-to-event data (Cox regression).
MPH-BIOS 3	Apply concepts of multiple regression, including confounding, statistical interactions, model selection, model fit, and regression diagnostics, in fitting and evaluating statistical models.
MPH-BIOS 4	Apply scientific and statistical principles of sampling, bias, confounding, and sample size estimation to design and interpret basic public health and biomedical studies.
MPH-BIOS 5	Use computer software for data management (data entry, access, and data manipulations), as well as for summarizing, analyzing and displaying research results
MPH-BIOS 6	Use the principles of hypothesis testing and estimation of population parameters to draw inferences from quantitative data and communicate orally and in writing those inferences and their statistical and scientific interpretation to non-statistical scientists.

Identifier	<b>MPH Community and Behavioral Health Concentration (CBHS) Competencies</b>
MPH-CBHS 1	Describe, select and apply appropriate theories, models, frameworks and evidence- based strategies for the development of health promotion, disease prevention, and disease management programs.
MPH-CBHS 2	Describe and apply systematic approaches and methods to assess the health-related needs of communities and populations, taking into account individual, interpersonal, community and societal factors.
MPH-CBHS 3	Utilize quantitative or qualitative data to identify disparities in health and inform the design and adaptation of culturally appropriate programs to promote health equity.
MPH-CBHS 4	Use systematic approaches to conceive, design, implement and evaluate health promotion and disease prevention programs/activities.
MPH-CBHS 5	Describe appropriate research designs and evaluation criteria to assess the effectiveness of public health programs.
MPH-CBHS 6	Critically assess and select appropriate quantitative and qualitative measurement methods for evaluating program reach, effectiveness, adoption, implementation, and sustainability.
MPH-CBHS 7	Effectively engage and collaborate with communities and stakeholders, in an equitable and ethical manner, including developing a work plan, communicating effectively and disseminating results.
MPH-CBHS 8	Analyze quantitative or qualitative data, using a social science perspective, to understand factors associated with health or health behavior.
MPH-CBHS 9	Interpret and report the results of quantitative or qualitative studies, taking a social science perspective on health.

Identifier	<b>MPH Environmental and Occupational Health Concentration (EHOH) Competencies</b>
MPH-EHOH 1	Specify appropriate monitoring and other field methods for addressing environmental and occupational health problems.
MPH-EHOH 2	Describe the dynamics of ecosystems and how they affect the movement of toxic agents in the environment and mediate related risks for human disease as well the quality of air, water, and soil.
MPH-EHOH 3	Describe the dynamics of ecosystems and how they affect the movement of toxic agents in the environment and mediate related risks for human disease as well the quality of air, water, and climate.
MPH-EHOH 4	Define the principles of sustainability and apply these principles in the development of solutions to environmental and occupational health problems.
MPH-EHOH 5	Apply basic skills in geographic information systems (GIS) technology in the evaluation of environmental health problems.
MPH-EHOH 6	Describe theoretical models and frameworks that inform the health, safety, and wellness of workers and related systems-level environmental and policy interventions designed to protect and promote worker health.
MPH-EHOH 7	Identify the uses of biomarkers in evaluating exposures, health effects and susceptibility to environmental and occupational disease.
MPH-EHOH 8	Explain the scientific characteristics, including exposure and mode of action, of major biological, chemical, physical hazards that result in human health risk.
MPH-EHOH 9	Describe the policy framework that shapes environmental health at the federal, state and local levels and the historic and current decision-making processes that inform this framework.

