



University of Wisconsin
SCHOOL OF MEDICINE
AND PUBLIC HEALTH

Department of Population Health Sciences
MASTER OF PUBLIC HEALTH

2015-16 STUDENT HANDBOOK

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Dear MPH Students,

Welcome to the Master of Public Health (MPH) Program at the University of Wisconsin-Madison! You're joining an incredible community of learners, led by a team of accomplished faculty and supportive staff.

This handbook serves as a tool for navigating your MPH experience. It includes the answers to nearly every question you may have along with the guidance you'll need to maximize your time spent here. Read through it and reference it as questions arise.

To start out on the right foot, here are a few tips to ensure your success as an MPH student:

- Get involved outside of your classes by networking with classmates and faculty, participating in Student Organization activities, Core Days, and Population Health Monday Seminars.
- Go above and beyond in your classes and field experience – the relationships you make today may result in the job of your dreams tomorrow!
- If you find yourself struggling in your classes or fieldwork, reach out to us. We're here to help and we want to see you succeed!

We are thrilled that you have joined our Program and look forward to the opportunity to help you grow in your public health career! Keep in mind that you will get out of the time spent in this Program what you put into it. There are many opportunities waiting for you to pursue.

I welcome the opportunity to meet with you to further discuss a personalized degree plan and to answer any questions you may have.

Best wishes as you begin this journey!

Mindy Schreiner
MPH Student Services Coordinator

August	Last Day of Class MPH Orientation (8/31)
September	Classes Begin (9/2) Labor Day (9/7)
October	Delta Omega Induction Breakfast (10/2) – Prior to Core Day Core Day (10/2)
November	Thanksgiving Recess (11/26-11/29)
December	Last Class Day (12/15) Exams Begin (12/17) Commencement (12/20) Exams End (12/23)
January	Martin Luther King Jr. Day (1/18) Classes Begin (1/19)
February	MPH Application Deadline – Fall 2016 (2/1) Core Day (2/5)
March	Spring Recess (3/19-3/27) Population Health Poster Session (3/28)
April	
May	Last Class Day (5/6) Exams Begin (5/8) Exams End (5/14) Commencement (5/13-5/15)
Summer	Last Day of Class (8/5)

INTRODUCTION

KEY MPH PERSONNEL & CONTACT INFORMATION

Master of Public Health Program Office

740 WARF
610 Walnut Street
Madison, WI 53726
(608) 263-4889

Ajay Sethi, MPH Faculty Director

601 WARF
608-263-1756
aksethi@wisc.edu

The MPH Faculty Director provides overall leadership for the MPH program, including admissions, instructional quality, faculty recruitment and collaboration, and student affairs and services.

Barbara Duerst, Director of Public Health Education and Training

736 WARF
608-263-4215
bduerst@wisc.edu

The Director of Public Health Education provides general oversight to the MPH Program, by assuring the program runs smoothly through supervision of staff, curriculum oversight, monitoring the governance structure and accreditation status.

Debbie Siegenthaler, Community Engagement Coordinator

734 WARF
608-263-3036
dssiegenthal@wisc.edu

The MPH Community Engagement Coordinator helps students facilitate their field experience projects and provides guidance to students on fieldwork and Capstone Projects.

Mindy Schreiner, MPH Student Services Coordinator

740A WARF
608-263-2298
schreiner3@wisc.edu

The Student Services Coordinator provides academic advising to current students and oversees the recruitment and admissions efforts of the MPH Program.

Terrie Howe, PHS Administrative Assistant/Curricular Services Rep

740 WARF

608-263-4889

thowe2@wisc.edu

The Administrative Assistant is the first point of contact when students express interest in the MPH Program. She is responsible for maintaining student records and the MPH Program's listserves. She coordinates the Program's meetings and events, and the admissions process. As the Curricular Rep, she is responsible for maintaining the Schedule of Classes and facilitates class permissions, credit overrides, and grade changes.

Liz Dorsey, Student Assistant

740 WARF

608-263-4889

The Student Assistant helps out with most of the administrative aspects of the Program.

