



THE UNIVERSITY OF ARIZONA

Mel & Enid Zuckerman
College of Public Health

2018-2019

Health Behavior Health
Promotion PhD Program
Student Handbook

TABLE OF CONTENTS

INTRODUCTION	1
MEZCOPH MISSION STATEMENT.....	1
MEZCOPH VALUES STATEMENT	1
SECTION I GENERAL INFORMATION FOR COLLEGE OF PUBLIC HEALTH GRADUATE STUDENTS	
PURPOSE OF THIS HANDBOOK.....	2
PHYSICAL RESOURCES AND FACILITIES	
TUCSON	
DRACHMAN HALL.....	3
Bicycles, Bicycle Parking, and Bicycle Valet Service	3
Computer Lab.....	3
Other Computer Labs.....	4
Software Available through University Licensing	4
Lactation Room	4
Lockers	4
Lost and Found.....	5
Policy for Posting Advertisements in Drachman Hall	5
Student Cubicle Space.....	5
Student Lounge/Wellness Activity Room	6
Student Lounge/Quiet Room	6
Third Floor Patio.....	6
Wireless Internet Access.....	6
ARIZONA HEALTH SCIENCES CAMPUS	7
About the University of Arizona Health Sciences Campus	7
Eats, Treats and Meeting Spaces	7
Health Sciences Innovation Building (HSIB)	8
Health Sciences Library	8
Medical Research Building (MRB).....	8
Safety	9
PHOENIX BIOMEDICAL CAMPUS	9
Computers.....	9

Phoenix Student Space	10
Wireless Internet Access in Phoenix	10
Eats and Treats.....	10
COMMUNICATING WITH STUDENTS	10
Email Accounts.....	10
Listserves.....	10
College of Public Health Social Media Guidelines.....	11
Student Intranet (Hub).....	11
Website	12
STUDENT SERVICES, RESOURCES & OPPORTUNITIES	12
Career Advising	12
Confidential Problem Resolution	12
Disability Resource Center	13
Helpful Student Resources.....	13
Office of Student Services and Alumni Affairs	13
Student Input into MEZCOPH Operations	14
Student Suggestion Box	14
Student Participation on MEZCOPH Committees	14
Student Affairs Committee	14
STUDENT AMBASSADORS.....	15
STUDENT ORGANIZATIONS	15
Public Health Student Alliance (PHSA) – Tucson	15
Public Health Student Alliance (PPHSA) – Phoenix.....	15
American Indian and Indigenous Health Alliance (AIHA).....	16
Environmental and Occupational Health/Industrial Hygiene Club.....	16
Graduate and Professional Student Council (GPSC)	16
University of Arizona Student Organizations.....	16
STUDENT MANAGED EVENTS.....	17
Graduate Research Poster Forum.....	17
MPH Internship Conference	17
Social Justice Symposium.....	17

THE UNIVERSITY OF ARIZONA OFFICE OF SCHOLARSHIPS & FINANCIAL AID	17
Federal Financial Aid	18
Qualified Tuition Reduction Benefit	18
STUDENT FUNDING MANAGED BY MEZCOPH.....	18
Graduate College Dissertation/Thesis Tuition Scholarship.....	18
Graduate College Fellowship Funding	18
MEZCOPH SCHOLARSHIPS.....	19
Cliff and Penny Crutchfield Scholarship Endowment	19
Reva T. Frankle Scholarship	19
Dr. Robert Garcia/ The Victoria Foundation Scholarship.....	19
General Scholarship Fund	19
Hispanic Women's Corporation/Zuckerman Family Foundation/Victoria Foundation Scholarship.....	19
Maureen Mangotich Scholarship	20
Joel Meister Scholarship	20
Elbridge and Genevieve Morrill Memorial Scholarship	20
Helen and Raymond Sarocco Scholarship.....	20
SueBob Scholars Endowment	20
Russell H. Swanson Scholarship	20
Victoria Foundation/George H. Dean Scholarship	20
Victoria Foundation/Dr. Erlinda Tejada-Rodriguez Scholarship	20
Zuckerman Family Foundation Scholarships	21
MEZCOPH INTERNSHIP AWARDS	21
Kent and Liz Campbell International Public Health Internship Endowment	21
Drachman Prevention Fellowship	21
Nichols Initiative Scholars Fund Awards	21
MEZCOPH RESEARCH AWARDS	21
MEZCOPH TRAVEL AWARDS/POSTER PRINTING	22
MEZCOPH GRADUATE, RESEARCH, & TEACHING ASSISTANTSHIPS	22
Graduate Research Assistantships	22
Graduate Teaching Assistantships	22

STUDENT HONORS & AWARDS	24
Outstanding Senior Award.....	24
Delta Omega Public Health Honorary Society	24
Graduate and Professional Student Council (GPSC) Achievement Awards.....	24
Graduate Poster Forum Prize.....	24
Outstanding MPH Student Award.....	24
Student Life Award.....	24
DEGREE COMPLETION INFORMATION.....	24
MEZCOPH Exit Survey	24
Graduate Information Sheet	25
MEZCOPH Convocation.....	25
Traditional Semester (Fall and Spring) Completion	25
Non-Traditional Semester (Summer or Winter) Completion	25
University of Arizona Commencement.....	26
UNIVERSITY OF ARIZONA POLICIES	26
Academic Policies.....	26
Residency Classification	26
UA Smoking and Tobacco Policy:	26
UNIVERSITY POLICIES GOVERNING ACADEMIC INTEGRITY, CONDUCT & NON-DISCRIMINATION	27
Academic Integrity Code.....	27
Student Code of Conduct.....	27
Disruptive Behavior in an Instructional Setting Policy	27
Non-Discrimination and Anti-Harassment Policy	27
Threatening Behavior by Students Policy	28
COLLEGE OF PUBLIC HEALTH MATRICULATION STANDARDS	28
GRADUATE COLLEGE & MEZCOPH POLICIES	28
Academic Deficiencies Noted at Admission.....	28
Academic Probation at the Graduate Level.....	28
GradPath	29
Incomplete Grades.....	29
Lapse in Enrollment	29

Leaves of Absence.....	30
Graduate College Petitions	31
Responsible Conduct of Research Statement.....	31
Exceptions to Policy and Grievance Processes	31
SATISFACTORY ACADEMIC PROGRESS.....	32
Continuous Enrollment	32
Minimum GPA.....	33
Grades of D, E or F	33
Program Steps and Milestones to Completion	34
Continued Program Progress and Annual Progress Report.....	34
Failure to Meet Satisfactory Academic Progress – Remediation Planning.....	34
REGISTRATION, ENROLLMENT, & CREDIT REQUIREMENTS	35
Registration and Payment Deadlines.....	35
ENROLLMENT IN FIELDWORK.....	35
UNIVERSITY OF ARIZONA INTERNATIONAL TRAVEL PROCEDURES	36
CAMPUS HEALTH SERVICE AND STUDENT HEALTH INSURANCE	36
ATTENTION INTERNATIONAL STUDENTS	36
SECTION II – PROGRAM SPECIFIC INFORMATION AND POLICIES	
INTRODUCTION TO THE HEALTH BEHAVIOR HEALTH PROMOTION PhD PROGRAM.....	37
The Discipline of Health Behavior Health Promotion (HBHP).....	37
Degree Programs	37
How to Use the HBHP PhD Student Handbook	37
GENERAL ACADEMIC AND RESEARCH POLICIES	38
Advising.....	38
Composition of Graduate Committees	39
Human Subjects Protection Program Information	41
Human Subjects Approval Process for Dissertation/Thesis Projects	42
THE PhD IN HBHP PROGRAM	48
Student Commitment	48
Faculty Commitment.....	48
New Student Activities.....	49

Competencies	49
Program Steps and Milestones to Degree	49
Individualized Development Plan	50
Degree Requirements	50
Doctoral Plan of Study	51
Transfer of Credits from a Master's Program to the Doctoral Plan of Study	51
Course Substitutions	52
Independent Study Registration Policy.....	52
Research and Dissertation Registration Policy	52
Minors for the PhD Degree	53
Residence Requirement.....	53
Required Teaching Experience.....	54
Comprehensive Examination	54
Dissertation Research Proposal	55
Time Limitation	57
Dissertation Committee Appointment	57
Dissertation Unit Enrollment	57
Dissertation	58
Final Oral Dissertation Defense Examination	58
Completion of Doctoral Requirements.....	59
THE PhD MINOR IN HEALTH BEHAVIOR HEALTH PROMOTION	61
Minor Requirements.....	61
Declaration of Minor.....	61
Composition of Committee.....	61
Transfer of Credits	61
THE MSPH DEGREE IN HEALTH BEHAVIOR HEALTH PROMOTION PROGRAM.....	62
New Student Activities.....	62
Competencies	62
Program Steps and Milestones to Degree	62
Degree Requirements	63
Master's Plan of Study	63
Transfer of Credits	63

Course Substitutions 64

Independent Study Registration Policy..... 64

Research and Thesis Registration Policy 65

MSPH Thesis Committee..... 65

Thesis 65

Oral Defense of Thesis Research..... 66

Time Limitation 66

Completion of Master’s Requirements..... 66

INTRODUCTION

The University of Arizona's Mel and Enid Zuckerman College of Public Health (MEZCOPH) was established in January 2000 and accredited by the Council on Education for Public Health in 2003. Under its administrative roof are academic programs that lead to five degrees - the Bachelor of Science (BS), with a major in public health; the Master of Public Health (MPH), with concentration areas in Biostatistics, Environmental and Occupational Health, Epidemiology, Family and Child Health, Health Behavior Health Promotion, Health Services Administration, One Health, Public Health Policy and Management, and Public Health Practice; the Master of Science (MS) degrees in Biostatistics, Environmental Health Sciences, and Epidemiology; Doctor of Philosophy (PhD) degrees in Biostatistics, Environmental Health Sciences, Epidemiology, and Health Behavior Health Promotion; and a Doctor of Public Health (DrPH) degree with concentration areas in Maternal and Child Health and Public Health Policy and Management.

Comprehensive information about all of the College's academic programs can be found in the [College of Public Health Curriculum Guide](#).

Our graduates have established careers locally, nationally, and internationally. Of note, they include the 17th Surgeon General of the United States, Dr. Richard Carmona, as well as a state public health veterinarian, an assistant commissioner of the Chicago Department of Health, a program manager for an intertribal council, a Fellow in the Centers for Disease Control, a research director for violence-prevention program, and a health educator for a local AIDS program, to name just a very few. We are proud of the contribution we are making to build and maintain a competent public health workforce!

MEZCOPH MISSION STATEMENT

MEZCOPH is dedicated to promoting the health of communities in the southwest and globally with an emphasis on achieving health equity through excellence in education, research & service.

MEZCOPH VALUES STATEMENT

MEZCOPH acts with respect and integrity to continuously advance health and well-being for all through knowledge, collaboration, empowerment, advocacy, and sustainability. Our core values are: Fairness, Trust, Equity, Social Justice, Excellence, Innovation, Commitment, Collegiality, Diversity, Open Communication, Participation, Consensus, and Enhancement. We strive to foster an educational community that values innovation and excellence in teaching, creation and dissemination of knowledge, practice-based research and research-based practice to address the health needs and interests of individuals and communities.

SECTION I GENERAL INFORMATION FOR COLLEGE OF PUBLIC HEALTH GRADUATE STUDENTS

PURPOSE OF THIS HANDBOOK

The objective of this handbook is to provide straightforward guidance to MEZCOPH students about how to navigate through the academic programs of the College. The handbook is divided into two sections. The first section of the handbook includes general information for graduate students about MEZCOPH resources and operations, student organizations, events, and financial assistance. University and Graduate College rules are reiterated and linked to as appropriate. The information in this section is applicable to all students in MEZCOPH's graduate programs. The second section of the handbook outlines information specific to each of the graduate programs (i.e., MPH, MS, DrPH or PhD programs). Students should refer to the handbook often.

While students are held to the program requirements of the Academic Curriculum Guide for the academic year in which they were admitted, University and College of Public Health operational processes and policies do change. These changes in policies and procedures are reflected in the Student Handbook. Please refer to the most recent MEZCOPH Student Handbook (revised annually) for the most current policies. The [University of Arizona General Catalog of policies](#) and [Graduate College website](#) provide comprehensive details on current policies and procedures that pertain to all graduate students. **Much effort goes into communicating changes to students but it is the student's responsibility to be aware of these policies and to adhere to them.** Additionally, it is intended that faculty refer to this handbook when mentoring and advising students. This handbook works to promote expectations that are shared by students, faculty, and staff.

The staff members of the MEZCOPH Office of Student Services and Alumni Affairs look forward to helping students work toward their degrees. If, at any time, you have questions or concerns about specific MEZCOPH issues, do not hesitate to contact the staff member assigned to that area (see the Office of Student Services and Alumni Affairs staff list found in the orientation folder and on the MEZCOPH Student Hub). Although the Office of Student Services and Alumni Affairs is here to support student progression through our degree programs, **keep in mind that completion of all degree requirements and paperwork is ultimately the responsibility of the student seeking the degree.**

Again, we welcome you and look forward to working with you during your time at MEZCOPH!

PHYSICAL RESOURCES AND FACILITIES TUCSON

DRACHMAN HALL

The east wing of Roy P. Drachman Hall, MEZCOPH's home, opened for classes in January of 2006. MEZCOPH administrative offices are found on the 3rd floor and faculty offices are located primarily on the 2nd floor. Classrooms occupy the 1st floor of both wings of the building and are used primarily by the Colleges of Public Health, Pharmacy and Nursing. The College of Pharmacy occupies the west wing of the building. MEZCOPH students, faculty and staff play a vital role in ensuring that the facilities of Drachman Hall are treated with respect and are asked to report any incidences of vandalism, theft, or questionable activities to the Assistant Dean of Financial Affairs and Physical Resources at 520-626-4596 or via the Student Suggestion Box on the [Hub](#) if the issue is non-emergent. Building security services are not available in the evening or during weekends; therefore, students should not be in the building after regular business hours (8 AM-5 PM) or weekends unless they are taking a class or working in an assigned cubicle or office space.

Bicycles, Bicycle Parking, and Bicycle Valet Service

UA students, faculty, and staff who ride their bicycles to school are encouraged to register their bicycles with the University of Arizona Parking and Transportation Services. Bike registration provides the owner with discounts on selected bicycle supplies and services from participating bike shops, free lock cutting service for UA-registered bikes on campus, and a record of ownership and documentation for insurance carriers. Registration facilitates the return of stolen bikes to their owners.

For parking convenience, bicycle racks are located on the south side of both wings of Drachman Hall. Additionally, there is a free bike valet service, open Monday through Friday from 7:45 AM – 6 PM (excluding University holidays and summer break), located on the north side of Helen Street just east of the Warren bike path and southwest of Drachman Hall. Check-in your bike with one of our friendly Bike Valet attendants who will give you a key tag. Your bicycle will be watched and monitored while it is parked. When you return to the valet station, hand the attendant the key tag to receive your bike. For more information, please visit [the Bicycle Programs website](#). Bicycles brought into the building or locked to stairwells or other architectural features will be impounded.

Computer Lab

MEZCOPH's computer lab, equipped with 21 Windows personal computers, a printer, and projection equipment, is located on the third floor of Drachman Hall in Room A319. The computer lab is available for general use, Monday through Friday from 8 AM -5 PM, unless the lab has been scheduled for a class, study session, or other College activity. Information about courses scheduled in the computer lab, for the current week, will be posted outside the lab

door. Students can also view the computer lab schedule via [the UA Health Sciences Scheduling System](#) (search by date for Drachman Hall Room A319).

Stata, SPSS, SAS, ArcGIS, R, EpiInfo, Matlab, Skype, Adobe Acrobat Pro and Microsoft Office are installed on each system. nVivo is available on lab computers in the first and half of the second rows. The systems revert back to an initial state after a reboot, so a thumb drive, cloud storage (e.g. Google Drive) or CD/DVD is required to save any work. To use the systems, students must login to the computers with their NetID. **Please make sure to log off from the computer when done.** Printing is free in the computer lab, although students must provide their own paper for printing.

Other Computer Labs

Other computer labs are available on campus though they won't have the same software titles available in the Drachman Lab. The Office of Student Computing Resources operates these labs and that information is available here, <https://oscr.arizona.edu/>. Additionally, the libraries offer access to computers in labs and study areas. That information is here, <https://new.library.arizona.edu/visit/spaces/computer-study-areas>.

Software Available through University Licensing

The University Bookstores manages software titles that are available to students for free or at a discount. For a list of these software, please visit <https://softwarelicense.arizona.edu/students>.

Lactation Room

For nursing mothers, the College of Public Health established a Lactation Room, located in Drachman Hall, Room A107, around the corner from A112. To use the room, obtain the access code from the administrative assistant in the Office of Student Services (Room A302), enter the code on the keypad outside of room A107, lock the door using the manual lock while in use and when finished, fill out an evaluation form that assists the college in assessing the usage of the room.

Lockers

Students may reserve a locker for use while pursuing a degree in the Colleges of Public Health or Nursing. Requests for lockers are processed by the administrative assistant in the Office of Student Services and Alumni Affairs, Room A302 of Drachman Hall. A one-time, non-refundable user fee of \$5 is assessed (payment by cash or check only). To reserve a locker, a student should identify the range of locker numbers in the first floor hallway in which the locker is desired and communicate this information to the administrative assistant, who will assign the locker number and provide the padlock combination to the student. Students may not use their own padlocks on Drachman Hall lockers. Drachman Hall is not accessible in the evening or on the weekend, so needed items stored in lockers should be retrieved prior to the conclusion of classes.

Lost and Found

Items found in the east wing or “A” side of Drachman Hall should be brought to A302, the Office of Student Services and Alumni Affairs, where the Lost and Found repository is located. Individuals who are attempting to locate lost property should check with the Office of Student Services to determine if the item has been turned in. Individuals must provide an adequate description of the item and in some cases, personal identification before being re-united with lost items.