<b>Identifier</b>	<b>MPH Epidemiology Concentration (EPID) Competencies</b>
MPH-EPID 1	Compare and prioritize public health issues within and across populations, using epidemiologic methods including measures of prevalence, incidence, morbidity, mortality, demographic characteristics and risk factors.
MPH-EPID 2	Critically review and evaluate public health and other scientific literature to identify threats to internal validity, strengths and weaknesses of individual studies, and assess for overall strength of evidence.
MPH-EPID 3	Synthesize evidence in a research area to identify gaps in evidence and to demonstrate relevance of current knowledge to the practice of public health.
MPH-EPID 4	Translate investigator ideas into answerable research questions.
MPH-EPID 5	Design studies to address public health topics, taking into account the strengths, limitations, and feasibility of study designs for addressing specific topics, as well as the practical aspects of their uses.
MPH-EPID 6	Describe best practices for design of data collection forms and protocols, instrument reliability and validity, data monitoring and quality assurance, and data archiving for analysis and use of data by other investigators.
MPH-EPID 7	Use computer software for data entry, database management, and summarizing, analyzing and displaying data.
MPH-EPID 8	Apply and interpret the concepts of effect modification, confounding, and bias in research design and analysis approaches.

Identifier	MPH Health Systems Management and Policy Concentration (HSMP) Competencies
Health Systems and Health Economics	
MPH-HSMP 1	Analyze the organization, financing and delivery of public and private health services in the U.S. and assess the effects of markets and political processes on these systems.
MPH-HSMP 2	Apply commonly used methods for evaluating health economic policy, including the use of cost-benefit and cost-effectiveness analysis
MPH-HSMP 3	Evaluate differences between models used for financing and delivering health care across countries.
Management and Leadership	
MPH-HSMP 4	Understand key tenets of effective organizational and financial management and evaluate the strengths and limitations of different management approaches for improving population health.
MPH-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.
MPH-HSMP 6	Apply common quality and performance improvement tools in public health and healthcare settings.
MPH-HSMP 7	Apply principles of budgeting and financial decision analysis in public health and healthcare settings.
MPH-HSMP 8	Examine attributes of strategic leadership, including the use of vision, mission, values, goals and objectives.
Policy	
MPH-HSMP 9	Differentiate key public health laws, regulations, and policies affecting health programs and the delivery of health services
MPH-HSMP 10	Investigate commonly used frameworks for systematically and critically evaluating the policy development and implementation process at the federal, state, and local levels and outside the U.S.

Identifier	<b>MPH Health Services Research Concentration (HSR) Competencies</b>
MPH-HSR 1	Analyze the organization, financing and delivery of public and private health services in the U.S. and assess the effects of markets and political processes on these systems.
MPH-HSR 2	Apply commonly used methods for evaluating health economic policy, including the use of cost-benefit and cost-effectiveness analysis.
MPH-HSR 3	Evaluate differences between models used for financing and delivering health care across countries.
MPH-HSR 4	Differentiate key public health laws, regulations, and policies affecting health programs and the delivery of health services.
MPH-HSR 5	Investigate commonly used frameworks for systematically and critically evaluating the policy development and implementation process at the federal, state, and local levels and outside the U.S.
MPH-HSR 6	Develop a plan for engaging stakeholders and building coalitions in the development or implementation of health policy.
MPH-HSR 7	Create theory-driven hypotheses that can be tested using quantitative data.
MPH-HSR 8	Specify and estimate empirical models to test hypotheses.
MPH-HSR 9	Understand and apply methods for causal inference and identify the assumptions that may or may not hold for a causal interpretation.
MPH-HSR 10	Choose and define the appropriate unit of analysis and approach to computing standard errors for conducting a hypothesis test.
MPH-HSR 11	Select the appropriate econometric/statistical specification and estimation technique, including using specification tests and theoretical justifications for distributional assumptions, the choice of link function, and estimation approach for a variety of outcomes.

<b>Identifier</b>	<b>MPH Global Health Plus Concentration (GLH) Competencies</b>
MPH-GLH 1	Describe contemporary and historic global health issues, programs, best practices, and players.
MPH-GLH 2	Critically analyze the political, economic, and ethical issues relevant to methods and contemporary issues in global health.
MPH-GLH 3	Recommend data collection methods in a global context, taking into account unique resource and cultural aspects of the geographic setting.
MPH-GLH 4	Apply concepts of global burden of disease, especially disability-adjusted life years, across national and international settings to address health challenges.
MPH-GLH 5	Describe the geographic differences and connections between regions around the world and how they affect health.

