colorado school of public health

UNIVERSITY OF COLORADO
COLORADO STATE UNIVERSITY
UNIVERSITY OF NORTHERN COLORADO

# Master of Public Health Handbook 2026-2027

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## Policies are Subject to Change

Colorado School of Public Health handbooks comprise the policies and procedures relevant to enrollment and completion of ColoradoSPH programs at the time of publication in August of 2024. These policies are reviewed annually and are subject to change at that time or more often, if necessary.

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

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

# A Message from the Associate Dean of Academic and Student Affairs

Welcome to the Colorado School of Public Health!

It is with great pleasure that I welcome you as the newest members of our academic community. Your decision to join us marks the beginning of an exciting and impactful journey. Throughout this journey we will rise together to reimagine public health, champion health for all, and build a healthier future through education, research, and community partnership.

We are a collaborative School dedicated to fostering an environment where you can thrive both academically and personally. Here, you will have access to innovative learning opportunities, cutting-edge research, and a supportive network committed to your success. Throughout your time with us, you will engage in rigorous coursework, collaborate on meaningful projects, and develop the skills necessary to address some of the most pressing health challenges of our time.

I encourage you to take full advantage of the resources and opportunities available to you. Participate in research projects, join student organizations, attend seminars and workshops, and seek out mentorship and networking opportunities. These experiences will not only enhance your education but also help you build a strong foundation for your future career in public health.

As you embark on this new chapter, remember that you are not alone. We are here to support you every step of the way. Together, we will work towards a healthier, more equitable future for all.

Once again, welcome to the School of Public Health. We are thrilled to have you with us and look forward to witnessing all that you will achieve.

Sincerely,

Madiha Abdel-Maksoud

Madiha Abdel-Maksoud, MD, PhD, MSPH
Associate Dean for Academic and Student Affairs

# Colorado School of Public Health

## Overview

The Colorado School of Public Health is a collaborative institution formed by the University of Colorado, Colorado State University, and the University of Northern Colorado. As the first and only school of public health in the nine-state Rocky Mountain West, we are uniquely positioned to lead in education, research, and community engagement.

From emerging infectious diseases and chronic conditions to environmental challenges and social barriers of health, our communities face complex and evolving public health issues. ColoradoSPH prepares a dynamic and practice-ready public health workforce equipped with the knowledge, skills, and values to meet these challenges. With more than 200 faculty across three campuses, our experts are advancing science and solutions that improve the lives of individuals and communities locally, nationally, and globally across every stage of life.

## Vision Statement

Public Health Elevated. Rising Together for a Healthier Future for All

## Mission Statement

**Reimagine Public Health Education** As a premier school for public health leaders and workforce, we create a dynamic and engaging educational experience that prepares students to partner with an array of communities and populations to address the most daunting public health problems.

**Pursue & Champion Health for All** We are resilient in our pursuit of health for all people. Our dedication ensures that every individual can achieve optimal health.

**Centered in Science, Proven in Practice** Our signature approach merges scientific research with practical application. By grounding our work in evidence-based methodologies, we translate academic insights into tangible health improvements.

**Connect to Community, Build Partnerships for a Healthier Future** At the heart of our mission are strong community connections and partnerships. We are indispensable to our partners and promote innovation that lays the foundation for thriving, healthier communities in all public health communities.

**Uplift & Empower Our Community to Thrive** Our faculty, staff, and students are the foundation of our entire organization. We recognize their individual strengths, champion their growth, and foster a sense of belonging among all members of our school community. We create an environment where our people thrive so that they can help others to thrive.

## Accreditation

The Colorado School of Public Health, established in 2008 as the first accredited school of public health in the Rocky Mountain West, is a collaborative effort among the University of Colorado, Colorado State University, and the University of Northern Colorado. Accredited by the Council on Education for Public Health (CEPH) since 2010 and re-accredited in 2024 through 2031, the school is committed to training and supporting a skilled public health workforce across Colorado and the region. Our accreditation reflects our mission to advance public health through education, research, and community engagement.

# Administration

**University Leadership & Academic Partners**

| | |
|---|---|
| Donald M. Elliman Jr.<br>Chancellor, University of Colorado Anschutz Medical Campus | Andrew Feinstein, PhD<br>President, University of Northern Colorado |
| Amy Parsons JD, President, Colorado State University | |

**Colorado School of Public Health Leadership**

| | |
|---|---|
| Cathy Bradley, PhD<br>Dean | Michelle Kuba, MPH<br>Assistant Dean of Operations |
| Madiha Abdel-Maksoud, MD, PhD<br>Associate Dean for Academic & Student Affairs | Linda Cook, PhD<br>Associate Dean for Faculty Affairs |
| Ned Calonge, MD, MPH<br>Associate Dean for Public Health Practice | Tracy Nelson, PhD, MPH<br>Director, Colorado State University |
| Christine Gillen, MS<br>Associate Dean for Finance and Administration | Dana Dabelea, MD, PhD<br>Associate Dean of Research |
| Patricia Valverde, PhD<br>Director, University of Northern Colorado | |
| Cerise Hunt, PhD, MSW<br>Associate Dean for Equity, Diversity & Inclusion | |

**Department Chairs**

| | |
|---|---|
| Elizabeth Carlton, PhD<br>Chair, Environmental and Occupational Health | Jill Norris, PhD, MPH<br>Chair, Epidemiology |
| Miria Kano, PhD<br>Interim Chair, Community and Behavioral Health | Glen Mays, PhD<br>Chair, Health Systems, Management & Policy |
| David Conti, PhD<br>Chair, Biostatistics, and Informatics | |