MPH PROGRAM'S VISION AND MISSION

The vision of the University of Wisconsin-Madison's MPH Program is:

Healthy people living in healthy communities

The mission is:

To develop a sufficient, competent, and diverse public health workforce through excellence in interdisciplinary education, research, and community service

The mission and vision of the MPH Program were developed collaboratively by many MPH Program stakeholders including faculty, staff, and students. The Program's courses, activities, and events are planned and executed with these guiding principles in mind.

PUBLIC HEALTH PRINCIPLES AND COMPETENCIES

The MPH Program provides courses and experiences that fulfill competencies established by the Association of Schools and Programs of Public Health (ASPPH). These competencies address in detail the five core discipline areas (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy Management, and Social and Behavioral Health Sciences) as well as integrating interdisciplinary cross-cutting competency domains (Communication and Informatics, Diversity and Culture, Leadership, Professionalism, Program Planning, Public Health Biology, and Systems Thinking. Details on these competencies can be found at: <http://www.asph.org>.

PROGRAM ACCREDITATION

The University of Wisconsin-Madison's MPH Program is accredited by the Council on Education for Public Health (CEPH), a professional accrediting agency recognized by the U.S. Department of Education. Our initial accreditation became effective July 2009 and was reaccredited in September 2014. The University of Wisconsin-Madison School of Medicine and Public Health (SMPH) is accredited by American Association of Medical Colleges.

PROGRAM CURRICULUM

The MPH is a 42-credit degree program. Students may enroll full-time or part-time. The Program can be completed in two years if enrolled as a full-time student. The Program may also be completed as part of an approved dual degree program. All students are required to complete 20 credits of required core courses and seminars, 3 credits of methods, 13 credits of electives and a 6 credit field experience. A non-credit Capstone Project is also a requirement.

The curriculum is as follows:

CORE COURSES (20 cr.)

B M I 511	Introduction to Biostatistical Methods for Public Health (3 cr.)*
POP HLTH 650-079	Introduction to Population Health (1 cr.)
POP HLTH 780	Public Health: Principles and Practice (3 cr.)
POP HLTH 797	Introduction to Epidemiology (3 cr.)
POP HLTH 785	Health Systems, Management & Policy (3 cr.)
POP HLTH 786	Social and Behavioral Sciences for Public Health Practice (3 cr.)
POP HLTH 789	Principles of Environmental Health Practice (3 cr.)
POP HLTH 787	MPH Field Experience Seminar (1 cr.)

*Students may take POP HLTH 551 Introduction to Biostatistics for Population Health in lieu of BMI 511

METHODS COURSE (3 cr.)

Students in the MPH Program are required to complete one three-credit methods course. The courses are chosen from a list of methods courses that have been approved by the Program's Curriculum Committee.

ELECTIVE COURSES (13 cr.)

Elective courses are intended to deepen a student's knowledge in one or more areas of public health: epidemiology, health policy and administration, methods, biostatistics, global health, communication, environmental health, cultural competence and community health. See the MPH website for a list of approved electives. Students who wish to take an elective course that does not appear on the Approved Electives List may request approval from an MPH staff member. Approval must be documented on the student's Program Plan. **Only graduate level courses (courses numbered 500-level or above) will be considered for possible elective credit.**

Summer Electives

Students are limited to no more than two one-credit elective courses during the summer.

Biological Basis for Population Health

Students who do not come from a biological sciences or clinical background should consider taking POP HLTH 794, Biological Basis for Population Health (2 cr.). This course will count as elective credit toward the MPH degree.

Independent Reading

Students may choose to take Independent Study Reading or Research credits to fulfill elective credit requirements. Students should plan to complete an Independent Study Approval Form and have it signed by their Instructor. The form should include a description about the scope of the student's independent study, the projects the student will be assessed on, and how the independent study applies to the student's MPH Program. Contact the MPH Student Services Coordinator to obtain this form.

Students may count no more than 3 credits of Independent Study coursework toward their degree requirements.

All courses taken for degree credit, regardless of the manner by which they are graded, must meet the requirements of the MPH Program.

FIELD WORK (6 cr.)

All MPH students complete 400 hours of fieldwork. More information about the fieldwork can be found in the Fieldwork and Capstone Handbook.

CAPSTONE PROJECT

A non-credit capstone project is a requirement for graduation. See the Fieldwork and Capstone Handbook for more details.