<b>Identifier</b>	<b>MPH Leadership and Public Health Practice Concentration (LPHP) Competencies</b>
MPH-LPHP 1	Interpret and develop an implementation plan for public health laws, regulations and policies
MPH-LPHP 2	Articulate a personal development plan, including an achievable mission, set of core values and vision and use these to guide personal and professional action.
MPH-LPHP 3	Identify issues, internal and external to an organization, that may impact delivery of essential public health services.
MPH-LPHP 4	Facilitate collaborative decision-making by listening to others in an unbiased manner, respecting points of view of others and promoting the expression of diverse opinions and perspectives.
MPH-LPHP 5	Create an emergency response plan, including implementation planning.
MPH-LPHP 6	Develop an implementation plan for a disease outbreak investigation.
MPH-LPHP 7	Develop mechanisms to monitor and evaluate programs for their effectiveness and quality.
MPH-LPHP 8	Apply the principles of program planning, development, implementation, budgeting, management and evaluation to organizational or community initiatives.

<b>Identifier</b>	<b>MPH Maternal and Child Health Concentration (MCH) Competencies</b>
MPH-MCH 1	Describe maternal and child health problems in terms of time, magnitude, scope, location, co-occurrence and co-morbidity.
MPH-MCH 2	Assess demographic, health, familial, socio-cultural, environmental, and community factors and apply to the design of maternal and child health programs and services.
MPH-MCH 3	Select and interpret existing data sources including vital statistics, censuses, surveys and/or service utilization records to make meaningful inferences about the health of maternal and child health populations.
MPH-MCH 4	Interpret and appropriately use data to identify problems and assets and to plan, implement, and evaluate maternal and child health programs.
MPH-MCH 5	Select, use, and interpret maternal and child health performance measures to evaluate programs and service networks for their effectiveness and quality.
MPH-MCH 6	Describe significant past and current national maternal and child health practices, programs, and relevant legislation and apply to the development and delivery of maternal and child health services.
MPH-MCH 7	Apply lifecourse and other relevant theories to maternal and child health policy development and implementation.

Identifier	<b>MPH Community Health Education Concentration (CHE) Competencies</b>
MPH-CHE 1	Identify, assess, analyze, interpret, and synthesize community health needs, assets, and resources (economic, social, cultural, demographic, political, environmental).
MPH-CHE 2	Examine the accessibility, availability, and delivery of community health resources and services from a health equity perspective and relate this to the impact on individual and community health.
MPH-CHE 3	Describe how cultural beliefs and practices both positively and negatively influence participation in community health initiatives, and use this information to design culturally-appropriate initiatives that will impact health.
MPH-CHE 4	Synthesize knowledge from the fields of community health education and public health to make relevant connections to civic engagement and to one's own participation in civic life.
MPH-CHE 5	Use principles of authentic community engagement to work collaboratively within a community.
MPH-CHE 6	Identify and apply social, behavioral, group, and communication theories, concepts and models to the design, implementation, and evaluation of community health initiatives.
MPH-CHE 7	Apply evidence-based principles and scientific knowledge base to plan the development of community health initiatives appropriately adapted to fit community health needs.
MPH-CHE 8	Identify and apply evidence-based principles and best practices to critical evaluation of community health initiatives.
MPH-CHE 9	Apply knowledge and principles of cultural competence and humility, civic learning, community assessment and community engagement to develop communication plans (including interpersonal) for local community groups/stakeholders.

Identifier	MPH Healthy Aging Plus (HA) Competencies
MPH-HA 1	Discuss the unique developmental aspects of aging: cognitive, psychological, social, and emotional.
MPH-HA 2	Identify gerontological theory, frameworks and methods appropriate for investigation of health issues and aging.
MPH-HA 3	Develop a comprehensive health education program employing strategies and best practices tailored to older adults.
MPH-HA 4	Critically evaluate major US policies that impact health in older adults.
MPH-HA 5	Identify and critically assess the sufficiency of community-based resources for aging populations, including social systems, community services, and access to appropriate health care services.