**Academic and Student Affairs Staff**

| | |
|---|---|
| Katherine Brumfield, MA<br>Career Services Manager | Laura Hager, MPA<br>Director, Admissions and Student Affairs |
| Rebecca Rothkopf, MSW<br>Practice-Based Learning Senior Professional | Derly Santos Maldonado<br>Admissions Processing Specialist |
| Tony Romero<br>Assistant Director for Evaluation & Accreditation | Brenda Witt<br>Academic Affairs Program Manager |
| Kalia Nguyen, MA<br>Student Support Specialist | |

**Colorado State University Staff**

| | |
|---|---|
| Kendra Bigsby, MPH<br>Assistant Director | Christina Pasana<br>Academic Support Coordinator |
| Erika Lund<br>Administrative Assistant | |

**University of Northern Colorado Staff**

| |
|---|
| Allison DeVries<br>Assistant to the Director |

# General Information & Policies

## Family Educational Rights and Privacy (FERPA)

**Purpose of FERPA**
FERPA deals specifically with students' education records, affording them certain rights with respect to those records. For purposes of definition, education records are those records, which are:

1. Directly related to a student and
2. Maintained by an institution or a party acting for the institution.

FERPA gives students who reach the age of 18 or who attend a post-secondary institution the right to inspect and review their own education records. Furthermore, the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records shift from the parent to the student at this time.

FERPA applies to the education records of persons who are or have been in attendance in post-secondary institutions, including students in cooperative and correspondence study programs, videoconference, satellite, Internet, or other electronic forms. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.

**Directory Information**
FERPA directory information is information contained in your education record that generally would not be considered harmful or an invasion of privacy if disclosed. Under current CU Denver policy, the following information is designated as directory information:

1. name
2. address, telephone number, and email address
3. dates of attendance
4. registration status
5. class
6. major
7. awards
8. honors
9. degrees conferred
10. photos

Although these items are designated by CU Denver as directory information, only a limited amount of this information is routinely disclosed by CU Denver officials, and the University retains the discretion to refuse to disclose directory information if it believes such disclosure would be an infringement of your privacy rights.

**Nondisclosure of Directory Information**
Students may ask the University not to publicly disclose directory information. Please note, however, that if you elect for nondisclosure of directory information and are seeking employment, the Registrar's Office cannot release your enrollment, degree status or major to anyone unless you come to the Registrar's Office with a photo ID.

Forms to prevent disclosure of directory information can be obtained at The Anschutz Medical Campus Registrar's Office or via the Registrar's website at: https://www.cuanschutz.edu/registrar/student-

resources/forms

Questions regarding your rights under FERPA should be directed to the Registrar's Office:
Anschutz Medical Campus:
Phone: 303-724-8059
Fax: 303-724-8060
Email: Registrar@CUAnschutz.edu

For additional information regarding FERPA, please visit the complete policy on the Registrar's website at: https://www.cuanschutz.edu/registrar/student-resources/ferpa

## Immunization Policy

To ensure that a minimum standard of public health and safety is provided for our faculty, students, and community all students matriculating into any ColoradoSPH program are required to provide proof immunizations in accordance with University of Colorado Anschutz campus policy: 7014a---student-immunization-requirements-and-compliance.pdf. According to this policy, all students must provide proof of the following immunizations: measles, mumps, rubella, tuberculosis, varicella, hepatitis B, polio, influenza and the Tdap series (tetanus, diphtheria and pertussis). Colorado School of Public Health utilizes the third party immunization verification system CastleBranch. Students who do not submit immunization records at the specified time may experience a hold on future registration and/or be administratively withdrawn from classes until proof of immunizations has been received.

## Health Insurance Requirement

Full-time MPH students (definition of full-time for health insurance purposes varies from campus to campus) are required to have a university student health insurance plan unless proof of comparable coverage can be verified. Students are required to have insurance at their home campus only. If a student wishes to waive the insurance requirement due to comparable personal coverage, they may do so by petitioning the student health office at their home campus. Students at the Anschutz Medical Campus enrolled in one or more credit hours are required to have health insurance. Part-time students at CSU and UNC may also be eligible to purchase a student health insurance plan. Please check with the student health office on your home campus for more information.

## Background Check Policy

Students matriculating into any ColoradoSPH program (including non-degree) are required to pass a criminal background investigation. The background check is conducted during the admissions process through CastleBranch. Students are required to pay a non-refundable processing fee for conducting the background check. Students who work at the university also need to submit the processing fee and complete the student background check, as additional criteria are specified beyond that required for employment. This must be completed before course registration can begin.

## Student Academic Honor and Conduct Code

Education at the Colorado School of Public Health (ColoradoSPH) is conducted under the honor system. Matriculation at ColoradoSPH implies the acceptance of, and adherence to, the ColoradoSPH Student Academic Honor and Conduct Code. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are expected also to have achieved a level of maturity always reflected by appropriate conduct.

Although it is not possible to list every situation that violates the ColoradoSPH Student Academic Honor and Conduct Code, the following examples provide a frame of reference.