GRADING

Courses for Degree Credit

It is strongly recommended that all courses taken for the purpose of meeting degree requirements for the MPH Program be taken for a letter grade (A-F). In some cases approved electives or required seminars, such as independent study and research courses, may be offered for a grade of Credit/No Credit. **Students may take no more than 6 credits of coursework for degree credit which are graded in this manner (CR/N).**

Credit/No Credit Grades

Courses that have been designated in the Schedule of Classes as credit/no credit are entered on your transcript as CR if you earned the credits for which the course was offered, or N if you did not earn any credit, even though you were enrolled for the course.

ACADEMIC STANDARDS

A full-time student will complete the Program in two years. Students are expected to complete all degree requirements within a maximum of five years of matriculation into the MPH Program. Students are subject to the degree requirements in place at the time of their matriculation into the MPH Program. Students not continuously enrolled must request a leave of absence. If a student does not complete a course toward degree requirements for a period of 12 months or more, they will be required to complete the requirements in place at the time of their return.

The MPH Program requires that you maintain a cumulative grade-point average (GPA) of 3.00 (on a 4.00 scale) for courses used to meet MPH degree requirements. Courses taken for audit or credit/no credit do not affect the GPA.

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full-time enrollment (or 12 credits of enrollment if enrolled part-time) the student will be dismissed from the Program. A cumulative GPA of 3.0 is required to graduate.

In addition, students must receive a B or higher in all MPH core courses, or approved substitutes, and fieldwork.

In the case of a core course in which the student earns a grade below a B, the course must be repeated. Required courses may only be repeated once. Failure to receive a B or higher in the repeated course will result in dismissal from the Program. Students must do all the work in the repeated course, including laboratory; attend regularly; participate in class discussions; take examinations; and write papers. Students will earn a final grade in the course. Both grades will be used in calculating the student's graduate grade-point average; however, the course will count only once toward meeting degree credit requirements for the Program.

Of the 42 total credits required, students must complete a minimum of 30 credits toward the MPH degree while in residence at the University of Wisconsin-Madison.

Incomplete (I) grades must be resolved within one semester or by the time specified by the course instructor if special circumstances warrant an extension. Students may not graduate with incomplete grades on their transcript.

Dismissal from the Program

Students who have been dismissed from the MPH Program for academic reasons may petition the Admissions Committee in writing for re-admission after a minimum of one semester of separation from the program. The Admissions Committee may require a student to meet certain conditions before re-admittance to the program.

A student who is dismissed from the MPH Program may request a hearing to appeal the decision by contacting in writing the Senior Associate Dean of Academic Affairs at the SMPH within fifteen (15) business days of the date of the decision. The written appeal request must specifically identify the basis for appeal. Further information on this process may be obtained from the MPH Student Services Coordinator.

ADVISING

Students in the MPH Program receive advising in three ways:

1. **Student Services Coordinator** – Academic issues (course requirements, electives, degree progress, graduation, transfer courses, dual degree process) and personal issues (leave of absence, withdrawal)
2. **Community Engagement Coordinator** – Field Experience opportunities and site details, fieldwork guidance and support, field site and preceptor support
3. **Capstone Chair** – Field experience, Capstone Project, career goals, campus resources

ADVISING TIMELINE

Orientation (Prior to starting MPH):

Students first advising session is held during our mandatory New Student Orientation. Not only is this a great way to meet your new cohort, it also provides details regarding your coursework, fieldwork and program policies that will lay a framework for a successful MPH experience.

Academic advising (Year 1 through graduation):

You will receive an updated MPH Program Plan from the Student Services Coordinator at least once a year via email. This will outline the progress you've made along with requirements you still need to fulfill. You will use your Program Plan as a tool to ensure you are completing all Program requirements.

The Student Services Coordinator is available to help you with issues related to your success in the MPH Program. It is important that you keep her aware of your progress and any issues you are encountering.

Fieldwork advising (PHS 787 through Capstone completion):

Students may begin their fieldwork once they have completed seven of their eight core MPH courses. Once they reach this point, they will want to reach out to the Community Engagement Coordinator to discuss ideas for their fieldwork. An area of interest and any potential contacts for fieldwork will greatly improve the efficiency of this advising. See the Field and Capstone Project Handbook for details.