<b>Identifier</b>	<b>MPH Animals People and Environment Concentration (APE) Competencies</b>
MPH-APE 1	Assess the public health threat of emerging issues to animal and human populations and identify intervention strategies.
MPH-APE 2	Analyze how social, political and cultural differences can impact public perceptions about how human, environment and animal interactions affect public health, social well-being and environmental health.
MPH-APE 3	Identify ways in which agricultural and human incursion positively and adversely impact environmental and ecological health, and develop methods of minimizing negative impacts
MPH-APE 4	Analyze issues regarding awareness and communication that impact optimal collaboration between human, animal, and environmental health professionals
MPH-APE 5	Incorporate the principles of safe and secure food systems into public health problem solving.

<b>Identifier</b>	<b>MPH Epidemiology Concentration (EPID) Competencies - CSU</b>
MPH-EPID 1	Compare and prioritize public health issues within and across populations, using epidemiologic methods including measures of prevalence, incidence, morbidity, mortality, demographic characteristics and risk factors.
MPH-EPID 2	Critically review and evaluate public health and other scientific literature to identify threats to internal validity, strengths and weaknesses of individual studies, and assess for overall strength of evidence.
MPH-EPID 3	Synthesize evidence in a research area to identify gaps in evidence and to demonstrate relevance of current knowledge to the practice of public health.
MPH-EPID 4	Translate investigator ideas into answerable research questions.
MPH-EPID 5	Design studies to address public health topics, taking into account the strengths, limitations, and feasibility of study designs for addressing specific topics, as well as the practical aspects of their uses.
MPH-EPID 6	Describe best practices for design of data collection forms and protocols, instrument reliability and validity, data monitoring and quality assurance, and data archiving for analysis and use of data by other investigators.
MPH-EPID 7	Use computer software for data entry, database management, and summarizing, analyzing and displaying data.
MPH-EPID 8	Apply and interpret the concepts of effect modification, confounding, and bias in research design and analysis approaches.

<b>Identifier</b>	<b>MPH Global Health and Health Disparities Concentration (GHHD) Competencies</b>
MPH-GHHD 1	Use a population pyramid to assess the role of demographic characteristics in shaping patterns of morbidity, mortality, and health service needs of a specified community, country, or region.
MPH-GHHD 2	Describe the roles and relationships of the entities (such as NGOs, national governmental agencies, and international organizations) influencing global health and health disparities.
MPH-GHHD 3	Propose strategies to engage marginalized and vulnerable populations in making decisions that affect their health and well-being.
MPH-GHHD 4	Conduct a situation analysis across a range of cultural, economic, and health contexts.
MPH-GHHD 5	Construct health behavior change intervention plans and evaluations tailored appropriately for ethnically, culturally and socioeconomically diverse populations. Design context-specific health interventions based upon a situation analysis.

<b>Identifier</b>	<b>MPH Health Communication Concentration (HCOM) Competencies</b>
MPH-HCOM 1	Apply theory and strategy-based communication principles across different settings for public health practice.
MPH-HCOM 2	Design a communication-based public health intervention applying best practices of message production and delivery for a target audience.
MPH-HCOM 3	Identify and analyze fundamental properties of the intended audience, including demographic, psychological, sociological and cultural elements, for a communication-based intervention at all levels from interpersonal to mass.
MPH-HCOM 4	Assess the critical relationship between formative and evaluative research in the ongoing delivery of a communication-based intervention.
MPH-HCOM 5	Develop a communication plan to reach relevant professional groups, the public, and policy-makers.