**1. Academic Honesty**

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior that violate these standards include, but are not limited to: plagiarism (including the undocumented or improperly documented use of internet and web-based information), cheating, copying solutions from solutions manuals or from tutors, and using it as your own work, citing references not used in your work, illegitimate possession and/or use of examinations, unlawful use of AI, violation of the ethical standards for conducting research, and falsification of official records.

**2. Professional Conduct**

As future health professionals, students should also adhere to the highest standards of professionalism. Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either the academic or professional setting; any action that compromises the quality or safety of patients, study participants, or the public; violation of patient or study participant confidentiality; institutional review board (IRB) violations; forgery, alteration, or misuse of any university document, record, or instrument of identification; disorderly, lewd or indecent conduct; disrespectful communications in all forms including verbal, written, email, and text messages; failure to be accountable or take responsibility for one's actions; and any other conduct unbefitting a professional public health practitioner, researcher, or educator.

**3. Alcohol and Drug Use**

Excessive alcohol and/or drug use compromises the student's ability to learn and to practice as a public health professional and thus is considered unprofessional conduct. Students who misuse alcohol and/or drugs should seek assistance from services available on campus or elsewhere. The sale of drugs or the possession of narcotics (unless prescribed by a medical doctor) is against the law. To minimize the potential for excessive alcohol use at campus functions, students must adhere to current University policy governing the consumption of alcohol on campus.

**4. Respect for the Rights and Property of Others**

Students should always conduct themselves in a manner that recognizes the rights and property of others. Examples of prohibited behavior include theft, damage to University or personal property of others, disruption of educational or other activities on campus, illegal use of University facilities, sexual harassment, physical assault, violation of academic honesty standards in a way that affects other students or faculty, such as in a group or collaborative project, and any conduct that threatens the health or safety of others.

**5. Adhere to all state and local public health and safety orders and campus public health and safety policies.**

Students are responsible for knowing and following all health and safety orders and policies. Examples include the wearing of face coverings, guidelines for social gatherings and events, quarantines, isolation, orders to shelter in place, and any other public health and safety orders and policies.

Any student found to have committed acts of misconduct (including, but not limited to cheating, plagiarism, misconduct of research, breach of confidentiality, or illegal or unlawful acts) will be subject to the procedures outlined in the Honor Code.

Additional information regarding the ColoradoSPH Honor Code can be found online at: https://coloradosph.cuanschutz.edu/education/calendars-policies

## Academic Grievance Policy

The Colorado School of Public Health (ColoradoSPH) recognizes that a student may have grievances about different aspects of his or her academic program. ColoradoSPH is committed to addressing these grievances promptly and professionally and reaching a fair resolution through a formal and unbiased process. In the statements below, "Associate Dean" refers to the Associate Dean for Academic and Student Affairs.

Student Rights

All ColoradoSPH Students have the right to:

1. Competent instruction
2. Access to instructors outside of class during a specified set of office hours or by appointment
3. Clearly understand the grading system by which he or she will be judged, and expect that the grading system as determined by the instructor will be adhered to for the duration of the course
4. Be treated with respect and equality
5. Be treated fairly according to standards stated within the student handbook and each course syllabus

If a student feels as if they have been denied one of the above rights, that student may file a formal grievance with the school.

The full Academic Grievance policy can be found online at:
https://coloradosph.cuanschutz.edu/education/calendars-policies

## Non-Discrimination Policy Statement

The University of Colorado, including ColoradoSPH, will not discriminate against any applicant, student or employee because of race, color, religion, sex, national origin, age, disability, creed, sexual orientation, or veteran status. The university and ColoradoSPH will take affirmative action to ensure that applicants, students, and employees are treated without regard to their race, color, religion, sex, national origin, age, disability, creed, sexual orientation, or veteran status. The University of Colorado Non-Discrimination Policy can be found at:
https://www.cu.edu/ope/aps/5065

## Sexual Misconduct Policy Statement

It is the policy of ColoradoSPH to maintain the community as a place of work, study, and residence free of sexual harassment or exploitation of students, faculty, staff, or administrators. All forms of sexual misconduct, including sexual harassment, are prohibited on campus and in any of the School's programs. ColoradoSPH is committed to taking appropriate action against any member of the University community who violates the policy. No retaliation will be taken against any individual for making a legitimate complaint. It is a violation of the ColoradoSPH policy to knowingly make a false accusation. For more information, please refer to the Title IX overview:
https://www.ucdenver.edu/offices/equity/university-policies-procedures#ac-sexual-misconduct-intimate-partner-violence-and-stalking-policy-aps-5014-1

## Policy on Pregnancy and Parenting

The Colorado School of Public Health does not discriminate against any student on the basis of pregnancy, parenting status, or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by the student's doctor and the student will be given the opportunity, wherever possible, to make up for missed work. Students needing assistance can seek accommodation from the Office of Disability, Access, and

Inclusion (disabilityaccess@cuanschutz.edu) or the Title IX Liaison for ColoradoSPH (Madiha Abdel-Maksoud, Madiha.Abdel-Maksoud@cuanschutz.edu).

## Email Policy

Email is an official means of communication for ColoradoSPH students. All official email related to enrollment at ColoradoSPH (including, but not limited to, financial aid, billing, transcripts, school announcements) will be sent to each student's assigned CU email address. (name@cuanschutz.edu), regardless of the student's home campus. Students are responsible for checking their CU email on a regular basis. The student Academic Honor and Conduct Code should be followed when using university email and other forms of university electronic communication and devices.