Policy for Posting Advertisements in Drachman Hall

Any paper advertisement, flyer, or announcement to be hung in either of the Drachman Hall buildings shall first be approved by the MEZCOPH Office of Student Services and Alumni Affairs in Drachman A302 (for postings hung in Drachman A) or the College of Pharmacy’s Office of Student Services in Drachman B107 (for postings hung in Drachman B). To gain approval, bring an original copy to the appropriate Office of Student Services. When approval is given, the announcement will be initialed and dated by the administrative assistant in the Office of Student Services. Copies of the announcement showing the initials and date can be made at this time.

Announcements may be hung indoors on plastic, metal, or bulletin boards ONLY, not on painted walls or glass/wooden doors unless special permission is granted by the appropriate Student Services Office. Announcements may not be taped, nailed, screwed, or in any way attached to the outside metal or brick siding of the building. Announcements without approvals or on restricted surfaces will be removed.

Removal of announcements is the responsibility of the organization or individual who hung them. Announcements must be removed no later than two days following the event. Failure to do so may result in denial of future postings.

Student Cubicle Space

There are a limited number of dedicated graduate student cubicles on the second floor of Drachman Hall. These spaces are assigned in priority order. First priority for cubicle assignments is for courses with teaching assistants. The cubicle space is assigned to the course and cubicle space must be shared if there are multiple TAs in the course. Doctoral students are the next space assignment priority. Students who are participating in a training grant follow in priority and finally, any graduate student who is employed as a research assistant by a Department that has space available may be assigned space. Access to the second floor of Drachman Hall after hours is only granted to students who have been assigned a cubicle.

Teaching assistants may arrange to meet with students in the breakout rooms (the small classrooms on the west side of the first floor). This reduces noise on the second floor and provides private space when needed. Teaching assistants may schedule these rooms by accessing the [UA Health Sciences Scheduling System](#). The course number, name and faculty member should be included in the request.

Student groups needing meeting space may request it by submitting a room scheduling request through the [UA Health Sciences Scheduling System](#). The group's name and faculty advisor name should be included in the request. Advisors are expected to be present when student group meetings occur after hours. While individual students may not reserve a breakout room to study or meet with group members outside of course times, they may use unoccupied, unreserved rooms for these activities.

Student Lounge/Wellness Activity Room

A Student Lounge/Wellness Activity Room is located in Drachman Hall A110. The room is equipped with a refrigerator, sink, and microwave oven, as well as with exercise mats, small exercise equipment. While the primary purpose of this room is to serve as a lounge and lunch room for College of Public Health students, a complementary objective is for the room to be used as space for wellness activities. College of Public Health students are encouraged to seek out and promote wellness activity programming that can be held in the room. Examples of this type of programming might include such activities as yoga, tai chi, exercise, or meditation classes. A room reservation form for the purposes of scheduling wellness activities is managed by the administrative assistant in the Office of Student Services.

Access to the Student Lounge is via CatCard. Those wishing to access the room are required to complete a Drachman Hall Access Application which outlines the guidelines for use and if involved in physical activity, sign a waiver (medical release form). These forms are found on the student Hub. The completed form must be turned in to the administrative assistant in the Office of Student Services. It is then submitted to the Business Office for access approval. It is expected that students keep the lunch area orderly and clean, and food that is no longer fresh is disposed of in a timely manner. Students from other colleges should use the student lounge facilities in their respective colleges.

Student Lounge/Quiet Room

An additional Student Lounge/Quiet Room is located on the first floor of Drachman Hall in Room A102. Equipped with comfortable furniture, several study tables, multiple computers and printer, MEZCOPH students are encouraged to use the Student Lounge on a regular and frequent basis to utilize the computers, study quietly, or meditate. The room may not be reserved. Students desiring to use the Student Lounge/Quiet Room must complete a Drachman Hall Access Application found on the Student Hub. The completed form must be turned in to the administrative assistant in the Office of Student Services. It is then submitted to the Business Office for access approval.

Third Floor Patio

Students are welcome to use the third floor patio adjacent to the south staircase, outside the Office of Student Services and Alumni Affairs.

Wireless Internet Access

Wireless access is available throughout and around Drachman Hall via connection to the UAGuest and UAWiFi networks. UAGuest is for use by visitors to our campus. A temporary user

ID and password are texted back to the user for connection to this network. Additional information about UAGuest is available [here](#). UAWiFi, on the other hand, is a secure and fast wireless network that is available across most of our campus. Partially funded by the Student Technology Fee, it brings wireless access for all students, staff and faculty on campus. Connection to UAWiFi requires authentication using your NetID and password. The UAWiFi network, when connected, allows students to access on-campus networked resources that are generally unavailable over the public Internet, such as the libraries and [UAccess Student Center](#). Instructions for setting up UAWifi wireless access can be found [here](#).

How to get help with UAWiFi

Help can be obtained through the [Office of Student Computing Resources \(OSCR\) Help Desk](#). Call 626-TECH (8324) to schedule an appointment, or stop by during walk-in hours. Limited support is available at OSCR computer labs and multimedia labs. The [UITS FAQ on UAWifi](#) is another source of help for UAWiFi. The MEZCOPH Information Technology staff can also help with the setup by contacting them [online](#) or calling 626-7417.

ARIZONA HEALTH SCIENCES CAMPUS

About the University of Arizona Health Sciences Campus

The University of Arizona Health Sciences Campus (UAHS) is home to the UA Colleges of Medicine, Nursing, Pharmacy, and Mel and Enid Zuckerman College of Public Health. The main UAHS campus is located in Tucson and is North of Speedway Boulevard. In addition to the UAHS colleges, other units and resources found on the UAHS Tucson campus include The University of Arizona Cancer Center, and Banner – UMC Hospital, the UA Health Sciences Bookstore, and the Arizona Health Sciences Library. UAHS also has a downtown Phoenix location at the Phoenix Biomedical Campus.

Eats, Treats and Meeting Spaces

Opportunities for lunching and meeting with friends exist on and close to the Arizona Health Sciences campus. In addition to the full service cafeteria within Banner UMC hospital, there is the Catalyst Café which is located inside the Basic Sciences Research Laboratories Building (to the west of Drachman Hall). The Catalyst serves coffee, lattes, cappuccinos, espresso, a variety of teas, Italian sodas and a selection of paninis, sandwiches, pastries, and protein rich snacks. The neighborhood immediately south of AHSC offers convenient options as well, including Subway, Bentley's, Miss Saigon, Brueggers Bagels, 1702 (pizza), Greek House, Boston Market, Taco Bell and McDonald's.

A popular feature of life on the AHS campus is the Farmers' Market, held each Friday on the Plaza immediately north of Drachman Hall. This Farmers' Market features a variety of food, crafts, products and services.

A number of outdoor seating areas that are conducive to conversation and small group gathering are located throughout the University of Arizona Health Sciences campus.

Health Sciences Innovation Building (HSIB)

An eight story addition to the Arizona Health Sciences campus is scheduled to open in spring 2019. State-of-the-art instructional spaces will offer simulated, real-life situations for teams of students, faculty and health professionals in medicine, nursing, pharmacy and public health. The HSIB will offer flexible, large, medium and small group/team learning areas and clinical labs and simulation centers for a broad spectrum of instructional applications. A number of multi-use spaces and several student lounges are planned.

Health Sciences Library

The [University of Arizona Health Sciences Library](#) is located within the College of Medicine and is available to all students, faculty and staff associated with the 4 colleges that comprise the UA Health Sciences (Public Health, Nursing, Pharmacy and Medicine). The UAHS Library is available to students at our Phoenix Campus as well. Students can use the UAHS Library for a myriad of services. The computer lab is comprised of desktop computers that are available on a first come first serve basis. These computers have all of the basic applications (Office Suite, browsers, and media players), plus statistical software such as SPSS, STATA and SAS. Students can also utilize the library's scanners, print on the wireless WEPA printers using CatCard or debit card, or use the self-serve printer (cash only). The UAHS Library also rents out technology equipment like laptops, iPads, and cameras. To reserve a designated place to study alone or with a group, students should access the [Online Reservation System](#). [Regular library hours](#) are Monday-Friday 7:00 am – 7:00 pm and Saturday/Sunday 9:00 am – 7:00 pm. After the doors lock, UA Health Sciences students can enter the library with their CatCards. Learn how to [access the library 24/7](#). The library is closed on all major holidays. Students also have the capability of accessing the UAHS online resources from off-campus by logging in with your UA NetID and password.

The Arizona Health Sciences Library Liaison to the College of Public Health is Jean McClelland. Ms. McClelland is available to assist students, staff and faculty library needs. She has developed an [Information Resources website](#) specifically for students in the College of Public Health to help you be successful throughout your time in the program. Students may also reach out directly to Jean at jmcc@email.arizona.edu.

Medical Research Building (MRB)

The College of Public Health has research laboratory space in the Medical Research Building (MRB, first floor west) and teaching/research laboratory space in the Biological Research Laboratories (BRL) at the north end of the Arizona Health Sciences Center campus. Some environmental health sciences courses use laboratories in these buildings and students receive specific information regarding time and place from the course instructor. Student research efforts are assigned appropriate space by the student's Research Director depending on the nature and funding of the project. Students employed on faculty projects may be assigned to work in these laboratories.

Safety

The safety and security of our students is of utmost importance. Safety issues of the students, faculty and staff University of Arizona Health Sciences campus are handled by the University of Arizona Police Department (UAPD), located just two blocks to the south of the College of Public Health. The department has 65 state-certified police officers and 49 civilian employees who are here to help and respond to calls 24 hours a day. A number of Emergency Blue Light phones which automatically route calls to UAPD are located throughout the campus and in the parking lots and garages. UAPD can be reached by dialing [520-621-UAPD \(8273\)](tel:520-621-8273). In an emergency, dial 9-1-1 for assistance. The hospital, Banner University Medical Center has around the clock security patrol.

UA Alert is a free service that delivers emergency alerts to registered UA students, faculty and staff – as well as their friends and family – via their cell phones, mobile devices and/or email accounts during a campus emergency. To register for this service, please visit this [webpage](#).

Safe Ride provides a safe, night-time method of transportation to all university-affiliated persons on and around the main campus. [Learn more](#).

LiveSafe, an app available for iOS and Android phones, was developed in order to provide real-time interaction for UA students and employees reporting security and safety concerns. All UA students and employees have access to the app's secure platform for free. [Learn more](#).

A comprehensive list of safety tips for students can be found on the [UAPD website](#).

PHOENIX BIOMEDICAL CAMPUS

The city-owned Phoenix Biomedical Campus (PBC) is a 28-acre urban medical and bioscience campus planned for more than six million square feet of biomedical-related research, academic, and clinical facilities. Students have access to the facilities through PBC Access Cards and cards must be displayed at all times when on campus. The MEZCOPH offices are located in Suite 119 of the UA Phoenix Plaza (Building 4) at 714 E Van Buren Street, Phoenix, AZ 85006. Students are also welcomed and encouraged to utilize the facilities in Building 4, the Health Sciences Education Building (HSEB), and the AHSL Library located on the 3rd and 4th floors of the HSEB building. Student access is limited to when Security is on site.

- Building 1, 2, 3, and 4 (The Historics): Weekdays 8:00 AM – 5:00 PM / No Weekends / No Holidays
- HSEB: Weekdays 6:30 AM – Midnight / Weekends 9:00 AM – 5:00 PM / No Holidays

Computers

The MEZCOPH Suite in Phoenix has two computers available for student activities. Computers may be used on site and can be checked out with the MEZCOPH administrative assistant in Building 4, Suite 119. Black and white printing is also available in the COPH Suite but students must provide their own paper. Students may also use the computers available in the Library located in HSEB. The systems revert to their initial state after a reboot, so a thumb drive is

required to save any work. Printing is available in the HSEB Library for 10 cents per black and white page.

Phoenix Student Space

MEZCOPH students at the Phoenix Biomedical Campus are encouraged to use the central area in Building 4, Suite 119 as a meeting space, along with the student spaces in HSEB. Students may also use the lunch room located in Building 4. This area is equipped with a sink, microwave, and refrigerators. It is expected that students keep the lunch area orderly and clean, and food that is no longer fresh is disposed of in a timely manner.

Wireless Internet Access in Phoenix

Wireless access is available throughout and around the Phoenix Biomedical Campus via connection to the UAWiFi and UAPublic networks. See the *How to get help with UAWifi* section on page 6 for assistance with connecting to UAWiFi.

Eats and Treats

There are many local spots near the Phoenix Biomedical Campus that our students, faculty, and staff like to frequent. Coffee shops are numerous, as are local and chain restaurants. For a list of places to eat and things to do in the Downtown Phoenix Area, visit the following websites: [Visit Phoenix](#) and [Downtown Phoenix](#)

COMMUNICATING WITH STUDENTS

The Office of Student Services and Alumni Affairs communicates with students primarily through email, student listservs and the College's student intranet, the MEZCOPH Student Hub. The College hosts Facebook groups for prospective and current graduate students, as well as LinkedIn and Facebook groups for Alumni; however, these groups are not used to communicate official business.

Email Accounts

The University of Arizona requires that all students open email accounts through the University of Arizona. **Students are required to use these accounts for all University-related correspondence.** In turn, official University and College messages are communicated to students via this account. It is imperative, therefore, that all students keep the Office of Student Services and Alumni Affairs notified of any address changes. Failure to read the UA email account is not an acceptable excuse for not knowing important information. While forwarding one email account to another may be advantageous, there may be some risk of loss of information.

Listservs

Current information about new policies and procedures, program and college events, and course information is announced via the academic program listservs and then is posted on the MEZCOPH Student Hub. Job and internship openings are announced via separate listservs that students must request subscription to and these openings are posted to the Hub. New

scholarship and fellowship information, if received, is announced once a week on the listserv and placed on our website. Each academic program or concentration within the College maintains a student listserv, as well, for communicating program or concentration business from its faculty and staff.

General announcements for all students related to academic business, e.g., speakers of interest, conferences, seminars, new courses, etc., should be sent to the Assistant Dean for Student and Alumni Affairs for distribution. All attempts are made to eliminate email redundancy.

MEZCOPH undergraduate and graduate students have a listserv, PHAlliance, on which they may communicate information regarding student groups, events, community service activities, public health news, furniture for sale, etc. Listserv users must follow the College's Social Media Guidelines found below and on the Hub. Use the address phalliance@list.arizona.edu to send a message to all MEZCOPH students.

College of Public Health Social Media Guidelines

The College of Public Health strives to support a vibrant, respectful conversation and expects that all users of the College's social media platforms treat each other with respect and abide by the rules and responsibilities of each social media platform. **MEZCOPH reserves the right to block or unsubscribe abusive users, and remove comments that:**

- Are hateful, threatening, malicious or discriminatory.
- Are libelous.
- Harass, bully, or intimidate any user.
- Engage in commercial activities not approved by the appropriate authority.
- Contain profanity, nudity, or graphic or gratuitous violence.
- Condone or encourage illegal activity.
- May be considered spam or are irrelevant to the primary contents of the page.
- Are repetitive (multiple identical or substantially similar posts by the same user).
- Cannot be translated into English using free online translation software.
- Could compromise the safety of a member of the public or the individual who created the comment, post or discussion.
- Reveal information in conflict with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), or any other applicable laws or regulations.

Student Intranet (Hub)

A student intranet, the Student Hub, on the College's website, has been developed to assist students in locating information that is relevant to their role in the college. It is important, therefore, to check this site frequently for information regarding events, college developments, and student news. In addition to creating an electronic student community and presenting diverse information, such as student calendars, forms, deadlines, policies and processes, the MEZCOPH Student Hub serves as the access point to a number of required electronic surveys. Currently, these include the Midcourse Evaluation, the Student Annual Progress Report, and the

Graduating Student Exit Survey. MPH students must submit their internship abstracts and final reports through the Student Hub. A UA NetID and password are required to access this site.

Website

The MEZCOPH website, <http://publichealth.arizona.edu/>, is used as the College's primary point of information dissemination to the public, potential applicants, and students. Research interests of faculty members, a college directory, and news items are posted on this site. Curriculum requirements, academic and student policies, internship postings, and fellowship announcements are posted on the MEZCOPH Student Hub.

STUDENT SERVICES, RESOURCES & OPPORTUNITIES

Career Advising

An integrated approach to career advising continues to provide appropriate career exploration services and support related to finding a public health career position. These services utilize the expertise of the University of Arizona Student Engagement and Career Development Office, professionals within the MEZCOPH Office of Student Services and Alumni Affairs, and public health faculty and practitioners. The University of Arizona Student Engagement and Career Development Office offers a broad range of programs designed to assist students and alumni in developing and implementing career plans, gaining career-related experience while enrolled in school, and pursuing post graduate career goals, whether that means permanent employment or alternate plans.

Various events and services occur on an ongoing basis. Most recently, these events have included résumé writing workshops at both the undergraduate and graduate levels, and the establishment of an Alumni Panel each semester that introduces students to alumni working in various areas of public health. The Office of Student Services and Alumni Affairs consistently shares information regarding public health internships, fellowships, career opportunities through its listservs. College of Public Health students may request to join the internship or jobs listserv by contacting the administrative assistant in the Office of Student Services and Alumni Affairs. The Assistant Dean of Student and Alumni Affairs, the Doctoral/MS Coordinator, and the Phoenix Coordinator provide individual career guidance and résumé review.

Confidential Problem Resolution

Students who are experiencing difficulties of a sensitive or confidential nature are encouraged to make an appointment with the Assistant Dean of Student and Alumni Affairs who can provide assistance and guidance or will work with the student to find additional resources to solve the problem.

Students may also speak with the Graduate College. Please review the Graduate College's [Summary of Grievances](#) webpage for more information.

Disability Resource Center

The UA Disability Resource Center (DRC) is the campus department designated by the University to determine and provide access to University classes, programs and activities for disabled individuals. Through an interactive process, the DRC will facilitate access either through a reasonable accommodation or by redesigning aspects of a University experience. The DRC's processes are designed to be convenient for students.

When the design of the academic and campus experiences present barriers, accommodations may be necessary. At the DRC, students will find information on accommodations and other important campus resources to increase access on campus and enhance the overall UA experience. Disabilities appear in many forms (visible or invisible) and each pre-qualified student can discuss accommodations with an assigned Disability Access Coordinator. Accommodations are available to any pre-qualified student (undergraduate or graduate including masters and doctorate). Accommodations may involve flexibility with test taking times, test locations, note taking, or course substitutions. For more information, contact the DRC or visit their [website](#).