Capstone advising (Duration of fieldwork and Capstone): Your capstone chair will provide feedback and suggestions regarding the development and finalizing of your Capstone Project. To ensure a successful Capstone Project, plan to stay in regular contact with your capstone chair.

MAXIMIZING YOUR MPH

GAMMA XI CHAPTER DELTA OMEGA HONORARY PUBLIC HEALTH SOCIETY

The UW-Madison MPH Program created a chapter (Gamma Xi) of the Delta Omega Honorary Society in Public Health in January 2013. Delta Omega is a national honor society existing to encourage research and scholarship among graduate students of public health and to recognize attainment and achievement in the field of public health. Students, faculty, alumni, and honorary members are elected each year based on high academic standards and outstanding performance in scholarship, teaching, research, and community service. Election of membership in Delta Omega is intended to not only recognize merit, but also to encourage and further excellence in and devotion to public health work.

Each spring, the MPH Student Services Coordinator will identify students who meet the Delta Omega eligibility criteria. Once eligibility has been determined, she will send the student's names to Public Health Program Faculty and they will nominate students for induction into the society. The MPH Promotions Committee will review all complete nominations to determine which students will be selected for induction, not to exceed 10% of the graduating student body. An annual induction ceremony will be held to recognize new Delta Omega members.

POPULATION HEALTH STUDENT ORGANIZATION

The Population Health Student Organization is a registered student organization on the University of Wisconsin-Madison campus. This organization meets once a month and is intended to develop the cohesiveness of the class through networking and social events while also giving students a voice in program issues and concerns. We strongly encourage students to participate with the student organization to develop relationships with faculty and classmates. All students are invited to participate in events and meetings.

POPULATION HEALTH SCIENCES MONDAY SEMINARS

The Department of Population Health Sciences offers weekly seminars on Mondays at 12:00 noon in the Health Sciences Learning Center (HSLC). **MPH students are expected to attend.** Speakers from all areas of public and population health are invited to present their research topics. These seminars provide a great opportunity to meet faculty from across campus and learn about innovative and ongoing public health research and activities. The schedule of speakers is available on the Population Health Sciences website: pophealth.wisc.edu.

CORE DAYS

The MPH Program offers Core Day events during the fall and spring semester. These day-long events are mandatory for MPH students as they provide a glimpse into the careers of some of our distinguished alumni, provide the opportunity to implement knowledge and skills gained during your MPH experience in real-life case study activities while networking with classmates, MPH alumni and faculty, and public health leaders from the community.

POPULATION HEALTH POSTER SESSION

The Population Health Poster Session is held every spring to showcase the work of all Population Health students, faculty and staff. Presenting a poster during this event is one of the options MPH students may use to fulfill their Capstone Oral Presentation requirement. This is an excellent opportunity to learn about the work being done by your peers.

DUAL DEGREES

The MPH Program has several dual degree programs that are approved by the university as well as some programmatically approved programs. These programs are described in greater detail below. Being a dual degree student provides additional complexities in planning an MPH degree program. Students in the dual degrees are encouraged to meet with the MPH Student Services Coordinator and the Student

Services personnel from the home program early and often throughout the degree completion. The dual degree programs are as follows:

- MD-MPH (Medicine)
- DVM-MPH (Veterinary Medicine)
- MPA-MPH (Public Affairs)
- PharmD-MPH (Pharmacy)
- JD-MPH (Law School)
- DPT-MPH (Physical Therapy)
- MPAS-MPH (Physician Assistant)
- BS Nursing to MPH Advanced Degree Option

FUNDING

FINANCIAL AID

Please contact the University of Wisconsin-Madison Financial Aid Office for information regarding loans and scholarships available to MPH students.

Financial Aid Office
333 E. Campus Mall #9701-1382
Madison, WI 53715
608-262-3060
finaid@finaid.wisc.edu
<http://www.finaid.wisc.edu/>

ASSISTANTSHIPS

Project, teaching, and research assistantships are the primary form of financial assistance for graduate/professional students outside of student loans. Approximately 20% of the students in the MPH Pprogram are funded through TA, PA, or RA positions. Project assistants, teaching assistants, and research assistants are required to work a minimum of at least thirteen hours per week (a 33-1/3 percent appointment) to receive a waiver of tuition, comprehensive health insurance, and a stipend. Stipend values vary based on the type and percentage of appointment.