Students with a home campus of CSU or UNC should also frequently check their home campus email accounts as any correspondence specifically from their home campus will be sent to that email address.

For questions regarding your CU email account, please contact the Anschutz Medical campus OIT Department at (303) 724-HELP or visit their website at: https://www.ucdenver.edu/offices/office-of-information-technology

## Identification/Access Badges

Students are required to have an electronic security photo ID badge for the safety and protection of all faculty, staff, and students on campus. Additionally, this badge allows students access to buildings and computer labs, as well as parking surfaces.

Badge applications for the CU Anschutz Medical Campus are issued to the ID Badge Office by the education staff prior to the start of a student's first semester in the program. Students should pick up their badges at one of the badging pickup days or make alternate arrangements with the Office of Academic and Student Affairs (coloradosph.studentaffairs@cuanschutz.edu)

Students with a home campus of CSU or UNC should contact their campus education staff to inquire about ID badges on those campuses.

## Establishing Residency

The requirements for establishing residency for tuition purposes are defined by Colorado law. The statutes require that a qualified individual must be domiciled in Colorado for the twelve (12) consecutive months immediately preceding the term for which resident status is claimed.

A person's tuition classification status is initially determined using the Verification of Residency form submitted during the application process for admission. If a person is classified as a "nonresident," they must wait until they are eligible for a change in tuition classification and then file a petition for the change. Petitions that are denied may be appealed.

For more information regarding establishing residency, please visit the CU Anschutz Medical Campus Registrar's website at: https://www.cuanschutz.edu/registrar/residency

## Tuition and Fees

Each semester, ColoradoSPH students receive a single bill for ColoradoSPH tuition and fees from the CU Anschutz Medical Campus Bursar's Office, regardless of their home campus affiliation (CU, CSU, UNC). At the time of matriculation, all students are charged the university matriculation fee,

background check fee, and enrollment deposit. Fees associated with the student's primary campus, such as academic support fees and RTD fees are also assessed.

When students take courses at a campus other than their primary campus, there are no additional general fees for taking courses outside of the primary campus, but course-specific fees may still apply. All students, regardless of their home campus, must follow the CU Anschutz payment policies and deadlines. Additional information regarding fee and billing policies can be found on the bursar's website at: https://www.cuanschutz.edu/student-finances/billing-payments

A breakdown of tuition and fees per campus can be found on the ColoradoSPH website at: https://coloradosph.cuanschutz.edu/admissions/tuition-aid/cost-of-attendance

Students must follow the published drop/add deadlines to receive a tuition refund for any dropped courses. For courses dropped before the semester's drop/add deadline, full tuition and fees will be refunded. ***Courses dropped after the semester's drop/add deadline will be considered withdrawals and will not be refunded tuition and fees***. For more information on dropping or withdrawing from a course, see "Registration Policies" in this handbook.

The Academic Calendar, which specifies deadlines, including the drop/add deadline, can be found on the ColoradoSPH website at: https://coloradosph.cuanschutz.edu/education/calendars-policies

For students who have been approved to take a course(s) at the downtown CU Denver campus, the ColoradoSPH tuition rate will be charged for those courses, unless the student is enrolled in a dual degree program with the downtown campus. The ColoradoSPH tuition rate may be different than the downtown UCD campus rate.

## Employee Tuition Benefit

Employees of the University of Colorado and their dependents may be eligible for up to nine credit hours per year to be used towards University of Colorado courses on a space-available basis. When employees are using the tuition benefit, registration can only occur 7 days prior to the first day of the semester or on or after the first day of classes (whichever comes first) in order for tuition to be waived. For registration of dependents, please see the link below, as new policies for dependent registration are in development. Students who violate this policy are at risk of losing their tuition benefit. For the entire policy, restrictions, and forms, please visit the Payroll and Benefit Services website: https://www.cu.edu/pbs/tuition-benefit/

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

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

UNC: https://www.unco.edu/human-resources/employee-resources/benefits/
CSU: https://hr.colostate.edu/current-employees/benefits/other-employee-types/

**By university policy, tuition waivers are accepted on a space-available basis.** Some courses, particularly core courses, have been reaching their enrollment caps with tuition-paying students, therefore, there has not been space for students using tuition waivers. Students who wish to use a tuition waiver and who must take these courses in a particular semester should consider paying tuition for these core courses and using tuition waiver credits for other courses that have more space available.

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

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

Please visit the employee tuition benefit webpage for more information: http://www.cu.edu/employee-services/benefits/employee-tuition-benefit

### Financial Aid

All financial aid, regardless of a student's home campus (CU, CSU, UNC), is processed through the CU Anschutz Medical Campus Financial Aid Office. All ColoradoSPH students interested in applying for financial aid should do so through the CU Anschutz Medical Campus. Detailed information can be found at: https://coloradosph.cuanschutz.edu/admissions/tuition-aid/financing-your-education

For financial aid purposes, full-time status is considered five credits per fall, spring, or summer term. Part-time is considered 3 credits per fall or spring term and 2 credits per summer term.

## Registration Policies

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

ColoradoSPH students may register for courses offered at any of the three partner institutions, bearing in mind the home campus credit requirements (MPH and certificate students, see "Minimum Credit Hour Requirement at Home Campus" in this handbook). While the add/drop deadline and tuition payment deadline are the same for all campuses, the start of classes at each campus may be different, so it is important that students are aware of campus-specific dates and deadlines.