Helpful Student Resources

In addition to the information presented in the *New Student Guide*, distributed at New Student Orientation, the College has developed a list of Helpful Student Resources to assist students in navigating their life and time here at the University. Both the [New Student Guide](#) and the Helpful Student Resources are found on the [Student Hub](#).

In addition, the College's [Diversity and Inclusion page](#) has an extensive list of College and University resources for students.

The Graduate College [New and Current Students webpage](#) also has a number of resources for graduate students across campus including specific links to Graduate College policies and procedures, professional development, child care subsidies, staying safe on campus, and more! They also have a comprehensive [Frequently Asked Questions](#) page for all new and continuing graduate students.

Office of Student Services and Alumni Affairs

The MEZCOPH Office of Student Services and Alumni Affairs (frequently referred to as OSSAA) serves as the central point of coordination for student activities and provision of services to undergraduate and graduate students in all academic programs of the College. Each OSSAA student services professional has significant experience advising students, participates in numerous university wide taskforces and committees, and meets with MEZCOPH students on a daily basis to help them resolve issues related to their academic careers. These issues include, but are not limited to: admissions questions; course registration; meeting academic paperwork deadlines; college financial aid, scholarships, and fellowship application processes; internship processes; career advising questions; travel requests; and graduation requirements.

Student Input into MEZCOPH Operations

The administration of MEZCOPH is keenly interested in understanding the student perspective of the College and its operations. To that end, numerous avenues for students to provide input and share concerns have been developed. First and foremost, student members are sought for all MEZCOPH committees, with the exception of the Promotion & Tenure Committee and the admissions committees. In addition to the university-administered Teacher and Course Evaluations, where students are encouraged to fully access all aspects of a course, the College also administers a mid-semester online course evaluation to determine if there are ongoing course issues. All graduating students are required to complete a comprehensive Exit Survey.

Ongoing student dialogues with faculty and staff provide a venue for proactive resolution of problems. When there are issues within a particular course, students should first speak with the instructor about their concerns. Course concerns that involve multiple students that are not resolved through meeting with the instructor may be addressed at the Student Affairs Committee Meeting where a plan of action for resolution of the issues can be developed.

Student Suggestion Box

MEZCOPH students have great ideas, and we want to hear them! A physical Student Suggestion Box and an [Online Student Suggestion Box](#) are available to provide students with an opportunity to share feedback and suggestions. We appreciate the feedback and we take suggestions seriously. A main objective of the Student Suggestion Boxes is to get the suggestion/feedback in front of the appropriate College colleague, office, or committee for consideration. Please remember, however, that not all suggestions and great ideas are implementable. Sometimes a follow-up dialogue about the suggestion brings greater clarity and understanding to the issue for all concerned parties.

The **Physical Student Suggestion Box** is located on the first floor of Drachman Hall next to the water fountain. This box is checked by the Office of Student Services every week. Students can submit anonymous suggestions to the physical box but must include their contact information if they would like someone to follow-up with them.

Student Participation on MEZCOPH Committees

Membership on MEZCOPH committees provides students opportunities to participate in much of the college's decision making and governance processes. Students are encouraged to consider committee membership as a means of familiarizing themselves with college operations, faculty, and staff, and as a way to build their own leadership and collaborative skills. Students are invited to complete a Committee Membership Interest Form, on it indicating the committee(s) that they may wish to join. All attempts are made to accommodate as many committee membership requests from interested students as are received.

Student Affairs Committee

The charge of the Student Affairs Committee is to act as a clearinghouse for issues related to students; plan, facilitate, and support student seminars, workshops, etc.; function as lobbying agent/advocate for resolution of student problems; and communicate concerns to

administration. This is an important committee as it supports the role of shared governance in college operations. The Student Affairs Committee meets twice each semester. While student representatives from each program are elected and help lead the committee, all students are welcome to attend and participate in the Student Affairs Committee.

STUDENT AMBASSADORS

To aid MEZCOPH with outreach and recruitment of a diverse student body as well as assist with alumni activities, the Office of Student Services and Alumni Affairs coordinates undergraduate and graduate Ambassador Programs. With a competitive application process, ambassadors proudly represent the College's student perspective to prospective students and their families, the University of Arizona, the Tucson community, and other groups as called upon. College Ambassadors assist with undergraduate and graduate recruitment, participating in the following activities:

- Communication with prospective and admitted students
- Volunteer for UAHS-sponsored middle school and high school events
- Outreach to campus clubs and organizations
- Manage the College's Instagram account and the student blog, COPHee Break: Students Chime in from the Desert
- Staff tabling events on campus, as well as at the American Public Health Association, Arizona Public Health Association, and Graduate School Fairs
- Student panels for visit days
- Lots of other fun outreach/recruitment activities
- Planning and facilitating alumni activities

STUDENT ORGANIZATIONS

Public Health Student Alliance (PHSA) – Tucson

The Public Health Student Alliance (PHSA) is the primary student organization of the college. All MEZCOPH students are members of PHSA. Established in 1997 by a group of committed MPH students, the initial charge of the group was to advocate for public health issues and to promote networking of students who work or wish to work in the field of public health. Since that time, the organization has matured and has expanded its scope of interest and activities to include participation in civic health promotion events, social events, intramural sports, and service projects. In addition to fundraisers, students have organized technical assistance workshops, advocacy trainings, and a student-to-student mentorship program. PHSA is open to all University of Arizona students who are interested in public health.

Public Health Student Alliance (PPHSA) – Phoenix

The Phoenix Public Health Student Alliance (PPHSA) is one of the student organizations designed to involve the Phoenix-based University of Arizona students in the surrounding community. The organization was founded in 2011 in order to keep all students involved in the public health field who otherwise would not be able to partake in Tucson-based activities. All members in the MPH programs that are Phoenix-based are members of PHSA-Phx, and other

MPH students have the option of joining as well. The primary mission of the group is to promote student outreach in Maricopa County. PHSA-Phx has built bonds with the community to promote not only the Phoenix-based University of Arizona programs, but also to establish connections with community members that will ultimately positively impact their health in all aspects.

American Indian and Indigenous Health Alliance (AIIHA)

The American Indian and Indigenous Health Alliance (AIIHA) is an undergraduate and graduate student organization established in 2012 by a group of MPH and DrPH students. The organization's goals are to enrich and foster the educational and professional experience of Indigenous students at the University by offering diverse avenues of support that are responsive, adaptive, and efficient to meet the needs of Indigenous students. The organization also hopes to increase the representation of Indigenous students in public health disciplines.

Environmental and Occupational Health/Industrial Hygiene Club

The EOH/IH club at the University of Arizona is a student run organization that aims to enhance student knowledge and involvement. Members share a common interest in the promotion of environmental and occupational health, safety, and industrial hygiene through the reduction of biological, chemical, and physical hazards. Activities include professional networking, community engagement, and educational events that work in conjunction with current course objectives within the master's program. Educational and networking opportunities for members of the industrial hygiene and environmental and occupational health communities are provided through seminars, training opportunities, local tours, and roundtable discussions developed by the student group. This club also encompasses the student sections of the nationally recognized AIHA and American Society of Safety Engineers (ASSE) organizations.

Graduate and Professional Student Council (GPSC)

The Graduate and Professional Student Council (GPSC) was founded in 1991. In its early years, the GPSC was a branch of the Associated Students of the University of Arizona (ASUA). Now the GPSC is independent from the ASUA and has its own officers, directors, representatives, and budget. The GPSC has played major roles in improving graduate student life by pushing for programs such as health insurance, child care, TA and RA benefits, travel grants, and national advocacy (the latter primarily via the NAGPS). To find out more about the scope of GPSC activities, visit the [GPSC website](#). Each College elects a representative to serve on GPSC.

University of Arizona Student Organizations

The University of Arizona has over 600 students clubs and organizations, which play a key role in student life on campus. There are numerous undergraduate, graduate, and professional organizations fulfilling all aspects of student interests. For more information and contact information, follow our list of student clubs! The Associate Students of the University of Arizona (ASUA) [website](#) provides information about these student clubs.

STUDENT MANAGED EVENTS

Graduate Research Poster Forum

The graduate programs of MEZCOPH host an annual research poster forum led by students. This event provides an opportunity for students conducting research and community-based work within MEZCOPH to network with public health professionals from industry and regional and state governments. The goal is to promote future collaborations such as employment and research partnerships. The student planning group invites keynote speakers, develops promotional literature, maintains a website that provides guidance for poster creation and participant registration, and produces a forum program which includes abstracts. Both students and faculty are encouraged to present posters. Posters are judged, and a cash prize is awarded to the best student poster.

MPH Internship Conference

With minimal faculty and administrator guidance, MPH program student volunteers are responsible for planning and facilitating the college's MPH Internship Conference, held in the spring and fall semesters. This conference, to which public health professionals, university administrators, undergraduate students and the public are invited, showcases the outstanding accomplishments of MPH students in their internships and functions as an outreach event. The format of the Internship Conference is similar to that of a scientific meeting, with multiple sessions occurring at the same time. A good deal of event coordination and collaboration skills on the part of the student planning committee ensures that all details are effectively managed. Students on the planning committee assist with event coordination efforts such as disseminating promotional materials, coordinating and attending presentation rehearsals, formatting and printing a conference program, and recruiting and coordinating student volunteers for the day of the event.

Social Justice Symposium

Students of the Mel and Enid Zuckerman College of Public Health plan and host an Annual Social Justice Symposium in the spring semester. Initiated in 2007 by students in the Center for Health Equity/Project EXPORT Fellows program within the Mel and Enid Zuckerman College of Public Health, objectives of the one-day conference were and continue to be to showcase strategies and encourage activism to effect change in the realm of social justice and public health. Bringing together students, faculty, community activists and health professionals, the Social Justice Symposium aims to expand participants' awareness and abilities to critically analyze how social injustices affect health outcomes worldwide with the goal of inspiring action at a personal level. Since 2007, the planning committee has included both undergraduate and graduate students from diverse corners of public health study. Beginning with the initial Social Justice Symposium, student planners and attendees have realized a need for a multi-faceted approach to the alleviation of disparities and their underlying issues.

THE UNIVERSITY OF ARIZONA OFFICE OF SCHOLARSHIPS & FINANCIAL AID

To be eligible for any federal loans or scholarship awards, domestic students must file a FAFSA. To qualify for scholarship awards, International Students must complete a [Financial Aid Calculation for International Students](#).

Federal Financial Aid

Federal financial aid (i.e., loans and grants for MEZCOPH students) is awarded through the University of Arizona's Office of Scholarships and Financial Aid. Application requests for financial aid should be made in the semester prior to the anticipated funding needs. Further information can be found on the [OFSA website](#). The Office of Scholarships and Financial Aid can be reached by telephone at (520) 621-1858, or by email at AskAid@email.arizona.edu.

Qualified Tuition Reduction Benefit

Benefits eligible employees of the three state universities, their spouses and dependent children may be eligible for drastically reduced tuition rates. The qualifying employee must be employed on the first day of the semester or term for which the benefit is to be used and must apply through the employee's hiring department to access this benefit. Detailed information can be found on the [Human Resources website](#).

STUDENT FUNDING MANAGED BY MEZCOPH

The Assistant Dean of Student and Alumni Affairs manages the award process for the MEZCOPH scholarships and avenues of financial assistance listed below. A full listing of the College's scholarships, complete with criteria, application deadlines and forms can be found on the MEZCOPH Student Hub. The College's Scholarship Committee meets annually and on an ad hoc basis to select scholarship awardees. Students apply in the spring semester for financial assistance for the following academic year via a Scholarship and Teaching Assistant Application, also found on the Hub. The process and timing will be announced by the Assistant Dean in the spring semester.

Graduate College Dissertation/Thesis Tuition Scholarship

A limited number of awards that reduce nonresident tuition to what Arizona residents pay for tuition for 1 to 6 units are available. The award excludes the mandatory registration fees and differential tuition charges. This tuition scholarship is designed to reduce the tuition for nonresident students who are within 2 years of completing their degree and are only working on their thesis or dissertation research and writing. Students are eligible to apply if they are nonresident graduate (master or doctoral) degree-seeking students who are enrolled for one to six credits of **900-level units ONLY** (no actual courses). This scholarship is not applicable to summer tuition. Students desiring more information about this scholarship should contact the Assistant Dean early in the semester prior to the one in which they will be requesting this scholarship.

Graduate College Fellowship Funding

The University of Arizona Graduate College allots MEZCOPH a limited amount of Graduate College Fellowship funding each academic year. Graduate Fellowships are cash awards that can be applied to tuition, health insurance or any other academic expense, the balance of which is paid directly to the student. MEZCOPH awards Graduate Fellowships to its

students based on both financial need and academic merit. Awardees must establish and maintain at least a 3.0 cumulative GPA, be enrolled in six graduate units per semester, and have a current FAFSA on file to be eligible to receive and retain their award.

Additional merit based scholarships administered through the Graduate College are found on the Graduate College website.

MEZCOPH SCHOLARSHIPS

The following monetary awards have been established to assist MEZCOPH students in face-to-face programs in funding their required coursework or research/internship experiences in specific areas of interest. Many of the MEZCOPH Named Scholarships can be applied for through [Scholarship Universe](#), which is the University's scholarship management system for students and departments. During the spring semester, applications for scholarships for the following academic year will be available. Each student will need to create a profile on Scholarship Universe and will be matched to scholarships for which they are eligible.

Cliff and Penny Crutchfield Scholarship Endowment

This \$8,000 scholarship is for incoming doctorally bound students in the area of Occupational and Environmental Health. Students must demonstrate merit and/or financial need, and a commitment to public health, public service, and leadership.

Reva T. Frankle Scholarship

Need based scholarship for students who focus on diabetes and/or Native American populations. Funding amounts vary.

Dr. Robert Garcia/ The Victoria Foundation Scholarship

This scholarship recognizes meritorious Phoenix Program students who have earned a 3.0 GPA or higher and who have a commitment to complete 20 hours of community service. Three scholarships of \$2,000 are awarded annually.

General Scholarship Fund

MEZCOPH has a limited, but growing, General Scholarship Fund. Students are welcome to apply for funding through the Office of Student Services and Alumni Affairs during the spring semester for the following academic year. Scholarship funds are awarded based on a variety of criteria, including financial need and academic achievement. Students apply for General Scholarship Funding on the Scholarship and Teaching Assistant Application.

Hispanic Women's Corporation/Zuckerman Family Foundation/Victoria Foundation Scholarship

The Hispanic Women's Corporation, Zuckerman Family Foundation, and the Victoria Foundation have partnered to provide scholarship funding to MEZCOPH students who demonstrate an interest and commitment to serving our Hispanic populations, and whose professional goals include continuing service to those populations. Several scholarships are awarded annually.

Maureen Mangotich Scholarship

The family of Maureen Mangotich, MD, MPH, has provided a scholarship for full time public health students. Mangotich awards in the amount of \$1,000 are made each year.

Joel Meister Scholarship

Dr. Joel S. Meister, a founding faculty member of the Mel and Enid Zuckerman College of Public Health, was internationally known for his work with community health workers or *promotores de salud* and the development of comprehensive disease prevention interventions focusing on community mobilization for policy change. A scholarship honoring Dr. Meister's memory was established for MPH students. This award, in the amount of \$5,000, will be made to an incoming MPH student who demonstrates merit, significant financial need, and a commitment to public health, public service and leadership.

Elbridge and Genevieve Morrill Memorial Scholarship

Mr. and Mrs. Elbridge Morrill established this scholarship to support academic related expenses of students in the Environmental and Occupational Health (EOH) Concentration of the MPH or BS Programs. EOH students who are US citizens and have graduated from Arizona high schools are eligible to receive this award. Morrill Scholarship award amounts vary.

Helen and Raymond Sarocco Scholarship

The Helen and Raymond Sarocco Scholarship supports MPH students with financial need who have achieved academic excellence. One to two scholarship awards are made each year.

SueBob Scholars Endowment

This scholarship is awarded to full-time undergraduate students in their junior or senior year or graduate students in the College of Public Health. Preference is given to students who demonstrate a commitment to research and public service, are first generation college students, military students, and/or have previously obtained a bachelor's in nursing. Several awards of \$2,000 are given annually.

Russell H. Swanson Scholarship

Dr. G. Marie Swanson, Founding Dean of MEZOCPH, provides two \$2,500 scholarships in memory of her late husband, Dr. Russell Swanson. This scholarship is awarded to meritorious incoming MPH students who intend to pursue careers as public health practitioners.

Victoria Foundation/George H. Dean Scholarship

This scholarship recognizes full time students committed to serving African American communities of Arizona, who exhibit leadership experience and social awareness within African American populations. Two awards at \$2,500 are made annually.

Victoria Foundation/Dr. Erlinda Tejada-Rodriguez Scholarship

This is a merit based scholarship for a full time student with a 3.0 or higher grade point average who demonstrates a commitment to service and leadership experiences within Native American populations in Arizona. Annually, two awards at \$2,500 are made.

Zuckerman Family Foundation Scholarships

This scholarship is intended to recognize meritorious full time students with a 3.00 or higher grade point average who show commitment to public health, public service and leadership within Native American, Hispanic, and African American Communities. Funding amount vary.

MEZCOPH INTERNSHIP AWARDS

Kent and Liz Campbell International Public Health Internship Endowment

Dr. Carlos C. (Kent) Campbell, former Interim Dean of the College of Public Health and his wife, Liz, have provided an endowment that supports international (preference is Africa) internship of a full-time MPH student who has demonstrated a commitment to public health and global health.

Drachman Prevention Fellowship

The Drachman Prevention Fund was established to honor Mr. Roy P. Drachman, the founding Chairman of the College of Public Health Advisory Board and for whom the College of Public Health building is named. Mr. Drachman was involved in all aspects of community life and community building, and had a particular passion for healthy children and schools. The Drachman Fund provides fellowships to support students of public health who will further this work. A competitive award of \$2,000 is made up to three times a year to MEZCOPH interns and student researchers who best outline an internship or research experience designed to promote healthy behaviors, sound nutrition, and physical activity in children and/or to mentor at-risk children and youth.