<b>Identifier</b>	<b>MPH Physical Activity and Healthy Lifestyles Concentration (PAHL) Competencies</b>
MPH-PAHL 1	Use public health data to assess the healthy lifestyle needs of a population and prioritize community-based interventions aimed at promoting physical activity or other healthy lifestyle behaviors.
MPH-PAHL 2	Utilize field-specific assessment tools to measure physical activity and healthy lifestyle behaviors as well as their supports and barriers.
MPH-PAHL 3	Apply nationally-recognized, evidence-based physical activity promotion approaches to the implementation and evaluation of community health promotion programs.
MPH-PAHL 4	Identify and analyze historic and current trends, guidelines, recommendations, and research in the field of physical activity.
MPH-PAHL 5	Develop strategies to engage with external partners from a variety of disciplines, including transportation and city planning, to promote physical activity or healthy lifestyles.
MPH-PAHL 6	Describe the effects of physical activity on primary, secondary and tertiary prevention of various chronic diseases such as heart disease, stroke, diabetes mellitus, cancer, arthritis, asthma, osteoporosis or obesity.
MPH-PAHL 7	Incorporate a variety of approaches for physical activity or healthy lifestyle promotion programs that anticipate and respect diverse values, beliefs, and cultures in the community.

Identifier	MPH Public Health Nutrition Concentration (PHNU) Competencies
MPH-PHNU 1	Apply biological principles for the development and implementation of public health nutrition programs targeted at disease prevention, control, or management.
MPH-PHNU 2	Assess and integrate information based on nutrition needs, the study of the scientific literature, and epidemiologic data to develop short and long range nutritional priorities and programs that will have the greatest impact.
MPH-PHNU 3	Incorporate principles of successful human behavior change in the development of effective nutrition interventions.
MPH-PHNU 4	Identify interactions between vitamins, minerals, and other nutrients and their impact on health.
MPH-PHNU 5	Monitor and evaluate the effectiveness of nutrition interventions, and modify interventional approaches as needed to improve nutritional outcomes.

<b>Identifier</b>	<b>Core (CR) DrPH Competencies</b>
<b>Data &amp; Analysis</b>	
DrPH 1	Explain qualitative, quantitative, mixed methods and policy analysis research and evaluation methods to address health issues at multiple (individual, group, organization, community and population) levels
DrPH 2	Communication -The ability to assess and use communication strategies across diverse audiences to inform and influence individual, organization, community, and policy decisions that enhance health.
DrPH 3	Explain the use and limitations of surveillance systems and national surveys in assessing, monitoring and evaluating policies and programs and to address a population's health
<b>Leadership, Management &amp; Governance</b>	
DrPH 4	Propose strategies for health improvement and elimination of health inequities by organizing stakeholders, including researchers, practitioners, community leaders and other partners
DrPH 5	Communicate public health science to diverse stakeholders, including individuals at all levels of health literacy, for purposes of influencing behavior and policies
DrPH 6	Integrate knowledge, approaches, methods, values and potential contributions from multiple professions and systems in addressing public health problems
DrPH 7	Create a strategic plan
DrPH 8	Facilitate shared decision making through negotiation and consensus-building methods
DrPH 9	Create organizational change strategies
DrPH 10	Propose strategies to promote inclusion and equity within public health programs, policies and systems
DrPH 11	Assess one's own strengths and weaknesses in leadership capacities, including cultural proficiency
DrPH 12	Propose human, fiscal and other resources to achieve a strategic goal
DrPH 13	Cultivate new resources and revenue streams to achieve a strategic goal
<b>Policy &amp; Programs</b>	
DrPH 14	Design a system-level intervention to address a public health issue
DrPH 15	Integrate knowledge of cultural values and practices in the design of public health policies and programs
DrPH 16	. Integrate scientific information, legal and regulatory approaches, ethical frameworks and varied stakeholder interests in policy development and analysis
DrPH 17	Propose interprofessional team approaches to improving public health
<b>Education &amp; Workforce Development</b>	

DrPH 18	Assess an audience's knowledge and learning needs
DrPH 19	Deliver training or educational experiences that promote learning in academic, organizational or community settings
DrPH 20	Use best practice modalities in pedagogical practices

Identifier	DrPH Community and Behavioral Health Focus Area (FA) Competencies
DrPH-CBHS 1	Synthesize health behavior theories, models, frameworks and evidence-based integrative strategies at multiple levels of the socio-ecological model to develop theory-informed conceptual models.
DrPH-CBHS 2	Apply advanced statistical methods used in social sciences, such as multilevel modeling or latent variable methods.
DrPH-CBHS 3	Collect and analyze qualitative data to inform a public health issue.
DrPH-CBHS 4	Design a research study that is responsive to community needs and answers a public health research question.
DrPH-CBHS 5	Demonstrate an in-depth knowledge in the candidate's chosen substantive interest area in behavioral/social science related to public health.
DrPH-CBHS 6	Develop a grant proposal to address a public health problem.
DrPH-CBHS 7	Integrate principles of design for dissemination into the development of a public health intervention.