Semester start and end dates for each campus, as well as registration deadlines, can be found on the ColoradoSPH Academic Calendar at https://coloradosph.cuanschutz.edu/education/calendars-policies

### Auditing Courses

The CU Anschutz Medical Campus does not allow auditing of courses. Students may register for a course for "No Credit," but must pay the full tuition and fees. Students must designate "No Credit" by the appropriate deadlines as set forth by the Registrar's Office. No Credit forms are available

from the CU Anschutz Medical Campus Registrar's Office: https://www.cuanschutz.edu/registrar

## Late Registration

Students wishing to register for a course after the drop/add deadline must get the approval of the course instructor and Associate Dean for Academic and Student Affairs. If late registration is approved, a late registration fee of $60 will be assessed. Students should use the Registration Form on the CU Anschutz Registrar's website to request late registration on a course here: https://www.cuanschutz.edu/registrar/register

## Dropping & Adding a Course

The drop/add period usually extends 1-2 weeks into the semester from the first day of classes and is typically shorter in summer semesters. Please consult the ColoradoSPH Academic Calendar for exact deadlines. You may drop or add a class during the drop/add period using the registration system in the UCD Access portal: https://portal.cusys.edu/UCDAccessFedAuthLogin.html

After the drop/add deadline has passed, discontinuation of course enrollment will be considered a withdrawal, and will follow policies detailed in "Course Withdrawal Policy" below. Withdrawal will result in 0% tuition reimbursement and a corresponding grade of "W" (withdrawal) will be reflected on the transcript.

Please note that for courses with start dates that vary from the regular academic calendar (e.g., some summer courses are compressed to short time frames that start after the summer drop/add deadline), students may avoid a tuition penalty if they withdraw before the 2nd class meeting.

Permission to register for or withdraw from a course after the drop/add period without a tuition penalty will be granted only in the presence of extenuating circumstances and require the approval of the Office of Academic Affairs.

Drop/add deadlines can be found on the ColoradoSPH Academic Calendar at: https://coloradosph.cuanschutz.edu/education/calendars-policies

## Registering for Courses on Other CU Campuses

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

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

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

## Leave of Absence

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

**Please note:**

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

Students desiring an extended break in progress toward their degree (more than the one year allotted by a leave of absence) should withdraw from the University and reapply for admission when they are ready to resume coursework. Upon possible readmission, any courses older than five years will need to be revalidated with the *Course Validation Form* on the ColoradoSPH website before the course(s) will count towards the degree requirements.
A leave of absence can be requested using the *Leave of Absence Request Form* on the ColoradoSPH website at: https://coloradosph.cuanschutz.edu/resources/for-current-students/academic-forms

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

## Course Withdrawal Policy & Timeframe

Withdrawal from a course is a formal discontinuation of the course after the drop/add period, and results in a grade of "W" on the student's official transcript. If attendance in a current course is discontinued without an official withdrawal, the student's transcript will reflect the grade earned for that course. **Withdrawals from courses are not eligible for tuition reimbursements.**

- 100% reimbursement will be granted if a ColoradoSPH course is dropped before classes begin or during the drop/add period (see ColoradoSPH Academic Calendar for semester deadlines)
- There will be no reimbursement for withdrawal after the drop/add period and a grade of "W" (withdrawal) will be reflected on the transcript.

In the case that circumstances outside the student's control such as a death in the family or medical issues necessitate withdrawal from coursework after the drop/add deadline, a tuition refund may be possible.

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

## Grading Policy

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

unsatisfactory, which will be reflected in the student's grade.

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

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

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

## Grading System

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

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

At the UNC campus, only whole grades are given (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0)

Some courses use a Satisfactory (S)/Unsatisfactory (U) grading system. These grades are not included in the student's GPA.

Students should expect that a clear grading rubric will be presented at the beginning of each course and used in determining their grades. Upon request by a student, the course instructor should provide evidence to support the student's grade.

Students may access their grades in ColoradoSPH courses via UCD Access; grades are not mailed or distributed by the ColoradoSPH or the Anschutz Medical Campus.

## Incomplete Coursework

In the case that a student cannot complete a course during the regular semester, the student may request an incomplete or "I" grade in the course, which will enable the student to complete the course on a timeline agreed upon by student and instructor.

Students must gain approval from the instructor of the course in which they are seeking an incomplete prior to the end of the academic term by completing the Request for a Grade of Incomplete Form found on the ColoradoSPH website at:
https://coloradosph.cuanschutz.edu/resources/for-current-students/academic-forms

A substantial amount of work must have been satisfactorily completed before approval for an incomplete grade is given. Students will be granted no more than one year in which to finalize incomplete coursework and solidify their grade. If the coursework is not completed in that timeframe, a grade of "F" will automatically be applied to the student's transcript.

Students who have been approved for an incomplete grade and need to continue the course should ***not*** re-register for the course on UCD Access, because this will cause duplicate tuition to be charged. If an 'incomplete' grade has been approved and continued access to online materials (i.e., Canvas) is needed, please contact the Office of Academic & Student Affairs. ***Students should not re-register for the course to gain access to online course materials.***

## Academic Probation

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

## Termination from the Program

The Office of Academic Affairs will notify students who are terminated from their ColoradoSPH program for reasons of academic performance or misconduct. Such notification will include the reasons for termination and the right of appeal. The appeal must be made within 14 calendar days of receipt of the notice of termination. The ColoradoSPH Dean will consider appeals and determine results.