Nichols Initiative Scholars Fund Awards

The Andrew W. Nichols Initiative provides funding to support internships, research experiences, and preceptorships for MPH students currently enrolled in MEZCOPH. Andrew Nichols, MD, MPH, sponsored and inspired significant positive changes to health care programs and public health policy. As a physician working in public health and as a teacher and as a member of the Arizona Legislature, Dr. Nichols spent his entire career instigating the development of programs to benefit populations living in rural and border areas of the Southwest. This fund helps support students of public health and medicine who will further this work. Awards of varying amounts are made to MEZCOPH interns, student researchers, or student preceptors whose proposals best outline an internship, research, or preceptorship experience designed to promote policy, advocacy, or innovative service delivery in rural or border health.

MEZCOPH RESEARCH AWARDS

Graduate students in the MS/PhD Epidemiology and Environmental Health Sciences, PhD Biostatistics, PhD Health Behavior Health Promotion, and DrPH Programs are also eligible for available research funds. No more than one MEZCOPH research award can be awarded to the same student in a given academic year. These awards are designed to assist graduate students in the completion of their thesis or doctoral research and to provide them funds to purchase supplies, equipment, or laboratory tests that are not funded by other resources.

Announcement of these award opportunities will be distributed to graduate students via student listservs.

MEZCOPH TRAVEL AWARDS/POSTER PRINTING

Limited funding for student travel to scientific and public health meetings and for poster printing is available. Priority is given to applications of students who 1) are presenting their work (e.g., posters, abstracts) at a meeting, 2) have completed a significant portion of core curriculum, and 3) have not received previous travel funding. Travel awards will not exceed \$500 and poster printing awards will not exceed \$100. The Application for Student Travel/Conference Funds is found on the MEZCOPH Student Hub. Applications are accepted by the Office of Student Services year round and are reviewed on a rolling basis. Students also are encouraged to apply for travel funding through the [Graduate and Professional Student Council \(GPSC\)](#).

MEZCOPH GRADUATE, RESEARCH, & TEACHING ASSISTANTSHIPS

Graduate Research Assistantships

Research assistantships are often available through the research grants of MEZCOPH faculty members or from other departments on the University campus. When the Office of Student Services and Alumni Affairs is notified of research assistantship opportunities, info about those positions will be shared with students via student listservs. However, these opportunities are best sought by speaking with individual faculty members who are conducting research. In general, these positions are awarded based on a competitive application that exhibits excellence in academic and/or professional endeavors and a strong indication that the candidate has the talents or abilities that the assistantship requires. In addition to a salary, these assistantships typically provide the recipient with a waiver of out-of-state tuition, partial remission of in-state tuition, student health insurance, and a 10% discount at the UA bookstores. Students are responsible for university fees and College of Public Health program fees.

Graduate Teaching Assistantships

Based on class size and format, a limited number of MEZCOPH courses utilize teaching assistants (TAs). TAs serve in mentoring, instruction, and administrative roles working with course instructor(s) in the classroom. TA job duties may include taking attendance, grading homework, quizzes, and papers, preparing course materials, developing and holding study sessions, scheduling guest speakers, monitoring academic integrity, holding office hours and lecturing.

In addition to a salary, these assistantships provide the recipient with a waiver of out-of-state tuition, partial remission of in-state tuition, student health insurance, and a 10% discount at the UA bookstores. Students are responsible for university fees and College of Public Health program fees.

The Assistant Dean for Student and Alumni Affairs manages the TA assignment process, utilizing an equitable process that considers three important factors: 1) instructor and department preferences, 2) the placement priorities established by the College, and 3) information regarding students' employment and scholarship status. Graduate students will be considered for placement as teaching assistants in the following order: 1) MEZCOPH doctoral students who are required, as part of the degree curriculum, to TA a course; 2) MEZCOPH doctoral students who have already met the TA requirement or do not have the requirement; 3) MEZCOPH master's level concentration or program students who have taken the undergraduate or graduate course offered by their program that needs a TA; 4) students who have content area expertise in the course subject matter; 5) non concentration or program students who have taken the course. TAs are required to complete [two mandatory pieces of online training](#) before they are eligible for employment: FERPA Training and TATO. International students who serve as TAs must take a speaking assessment test administered by the Graduate College. For detailed information, please see the Graduate College's [English Speaking Proficiency Evaluation](#) webpage.

The course instructor serves as the TA's supervisor, and it is the instructor's responsibility to communicate job expectations to the TA. It is also the instructor's responsibility to hold the TA accountable for meeting these expectations. At the end of the semester, the instructor is expected to evaluate the TA through a university established process.

To be considered for a teaching assistantship, students must have completed the College's Scholarship and Teaching Assistant Application, speak with the course instructor early in the semester prior to the course offering, and notify the Assistant Dean of Student and Alumni Affairs of their interest in a particular assistantship.

Because of the limited number of assistantships and the growing number of graduate students, the demand for teaching assistantships far outweighs the positions available within the College. Efforts to equitably distribute the TA positions to qualified students require a limit to the number of times a student may serve as a teaching assistant in the College. Successful completion of duties as a TA does not guarantee future assignments. Students are encouraged to seek graduate research and teaching assistantships in other departments and units at the university. The salary and benefits available to graduate assistants are comparable throughout the university campus.

In addition to the requirements of assistantships through the College, all students should familiarize themselves with the [Graduate Assistant Manual](#). It is the student's responsibility to read the GA Manual and abide by all policies outlined through the Graduate College.

The Graduate College also offers resources designed to help students balance family, work and school including [GA Parental Leave](#) and [Temporary Alternative Duty Assignments \(TADA\)](#).

STUDENT HONORS & AWARDS

Outstanding Senior Award

This College award is awarded to a graduating senior who has demonstrated outstanding achievements in 1) academic performance, 2) internship performance, 3) commitment to the College of Public Health and/or 4) community service.

Delta Omega Public Health Honorary Society

The Alpha Nu Chapter of Delta Omega, the public health honorary society for graduate students, was established at MEZCOPH in 2002. Since then, 200 members have been inducted into the chapter. Graduating graduate students who are academically in the top 10% of their graduating class are eligible for nomination by Delta Omega members.

Graduate and Professional Student Council (GPSC) Achievement Awards

Each year, during Graduate and Professional Student Appreciation Week, the GPSC recognizes graduate and professional students, staff, and faculty that have made outstanding contributions to the campus and, in particular, to graduate education. See the [GPSC website](#) for more information.

Graduate Poster Forum Prize

Prizes for the best student posters presented at the Graduate Poster Forum are awarded at the conclusion of the Forum.

Outstanding MPH Student Award

The Outstanding MPH Student Award recognizes a graduating student from the MPH Program who exhibits 1) outstanding academic performance, 2) outstanding internship performance, 3) commitment to MEZCOPH, and/or 4) commitment to community service. Faculty and staff members may nominate students for this award.

Student Life Award

The College of Public Health Student Life Award was instituted by the Office of Student Services and Alumni Affairs to acknowledge and recognize a graduating student who has made significant contributions to initiating, promoting and facilitating student activities and events across the entire college. Faculty and staff may nominate students for this award.

DEGREE COMPLETION INFORMATION

MEZCOPH Exit Survey

The MEZCOPH Graduating Student Exit Survey provides a mechanism for obtaining anonymous, continuous student feedback which is used by MEZCOPH to refine and adjust its operations. The perceptions of our graduating students provide valuable feedback to MEZCOPH faculty and administration.

All students are required to complete the Exit Survey as part of their graduation requirements. Final degree paperwork will be processed after the student has responded to the survey. Student answers are one-way encrypted, meaning that, while the computer will recognize that a student has responded, the responses will no longer be linked to the student's email address. The Exit Survey will be available on the Student Hub in the weeks leading up to graduation.

Please note that the MEZCOPH Graduating Student Exit Survey is in addition to and separate from the Graduate College Exit Survey that is requested of graduating students across the University.

Graduate Information Sheet

As part of the degree completion process, students are required to complete a Graduate Information Sheet, which provides the College with the student's forwarding address and future plans, if known.

MEZCOPH Convocation

Traditional Semester (Fall and Spring) Completion

Students who finish all degree requirements in spring may participate in the May convocation ceremony. Students who finish all degree requirements in the fall semester may participate in the December convocation.

All students must notify the Office of Student Services and Alumni Affairs of their intent to participate in the MEZCOPH ceremony by April 1 for the May convocation or November 1 for the December convocation.

Non-Traditional Semester (Summer or Winter) Completion

Bachelor's students who are planning to complete their degree requirements by the summer graduation deadline may participate in the May convocation ceremony if they have no more than 6 (total) outstanding credits of upper division units remaining in the following categories of instruction: internship, track, or public health elective coursework. If any other degree requirements are outstanding, bachelor students may participate in the following semester ceremony only. Students must be enrolled in these outstanding units for summer at the time of convocation.

Master's students and doctoral level candidates who are planning to complete their degree requirements by the summer graduation deadline may participate in the May convocation ceremony if they have no more than 6 outstanding credits at the time of convocation. Students must be enrolled in these outstanding units for summer at the time of convocation.

Additionally, doctoral candidates with outstanding graduation requirements must secure their Chair's approval to participate in May Convocation and present documentation of approval to OSSAA by April 1.

All students must notify the Office of Student Services and Alumni Affairs of their intent to participate in the MEZCOPH ceremony by April 1 for the May convocation or November 1 for the December convocation.

University of Arizona Commencement

The UA university-wide commencement ceremony happens only once each year in May. December graduates are welcome to attend the Commencement ceremony either before or after their graduation date. Note, however, that a student's name will only appear in the commencement program after the student's degree has conferred

Per university rules (<http://commencement.arizona.edu/eligibility-requirements>), August graduates, on the other hand, are welcome to participate only in the preceding May commencement and will have their names listed in that commencement program

To view the university-wide commencement ceremony schedule, please see the University of Arizona academic calendar page: <http://catalog.arizona.edu/acadcal.html>

UNIVERSITY OF ARIZONA POLICIES

Academic Policies

MEZCOPH students are expected to adhere to all registration, enrollment, grading and academic policies outlined in the [University of Arizona General Catalog](#) and [Graduate College Website](#).

Residency Classification

Residency classification standards and procedures at The University of Arizona are based on the Arizona Board of Regents Policy on Tuition Classification. Each student must be classified as a resident student or a non-resident student for tuition purposes. It is the responsibility of each student to provide the information necessary to obtain a correct residency classification and raise the issue of a disputed classification in a timely manner. For more information, please see the [UA Residency Classification Office website](#).

UA Smoking and Tobacco Policy:

The University's "Smoking and Tobacco Policy" is designed to promote the health and wellness of all members of the University community, including visitors to campus, and it will prohibit the use of tobacco and nicotine-containing products on property owned or controlled by the UA. This includes the main campus, the Arizona Health Sciences Center, the Phoenix Biomedical Campus, UA South, all satellite campuses, University vehicles, and any property leased by the UA. Smoking cessation aids, such as nicotine gum, patches, and nasal sprays, will be permitted, but all other forms of tobacco or nicotine - including pipes, cigars, cigarettes and e-cigarettes, all types of smokeless tobacco, and water pipes - will be prohibited. The latest version of the policy is available [here](#).

UNIVERSITY POLICIES GOVERNING ACADEMIC INTEGRITY, CONDUCT & NON-DISCRIMINATION

Academic Integrity Code

Integrity and ethical behavior are expected of every University of Arizona student in all academic work. This academic integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 through 5-404, all provisions of which apply to all University of Arizona students.

The procedures for reviewing a suspected violation are found in the complete [Code of Academic Integrity](#), administered through the UA Dean of Students Office.

MEZCOPH students are provided with a number of online resources to assist them in understanding the concept of plagiarism and tools to build citation skills and strategies for avoiding plagiarism. University sanctions may be imposed on a student following an academic integrity infraction. In addition, MEZCOPH financial support (scholarships and assistantships) will be withdrawn and future awards prohibited.

Student Code of Conduct

The University of Arizona Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus. [The UA Student Code of Conduct](#) outlines these standards and sanctions.

Disruptive Behavior in an Instructional Setting Policy

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions. Please review the full description of the [Disruptive Behavior in an Instructional Setting Policy](#).

Non-Discrimination and Anti-Harassment Policy

The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. The University encourages all who believe themselves to have been the subject of discrimination to report the matter immediately as described in the link below on Reporting Complaints to University Offices. All members of the University community are responsible for participating in creating a campus environment free from all forms of prohibited discrimination and for cooperating with University officials who investigate allegations of policy

violations. Please review the full description of the [UA Non-Discrimination and Anti-Harassment Policy](#).

Threatening Behavior by Students Policy

The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self. Threatening behavior can harm and disrupt the University, its community and its families. Please review the full description of the [UA Policy on Threatening Behavior](#).

COLLEGE OF PUBLIC HEALTH MATRICULATION STANDARDS

The College has developed matriculation standards to identify the skills and behaviors that are expected of students admitted to the MEZCOPH academic or certificate programs. During the period of enrollment, should the student's performance in any of the areas outlined drop below the acceptable standards, the student may be dismissed from the program to which the student has been admitted. A student's performance compared to these standards will be assessed during annual academic progress reporting or at any time during the student's enrollment in the College should unsatisfactory performance be reported. Please review the full description of the College of Public Health Matriculation and Progress Standards, found on the MEZCOPH Student Hub and included in orientation packets.

GRADUATE COLLEGE & MEZCOPH POLICIES

Academic Deficiencies Noted at Admission

A deficiency is a lack of course work or knowledge in a basic area that may be critical to graduate and professional work. Deficiencies in a student's past academic work may be identified by program faculty during the admissions process. The program faculty has the authority to require completion of additional coursework prior to entry into the program or at the onset of the student's graduate study. The coursework required must be taken at the undergraduate level, can be transferred from another accredited institution, and must be graded "A", "B", or "C". Students should take steps immediately to address any deficiencies noted in communications from the College of Public Health. No student with academic deficiencies may hold a Graduate College fellowship, or graduate teaching/research assistantship.

Academic Probation at the Graduate Level

Students who have a cumulative grade point average of less than 3.00 will be placed on academic probation. Graduate College policy requires students who are on probation to meet with their Faculty Mentor/Advisor, discuss the steps to be taken to remedy the circumstances that caused the probationary status, and submit a written plan of action to the Graduate College. Graduate students who are on probation for two consecutive semesters will be disqualified by the Graduate College. Students can apply for readmission to a degree program

as early as the semester after their disqualification if they achieve a cumulative grade point average of at least 3.0 through additional graduate coursework. A re-admission request must be supported by the head of the major department and approved by the Graduate College. There is no guarantee of re-admission. The program can request termination of graduate studies for a student on academic probation. No student on academic probation may hold a Graduate College scholarship, fellowship, or graduate teaching or research assistantship.

GradPath

GradPath is the Graduate College's electronic degree audit process that makes tracking and monitoring student progress transparent to all involved. Students fill in and submit forms online through their UAccess Student Center. Forms have some automatic checking built in that will prevent common errors (e.g., typos in course numbers, illegible faculty names, etc.). There is also some built-in logic to notify students when there is a problem with their form, such as courses outside our time limit. Such messages include links to policy. The automated workflow engine then routes the electronic forms to the faculty and Graduate College for their approval.

It is the student's responsibility to monitor the faculty members' and Graduate College's approval of all forms submitted through GradPath. Students can monitor the approvals by tracking the approval path at the bottom of any form in GradPath.

Incomplete Grades

The grade of I (for Incomplete) may be awarded with the instructor's agreement only near the end of a term, when all but a minor portion of the coursework has been satisfactorily completed. The incomplete grade will not be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than Incomplete must be assigned. Students must consult and reach agreement with the instructor to be granted an incomplete grade before the end of the term and will not automatically receive an Incomplete simply because all course requirements were not met.

The course instructor will determine the conditions of the incomplete grade and set a date for completion of all required assignments at any point within the year following the end of the course. Those conditions will be outlined on a [Report of Incomplete Grade form](#), which serves as a contract between the student and the instructor. The Report of Incomplete Grade form will be kept on file in the Office of Student Services and Alumni Affairs until the conditions for completion have been met. When the instructor notifies the Office of Student Services and Alumni Affairs that the work has been completed, a Change of Grade form will be submitted for the course. If assignments are not completed, Incomplete grades convert to "E" (Failure) on the last day of classes of the same semester, one year after the Incomplete grade was awarded. Students will not be permitted to graduate until all incomplete grades are cleared.

Lapse in Enrollment

Students who have an interruption in their enrollment of one semester or more in the program and have not been approved for a Leave of Absence will be required to apply for readmission upon resumption of coursework. Students should contact their Graduate Coordinator and the

Director of Admissions to determine a plan for readmission. At a minimum, a Graduate College Application must be completed online, and additional application materials may be required. When a student leaves their graduate program and does not take a leave of absence, readmission is not guaranteed.

Leaves of Absence

Academic Leave of Absence

Academic Leave of Absence (i.e., leaves to take coursework at another university, for research, field work, internships, professional development, etc.) are handled on a case-by-case basis by the student's department and the Graduate College.

Medical Leave of Absence

Graduate students in degree programs may be granted a Medical Leave of Absence by the Dean of the Graduate College. Under extraordinary circumstances, LOAs may be granted retroactively for up to one year. Students will be readmitted without reapplying to the department and the Graduate College. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

Personal Leave of Absence

Graduate students in degree programs may be granted a Leave of Absence for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. Under extraordinary circumstances, LOAs may be granted retroactively for up to one year. LOAs are granted on a case-by-case basis for compelling reasons including birth or adoption of a child, personal or family reasons, medical reasons, military duty, or financial hardship. Students will be readmitted without reapplying to the department and the Graduate College at the expiration of the LOA. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

Leaves of Absence (LOAs) may affect the status of a graduate student's financial aid. Students are responsible for determining the requirements of their funding agency and/or academic unit prior to applying for a Leave of Absence.

Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in the [Continuous Enrollment](#) policy requirements. The Leave of Absence form is found on the [UAccess Student Center](#) under the GradPath option.