<b>Identifier</b>	<b>DrPH Environmental &amp; Occupational Health Focus Area (FA) Competencies</b>
DrPH-EHOH 1	Critically evaluate toxicological and epidemiological data, and use it to inform and participate in risk-based decision making processes.
DrPH-EHOH 2	Describe local, regional and global impact of environmental hazards on human and ecological health, and design appropriate studies to evaluate risks associated with these hazards.
DrPH-EHOH 3	Evaluate contemporary environmental and occupational health issues using geographic, epidemiologic, or other data collection methods as appropriate.
DrPH-EHOH 4	Create a data collection and management plan for an environmental or occupational health research study.
DrPH-EHOH 5	Identify and critically evaluate secondary data sources appropriate for answering applied research and program evaluation questions in environmental and occupational health.
DrPH-EHOH 6	Develop grant proposals to conduct research to test well-conceived hypotheses and/or evaluation studies to assess impact.

<b>Identifier</b>	<b>DrPH Epidemiology Focus Area (FA) Competencies</b>
DrPH-EPID 1	Critically evaluate epidemiological study designs and describe the advantages and limitations of each for addressing specific problems, and recommend design modifications to strengthen validity.
DrPH-EPID 2	Apply basic ethical and legal principles involved in the collection, management, use and dissemination of epidemiologic data in research and public health practice.
DrPH-EPID 3	Select and apply appropriate research design and analysis methods when using secondary data sources, such as surveillance, national surveys, and medical record data, to answer epidemiologic questions.
DrPH-EPID 4	Demonstrate mastery of a substantive area in epidemiology, including the application of that knowledge in conducting research and implementing programs related to a specific epidemiologic question.
DrPH-EPID 5	Calculate and interpret measures of disease frequency and association to draw appropriate inferences and evaluate causality.
DrPH-EPID 6	Develop a grant proposal to address a public health problem.

<b>Identifier</b>	<b>MS Biostatistics Competencies</b>
MS-BIOS 1	Carry out and explain calculations, derivations and proofs central to basic statistical theory, and explain their use and implications in applied statistical work.
MS-BIOS 2	Apply statistical concepts of basic study designs including bias, confounding and efficiency, and identify strengths and weaknesses of experimental and observational designs.
MS-BIOS 3	Carry out exploratory and descriptive analyses of complex data using standard statistical software and methods of data summary and visualization.
MS-BIOS 4	Carry out valid and efficient modeling, estimation, model checking and inference using standard statistical methods and software.
MS-BIOS 5	Demonstrate statistical programming proficiency, good coding style and use of reproducible research principles using leading statistical software.
MS-BIOS 6	Demonstrate basic skills necessary for collaborating with non-biostatistical scientists, including mapping study aims to testable hypotheses, carrying out basic power and sample size estimation and evaluation, and identifying appropriate design, modeling and analysis methods to address study hypotheses.
MS-BIOS 7	Communicate, orally and in writing, simple and complex statistical ideas, methods and results in non-technical terms appropriate for collaborator needs (e.g. preparation of analysis section of grant proposals and methods and results sections of manuscripts).
MS-BIOS 8	Carry out a large independent research project involving innovative application of existing statistical methods or development of new methods, and report the methods and findings orally and in writing (e.g., a thesis or research paper).