Most assistantships are filled through informal networking. To maximize your opportunity to acquire one, thoroughly pursue these channels:

- Network with faculty, mentors, staff support people (such as Departmental Assistants, Center Directors, Office Managers, etc.), and other graduate students in areas where you may possess appropriate skills, teaching experience, and/or technical expertise.
- Look outside of the Population Health Sciences Department. Your skills may be valuable in other departments. If you completed your undergraduate work here, consider reaching out to that department's faculty or staff.
- Check all sources of postings for campus positions, including the UW Student Job Center: <http://jobcenter.wisc.edu/>, GradConnections newsletter, GradLink@Madison newsletter, and listservs.

TRAVEL GRANTS

A limited amount of support (usually \$100-\$250) is available from the MPH Program for current students who will be traveling to conferences to present the results of public health research or practice. All recipients must be enrolled in the MPH Program or a dual degree program at the time of the conference in order to be eligible to receive funding.

Preference will be given to students who:

1. Do not have a funded project assistant or research assistant position;
2. Have not received another scholarship; or
3. Have not previously received a MPH Travel Grant.

Travel Grant applications will be reviewed on a rolling basis with decisions being issued within two weeks of the request date.

Travel Grant Application Process

To request funding for research or conference travel, please submit the following application materials to Master of Public Health Travel Grant, c/o Mindy Schreiner, MPH Program Office, 740A WARF Office Building, 610 Walnut Street, Madison, WI 53726:

- Cover letter describing your need for travel and a brief overview of your research or conference paper
- Campus mailing address, phone number(s), and e-mail address
- Abstract of your paper or presentation
- Letter of documentation that confirms the acceptance of your abstract by the conference sponsors
- Itemized budget that outlines your travel expenses and related conference costs
- Conference brochure

OPTIONAL RESOURCES

STUDENT LOUNGE SPACE IN ROOM 2261 HSLC

The School of Medicine and Public Health has permitted the use of a small student lounge, located in 2261 Health Sciences Learning Center (HSLC) for MPH students. It is designed primarily as a kitchen and has a microwave and refrigerator, a table and limited seating. You are free to use it for lunches, small group meetings, and so forth. The room is available to other health sciences students, so please use the room with care and with respect for others. Due to its relatively small size, it cannot hold larger meetings and you will want to reserve conference rooms in HSLC or the Ebling Library for those.

STUDENT LOCKERS IN THE SCHOOL OF PHARMACY

There are a limited number of lockers available for MPH students in the School of Pharmacy. The School of Pharmacy is located adjacent to the WARF Building and is connected by walkway to the HSLC. Stop by Rennebohm Hall, Room 2220 and complete a request form.

STUDENT MAILBOXES

Student mailboxes are available by request in Room 707 WARF near the MPH and Department of Population Health Sciences administrative offices. If you would like a mailbox, please email your request to mph@mailplus.wisc.edu.

PROGRAM POLICIES

TRANSFER CREDITS, WAIVERS, AND SUBSTITUTIONS

Students may petition the Curriculum Committee through the MPH Student Services Coordinator in order to transfer credits, waive courses, or substitute courses.

The Curriculum Committee must approve the use of transfer credits, waivers and substitutions toward MPH degree requirements. Students will complete a Course Transfer, Waiver & Substitution Form and submit it to the MPH Student Services Coordinator. Students can obtain this form from the Student Services Coordinator.

The Curriculum Committee will review and consider the request where the student provides compelling evidence for wanting to substitute a course from another institution for one of the UW-Madison's core courses. Reasons such as scheduling conflicts are NOT considered to be compelling.

Core Courses:

The MPH Program strongly encourages all MPH students to take their core courses at UW-Madison. It is rare that the Curriculum Committee allows the substitution of one or more core courses. However, students who wish to substitute a core course may submit the paperwork for a previous course to be considered for approval.