Graduate College Petitions

Students may petition the Graduate College if extenuating circumstances have prevented their compliance with any University or Graduate College policies and procedures. The student must complete the Petition Form online through GradPath. . The petition should explain all relevant facts. Such petitions must be accompanied by supporting documents and a letter of support from the Faculty Mentor/Advisor and/or the Director of the Program. If medical expertise is needed, Campus Health will be consulted. Petitions related to a course issue must have the instructor's approval as well.

Responsible Conduct of Research Statement

Every graduate student must complete the Graduate College's Responsible Conduct of Research Statement. This statement verifies that the student agrees to follow responsible conduct of research compliance regulations and academic integrity requirements and will adhere to them in their research. This statement is electronically signed on the [UAccess Student Center](#) under the GradPath option. Students must sign the statement before they are able to access their Plan of Study and other Graduate College forms.

Exceptions to Policy and Grievance Processes

There are many different types of policies that govern your time with us. When a student experiences an unusual situation, typically outside of their own control, that the student believes merits an exception to a policy, it is important that the appropriate appeals process is followed. We highly encourage students to discuss and identify the appropriate process in consultation with their Graduate Coordinator. Some examples include:

- Program Specific policies should be addressed initially with the Faculty Mentor/Advisor. If necessary, the Program Director and/or the full Program Faculty may need to be consulted.
- MEZCOPH-specific policies have a structured process and form that must be completed. This document allows the student to explain the reason for requesting an exception to a MEZCOPH-specific policy and requires the student's request to be reviewed by multiple College administrative channels. Graduate students please see your Graduate Coordinator. Undergraduates, please see your Academic Advisor.
- [Grade Appeals](#) have specific timelines and processes.
- Graduate College policies have their own [petition process](#).
- Issues related to the Registrar's Office or the Bursar's Office should be directed to those offices.
- For a listing of different grievance categories, please see the Graduate College's [Summary of Grievance Types and Responsible Parties](#).

All appeals require a clear explanation of relevant facts and are strengthened by supporting documentation. In some cases, a letter of support from key faculty or staff may also be requested. Again, your Graduate Coordinator is available to help you identify the most appropriate process for your particular situation.

SATISFACTORY ACADEMIC PROGRESS

To be considered as maintaining Satisfactory Academic Progress, a student must:

- Maintain continuous enrollment
- Maintain a GPA of 3.0 or greater
- Meet Program Milestones in a timely manner
- Complete and receive a satisfactory faculty review of Student Annual Progress Report
- Complete required courses satisfactorily – no grades of D, E or F

Continuous Enrollment

According to [Graduate College Policy](#), graduate students must be continuously enrolled each fall and spring semesters in a minimum number of graduate units from original matriculation until all degree requirements are met. (See table below.)

Unless excused by an official Leave of Absence (which may not exceed one year throughout the student's degree program), all graduate students are subject to the Continuous Enrollment Policy and must pay tuition and fees in order to remain in the program. If the student fails to maintain continuous enrollment or obtain a Leave of Absence, the student will be required to apply for re-admission (including submitting application materials as determined by the program), to pay the Graduate College application fee, and pay all overdue tuition and fees. Tuition or registration waivers cannot be applied retroactively.

See the table for the minimum number of units required.

	<i>Full-time Status without assistantship</i>	<i>Full-time Status with assistantship</i>	<i>Part-time Status (has implications for financial aid and visa status)</i>
Graduate student	9	6	3
Graduate student with all course work, unit requirements, steps and milestones completed except internship (MPH), thesis (MS) or dissertation (doctoral).	3*	6	1*

*International students need to work with the International Student Office to get special endorsement for this minimum number of units.

Additionally, master's students planning to complete degree requirements in the summer must register for a minimum of 1 unit of graduate credit in either Summer I or Summer II. If not graduating in the summer term, master's students do not have to register for graduate units during summer sessions unless they plan to make use of faculty time. If they do plan to use faculty time, they must enroll for a minimum of 1 unit of graduate credit in the summer term(s) in which they are using faculty time. If the student is working at the internship site during the summer, the student must register for a minimum of 1 unit of 909 in Summer I or Summer II.

If an MPH student has completed all course requirements and is only finishing the internship, the student must be enrolled in at least 1 unit of 909, Master's Report, during their final semester(s) in the program. Similarly, MS students who have completed all course requirements and are only completing the thesis requirement, must enroll in at least 1 unit of 910, Master's Thesis, during their final semester(s).

For doctoral students, if the program degree requirements such as the comprehensive exams or final oral dissertation defense are to be completed in the summer, they do not have to register for graduate units during the summer session. However, they must contact the Doctoral Programs Coordinator so that the Graduate College can be notified that the milestones will be occurring.

Once a doctoral candidate has completed the minimum 18 dissertation units, they may consider enrolling in 3 units (to remain full-time) or 1 unit (to remain part-time) of 920, Dissertation, during their final semester(s) in the program.

Part-time students need to be aware that there are implications for financial assistance, loan repayment, and/or visa status. It is the responsibility of the student to verify this with the Office of Financial Aid and Scholarships before requesting/finalizing enrollment with their Graduate Coordinator.

Minimum GPA

In accordance with Graduate College standards, all degree program students must take at least 3 credits or more per semester and maintain a B (3.00) grade point average (GPA). Failure to maintain a 3.0 GPA for two consecutive semesters will result in dismissal from the program, as outlined by the [Graduate College's Academic Probation policy](#). If a student is in danger of falling below a 3.0 GPA, the student should contact the MPH or Doctoral/MS Programs Coordinator to create a plan of action.

Students can earn a C in a course and still complete the graduate Program. However, to maintain a 3.0 GPA, the student would need to earn an A in another course to balance out the C. Additionally, all courses required for your program (i.e. those on your plan of study), must be passed with a grade of C or better.

Grades of D, E or F

Only courses in which the student has earned a grade of A, B, C, S or P may be counted on the Graduate Plan of Study. A course may be repeated for inclusion on the Plan of Study or to improve the GPA; however, the original grade will be included in the GPA calculation and remain on the student's transcript. Please be aware that students must have a cumulative GPA of 3.0 to graduate. Students who fail required coursework are at risk for dismissal from the program.

Program Steps and Milestones to Completion

A student's progress toward meeting the Program Steps and Milestones to Degree is assessed at the time of students' annual progress report in conjunction with their Faculty Mentor/Advisor and Program Faculty. When it is determined that a student is not making timely progress, the student and Faculty Mentor/Advisor will meet to create a Remediation Plan using the MEZCOPH form, *Graduate Student Remediation Plan for Failing to Meet Satisfactory Academic Progress*. Please see the Steps and Milestones for your degree in the second portion of this handbook below.

Continued Program Progress and Annual Progress Report

Of major importance to program faculty and to the College is the student's successful progression toward fulfilling all degree requirements. The process of monitoring student progress is outlined below.

Students are required to complete an Annual Progress Report that describes their progress and accomplishments for the previous academic year. This report is completed early in the spring semester of each year; the Office of Student Services and Alumni Affairs notifies students of the process and deadlines related to the Annual Progress Report. In a timely manner, students are responsible for completing the report, printing a copy, and making an appointment to review the report with their Faculty Mentor/Advisor. After this meeting, the student should take the signed report to the Graduate Coordinator. The Graduate Coordinator forwards these reports to the appropriate Program Director. The student is also asked to attach a résumé and a copy of the current Plan of Study (either draft or final version). Students who do not comply with the requirement for filing the Annual Progress Reports will be notified in writing of their failure to document satisfactory progress with a copy also sent to their Faculty Mentor/Advisor. These students are at risk for potential dismissal from the program.

The program faculty will review the reports, completion of required coursework, course grades, and timeliness of progress. When academic progress issues are identified, the program faculty, in consultation with Student Services, will provide the student with a remediation plan. A copy of the Annual Progress Report with faculty recommendations will be kept in the student's file in the Office of Student Services and Alumni Affairs. If issues were identified, the original Annual Progress Report, with official recommendations, will be returned to the student for review with the recommendation that the student consults with the Faculty Mentor/Advisor.

Failure to Meet Satisfactory Academic Progress – Remediation Planning

When a student has been identified as not making progress due to the following bulleted conditions, the student will be notified in writing via the student's official UA email account using the College's Graduate Student Remediation Plan Form.

- Failing to complete and receive a satisfactory review of the student's Annual Progress Report
- Received a grade of D, E or F in a required course

- Placement on University Academic Probation for failing to maintain a GPA of 3.0 or greater
- Failure to maintain continuous enrollment
- Failure to meet program milestones in timely fashion
- Failure to meet other Academic Guidelines

The student's Faculty Mentor/Advisor and the appropriate Graduate Coordinator should be copied on that communication, as well. According to [Graduate College guidelines](#), students must be given an opportunity to appeal or rebut items of unsatisfactory progress. The Graduate Student Remediation Plan Form will outline the means by which the student is not meeting satisfactory academic progress, provide the student with the opportunity to explain the situation, and allow the student and the Faculty Mentor/Advisor to determine an agreed upon remediation plan and timeline of completion. Signatures of agreement from the student, Faculty Mentor/Advisor and Program Director are required.

Students who do not fulfill their remediation plan requirements by the agreed upon timeline, may be dismissed from the program. In this eventuality, the program may send a formal request to the Associate Dean of the Graduate College requesting the student's dismissal from the program and the Graduate career. The Graduate College then decides whether or not to dismiss the student.

REGISTRATION, ENROLLMENT, & CREDIT REQUIREMENTS

Only 500 level courses or higher will receive graduate credit, and only 500 level (or higher) courses count toward the minimum enrollment.

Registration and Payment Deadlines

Registration for UA courses can be accomplished using the [UAccess Student Center](#). Please be aware that it is the student's responsibility to be informed of the payment deadlines. The student must pay in advance of these deadlines to avoid late penalties. The Office of Student Services and Alumni Affairs cannot negotiate the removal of late fees. It is advisable that initially, a student should pay for the number of units that the student anticipates taking, even though the schedule may change later.

When changing the course schedule following the first registration and payment deadlines, the student must always drop and add at the same time. Failure to do so will result in late registration fees levied by the university.

ENROLLMENT IN FIELDWORK

Many students undertake field work in support of independent study, internship, thesis or dissertation efforts. While in the field working on any class or research projects for course credit, the student must be registered for appropriate credit hours. When working in the field, students may encounter risk. University of Arizona course enrollment ensures liability coverage

by the University. Students may not travel to countries for which the U.S. State Department has issued a Travel Warning to complete academic requirements.

UNIVERSITY OF ARIZONA INTERNATIONAL TRAVEL PROCEDURES

All students planning an internship or research project or completing a course outside of the United States must register their itinerary and complete the *Travel Description Questionnaire* in the University International Travel Registry – <http://ua-risk.terradotta.com>, as soon as your travel is known. At least 30 days prior to travel students must complete the Travel Authorization (TA) and obtain necessary signatures. Submit all original paperwork to FCO-Operations Travel Office, USB 402, P.O. Box 210158. Submit a copy of the Travel Authorization to the MPH Coordinator or MS/Doctoral Coordinator with the Internship or Research paperwork.

CAMPUS HEALTH SERVICE AND STUDENT HEALTH INSURANCE

[University of Arizona Campus Health](#) is committed to promoting health, wellness and safety at the University of Arizona and in the surrounding community by providing quality medical and mental health care, outstanding health education, while assisting the institution in health-related policy development. Campus Health is fully accredited by the Accreditation Association for Ambulatory Health Care, Inc.

The University offers one major medical health insurance policy, which meets the Affordable Care Act requirements and is rated as a gold level plan. Coverage extends nationwide and has an emergency benefit worldwide. All three State of Arizona university health centers serve as primary care providers for the main subscriber and it is available to: UA Students, Graduate Assistant and Associates, Post-Doctoral Fellows, J1 Visiting Scholars and J1 Student Interns.

Campus Health Service sends out three “Open Enrollment” notices each major semester (fall & spring) through the student’s official University of Arizona email address. The Student Health Insurance is ordered, canceled, or changed through [UAccess Student Center](#) only during an “Open Enrollment” period, unless one qualifies for a prorated through a qualifying life event. When the insurance is ordered, you are ordering a specific amount of time.

ATTENTION INTERNATIONAL STUDENTS

The University of Arizona requires that all international students on non-immigrant visas, regardless of classification or number of units, carry the Student Health Insurance unless one qualifies for an [exemption](#). Exemptions must be requested each semester. Enrollment for Post-Doctoral Fellows, J1 Visiting Scholars and J1 Student Interns are handled directly through the Campus Health Service Insurance Office.

SECTION II – PROGRAM SPECIFIC INFORMATION AND POLICIES

INTRODUCTION TO THE HEALTH BEHAVIOR HEALTH PROMOTION PhD PROGRAM

The Discipline of Health Behavior Health Promotion (HBHP)

The PhD in Health Behavior Health Promotion (HBHP) is offered by the Department of Health Promotion Sciences (HPS). The doctoral degree program in HBHP has an emphasis on the behavioral, biological, and socio-cultural determinants of health and health behavior, and the interventions and policies aimed at improving community and population health. The PhD program includes instruction in behavioral sciences, wellness health practice and policy, human services, and research methods. The doctoral program offers a diverse and challenging curriculum that addresses health behavior health promotion theory, knowledge/skills in working on health issues within the diverse communities of the Southwest US, mixed qualitative/quantitative research methods, statistics, and scientific writing/publication development skills. Students further specialize in one or more areas by methodology (applicable quantitative and qualitative methods) and/or topic – examples include promoting population health equity in one or more underserved communities of the State or developing/testing theory-based healthy lifestyle promotion interventions.

Degree Programs

Currently, MEZCOPH offers the following degrees with a focus in HBHP: Doctorate (PhD) in HBHP, PhD Minor in HBHP, Master of Science in Public Health (MSPH) in HBHP (only offered on route for admitted PhD students without a health promotion related master's degree) , and the Master of Public Health (MPH) with a concentration in HBHP. Descriptions are in the MEZCOPH Academic Curriculum Guide found on [the Hub](#). Please note the MSPH degree path is only for those admitted to the PhD program.

How to Use the HBHP PhD Student Handbook

This handbook helps students and faculty navigate through the HBHP PhD degree programs. Students create a degree plan with incremental goals (e.g., coursework, comprehensive exams, and dissertation). All Graduate College and MEZCOPH policies and procedures discussed in the first part of the handbook apply as well. It is the student's responsibility to be aware of the policies and to adhere to assure successful program completion. Operational processes and policies change, and students are subject to the most recent handbook requirements. Additionally, it is intended that faculty refer to the handbook when mentoring and advising students. The handbook defines shared expectations for students and faculty.

Handbook questions or suggestions for improvement should be directed to MEZCOPH's Office of Student Services and Alumni Affairs at 520-626-2112.

Welcome to the HBHP program at MEZCOPH!

GENERAL ACADEMIC AND RESEARCH POLICIES

Advising

Upon admission, a Faculty Advisor is appointed for each student. An early task is to meet with your assigned advisor and *draft* the student's Plan of Study. Students are encouraged to meet and communicate regularly with their Faculty Advisor and it is the student's responsibility to schedule meetings with the Advisor. Please contact the HBHP Program Director if you have problems matching your interests and career goals with your assigned Faculty Advisor. She/he can work with you to identify other eligible advisors among the HPS department faculty who may be available to serve in this capacity. If the student would like to change their Faculty Advisor, they must meet with the current advisor to inform them of the change, complete a MEZCOPH Notification of Advisor/Mentor Change form (found on the [MEZCOPH Student Hub](#)), have agreement by the HBHP Program Director and a new advisor, and submit the form to the Doctoral/MS Program Coordinator in the Office of Student Services and Alumni Affairs.

During the first year in the HBHP program, students should meet with various HPS faculty members and learn about their research interests. This may help the student to identify research interests, research projects/employment opportunities, and in selecting faculty for their graduate committee(s). As the student advances through the program, and more precisely defines their research direction, the student may either select their faculty advisor to serve as the chair of the dissertation research or ask a different faculty member who may be willing to serve as Graduate Committee Chair.

The list of HPS faculty and their research profiles can be found in the MEZCOPH website. Students should visit this faculty directory at the beginning of each academic year.

The responsibilities and roles for faculty in the HBHP program are listed below:

Faculty Advisor: Serves as the student's academic faculty advisor. The student and Faculty Advisor draft the course work for the degree program (with final approval from the Graduate Committee). In order to be eligible as a Faculty Advisor, the faculty member must be a faculty member within the Department of Health Promotion Sciences (HPS) who participates in this program. (Talk to the Program Director and/or the Doctoral/MS Programs Coordinator to identify primary faculty members.) This person may also be the Chair of the Graduate Committee if an appropriate relationship exists between the student's research topic and the Faculty Advisor's area of interest, and the faculty's appointment meets the Graduate College's requirement.

Chair of the Graduate Committee: Is a current primary Department of Health Promotion Sciences faculty member who is tenured, tenure equivalent or tenure-eligible (hereafter referred to as TE) and participates in this program. This person's responsibility is to assure that the student meets the requirements of the HBHP program and the University. The Chair oversees the comprehensive examination, and

may continue with this role for the dissertation defense and guides the student's research throughout the dissertation process.

Mentor(s): Can be any faculty member who mentors the student regarding scientific or professional development. The student is responsible for seeking out mentors and developing those relationships. This person may also be the Faculty Advisor or become a Graduate Committee Chair (if an appropriate relationship exists between the student's research topic and the faculty's areas of interest, and she/he is TE). Selecting formal mentors is not required, but is considered to be an important aspect of each student's professional development.

Additionally, the **Doctoral Programs Coordinator** is the student's point of contact in the Office of Student Services and Alumni Affairs. The Coordinator conveys MEZCOPH and Graduate College policies and procedures to students, receives student paperwork for processing with the College and Graduate College, and coordinates masters and doctoral program activities with the Program Directors and the Assistant Dean of Student and Alumni Affairs.

While faculty and staff are available to assist, completion of degree requirements and paperwork is ultimately the student's responsibility.

Composition of Graduate Committees

Students, in consultation with their committee chair, select their graduate committees to maximize mentoring and practical project-related advice. In certain cases, committee membership can be changed by the student until the committee function is underway. For instance, the Comprehensive Examination Committee can be changed right up until the written exam is started. Once the written exam begins, however, the same committee members must remain in place throughout the entire examination process for both the written and oral portions of the comprehensive exams.