<b>Identifier</b>	<b>MS Epidemiology Competencies</b>
MS-EPID 1	Formulate sound scientific research questions.
MS-EPID 2	Synthesize a body of evidence from the scientific literature and identify areas of need for future investigation.
MS-EPID 3	Select and apply appropriate study design, data collection and analysis methods to address research or public health topics.
MS-EPID 4	Utilize secondary data sources to answer a given research or public health question, considering limitations, study design and analytic solutions.
MS-EPID 5	Critically appraise research and public health studies for internal and external validity, with consideration of how these issues influence interpretation of study findings.
MS-EPID 6	Anticipate types of biases that may occur in research and public health studies and determine strategies to prevent or minimize these.
MS-EPID 7	Calculate and interpret measures of disease frequency and association measures to draw appropriate inferences and evaluate causality.
MS-EPID 8	Describe and apply basic ethical and legal principles involved in the collection, management, use and dissemination of epidemiologic data.
MS-EPID 9	Communicate effectively, both orally and in writing, to non-statistical scientists or public health practitioners.
MS-EPID 10	Interact effectively within a multidisciplinary team for the purpose of addressing a research question.

<b>Identifier</b>	<b>MS Health Services Research Competencies</b>
MS-HSR 1	Identify the main components and issues of the organization, financing, and delivery of health services and public health systems in the U.S.
MS-HSR 2	Identify, and measure, clinically meaningful and/or policy relevant outcomes and apply evidence-based practice principles.
MS-HSR 3	Critically appraise existing literature and evaluate manuscripts published in peer-reviewed journals
MS-HSR 4	Demonstrate breadth of health services research theoretical and conceptual knowledge by applying alternative organizational and behavioral models from a range of relevant disciplines.
MS-HSR 5	Pose innovative and important health service research questions, informed by systematic reviews of the literature, stakeholder needs, and relevant theoretical and conceptual models.
MS-HSR 6	Select the appropriate econometric/statistical specification and estimation technique, including using specification tests and theoretical justifications for distributional assumptions, the choice of link function, and estimation approach for a variety of outcomes
MS-HSR 7	Choose and define the appropriate unit of analysis and approach to computing standard errors for conducting hypothesis test.
MS-HSR 8	Understand and apply methods for causal inference and identify the assumptions that may or may not hold for a causal interpretation.
MS-HSR 9	Write and know how to submit grant proposals to federal, state, and non-governmental organizations.
MS-HSR 10	Describe legal, ethical and regulatory issues related to clinical research.
MS-HSR 11	Demonstrate the ability to effectively communicate the findings and implications of health service research findings to technical and lay audiences
MS-HSR 12	Design and conduct research studies using health services research methods and produce research suitable for publication in peer-reviewed journals.
MS-HSR 13	Discuss the policy process for improving the health status of populations.

<b>Identifier</b>	<b>PhD Biostatistics Competencies</b>
PHD-BIOS 1	Carry out and explain calculations, derivations and proofs central to basic statistical theory, and explain their use and implications in applied statistical work.
PHD-BIOS 2	Apply statistical concepts of basic study designs including bias, confounding and efficiency, and identify strengths and weaknesses of experimental and observational designs.
PHD-BIOS 3	Carry out exploratory and descriptive analyses of complex data using standard statistical software and methods of data summary and visualization.
PHD-BIOS 4	Carry out valid and efficient modeling, estimation, model checking and inference using standard statistical methods and software.
PHD-BIOS 5	Demonstrate statistical programming proficiency, good coding style and use of reproducible research principles using leading statistical software.
PHD-BIOS 6	Demonstrate basic skills necessary for collaborating with non-biostatistical scientists, including mapping study aims to testable hypotheses, carrying out basic power and sample size estimation and evaluation, and identifying appropriate design, modeling and analysis methods to address study hypotheses.
PHD-BIOS 7	Communicate, orally and in writing, simple and complex statistical ideas, methods and results in non-technical terms appropriate for collaborator needs (e.g. preparation of analysis section of grant proposals and methods and results sections of manuscripts).
PHD-BIOS 8	Carry out and explain calculations, derivations and proofs central to advanced statistical theory, and explain their use and implications in applied statistical work.
PHD-BIOS 9	Carry out advanced statistical modeling using a range of statistical theory, methods and computation.
PHD-BIOS 10	Demonstrate advanced collaborative biostatistical skills, including formulating testable study aims, identifying, designing and evaluating statistical analyses appropriate for study aims, reading and synthesizing biostatistical literature relevant to study analyses, and suggesting new methods when existing approaches are inadequate.
PHD-BIOS 11	Carry out independent biostatistical research involving development and evaluation of novel statistical methods and their application to problems of importance in health science research, and report the methods and findings orally and in writing (e.g., a dissertation and publishable papers).