Any student who is terminated from a ColoradoSPH program following unsuccessful academic probation or failure to meet program guidelines for satisfactory academic progress may reapply for admission to the program after one year and with evidence of better preparation. Such evidence might include the successful completion of graduate courses taken elsewhere or other steps taken to overcome deficiencies that led to termination. The student's application will be

considered equally with other applications but will not be given special consideration.

### Withdrawal from the Colorado School of Public Health

Students who wish to withdraw from the ColoradoSPH must submit a University Withdrawal Form to the office of the registrar.
https://www.ucdenver.edu/docs/librariesprovider266/forms/withdrawal-form_official-university.pdf?sfvrsn=add3a5b9_2

## MPH-Specific Information & Policies

### Competencies for MPH Graduates of ColoradoSPH

A list of all competencies for the MPH, including those specific to each concentration and focus area, is available at the following link: https://coloradosph.cuanschutz.edu/education/degrees-and-programs/master-of-public-health

### Successful Completion of the MPH

Successful completion of the MPH requires a grade of B- (2.70) or higher in all core courses, practicum, capstone project/research paper credits, and all required concentration-specific courses – as well as an overall cumulative GPA of B (3.0) or higher for the program.

Successful completion of the MPH program requires a minimum of 42 semester credit hours of approved coursework taken within five years of matriculation to the program. Some concentrations have additional requirements.

***Please note that concentration requirements may change over time. Students are responsible for meeting the requirements in place when they matriculated into the MPH program.***

**More information about program requirements is available on the ColoradoSPH website here:**
https://coloradosph.cuanschutz.edu/education/degrees-and-programs/master-of-public-health

### Continuous Enrollment Policies

Students must begin coursework during the semester for which they are first accepted. Failure to begin classes during the initial semester of acceptance will result in the withdrawal of the student's admission status and the student will need to reapply to the program during a subsequent admission cycle to be reviewed for re-admittance.

Students have a maximum of five years to complete the MPH program and must maintain continuous enrollment in the program from matriculation to completion. Continuous enrollment requires that a student enroll in at least one credit hour each fall and spring semester until completion of the program.

For students who have extenuating circumstances and are unable to meet the continuous enrollment requirement, a formal leave of absence (up to one year) may be requested through the

Office of Academic & Student Affairs. ***Any student who fails to meet this continuous enrollment requirement (fall and spring), and who has not been approved for a formal leave of absence, will be automatically withdrawn from the program after one year of inactivity and will need to reapply to be reviewed for re-admittance into the program.***

## Minimum Credit Hour Home Campus Requirement

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

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

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

## Transfer of Home Campus

A student may request a change in home campus once during their MPH program of study. As a change in home campus generally includes a change in concentration and program of study, the granting of this request is subject to the approval of the program and concentration directors at both the original and transferring campus. Any additional request for change in campus will be considered for exceptional circumstances and must be approved by the respective campus Program Directors and the Office of Academic & Student Affairs.
Transfers of home campus should be made using the Concentration/Campus Declaration Form found at the ColoradoSPH website here: https://coloradosph.cuanschutz.edu/resources/for-current-students/academic-forms

## MPH Core Courses

Graduate level courses approved by the Colorado School of Public Health Education and Curriculum Committee (ECC) are offered at each of the three partner campuses. Students may take courses at any of the campuses, provided they observe the minimum 24 credit hour home campus requirement. Equivalency of core MPH courses across campuses has been established, and the table below indicates which courses are considered equivalent and when they will be offered for the academic year. This table can also be accessed at:
https://coloradosph.cuanschutz.edu/education/courses-and-registration

| Core Area | CU Anschutz | UNC | CSU |
|---|---|---|---|
| Biostatistics | BIOS 6601<br>Offered: Summer, Fall | CHBH 6120<br>Offered: Fall | PBHC 5600<br>Offered: Fall |
| Epidemiology | EPID 6630<br>Offered: Fall | CHBH 6200<br>Offered: Spring | PBHC 5700<br>Offered: Fall |
| Environmental Health | EHOH 6614<br>Offered: Fall, Spring | CHBH 5500<br>Offered: Spring | PBHC 5300<br>Offered: Spring |
| Community and Behavioral Health | CBHS 6610<br>Offered: Summer, Fall | CHBH 5090<br>Offered: Fall | PBHC 5500<br>Offered: Fall |
| Health Systems, Management &, Policy | HSMP 6601<br>Offered: Fall, Spring | CHBH 6350<br>Offered: Fall | PBHC 5200<br>Offered: Spring |
| Foundations in Public Health | PUBH 6600<br>Offered: Summer, Fall, Spring | CHBH 5200<br>Offered: Fall | PBHC 5160<br>Offered: Fall |

Some concentrations require students to take a higher-level core course. Students should check the requirements for their concentration before registering for courses.

Important: Students should register for only one of each of the six core courses – registering for an additional equivalent course is not permitted. If multiple equivalents of the same course are completed, the student will only be allowed to count one class towards completion of the program requirements.

Students who plan to take more advanced courses in a particular department should generally take the version of the core course offered by that department. For example, a student planning to take EPID 6631 (Analytical Epidemiology) at the CU Anschutz Campus should take EPID 6630, which is listed as a prerequisite for EPID 6631, rather than taking the equivalent course at another campus.