While students may have an initial advisory committee during the course of their course studies, many PhD students will choose to alter the faculty members for their dissertation committee. It is important to understand that the Graduate College has two official committees with set rules.

- (1) The [Comprehensive Examination Committee](#), and
- (2) The [Dissertation Committee](#) (Note: see the hyperlinks for Graduate College policy regarding committee composition.)

The Graduate Committee members are selected by the student in conjunction with the Chair of the Committee. After consulting with the Chair, the student is responsible for inviting faculty members to serve on their Graduate Committee. It is advised that students schedule a meeting with proposed faculty committee members to review their research interests and plans in the context of inviting the faculty member to join the committee.

The Comprehensive Examination and Dissertation Committees must be approved by the HBHP Program Director and by the Graduate College in advance of convening any official meetings.

Comprehensive Examination Committee: The examining committee must consist of a minimum of four members. The Graduate Committee Chair and two additional members must be tenured, tenure equivalent or tenure-eligible. The fourth member may be tenure-track, or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Further, this Comprehensive Examination Committee must include at least three faculty members from the major field of study (HPS or with a related academic background as determined by the director of the program) and at least one faculty member representing each of the minor fields. The number of minor faculty members is determined by the requirements of the selected minor or minors. In addition to the Graduate Committee Chair, at least one other committee members representing the major must have a primary appointment in Health Promotion Sciences. The third member can be a faculty member whose primary appointment resides outside of Health Promotion Sciences, as approved by the Graduate Committee Chair. The minor committee chair or chairs will be from outside of the HPS Department.

This Graduate Committee evaluates past coursework and projects, recommends coursework providing the student with field expertise and specialized knowledge to achieve the dissertation, and will ultimately examine the student's comprehensive knowledge of the field in both written and oral formats as part of the Comprehensive Examination Committee.

The oral and written part of the exam must be taken within the same or consecutive semesters, and passed at least 6 months prior to graduation. Students are required to have an approved Plan of Study with the Graduate College prior to scheduling their comprehensive examinations.

At least three months before sitting for the written portion of the comprehensive examination, the student must complete the MEZCOPH Declaration of Committee Membership form (found on the [MEZCOPH Student Hub](#)) with all committee members' signatures and file the form with the Doctoral/MS Programs Coordinator. In addition, the student must notify the Graduate College of the committee membership by filing a Comprehensive Exam Committee Appointment Form (found on the [UAccess Student Center](#) under the GradPath option) a minimum of two weeks prior to the exam date. (Please note that these forms are separate from the Dissertation Committee Appointment Form, which the Graduate College requires after the student has passed comprehensive exams. All comprehensive committee members are required must be present and participate in the oral comprehensive exam.

MSPH Committee:

During their second or third semester in the program, the MSPH student is expected to select faculty members for a Master's Thesis Director and Committee, in consultation with their Faculty Advisor. The Thesis Director must be a primary Health Promotion Science faculty member. Master's thesis committees must consist of three members; at least two must be current tenured, tenure-track, or approved tenure-equivalent UA faculty members. If the third

member is not a current tenure-track UA faculty member, that faculty member must be approved by the Graduate College as a special member. A member who is not a current tenure-track faculty member will not be eligible to serve as sole chair of the committee but can serve as co-chair if approved to do so by the Graduate College

Each Thesis Committee must be approved by the Health Behavior Health Promotion Program Director and the Graduate College. Information about the Graduate College policy can be found [here](#). The student must complete the MEZCOPH Declaration of Committee Membership form (found on the [MEZCOPH Student Hub](#)) with all committee members' signatures and file the form with the Doctoral/MS Programs Coordinator. The student then gets Graduate College approval by completing the MSPH Committee Appointment Form found on the [UAccess Student Center](#) under the GradPath option.

Dissertation Committee: After the comprehensive examination, the student must officially form the Dissertation Committee. The Dissertation Committee may be the same as the examining committee. The HBHP faculty prefer students to include their minor chair on the dissertation committee. Some programs representing the minor may require the Minor Advisor to participate in this committee. Please consult with your Minor Advisor and/or representatives from their home departments for further clarification. Three of the four members must be University of Arizona TE faculty. Non-TE faculty may be added to the committee as a special approved member with appropriate approvals. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenure-track, or special approved members. All dissertation committee members are required to attend and participate in the final defense.

Human Subjects Protection Program Information

The Human Subjects Protection Program (**HSPP**), as the administrative and regulatory support program to the Institutional Review Boards (**IRBs**), works in collaboration with the research community to maintain an ethical and compliant research program. The IRBs are the independent review committee charged with the protection of human research subjects. An IRB must review all research and related activities involving human subjects conducted at the University of Arizona or by in which the University is a responsible participant.

The purpose of IRB review is to assure that appropriate steps are taken to ensure that the rights and welfare of humans participating in the research are protected, that risks to the participants are minimized and are reasonable in relation to anticipated benefits, and that the PI is qualified to conduct the study. IRBs review research protocols and related materials (e.g., informed consent documents). In accordance with federal regulations, an IRB has the authority to approve, require modifications in, or disapprove research. The IRB must review the research at least once a year to make sure that it is going as planned.

All studies involving human subjects or creation or use of Protected Health Information (PHI) must be reviewed and approved in advance by the UA HSPP/ IRB Office, in the Office of

Research, Discovery and Innovation (**ORDI**), to determine if the research adheres to federal regulations. It is against Federal regulations to conduct research involving human subjects without prior IRB approval.

Note: As of February 1, 2018 all IRB forms have been transformed into an electronic PDF “smart-form” dynamic format. What used to be several applications has now been converted into one working document. It’s imperative to work with your Dissertation Director and site preceptor (if applicable) upon answering the questions in the form, because your answers will determine the supplemental questions that pop up as you work through the form. All IRB form submissions must have this “smart form” format.

- The form-fillable PDF requires the most recent version of Adobe. You can access and save the form by downloading the document to your computer and then opening it up from your computer’s hard drive.
- Save the completed PDF “smart-form” version of the document (with your responses) to your computer. If you don’t save the form to your computer, you will lose your completed work.

While the form instructions might say to email/send it directly to the UA VPR-IRB Office (via their listserv), the MEZCOPH student only submits this form to the Dissertation Director, (“Advisor” on the IRB form), and the MEZCOPH Research Office for initial (internal) pre-review. If the form needs to be submitted to the VPR-IRB office, do not send it directly, but rather Suzanna Trejo-Robinson will submit your application for you once internal pre-review is completed.

If clarification is needed on whether the internship project constitutes human research, Dissertation Directors and/or students should contact the MEZCOPH Research Office/Suzanna Trejo-Robinson (suzanna@email.arizona.edu) early in their planning process. On occasion, further clarification to assess human subjects’ determination will be sought by the MEZCOPH Research Office from the IRB office. Students and Advisors can feel free to contact the UA VPR-IRB office directly with their questions, should they choose to do so. In this case, they should email the VPR-IRB listserv at: vpr-irb@email.arizona.edu. The IRB office expects application submissions to come directly from the MEZCOPH Research Office in order to ensure that the proper channels and approvals are completed. Application submissions which do not follow the proper internal protocol can get rejected by the IRB office.

Human Subjects Approval Process for Dissertation/Thesis Projects

Human Subjects Training and Certification

All doctoral students must obtain Human Subjects training and certification, (via the CITI Program), before beginning their dissertation project, regardless of whether they are completing human research.

This training may be obtained through the UA Research Gateway/ HSPP/ Institutional Review Board (IRB) website: <http://rgw.arizona.edu/compliance/human-subjects-protection-program/training-requirements>.

There are several courses to choose from, but the two “main” courses are: Social & Behavioral Research or Biomedical Research. Each student should choose the most appropriate course for their internship project in consultation with the Committee Chair. Choose the course based on the type of activities you plan to conduct. (Note that other supplemental courses may be required depending on the project activities.)

HSPP-IRB Forms

Each dissertation project must be reviewed by the Dissertation Director to establish whether the project will require HSPP/IRB review or not, and if so, determine which IRB form to submit for approval. If the project will require a full review by one of the IRB Review Committees, additional time must be built into the dissertation project timeline. There are a couple of form options for seeking IRB approval of the doctoral research project and these forms are described below.

When you **KNOW** the project is Human Subjects Research:

A. Complete the appropriate IRB Application Document

- ***Application for Human Research*** – this form is used when the student is starting a new human subject’s project **OR** is being added to a non-UA IRB approved project (i.e. an agency outside of a UA department – in other words ceding IRB review to another institution).
- ***Amendment to Approved Human Research*** – used when a student is being added an already UA-IRB approved project. (This form is to be completed by the PI of the project the student is being added to.) Copy of the acknowledgement from the IRB, that the student has been added, **MUST** be included in the final paperwork submitted to the MS/Doctoral Programs Coordinator.

Students must work closely with their Dissertation Director and Suzanna Trejo-Robinson in the MEZCOPH Research Office to ensure the correct IRB forms are completed and submitted in order to begin the project by the intended start date.

UA IRB application documents can be found here:

<https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>

B. Submit a copy of the IRB Approval with project paperwork

A copy of the final approval notice from the UA IRB *must* be submitted to the MS/Doctoral Programs Coordinator as part of the final paperwork packet. If the MS/Doctoral Programs Coordinator does not have proof of UA IRB approval, the student may not start their project.

When you are UNSURE if the project is Human Subjects Research:

A. Complete the Determination of Human Research (DOHR) Form

Students should complete the Determination of Human Research (DOHR) form, with the assistance of their Dissertation Director, based on the specifics of the project activities and projected outcomes. Completing the DOHR form should help assess and clarify whether or not the project activities will be considered “human research” or not and if the project will require additional review through the UA Institutional Review Board (IRB). The DOHR Form can be found at the following link:

<https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>

Approvals – Email the completed IRB form to your Dissertation Director for review and approval

Obtain approval from your Dissertation Director via email response. A physical signature is no longer required on the forms, but rather a confirmation email of approval is required. Note that the Dissertation Director can approve as both “advisor” and “scientific reviewer” on the IRB form.

Once you receive e-mail approval from your Dissertation Director, submit your completed application form (“smart form” format only with supplemental docs as needed) AND the approval email from your Dissertation Director to Suzanna in the MEZCOPH Research Office – suzanna@email.arizona.edu.

- This e-mail to Suzanna must have both items in the same message. Do not send the PDF document and the e-mail response from your Dissertation Director in two separate messages.
- You may include the approval e-mail from your Internship Chair as an attachment, or you may cut and paste the entire message from your Chair into the body of the e-mail sent to Suzanna.
- Students MUST copy their Dissertation Director and the MS/Doctoral Programs Coordinator on this e-mail.

Form submission

As previously stated, while the form instructions might say to email/send it directly to the UA VPR-IRB Office (via their listserv), the MEZCOPH student only submits this form to the Dissertation Director, (“Advisor” on the IRB form), and the MEZCOPH Research Office for initial (internal) pre-review. If the form needs to be submitted to the VPR-IRB office, do not send it directly, but rather Suzanna Trejo-Robinson will submit your application for you once internal pre-review is completed. The student will be copied on the submission email to the VPR-IRB office so that they (IRB) can correspond with you after it’s been submitted.

Notification of Approval

If IRB determines that your project is NOT human research, and/or they give a final approval email that your human subject’s application has been approved, you must send this confirmation email from the UA IRB to (1) Your Dissertation Director, (2) your MS/Doctoral Programs Coordinator, and (3) Suzanna Trejo-Robinson. (Sometimes the IRB office will do this on their approval emails, but not always.) Include a printed copy of this confirmation with your final project paperwork.

NOTES ABOUT COMMON TYPES OF PROJECTS:

- Program evaluations and/or quality improvement projects generally are not considered to be Human Subjects’ Research and usually do NOT require a full IRB application, so long as the final outcome is not intended to be generalizable. The student must still complete and submit the Determination of Human Research (DOHR) form in order to assess and evaluate the activities.
- De-identified data for a secondary data analysis research project, where the PI does not nor will not have access to the original identifiers, usually will NOT be considered human subjects’ research and an additional IRB application generally will NOT be required. The student must still submit the completed DOHR form in order to assess the activities.
- In general, activities involving quality improvement/ program evaluations, case reports and oral histories, to name a few, usually do NOT constitute Human Research (only so long as the intent is not to generalize). The student will have to complete the DOHR form in consultation with his/her Dissertation Director in order to make that assessment. More information and **IRB Guidance** on these types of activities and procedures can be found at the following link:
<https://rgw.arizona.edu/compliance/human-subjects-protection-program/guidance-and-procedures>.

For clarification or questions, contact the MEZCOPH Research Office/Suzanna Trejo-Robinson via email at: (suzanna@email.arizona.edu) early in the planning process. You can also contact the IRB office directly using their listserv email address at: vpr-irb@email.arizona.edu.

MEZCOPH Review & Approval and Submission Process:

For all IRB applications, the student should work with their Advisor (Dissertation Director) (and research PI and/or preceptor as indicated), to complete the IRB documents and then get the advisor's approval email. The Dissertation Director can approve as both Advisor and as Scientific Reviewer of the project.

MEZCOPH review and approval process proceeds as follows: **(1) the IRB application (and supplemental documentation as needed) is forwarded electronically in the "smart form" format to the MEZCOPH Research Office/Suzanna Trejo-Robinson for a preliminary review.** (****Do not pay attention to the HSPP submission instructions, which say the PI should submit directly to the IRB Office!**) Suzanna Trejo-Robinson will conduct a pre-review of the application and if complete the application will be routed to the **(2) MEZCOPH Scientific Review Committee** for review and approval (unless approved by the advisor). (****Please note that these two steps can take 2-3 weeks, depending on projects already in the queue.**) Once approval is received by the Scientific Review Committee, it is then sent back to the Research Office for **(3) review and approval by the Associate Dean for Research (ADR) for Departmental Review** and approval. Finally, Suzanna Trejo-Robinson will submit the MEZCOPH-approved application on to **(4) the HSPP-IRB Office**, who will provide the final review. The IRB Office will send official approval notification to the PI to activate the research.

Planning Ahead for Proper Approval

It is the student's responsibility to plan ahead and seek the necessary IRB approval and complete the associated documents. The student must plan far enough in advance to complete the IRB approval process prior to the student's desired research start date. Although there is no set timeframe for IRB approval, the student should plan approximately 2-3 weeks at the MEZCOPH level and an additional 2-4 weeks once received by the UA Human Subjects Protection Program (HSPP/IRB/VPR Office). Questions about the MEZCOPH process should be discussed with Suzanna Trejo-Robinson in the MEZCOPH Research Office at: suzanna@email.arizona.edu or via phone: 626-8315. You can also send HSPP-IRB inquiries directly to the IRB listserv at: VPR-IRB@email.arizona.edu.

Research Project Closure Forms:

Research projects that require full IRB packet submission and approvals MUST be closed at the completion of the student's dissertation. This process is the responsibility of the individual graduate student.

IRB Closure/Renewal Form: Investigators are responsible for concluding human research activities as soon as possible after a project is completed and/or no longer involves human subjects. Projects not concluded after the expiration date of the project are considered administratively closed by HSPP. Use the **IRB Closure/Renewal** form to inform HSPP when your

study is completed or a decision has been made not to conduct the study. If you need to renew your study for another year, then you need to complete the **Closure/Renewal form**. These forms can be found at the following link under “renewals”:

<https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>

Student Services Requirements:

Students should turn in the following documents to the MS/Doctoral Programs Coordinator in the Office of Student Services and Alumni Affairs:

All students:

- 1) CITI Training Completion report
- 2) Forwarded electronic copy of the approved **Determination** form

Select students engaged in Human Subjects’ research:

- 3) Forwarded electronic copy of the approved **Application for Human Research** form approval letter **OR**
- 4) Forwarded electronic copy of the approved **Amendment to Human Research**

THE PhD IN HBHP PROGRAM

The PhD program in HBHP is intended to train individuals for careers in research and teaching in positions at academic settings, research institutes, government agencies, not-for-profit organizations and the private sector. It has been designed for students who are interested in investigator-initiated health behavior health promotion research, overseeing such research or portfolios, and in training future health promotion professionals. The doctoral program is expected to require approximately 3-5 years for completion. The program is research-oriented and focuses on the student's development, building toward the completion of multiple research products and a major research project (the dissertation).

For complete information about University of Arizona Graduate College policy for PhD students, please see the [Graduate College website](#).

Student Commitment

Upon entering the doctoral program in HBHP, students are committing themselves to the completion of a doctoral dissertation that contributes important, original research to the field. This will require the student to become an expert in the subject matter, which takes time. During the doctoral studies, students learn to work both independently and with faculty members. A good student tends to:

1. Demonstrate enthusiasm and a passion for learning.
2. Be self-motivated, and has a written plan and timeline for degree completion.
3. Initiate contact and schedules appointments regularly with faculty advisors.
4. Clarify their needs to their advisor/mentor prior to meeting with them and comes prepared to meet with their advisor/mentor.
5. Listen to advice and feedback, and incorporates suggestions into action plans.
6. Show respect to faculty, mentors, other students, and community members.
7. Think independently and takes responsibility for their learning experience.
8. Be goal-oriented.

Not everyone possesses all of these traits on entry into the program. Successful students work at self-improvement and development of these qualities.

Faculty Commitment

Faculty members are dedicated to ensuring that individuals develop from a "student" to a PhD level "investigator" during the course of doctoral studies. Faculty have many responsibilities, including teaching classes, conducting research, serving on local and national review committees, and providing service to MEZCOPH, the University of Arizona and other organizations. Faculty members treat students with respect, and expect the same in return.

A good mentor tends to:

1. Dedicate time for student mentoring.
2. Facilitate problem solving, without solving the student's problem for them.
3. Provide opportunities for and assists with student career advancement.

4. Encourage students to identify their professional path.
5. Have excellent communication skills.
6. Helps students plan and manage work-load.
7. Serves as a role model to advance public health.

New Student Activities

All new PhD students are required to participate in the Doctoral and MS Student Orientation, scheduled in August prior to the start of fall coursework. Topics include: research and academic ethics, College and University policies and procedures, and an introduction to College faculty and their research. Orientation is an opportunity to meet other new and continuing students.