Criteria for consideration:

- Courses must have been taken within the past 5 years in order to be considered for transfer, substitution or waiver into the MPH Program
- Courses must have received a B or higher
- Total courses transferred into the MPH Program may not exceed 12 credits
- Courses must have been taken as a graduate student or special student

Approval Process:

- For each course being considered, submit the following to the MPH Student Services Coordinator:
 - A cover letter
 - Request for Transfer Substitution or Waiver Course form
 - Copy of the syllabus for each course to be reviewed
- **Core course transfer requests.** Course transfer request documentation will be distributed to the core course instructor who will make a recommendation to the Curriculum Committee.
- **Elective course transfer requests.** Course transfer request documentation will be reviewed by the Curriculum Committee.
- **Course substitution requests.** Course substitutions will be considered by the Curriculum Committee.

INFLUENZA VACCINATIONS

All School of Medicine and Public Health students, staff and faculty, will be required to receive an influenza vaccination. Only those with a completed medical waiver for a medical contraindication or religious conviction waiver will be exempt from receiving the vaccine. While many of us do not do direct patient care, we work at and are in contact with agencies and organizations that do. In addition, since influenza can be a devastating health issue that is highly preventable, it is good public health practice for us to comply with this policy. Students must provide evidence of having received the vaccine to the MPH Program office. Any documentation that has the student's name and evidence of receiving a vaccination will be accepted. Examples include a copy of a MyChart page, a note from a health care provider, a copy of a clinic visit sheet, the receipt from a campus flu clinic. Please contact the MPH Student Services Coordinator if you have any questions or concerns about this policy or to obtain a medical or religious waiver form.

LEAVE OF ABSENCE

Students, in good standing, are permitted to take a leave of absence from the Program by submitting a letter of intent to the MPH Program Office. The Promotions Committee will then review the letter, determine approval, and notify the student. All students who take a leave of absence will be subject to any new MPH Program requirements that have been developed during the time of the leave. Leaves of absence are granted for up to one year. The student will need to resubmit the general application and residency form for the term he or she wishes to re-matriculate into the Program. No other portions of the application will be required to be resubmitted.

COMMUNICATION

The MPH Program relies on two main forms of communication with students: email and the MPH Program website.

Email

All students are assigned a wisc.edu email address which will be used by the MPH Program to update students. We limit our emails to information that is important and relevant to students. It is important to read ALL emails you receive from us.

MPH Program Website (mph.wisc.edu)

The MPH Program's website will have most of the policies, information, events, deadlines and documents relevant to our students. The site will be updated often with upcoming events and deadlines that are relevant to our students so be sure to check this site often and use it as a reference as your questions arise.

GRADUATION PROCEDURES

Be sure to plan ahead for the completion of all your degree requirements, graduation paperwork, and capstone completion. Students must notify the MPH Program office of graduation no later than 2 weeks after the start of the term in which they will complete all degree requirements. Students who will not

formally graduate, but who plan on participating in the commencement ceremonies must notify the MPH Program office by email within two weeks of the start of the spring semester.

Students may apply for graduation through the MPH Program Office at 740 WARF by submitting a completed program plan, indicating the term in which they plan to graduate. At the time of graduation all degree requirements must be completed, including coursework, field experience, and Capstone Project. A completed program plan and Capstone Project completion form must be filed with the MPH Student Services Coordinator before a warrant will be issued. All “I” incomplete grades must be resolved and satisfactory grades received (see “Academic Standards” on pg. 9).

STUDENT CONDUCT AND DISCIPLINARY RULES

Professional Behavior Requirements

All students of the UW SMPH are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while at school, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires.

MPH Student Code of Conduct

The purpose of this code of conduct is to promote ethical standards and personal conduct of students in the MPH Program at the University of Wisconsin – Madison.

Professional Ethics: MPH students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to extracurricular opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the MPH Program; and strive to incorporate and practice public health ideals in their daily lives.

Honesty and Integrity: MPH students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect patient confidentiality and HIPPA regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the MPH Program, UW-Madison, and the public health profession as a whole.

Interpersonal Relationships: MPH students shall interact with peers, faculty, staff and those they encounter in their professional public health capacity in a manner that is respectful, considerate, and professional. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.