## ColoradoSPH Course Book

Students may take ColoradoSPH-approved electives in any area and are encouraged to explore courses in all departments and at all campuses that might be in their areas of interest. Many electives are offered on alternate years, so it is important to register for courses of interest when they are available.
The ColoradoSPH Course Book, which provides descriptions of all ColoradoSPH approved courses at all three campuses, is available at: https://coloradosph.cuanschutz.edu/education/courses-and-registration

## Electives Outside ColoradoSPH

Students may explore options for graduate-level elective courses outside of ColoradoSPH. Advisor approval must be obtained **prior to** registering for the course(s), using the ColoradoSPH Elective Outside ColoradoSPH Course Approval form, available at this link:

https://coloradosph.cuanschutz.edu/resources/for-current-students/academic-forms

The request should be submitted to the Faculty Advisor/Concentration Director for review/approval. *Students are expected to take the majority of their electives from MPH course offerings already approved and available across the three ColoradoSPH campuses.*

## Independent Study

Students enrolling in an independent study must complete an Independent Study Request Form found on the ColoradoSPH website under the "forms" link at:
https://coloradosph.cuanschutz.edu/resources/for-current-students/academic-forms

This form outlines the learning objectives, plan of action, and evaluation of student work. This request must be approved by the Faculty Advisor/Concentration Director and submitted to the Office of Academic and Student Affairs. Once approved, a permission number to register for the course will be sent to the student from the Office of Academic Affairs.

- Credit hours assigned to an independent study vary from 1-3, with 1 or 2 credits being the norm for any given independent study project. Please note that **no more than 3 total credits of independent study are allowed to count towards the MPH degree, unless written approval by the Associate Dean for Academic and Student Affairs is given prior to registration for additional credits.**
- Students must complete a scope of work, and the faculty advisor and student will develop a grading rubric and approved number of credits for the scope of work.
- The person assigning the grade for an independent study must have a regular faculty appointment in the ColoradoSPH. If the supervisor does not have a ColoradoSPH faculty appointment, the student should arrange for their faculty advisor to assign the grade.

## International Travel and Coursework

Due to COVID-19, international travel for ColoradoSPH-affiliated activities is subject to formal approval of your planned destination. At the time of this writing in July 2021, this process is currently being updated. Students planning international travel as part of ColoradoSPH coursework are encouraged to reach out to the Associate Dean for Academic Affairs as early as possible to ensure they are aware of the most recent policies.
Travelers are required to follow CDC travel and safety precautions and observe any protocols in place at your destination.

Students who intend to travel internationally as part of independent study coursework, practicum, or capstone projects, are required to take International Travel and Health (EHOH 6633) in advance of their travel. Students traveling with a ColoradoSPH class or those with extensive international fieldwork experience may request a waiver of this requirement. Waivers are granted at the discretion of Associate Dean for Academic and Student Affairs Madiha Abdel-Maksoud, MD, PhD, MSPH (madiha.abdel-maksoud@cuanschutz.edu).

## Applying Prior ColoradoSPH Course Credit to the MPH

Courses taken at a partner institution prior to matriculation into the MPH program, in which a grade of "B-" or higher was achieved, may be applied toward the MPH, given that the courses have previously been approved by the ColoradoSPH Education and Curriculum Committee (ECC). Please note the following stipulations to this policy:

- A maximum of 9 non-degree course credits taken from within Colorado School of Public Health prior to program matriculation can be applied toward the MPH program.
- No more than 21 credit hours of ColoradoSPH coursework taken in the Public Health Sciences Certificate program can be applied to the MPH program (of these 21, no more than 9 credits can be from a non-degree status taken prior to certificate matriculation).
- If pursuing a specialty (non-Public Health Sciences) certificate and the MPH concurrently, a maximum of 9 credit hours can be applied to both programs.
- Students who complete a specialty certificate (all certificates aside from the Certificate in Public Health Sciences are specialty certificates) and then pursue an MPH must meet the requirement of completing a minimum of 48 credits with only 9 credits shared between the specialty certificate and the MPH.
- Credit for courses expires five years after the course is completed. Certificate courses will only be applied to the MPH program if they are within this five-year time limit.
- Employees at partner institutions are allowed to apply a maximum of 20 credit hours of approved public health coursework taken at a ColoradoSPH partner institution but taken outside the ColoradoSPH (typically the case when students are using employee tuition waivers at UNC and CSU). Of these 20, a maximum of 10 credits can be non-degree status, taken prior to matriculation in the MPH program.

## Transferring Credits to MPH

Courses completed at any accredited institution (partner or non-partner) taken as either a non-degree or degree-seeking student that have **not** been previously approved by the ECC may be accepted on a case-by-case basis by the student's concentration director and Associate Dean for Academic and Student Affairs. After reviewing details of courses to be considered for transfer with your MPH concentration director, the following steps should be taken:

1. Obtain and complete a Transfer of Credit form from the Office of Academic Affairs.
2. Obtain the written approval of your academic advisor and/or concentration director. Usually, this will require providing the course syllabus.
3. Return the signed form, syllabus, and an original transcript from the transferring institution to the Office of Academic Affairs at least one term prior to your anticipated graduation. Courses may not be transferred into the MPH in the student's final term.
4. The Associate Dean for Academic and Student Affairs will approve or disapprove the request.
5. If approved, the form will be processed for inclusion on the student's official transcript.