New doctoral students are required to enroll in the fall semester, one-unit course HPS 609, Evaluating Public Health Literature. This course is team-taught and designed to enhance student critical thinking skills related to public health research.

Competencies

A set of [competencies](#) specific to the PhD Health Behavior Health Promotion degree have been developed which will allow students and the faculty to determine progress. It is recommended that this list be used by students to help assess training needs and progress.

Program Steps and Milestones to Degree

Typical time to completion: 3-5 years (2-3 years for coursework, 1-2 years for dissertation work) for full-time students. 4-7 years for part-time students.

Average time to completion: 2.75 years

Program Steps to Completion (Full-time student timeline):

- Attend mandatory new student orientation
- Students are expected to serve as a Teaching Assistant at least once during their time in the program
- First year is devoted to course work
- Work with Faculty Advisor to develop a tentative Plan of Study
- Each Winter, complete an Annual Progress Report with Faculty Advisor
- Second year is devoted to course work and forming Comprehensive Exam Committee
- Formalize Plan of Study by end of second year
- Second/third year formalize Committee Chair and Comprehensive Exam Committee
- Develop a Dissertation Research Proposal and gain Committee approval
- If necessary, begin process for human subjects approval for dissertation
- Complete written Comprehensive Exam (literature review)

- Complete a draft of a Dissertation Research Proposal
- Defend proposal at Oral Comprehensive Exam
- Form and formalize Dissertation Committee
- Third/fourth year, research, develop and write dissertation
- Fourth/fifth year, successfully defend dissertation and finalize revisions
- Each year, prior to pre-comprehensive exams:
 - By Sept 30, complete IDP with Faculty Advisor
 - January, complete an Annual Progress Report with Faculty Advisor
 - Early April, send updated CV and IDP progress to Faculty Advisor
 - By June 30, meet with Faculty Advisor to review progress and evaluation

Progress of the Program Steps and Milestones to Degree is assessed at the time of students' annual progress report in conjunction with their Faculty Advisor and Program Faculty. When it is determined that a student is not making timely progress, the student and Faculty Advisor will meet to create a Remediation Plan using the MEZCOPH form, "Graduate Student Remediation Plan for Failing to Make Satisfactory Academic Progress."

Individualized Development Plan

To promote progress, all HPS doctoral students who have not taken their comprehensive exam by fall of the current school year will participate in the development of an Individualized Development Plan (IDP). The IDP is a tool used to set goals for the academic school year.

The student and their faculty advisor meet in August or September to complete and sign the plan. The completed IDP is then uploaded by September 30 to www.box.arizona.edu, to the student's assigned folder within the HPS Individualized Development Plan folder. Access to each folder is restricted to the student, the Faculty Advisor, Program Director and Graduate Coordinator.

From December to January, students complete the college-wide Annual Performance Report (APR) as an assessment of progress on their IDP goals. (Please see "[Continued Program Progress and Annual Progress Report](#)" in Section I above for further details.) In April, students supplement the APR material by emailing their advisor an updated CV and progress on their IDP goals. At the end of the month, faculty involved in advising and teaching pre-comprehensive exam students meet and review each student's progress. The advisor meets with the student and provides faculty feedback. The evaluation form is due back to the Office of Student Services by June 30.

Degree Requirements

The PhD course requirements are determined by the HBHP program. Please see the Academic Curriculum Guide for the year you were admitted to your current program found on [the Hub](#).

The overall course of study (“Plan of Study”) will be developed by the student and the Faculty Advisor and approved by the student's Graduate Committee and HBHP Program Director.

Doctoral Plan of Study

In collaboration with the Faculty Advisor, each student is responsible for drafting a Doctoral Plan of Study during the first year in residence. The drafted Plan of Study should be held in the student's file as an advising tool, until a dissertation topic and Comprehensive Exam Committee have been identified, at which point it should be approved by the Graduate Committee Chair and formalized with required electronic approvals. The Plan of Study form is completed on [UAccess Student Center](#), under the GradPath option.

The Plan of Study identifies (1) completed courses from other institutions the student wants to transfer and count toward the graduate degree; (2) completed UA courses the student intends to apply toward the graduate degree; and (3) course work to be completed to fulfill degree requirements, including 18 units of dissertation (HPS 920).). The Faculty Advisor, the Chair of the HBHP Program, and the Minor Faculty Advisor, and Chair of the minor program or department must all approve the Plan of Study. The Plan of Study is usually the basis for the initial Graduate Committee (Comprehensive Exam Committee) meeting.

Students are eligible to sit for the comprehensive exam once they have completed an estimated 80% of the major coursework and 100% of minor coursework as specified in the Plan of Study.

Students are responsible for making sure all GradPath forms have the required faculty and Graduate College approvals. Students can track the form approval progress to completion in GradPath (see the “GradPath” section above), summarized at the bottom of the online forms.

Transfer of Credits from a Master's Program to the Doctoral Plan of Study

Up to 30 units of graduate level credit earned at accredited institutions may be counted toward the requirements of the PhD degree, as approved by the student's Graduate Committee and/or approved by the HBHP Program Director.

Per Graduate College [policy](#), transfer credit may be considered if the grade earned was an A or B. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit. Grades of transfer work will not be used in computing the student's grade-point average.

During the first semester of the PhD program, the student will make an appointment with their Faculty Advisor to review and approve the transfer proposal request. The student should bring a transcript highlighting the classes to be transferred and, if possible, a syllabus for each class. After approval by the Faculty Advisor, two forms must be completed in addition to the ultimate incorporation on the Plan of Study: The MEZCOPH Course Substitution form (see below for information about this form) is used to evaluate the course for content and appropriateness within the Plan of Study.

For approved transfer coursework taken at an accredited institution outside of the University of Arizona, the student must also complete the Graduate College's Transfer Credit form (found on the [UAccess Student Center](#) under the GradPath option). The purpose of the Graduate College evaluation is to verify that the requested transfer credit is graduate level and is from an approved and accredited institution. The Graduate College defers to the HBHP program to determine whether or not the courses are suitable for substitution or elective credit.

The final decision for transfer of credits for non-University of Arizona courses, whether used as a substitution for a required course or as an elective, is made when the Plan of Study is submitted to the Graduate College.

Course Substitutions

If a student has completed a course similar to a required course, the student can apply to substitute it for the required course. A course substitution can only be approved by the UA professor/instructor of the required course. The course professor/instructor will review documentation from the student (i.e., course syllabus) for comparability to the required course and the student's grade. If approved, the course professor/instructor signs the Course Substitution Form that the student provides (found on the [MEZCOPH Student Hub](#)). The Faculty Advisor must concur, and sign on the appropriate line. The student then submits the form to the Doctoral Programs Coordinator. The substituted course fulfills the content requirement, but the student must take another course of equivalent credit hours toward the degree requirement, unless the course is approved for transfer credits.

Independent Study Registration Policy

A student who wishes to enroll in independent study (HPS 599/699) must complete the Independent Study Registration form found on the [MEZCOPH Student Hub](#) before being registered for the units. The form serves to establish the scope and focus of the independent, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form, and received approval from the faculty member serving as Instructor (person responsible for overseeing the student's work and assigning credit) and Faculty Advisor, the student submits the signed document to the MS/Doctoral Programs Coordinator who registers the student for the units.

Research and Dissertation Registration Policy

A student who wishes to enroll in research units (HPS 900) or dissertation units (HPS 920) and have met all program requirements to do so (see the "Dissertation Unit Enrollment" section below), must complete the 900-Level Course Registration form found on the [MEZCOPH Student Hub](#) before being registered for the units. The form serves to establish the scope and focus of the work to be completed that term, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form, and received approval from the faculty member serving as Research Instructor or Dissertation Director (person responsible for overseeing the student's work and

assigning credit), the student submits the signed document to the MS/Doctoral Programs Coordinator who registers the student for the units.

Minors for the PhD Degree

Graduate College policy requires PhD students to choose at least one supporting minor subject, in addition to the major subject—thus the minor and minor adviser will always be outside of the Health Promotion Sciences. The selection of a minor subject area is the responsibility of the student, in consultation with their Faculty Advisor and/or Graduate Committee Chair. The faculty from the minor area of study serves on the Comprehensive Examination Committee and typically at least one faculty member from the minor serves on the student's Dissertation Committee, although this number may be modified by the graduate faculty responsible for the oversight of the minor and by the student's Graduate Committee. Declaration of the minor(s) will be made on the Doctoral Plan of Study.

With committee approval, a minor may be selected from any program of study at the University of Arizona that offers a doctoral degree as well as others that have formulated a doctoral minor, and the academic requirements for the minor are determined by the selected minor academic department. The student is responsible for knowing and meeting the requirements of the chosen minor area of study. Some examples of minors that might interest students in this program include: Anthropology, American Indian Studies, Biostatistics, Communication, Epidemiology, Family Studies and Human Development, Geography, Mexican American Studies, Nutritional Sciences, Psychology, Sociology, Statistics, among many others from the diverse graduate institutional programming at the University of Arizona. The student may seek to explore the “doctoral” and “minor” programs listed on the graduate college page at <https://grad.arizona.edu/programs/>

Multidisciplinary Minor

It is possible for students to customize a minor area when no formal minor exists. These ‘focus area’ or ‘thematic’ minors will be listed on the Plan of Study as a ‘Multidisciplinary Minor’ and not with the specific focus area name. Students interested in the Multidisciplinary Minor should discuss it with their Faculty Advisor and Graduate Committee Chair before taking the courses that they hope to include. Focus-area minors must meet the following criteria: the minor is not available at the University of Arizona through an official major program, the minor must contain at least 9 credits that would not be taken by the student as part of the major, course must be chosen from a minimum of two disciplines and all coursework must be outside the HBHP program. In addition, the student needs to identify a Minor Faculty Advisor who has expertise in the focus area and does not have a primary appointment in HPS. The student may also need to pass or complete a culminating experience as identified by the Minor Faculty Advisor (i.e., examination, research project, or internship).

Residence Requirement

To meet the minimum Graduate College residence requirement, the student must complete a minimum of 12 units of regular grades (A, B or C) taken in residence at the University of

Arizona. “In residence” is defined as taking credits offered by the University of Arizona, whether or not they are offered on campus.

Required Teaching Experience

During the course of their graduate studies, all PhD students are expected to teach or be part of the instructional team (e.g., Graduate Teaching Assistant) for at least one public health course. The student arranges this experience with the HBHP Program Director and the Assistant Dean for Student and Alumni Affairs. The student is encouraged to seek other opportunities to gain experience with teaching.

Students serving as Graduate Teaching Assistants are required to 1) complete the UA’s Graduate Teaching Assistant Orientation (TATO), and 2) participate in the MEZCOPH Teaching Assistant Orientation.

The UA Office of Instruction and Assessment offers a [Certificate in College Teaching](#). Graduate students can take advantage of this program prior to or while completing the teaching assistantship assignment. See the “[Graduate Teaching Assistantship](#)” section above for additional information about teaching assistantships.

Comprehensive Examination

The comprehensive examination consists of a written and oral portion. Students must pass the written examination before the oral examination. Both written and oral comprehensive examinations must occur within two consecutive semesters and within that time, the student must be in good academic standing. The student can take the comprehensive examination when approximately 80% of the major course requirements and all the minor course requirements are met. The student is advised to take the comprehensive examination within 2 years from the date of admission to the HBHP doctoral program. This milestone will be reviewed by the Student Progress Committee for evidence of academic progress. The student’s Graduate Committee can petition the HPS Department faculty for extension.

At least three months prior to beginning the written portion of the comprehensive examination, the student must have an approved Comprehensive Examination Committee Appointment Form on file with the Graduate College (see the “Composition of Graduate Committees” section above) along with completing the MEZCOPH Declaration of Committee Membership form (found on the [MEZCOPH Student Hub](#)) with all committee members’ signatures and filing the form with the Doctoral/MS Programs Coordinator.

Written Portion of Comprehensive Examination:

The written portion of the comprehensive examination must occur prior to the oral examination. The written comprehensive exam involves writing a publication quality review of literature. The topic area should support the student’s area of research interest (likely in support of the dissertation research proposal), fill a gap in available literature and be of high enough quality to support submission for peer-reviewed publication. Students are advised to meet with staff with expertise in library science to gain guidance on proper methods for this

review, such as systematic review standards and approaches. After submitting the review, the student will be notified within two weeks on whether the student earned a 'pass' or 'fail'. The written examination can be repeated once if it is failed the first time within one year of the date of the first written examination. If a student fails the written comprehensive a second time, the student will be dismissed from the program.

Dissertation Research Proposal

After the student passes the written exam, the student drafts the dissertation research proposal which will be presented at the oral exam. The proposed format is a research proposal in the form of a National Institutes of Health grant (12 page R01 format) or another format approved by the HPS faculty. While students are able to discuss all aspects of their proposal with their committee, the faculty strongly emphasizes that the responsibility for the quality of the proposal, its originality, approach, and significance, rests completely with the student. The student selects the area, secures approval of the topic and methods during the Graduate Committee meetings, prepares the written proposal, and submits it to the Graduate Committee for review and approval. The student will defend the approved proposal at the oral examination. Note: the Graduate Committee members must provide preliminary approval of the dissertation proposal before the student can proceed to the oral comprehensive examination. Such approval allows the student to proceed to the Oral Comprehensive, though it does not mean the Dissertation Committee will not have additional dissertation research components or goals expected to be completed in the dissertation research project. The oral examination research proposal should be delivered to each committee member at least 4 weeks prior to the oral examination date; faculty will review and give written (email) approval (or not) to proceed to oral examination within 7 days of the examination date. Emails will be sent from committee members to the Committee Chair who will be responsible for informing the student of the committee decision on advancement to oral examination.

Per Graduate College policy, after the proposal is approved by the Graduate Committee, the student sends an email (copying the Graduate Committee) to the Doctoral/MS Programs Coordinator with an electronic copy of the proposal attached. The Doctoral/MS Programs Coordinator notifies the Graduate College that this requirement was met. The student should note that the Graduate College needs to be notified of this milestone concurrently with the student's successful passing of comprehensive exams.

Oral Portion of the Comprehensive Examination:

The oral portion of the exam must be taken within the same or subsequent semester as the written exam and within 14 days of the graduate committee's approval of the student's dissertation proposal. The oral portion of the comprehensive examination (also known as "oral comps") consists of a presentation and defense of the dissertation research proposal, in addition to examination of the student's breadth of knowledge of the literature and methodology of the field of HBHP.

The [Graduate College](#) summarizes the goal of the examination:

“Before admission to candidacy for the doctoral degree, the student must pass a written and an oral Doctoral Comprehensive Examination. This examination is intended to test the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study and in depth within the area of specialization... This is the occasion when faculty committee members have both the opportunity and obligation to require the student to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. Discussion of proposed dissertation research may be included. The examining committee must attest that the student has demonstrated the professional level of knowledge expected of a junior academic colleague.”

In addition, MEZCOPH has the following ‘Recommended Best Practices for Oral Examinations’:

- No more than 30 minutes should be spent on the formal presentation by the student, with no more than 30 minutes for questions on the presentation. The remaining period should consist of general questions to test whether the student has “a broad knowledge of the chosen field of study.” The student should expect this portion to last at least an hour.
- The student is encouraged to meet with each committee member individually before the exam to determine potential topics.
- The student is encouraged to “practice” both the presentation and answering general questions with other students.
- Presence of a senior faculty member who is not on the committee to observe the exam as a neutral third party. Each doctoral program will have a list of faculty members who are available to serve in this role.

The student is responsible for scheduling the oral comprehensive examination with the Comprehensive Examination Committee members and must inform the HBHP Program Director and the Associate Dean for Academic Affairs. Comprehensive Examination Committee members’ schedules must accommodate the entire scheduled exam period. The student also needs to notify the Doctoral/MS Programs Coordinator. If needed, the Doctoral/MS Programs Coordinator will assist the student in scheduling a room for the examination.

The student is responsible for completing the Announcement of Doctoral Comprehensive Exam form found on the [UAccess Student Center](#) under the GradPath option. This form completion notifies the Graduate College of the date and time of the exam and should be submitted a minimum of two weeks prior to the exam date.

The Comprehensive Examination Committee Chair (aka the Graduate Committee Chair) is responsible for submitting the results of the exam to the Graduate College, via the GradPath form, Results of Comprehensive Exam.

If the student fails the written examination, they have 3 months to revise and receive a passing review from committee member. Otherwise, the student is terminated from the program. If the

student fails the oral examination the student may retake the oral portion of the comprehensive examination once within one year of the first unsuccessful oral examination. If a student fails the oral comprehensive a second time, the student will be dismissed from the program.

Once the student has successfully passed their comprehensive exams, they transition from a doctoral 'student' to a doctoral 'candidate' designation. In light of this status change, a charge will be added to the student's Bursar's account for degree candidacy. A copyrighting fee is optional. Check the [Graduate College website](#) prior to your anticipated completion to determine the charge amount.

Time Limitation

Per Graduate College [policy](#), all requirements for the PhD must be completed within five years of passing the Comprehensive Exam. Should a student have concerns regarding finishing the doctoral degree within that time period, the student needs to contact their Faculty Advisor and the HBHP Program Director to make a plan of action, and may have to re-take the comprehensive exam and some coursework before proceeding to complete the dissertation and degree. In the HBHP PhD Program, students must also complete the degree within 8 years of the first day of class of their first semester after admission to the PhD program.

Dissertation Committee Appointment

After successful completion of all coursework, teaching requirements, and passing the written and oral portions of the comprehensive examination, the student must complete the Graduate College Dissertation Committee Appointment Form. The completion of this form indicates the candidate has identified committee members for the next stage of their graduate career. The final Dissertation Committee must be composed of at least the three faculty members representing the major. See the "Composition of Graduate Committees" section above for more information.

The Dissertation Committee Appointment form is found on the [UAccess Student Center](#) under the GradPath option. The Graduate Committee Chair reviews and approves the electronic form on behalf of the Committee. In addition, the Program Director reviews and approves the form on behalf of the HBHP faculty. This form must be submitted and approved by the Graduate College prior to the Final Oral Dissertation Defense.