<b>Identifier</b>	<b>PhD Epidemiology Competencies</b>
PHD-EPID 1	Formulate sound scientific research questions and transform them into a research protocol and analysis plan.
PHD-EPID 2	Critically review the scientific literature in order to appraise the methodologic quality of individual studies, qualitatively or quantitatively synthesize a body of evidence and identify areas of need for future investigation.
PHD-EPID 3	Select and apply appropriate study design, data collection and analysis methods to address research or public health topics.
PHD-EPID 4	Utilize a variety of data sources to address a given research or public health question; considering limitations, study design and analytic solutions.
PHD-EPID 5	Interpret measures of disease burden associated with an exposure to determine the most impactful clinical or public health interventions.
PHD-EPID 6	Critically appraise research and public health studies for internal and external validity, with consideration of how these issues influence interpretation of study findings.
PHD-EPID 7	Anticipate types of biases that may occur in research and public health studies and determine strategies to prevent or minimize these.
PHD-EPID 8	Calculate and interpret measures of disease frequency and association measures to draw appropriate inferences and evaluate causality.
PHD-EPID 9	Develop statistical models appropriate to specific study designs, distinguishing between predictive, associative, and causality-based analytic approaches
PHD-EPID 10	Carry out appropriate power or precision calculations to ensure that sample size is sufficient to achieve the scientific aims or address a specific research hypothesis.
PHD-EPID 11	Understand and apply nuanced ethical and legal principles involved in the collection, management, use and dissemination of epidemiologic data.
PHD-EPID 12	Communicate both orally and in writing to make persuasive arguments for non-statistical scientists, practitioners and community members.
PHD-EPID 13	Demonstrate expertise to lead a multidisciplinary research team or collaboration.

<b>Identifier</b>	<b>PhD Health Service Research Competencies</b>
PHD-HSR 1	Identify the main components and issues of the organization, financing, and delivery of health services and public health systems in the U.S.
PHD-HSR 2	Identify and measure clinically meaningful and/or policy relevant outcomes and apply evidence-based practice principles.
PHD-HSR 3	Critically appraise existing literature and evaluate manuscripts published in peer-reviewed journals
PHD-HSR 4	Demonstrate breadth of health services research theoretical and conceptual knowledge by applying alternative organizational and behavioral models from a range of relevant disciplines.
PHD-HSR 5	Pose innovative and important health service research questions, informed by systematic reviews of the literature, stakeholder needs, and relevant theoretical and conceptual models.
PHD-HSR 6	Select the appropriate econometric/statistical specification and estimation technique, including using specification tests and theoretical justifications for distributional assumptions, the choice of link function, and estimation approach for a variety of outcomes
PHD-HSR 7	Choose and define the appropriate unit of analysis and approach to computing standard errors for conducting hypothesis test.
PHD-HSR 8	Understand and apply methods for causal inference and identify the assumptions that may or may not hold for a causal interpretation.
PHD-HSR 9	Write and know how to submit grant proposals to federal, state, and non-governmental organizations.
PHD-HSR 10	Describe and adhere to legal, ethical and regulatory issues related to clinical research.
PHD-HSR 11	Demonstrate the ability to effectively communicate the findings and implications of health service research through multiple modalities to an interdisciplinary audience.
PHD-HSR 12	Independently design, conduct, and defend research studies using health services research methods.
PHD-HSR 13	Participate in interdisciplinary collaboration, provide constructive reviews and feedback to colleagues, and demonstrate leadership in the appropriate application of health services research methods.