Commitment to Learning: Recognizing that the pursuit of knowledge is a continuous process, MPH students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all

critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

Professional Appearance: MPH students shall convey a positive, professional appearance as shown by their adherence of dress-code policies at their fieldwork sites and special events in order to represent the MPH Program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette for the environment.

Appeals and Grievances

Students who believe they have been treated unfairly have a right to a prompt hearing of the grievance. Many grievances are resolved informally and students may receive satisfaction while speaking with the person at whom the grievance is directed. If the problem is not resolved at the individual level, and the grievance is directed at someone outside the health profession's program in which the student is enrolled, the student should take the matter to the appropriate department chair. If the matter is still unresolved, the student may obtain advice about filing further appeals from the Dean's Office for the department. Depending on the nature of the grievance, students may wish to consult the Equity and Diversity Resource Center, Room 179A, Bascom Hall at (608) 263-2378 or www.wisc.edu/edrc/ for assistance.

Grievance Procedures

Discuss the grievance with the person at whom the grievance is directed. If the matter is not resolved to your satisfaction, make an appointment with the program director to discuss the issue. The program director will present your grievance to the program faculty for discussion and possible resolution. You will be informed in writing of the faculty decision regarding your grievance. If you are not satisfied with the faculty decision, you may appeal to the Appeals Committee. You may schedule a pre-appeal conference with the Associate Dean of Academic Affairs at the SMPH, by calling (608) 263-6800 and to receive information about filing an appeal or to obtain printed information. All Appeals Committee decisions are reviewed by the Dean of the SMPH and are the final level of appeal within the School.

UNIVERSITY POLICIES

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, requires that you be advised of your rights concerning your education records and of certain categories of public information which the University has designated "directory information." It is UW-Madison policy to comply fully and fairly with the Act. Basic University policy concerning compliance with the Act is contained in a document adopted April 1999 and titled UW-Madison Policy on Student Records. You may obtain a copy of the policy from:

Customer Services, Registrar's Office
123 A.W. Peterson Building, 750 University Avenue
Madison, WI 53706-1490
<http://registrar.edu/ferpa>

MILITARY SERVICE POLICY

Upon presentation of their active duty papers, students have several options:

- **Withdrawal:** At any point in the semester, a student called to active duty may withdraw from school by filing a withdrawal form in their dean's office. The student will receive a full refund of tuition. The form should identify the current date as the "date of withdrawal," and give "called to active duty" as the withdrawal reason. This must be written on the form because the web form does not offer this reason as an option. The Registrar's Office will process the withdrawal and arrange for the full refund. An online form is available at <http://registrar.wisc.edu>.
- **Selective Drops:** A student may drop one or more courses and elect to complete remaining course work according to option 3 or 4 below. A full refund of dropped courses will be honored.
- **Incompletes:** Students who have successfully completed the majority of work for a course can be awarded a grade of I at the discretion of their instructors. If the student will be gone for an extended period of time during the semester, this may be an option to consider discussing with the professor teaching the class.
- **Final Grades:** This option becomes available if the following requirements are met: 1) the instructor determines that a sufficient amount of the course has been completed, and 2) sufficient information about a student's performance in the course has been obtained. Students must consult with their instructor to determine whether these two requirements have been met in order for a final grade to be awarded.

The intention of this policy is to permit students to select whichever option fits their particular circumstances.

INTERNATIONAL STUDENTS

Students who are not citizens or permanent residents of the United States must comply with certain rules and requirements in order to remain in status and eligible to be in the United States and attend classes. Students who are not citizens or permanent residents should contact International Student Services (ISS) for information about requirements they must meet prior to coming to the United States as well as during their time here as students. The ISS web site contains some useful information and can be found at: <http://www.intstudents.wisc.edu>

University of Wisconsin-Madison, International Student Services
716 Langdon St, Madison, WI 53706
Tel: (608) 262-2044
Fax: (608) 262-2838
E-mail: intstudents@redgym.wisc.edu

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

True learning requires free and open debate, civil discourse and tolerance of many different individuals and ideas. We are preparing students to live and work in a world that speaks with many voices and from many cultures. Tolerance is not only essential to learning; it is an essential to be learned. The University of Wisconsin-Madison is built upon these values and will act vigorously to defend them. We will maintain an environment conducive to teaching and learning that is free from intimidation for all.