Dissertation Unit Enrollment

With permission from the Graduate Committee Chair, HBHP PhD students may enroll in HPS 920 dissertation units the same semester that they plan on completing the oral comprehensive exams.

All students who wish to enroll in dissertation units must complete a 900- Level Course Registration Form found on the MEZCOPH Student Hub before they can be registered for the units. The form serves to establish the scope and focus of the work to be completed, provides a

permanent record for the student's academic file, and facilitates the assignment of final grades at the end of each semester. After the student has completed the form, and received approval from the Dissertation Director who serves as the "Instructor", the student turns it in to the Doctoral Programs Coordinator who registers the student for the units.

Dissertation

The PhD dissertation should involve innovative, high impact research and demonstrate a sophisticated command of skills and knowledge relevant to health behavior and health promotion. If the research involves human subjects, even if it involves secondary data analysis, the student must have IRB approval before starting this work. It is the responsibility of the student, in consultation with the Graduate Committee Chair and the CPH Research Advisory Committee, to obtain the approvals and conform to ethical research standards. See the ["Human Subjects Approval for Dissertation/Thesis Projects"](#) section above for more information about the Human Subjects approval process.

The HBHP program faculty currently supports the three peer-reviewed manuscript dissertation format. The Graduate Committee must approve the format of the dissertation prior to the student beginning the work. Students should follow [dissertation formatting guidelines](#) by the Graduate College.

While the Graduate Committee Chair will work closely with the student, the committee should be approving the dissertation as it moves forward to avoid problems at the oral defense. Based on prior deliberations of the dissertation research proposal and consideration of the consistency of the committee membership across the stages of the dissertation research development, the chair may request a committee meeting to further refine the expected components of the dissertation early in the student's candidacy. It is expected that each dissertation committee member will review and approve multiple drafts of the dissertation after the Chair or Dissertation Research Director has worked with the student. It is recommended that the student work with the Dissertation Committee members to determine a communication plan and timetable for reviewing dissertation work. Students should expect to give each dissertation committee member at least 2 weeks to read each draft. When the student and Chair consider the dissertation complete, the student submits a copy of the penultimate draft to each committee member and negotiates a date for the oral defense with the Dissertation Committee members. This document should be submitted to the dissertation committee members at least one month prior to the agreed upon date of the final examination.

Final Oral Dissertation Defense Examination

No later than 15 working days before the proposed dissertation defense date, the student (with approval from the Graduate Committee Chair) must work with the Doctoral/MS Programs Coordinator to 1) reserve a MEZCOPH classroom for the tentatively scheduled examination, and 2) publicize the public forum presentation portion of the examination. The exact time, date, and place of this examination must also be scheduled with the Graduate College. The Graduate College notification occurs when the student submits the Doctoral Announcement of Final Oral

Defense form. This form is found on the [UAccess Student Center](#) under the GradPath option. Each semester has official Graduate College deadlines related to the dissertation defense and eligibility for that same semester graduation. Visit the Graduate College website for [specific semester deadlines](#).

Formal oral defense of the dissertation research constitutes the final examination. This consists of a public seminar by the candidate of no more than 50 minutes plus 10 minutes for questions from the general audience, followed by a closed oral examination by the candidate's Dissertation Committee. The entire exam must be completed within three hours. It is expected that the student will meet with the Graduate Committee Chair and possibly other committee members to discuss the content of the public seminar and review the power-point presentation at least 14 days prior to the scheduled presentation. The student must take the final draft of the dissertation and three printed Approval Pages to the final defense for the Dissertation Committee members to sign.

The student needs to assure that all Dissertation Committee members can attend the final examination. The student also must inform the HBHP Program Director and the Associate Dean for Academic Affairs. Members of the Graduate Committee from the minor department have the option to attend or not. The Graduate Committee Chair presides over the examination. The initial seminar portion is open to the public; the remaining examination portion is closed to the public.

Possible Outcomes:

The Dissertation Committee determines the Final Oral Dissertation Defense outcome as:

- Pass, no revisions of the dissertation required. This option is rarely awarded.
- Pass, with revisions that must be approved by the Graduate Committee Chair. This option is used most often in the experience of the faculty.
- Pass, with revisions that must be approved by all Dissertation Committee members.
- Fail. The Dissertation Committee then decides if a request for re-examination will be submitted to the Graduate College. The Graduate College Dean approves/disapproves the request.

The Graduate Committee Chair submits the defense results to the Graduate College.

When revisions are required, the student is responsible for meeting with the Graduate Committee Chair to work out a timeline for completion and review of the revisions.

Completion of Doctoral Requirements

Following successful completion of the Final Oral Dissertation Defense Examination and completion of revisions required by the Dissertation Committee, the final dissertation must be submitted via the [electronic submission site](#) at the Graduate College website and meet all Graduate College requirements. The student is also required to provide bound copies of the dissertation to the HBHP Program Director and Graduate Committee Chair. However, please

check with these faculty first as they may opt for an electronic copy instead. If requested, bound or electronic copies are also provided to the other Dissertation Committee members.

Because of instances of self-plagiarization, it is highly recommended that the student embargo the dissertation for an extended period of time or permanently at the time of submission. However, if the candidate chooses to embargo the dissertation, the Office of Student Services would appreciate a bound copy.

The University of Arizona Dean of the Graduate College then certifies that the candidate has fulfilled all requirements for the Doctoral Degree and recommends conferral of the doctoral degree by the Arizona Board of Regents. The Graduate College posts the degree completion date on the transcript and the mails the diploma.

THE PhD MINOR IN HEALTH BEHAVIOR HEALTH PROMOTION

Minor Requirements

The PhD minor in Health Behavior Health Promotion (for majors outside of HBHP) is administered by the HBHP program in MEZCOPH. A total of 12 course credits are required, as well as the successful completion of questions during the PhD comprehensive exam (they may be included in the written component and are required in the oral component). See the MEZCOPH Academic Curriculum Guide found on [the Hub](#) for further details of the specific course requirements and schedule.

Declaration of Minor

A core faculty in the Department of Health Promotion Sciences can serve as an HBHP Minor Faculty Adviser. After identifying an HBHP Minor Faculty Adviser willing to serve in this role for the doctoral student and receiving guidance regarding minor coursework, the student needs to complete the MEZCOPH Declaration of PhD Minor Form (found on the [MEZCOPH Student Hub](#) or by contacting the Doctoral/MS Programs Coordinator to request the form). The form is reviewed and approved by the HBHP faculty through the Program Director. The form must be filed with the MEZCOPH Doctoral/MS Programs Coordinator in the Office of Student Services and Alumni Affairs (Drachman Hall Room A302). The Minor Faculty Adviser will then also serve as the Chair of the Minor for the student's Graduate Committees (i.e., Comprehensive Exam and Dissertation Committees).

Composition of Committee

The composition of the Health Behavior Health Promotion Minor portion of the student's graduate committee shall consist of at least one primary faculty member from the Health Promotion Science Department. HBHP Minor Advisor/Committee Members will formulate questions for the comprehensive examinations.

Transfer of Credits

Graduate credit earned at other approved institutions may be counted towards fulfilling the requirements of the PhD minor in Health Behavior Health Promotion, if approved by the Minor Faculty Adviser, the faculty of the HBHP program, and the student's Graduate Committee. Two forms must be completed in addition to the ultimate incorporation on the Plan of Study: The MEZCOPH Course Substitution form is used to evaluate the course for content and appropriateness within the Plan of Study. For approved transfer coursework taken at an accredited institution outside of the University of Arizona, the student must also complete the Graduate College's Transfer Credit form.

THE MSPH DEGREE IN HEALTH BEHAVIOR HEALTH PROMOTION PROGRAM

The Masters of Science in Public Health degree in Health Promotion Science is designed for students admitted to the PhD program from a bachelors program or without a prior master's degree related to health promotion. The MSPH develops the student's ability to think critically, develop and execute research, while also providing depth in health promotion, epidemiology and methodology (qualitative methods and quantitative methods such as biostatistics). These skills are essential to the success of a future PhD student and future health promotion health behavior scholar. Students are expected to complete the MSPH as a required component of this program when entering without a prior master's degree. Except for the thesis credits, all internal MSPH coursework will apply toward the PhD provided the student received an A or B grade.

On average, the MSPH program requires approximately two full years for completion. The first year is usually devoted to core coursework and methodological foundations. The second year is focused on advanced methodological training, specialized coursework and development of the master's thesis research. The elective coursework and thesis are specific to the desired career focus. (Note, for students on track with completing this degree and in good standing, another 2-3 years of full time study would be expected to complete the PhD.)

For complete information about the University of Arizona Graduate College policy for MSPH students, please see the [Graduate College website](#).

New Student Activities

All new students are expected to participate in the Doctoral and MSPH Student Orientation, scheduled in August prior to the beginning of fall coursework. Topics include: research and academic ethics, College and University policies and procedures, and an introduction to College faculty and their research. Orientation provides an opportunity to meet the other students.

Competencies

A set of [competencies](#) specific to the MSPH Health Behavior Health Promotion degree have been developed which will allow students and the faculty to determine progress. It is recommended that this list be used by students to help assess training needs and progress.

Program Steps and Milestones to Degree

Typical time to completion: 2 years full-time students, 3-4 years part-time students.

Program Steps to Completion (Full-time student timeline):

- Attend mandatory new student orientation
- First year is devoted to course work
- Second semester, identify Thesis Chair
- Second year is devoted to course work and thesis research/development

- If necessary, begin process for human subjects approval for thesis
- Third semester, form thesis committee
- Begin research/thesis development
- Fourth semester, successfully defend thesis and finalize revisions
- Each year:
 - By Sept 30, complete IDP with Faculty Advisor
 - January, complete an Annual Progress Report with Faculty Advisor
 - Early April, send updated CV and IDP progress to Faculty Advisor
 - By June 30, meet with Faculty Advisor to review progress and evaluation

Progress of the Program Steps and Milestones to Degree is assessed at the time of students' annual progress report in conjunction with their Faculty Advisor and Program Faculty. When it is determined that a student is not making timely progress, the student and Faculty Advisor will meet to create a Remediation Plan using the MEZCOPH form, "Graduate Student Remediation Plan for Failing to Make Satisfactory Academic Progress."

Degree Requirements

The MSPH course requirements are determined by the Health Promotion Science program. Please see the Academic Curriculum Guide for the year you were admitted to your current program found on [the Hub](#). The overall course of study will be developed by the student, the Faculty Advisor, and the approved Thesis Committee selected by the student and approved by the Health Promotion Science Program Director.

Master's Plan of Study

In conjunction with the Faculty Advisor, each student is responsible for developing a Master's Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College in the second to last semester of the program. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Plan of Study form is completed on [UAccess Student Center](#), under the GradPath option. The Plan of Study must have the approval of the Faculty Advisor and the Health Promotion Science Program Director. As stated under the GradPath description (see "GradPath" section above), it is the student's responsibility to monitor the faculty members' and Graduate College's approval of all forms submitted through GradPath. Students can monitor the approvals by tracking the approval path at the bottom of any form in GradPath.

Transfer of Credits

Per Graduate College [policy](#), transfer of credit toward an advanced degree may be considered if the grade earned was A or B, corresponds to a similar course offered at the University of Arizona, and if it was awarded graduate credit at an approved and accredited university. Seminars, thesis, and independent studies cannot be used for transfer credit. Credit for correspondence courses or extension work from other institutions will not be accepted for

graduate credit. Grades of transfer work will not be used in computing the student's UA grade-point average.

In the MSPH program, a total of 12 units of graduate credit may be transferred. These include credits earned as an undergraduate senior (if not used toward the undergraduate degree), graduate credits with non-degree status, or credits transferred from an accredited institution. No more than 20% of the total coursework (9 credits) required for the master's degree can be transferred from other institutions. Non-degree seeking credits plus transfer credits may not total more than 12 credits.

The student must transfer credit during the first semester of the MSPH program. Transfer of credit must be approved by the Faculty Advisor. The process starts by making an appointment with the Faculty Advisor. The student brings a transcript highlighting the classes to be transferred and a syllabus for each class.

Two forms must be completed in addition to the ultimate incorporation on the Plan of Study: The MEZCOPH Course Substitution form is used to evaluate the course for content and appropriateness within the Plan of Study. For approved transfer coursework taken at an accredited institution outside of the University of Arizona, the student must also complete the Graduate College's Transfer Credit form (see the "GradPath" section above).

The final decision for transfer of credits for non-University of Arizona courses, whether used as substitutions for a required course or as electives, is made when the formal Plan of Study is submitted to the Graduate College.

Course Substitutions

If a student has completed a course similar to a required course, the student can apply to substitute it for the required course. A course substitution can only be approved by the UA professor/instructor of the required course. The course professor/instructor will review documentation from the student (i.e., course syllabus) for comparability to the required course and the student's grade. If approved, the course professor/instructor signs the Course Substitution Form that the student provides (found on the [MEZCOPH Student Hub](#)). The Faculty Advisor must concur, and sign on the appropriate line. The student then submits the form to the Doctoral Programs Coordinator. The substituted course fulfills the content requirement, but the student must take another course of equivalent credit hours toward the degree requirement, unless the course is approved for transfer credits.

Independent Study Registration Policy

A student who wishes to enroll in independent study (HPS 599/699) must complete the Independent Study Registration form found on the [MEZCOPH Student Hub](#) before being registered for the units. The form serves to establish the scope and focus of the independent, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form, and received approval from the faculty member serving as Instructor (person responsible for

overseeing the student's work and assigning credit) and Faculty Advisor, the student submits the signed document to the MS/Doctoral Programs Coordinator who registers the student for the units.

Research and Thesis Registration Policy

A student who wishes to enroll in research units (HPS 900) or research units (HPS 910) must complete the 900-Level Course Registration form found on the [MEZCOPH Student Hub](#) before being registered for the units. The form serves to establish the scope and focus of the work to be completed that term, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form, and received approval from the faculty member serving as Research Instructor or Thesis Director (person responsible for overseeing the student's work and assigning credit), the student submits the signed document to the MS/Doctoral Programs Coordinator who registers the student for the units.

MSPH Thesis Committee (see the "Composition of Graduate Committees" section above.)

Thesis

A thesis is required for the MSPH degree. Prior to initiating the research for the thesis, the student must submit a one page written "prospectus" to their Thesis Committee outlining the approach to be taken, the methodology to be used, additional expertise that the student must develop to execute the project, the expected results and the source of project funding if required. The student then meets with the Thesis Committee to discuss the prospectus and to formulate any additional plans the committee deems appropriate, such as subsequent committee meeting with a more detailed research plan (e.g., introduction and methods).

Thesis: The thesis is typically undertaken after the first year of coursework. The student will have a thesis adviser or mentor for this project, agreed to by the student and faculty mentor. As described the student writes a one-page document describing the proposed research, and with the mentor identifies a three person Thesis Committee. The scope of the rigorous proposed research, typically with a goal of leading to a peer-reviewed publication, will be narrower than that for a PhD dissertation (see the "Dissertation" section above for further distinction).

In the final semester, the student must circulate a written draft of the thesis. First it must be approved by the major advisor. When the Thesis Director considers the thesis sufficiently complete, the student submits a draft copy to Thesis Committee at least one month prior to the proposed defense date. The student makes all required changes with repeated reviews if required. Once the written draft is approved by the director and the committee, the student presents the thesis in a public forum. A defense of the thesis by the research committee follows the presentation. It is expected that the findings of the thesis project will be publishable in a peer-reviewed journal in the student's area of research.

If work included in the thesis involves human subjects, even if it involves secondary data analysis, the student must have IRB or college approval/exemption before starting on this work.

It is the responsibility of the student in consultation with the Thesis Director to obtain the approvals, and conform to ethical research standards. See the "[Human Subjects Approval for Dissertation/Thesis Projects](#)" section above for more information on the Human Subjects approval process. Preparation of the written thesis follows the Graduate College [guidelines](#).

Oral Defense of Thesis Research

The MSPH student is required to complete a formal defense of the thesis research in a public seminar, followed by an oral examination by the candidate's committee. Following the presentation, the examination can be no more than one hour duration. The exam must be held prior to "reading day" in any given semester and prior to August 5th for any expected summer graduation. No later than 15 business days before the defense, the student needs to contact the Doctoral/MSPH Programs Coordinator to schedule the defense in a MEZCOPH classroom and to publicize the open portion of the defense.

Time Limitation

Per Graduate College [policy](#), all requirements for the master's degree must be completed within six years. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions or credits taken under non-degree seeking/certificate status.

Completion of Master's Requirements

After addressing comments on the thesis from the Thesis Committee and obtaining final approval for the written thesis, the student prepares the final copies of the thesis. The student makes any format corrections required by the program and submits an electronic copy to the Graduate College via the [electronic submission site](#) and must meet all Graduate College requirements.

Bound copies are to be delivered to the Health Promotion Science Program Director and Thesis Director. However, please check with these faculty first as they may opt for an electronic copy instead. If requested, bound or electronic copies are also provided to the other Thesis Committee members.

Because of instances of self-plagiarization, it is highly recommended that the student embargo the thesis, if the student intends to publish, for an extended period of time or permanently at the time of submission. However, if the candidate chooses to embargo the dissertation, the Office of Student Services would appreciate a bound copy.

Per Graduate College policy, after all requirements are met by the student, the student should notify the Doctoral/MSPH Programs Coordinator via email (copying the Thesis Director and Faculty Advisor). The Doctoral/MSPH Programs Coordinator will notify the Graduate College that all final requirements have been met. The student should note that the Graduate College needs to be notified of this milestone before the student is considered for degree conferral.

Be aware that for each semester there are official [Graduate College deadlines](#) related to completing the MSPH degree requirements and eligibility for that same semester graduation.

The University of Arizona Dean of the Graduate College then certifies that the student has fulfilled all requirements for the degree and will recommend conferral of the Master of Science in Public Health degree by the Arizona Board of Regents. At that time, the Graduate College will post the degree completion date on the student's transcript and the diploma will be mailed to the student.

After completion of MSPH, and assuming affirmative HPS faculty progress reports and continued appropriate doctoral advising (either from prior faculty mentors or a new one in HPS), the student should begin working on the milestones as described for PhD students with a prior related master's degree (beginning on page 36).