In its resolve to create this positive environment, the University of Wisconsin-Madison will ensure compliance with federal and state laws protecting against discrimination. In addition, the University of Wisconsin-Madison has adopted policies that both emphasize these existing protections and supplement them with protections against discrimination that are not available under either federal or state law.

Federal and state laws provide separate prohibitions against discrimination that is based on race, color, creed, religion, sex, national origin or ancestry, age, or disability. State law additionally prohibits discrimination that is based on sexual orientation, arrest or conviction record, marital status, pregnancy, parental status, military status, or veteran status. The application of specific state prohibitions on discrimination may be influenced by an individual's status as an employee or student.

University policies create additional protections that prohibit harassment on the basis of cultural background and ethnicity. Inquiries concerning this policy may be directed to the appropriate campus admitting or employing unit or to the Equity and Diversity Resource Center, 179A Bascom Hall, 500 Lincoln Drive, Madison, WI 53706, 608/263-2378 or (TDD) 608/263-2473.

SEXUAL HARASSMENT

Sexual Harassment Statement and Policy Information

The University of Wisconsin-Madison is committed to preventing sexual harassment and will take prompt and appropriate corrective action whenever it learns that sexual harassment has occurred. We encourage you to bring concerns to any resource to help prevent and eliminate sexual harassment at our university. You may report an incident to your supervisor, manager, department chair, director, or dean for appropriate action and resolution. In addition, the campus has a network of people trained to assist with concerns about sexual harassment. You should feel free to contact any one of them.

Sexual Harassment Contact Information

Sexual harassment contact persons have been appointed by deans/directors to assist in responding to sexual harassment concerns. They are available to anyone wishing to inquire about harassment, discuss an incident, or receive information about options for resolving complaints. They are equipped to address initial concerns and refer appropriately.

Population Health Sciences
Karen Cruickshanks (262-4032)
1038 WARF Office Building

Equity & Diversity Resource Center (EDRC)
Stephen Appell
Luis Pinero
179A Bascom Hall
Ph. 263-2378

Wisconsin Telecommunications Relay Service: 7-1-1
Western Tower Building
8383 Greenway Blvd, Suite 90
Middleton, WI 53562
1-947-6644 Relay Service-Voice
1-800-395-9877 Customer Service-Voice

The Equity & Diversity Resource Center (EDRC) is available to receive complaints of sexual harassment and other forms of discrimination or prohibited harassment. While many persons prefer to have their concerns addressed at the departmental level, the university also provides an option for complaint reporting, investigation and/or resolution through the EDRC. The EDRC will conduct prompt, thorough and impartial investigations when formal complaints are filed. If informal resolution is an appropriate alternative, the EDRC will work with individuals to facilitate a resolution that assures that sexual harassment is corrected and recurrence prevented.

Consensual Relationship Guidelines

It is in the interest of the University of Wisconsin-Madison to provide clear direction and educational opportunities to the university community about the professional risks associated with consensual romantic and/or sexual relationships between members of the university community where a conflict of interest and/or a power differential between the parties exists. Individuals entering such relationships must recognize that:

- Conflicts of Interest may arise when such relationships occur between and among faculty, staff, students and prospective employees. University policies and ethical principles already preclude individuals from evaluating the work or academic performance of others with whom they have intimate familial relationships, or from making hiring, salary or similar financial decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships and require, at a minimum, that appropriate arrangements be made for objective decision-making.
- Power Differentials between the parties in a consensual romantic and/or sexual relationship may cause serious consequences even when conflicts of interest are resolved. Individuals entering into such relationships must recognize that:
 - The reasons for entering, maintaining, or terminating such a relationship may be a function of the power differential;
 - Where power differentials exist, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment. Furthermore, under certain situations consensual relationships may be outside the scope of employment for university employees and, if so, an individual would not be covered by the state's liability protection in subsequent litigation; and
 - It is almost always the case that the individual with the power or status advantage in the relationship will bear the burden of accountability.

Reporting Policy

Where a conflict of interest exists, or may exist, in the context of a consensual romantic and/or sexual relationship, the individual with the power or status advantage shall notify his or her immediate supervisor. The supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the university or to either party in the relationship.