Prior coursework taken within the CU system is not considered transfer coursework; it is automatically included on the student's transcript. If a student wishes to apply prior CU coursework that has not previously been approved by the ECC toward a ColoradoSPH degree, they may request approval of those courses using the General Petition form on the ColoradoSPH website. Students may transfer a maximum of 15 credits into the MPH program.

## Specialty Certificates concurrent with MPH enrollment

For students who are currently enrolled in the MPH program, and wish to add a specialty certificate concurrent with their MPH, the following guidelines apply:

- The student must meet all curricular requirements of both the certificate program and the MPH degree.
- When pursuing both a specialty certificate and the MPH concurrently, a maximum of 9 credit

hours can count towards both program requirements.
- The student cannot obtain both the MPH and a specialty certificate with fewer than 48 total semester hours.
- For students pursuing both programs simultaneously, the MPH and specialty certificate may be awarded concurrently once all requirements are met, or the MPH may be awarded prior to completion of the certificate. The certificate itself will not be awarded until all certificate courses are completed and at least 48 semester hours are accrued.
- The student must contact the director of the certificate of interest and complete a form, supplied by the certificate director, declaring intent to complete the certificate. This form must be submitted to the office of academic affairs at least one semester before the student's graduation semester.

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

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

## Grading Policy

Students must receive B- (2.70) or higher in all MPH Core courses (including Practicum and Capstone/Research Paper Credits) and all concentration-required courses. Courses in which grades below a B- (2.70) are received are not acceptable for the MPH degree and will not count toward program requirements for the core or concentration.

## Advisors & Planning

Students will be assigned a faculty advisor after they have been fully matriculated into the MPH program. Students are assigned to advisors within their declared concentration or to the program director at their respective campus. Students and advisors are given the following expectations regarding advising opportunities:

- New students should familiarize themselves with the CSPH canvas course.
- New students should attend the orientation session at the appropriate campus for their MPH program.
- New students and advisors should meet at least once per semester as well as annually to make sure everything is running smoothly. The meetings can be done either in person or by phone/email.
- Students must obtain approval for their capstone project. Faculty advisor should make sure the project meets the capstone project/research paper's expectations for the student's concentration and provide mentorship along the way.
- The advisor and/or campus director should review the student's overall progress and readiness to graduate at the time of research/capstone project approval.
- Student progress is monitored by Academic Advisors, Concentration Directors, Program Directors, and the Associate Dean for Academic and Student Affairs for high academic achievement and concerns related to academic probation.

Students may request to change advisors by contacting their Concentration Director and ensuring that their department administrator is notified of the change. If the Concentration Director is the student's advisor, the student may contact the department chair to request a change.

## Dual Concentrations

With approval of the relevant Concentration/Campus Directors, students can pursue a dual concentration option. This requires the student to complete the required hours in both concentrations, as well as 6 credits of additional electives – resulting in a minimum of 51 credits. Students are required to have a faculty advisor in each concentration.

Students completing the global health plus program with dual concentrations will require a total of 54 credits to graduate.

If the student's GPA (cumulative or calculated for either concentration individually) falls below 3.00, they must choose a single concentration to move forward with and drop their second concentration. If the student drops one of the concentrations, they may continue with a single concentration but must meet all requirements for that concentration.

## Transfer of Concentration

Students can request a change in concentration/focus area (without a change in home campus) at any time during their MPH program. However, this is subject to the approval of both Concentration/Program Directors involved and the Office of Academic & Student Affairs.

Please note that if a student changes their concentration, it is expected that they meet both the 24-credit home campus requirement (see section below) and concentration credit requirements. Students should carefully consider any changes to their campus or concentrations after the first year of study, as later changes may necessitate a student taking more than the required 42 credits.
To change concentration/focus area, complete the Concentration/Campus Declaration form at:
https://coloradosph.cuanschutz.edu/resources/for-current-students/academic-forms

## Practicum Requirement

The Colorado School of Public Health is committed to providing students with practical experience in public health settings. The MPH practicum experience is intended to support student growth, both personal and professional, while building connections with the community and contributing to community needs. The experience is intended to provide students an opportunity to develop professional skills through immersion in a public health setting and contributing to an unmet need of the host site.

### Practicum Goals

- Apply classroom theory, knowledge, skills, and techniques to a professional worksetting.
- Enhance and develop skills needed to function as a professional in a public healthsetting.
- Work on a specifically defined public health problem or issue related project that is salient to the host site.
- Participate in a setting that allows the student to explore future career decisions.
- Engage in professional self-assessment and personal reflection.
- Build a personal network of professional leaders in public health.
- Engage with the community.
- Actively participate as a member of an interprofessional team to address a public healthissue.
- Connect with local and state public health agencies, other community-based organizations, and community-based participatory research projects, which serve the public's health to create support for the public health community and future recruitment opportunities.

**Practicum Prerequisites:**

To register for a practicum experience, students must meet the following requirements:

1. Successfully complete the Foundations in Public Health course (PUBH 6600 at CU Anschutz Medical Campus and the University of Northern Colorado, or PBHC 5160 at Colorado State University).
2. Successfully complete 18 credits including a minimum of three core courses.
3. Be in good academic standing with a GPA of 3.0 or higher.
4. For those traveling abroad for practicum, 1 credit EHOH 6633 International Travel and Health course is required.
5. Obtain approval of concentration director, faculty advisor, or program director (please check with home campus for specific requirements).
6. Attend a practicum orientation session during the semester before registering for the practicum course (dates/times will be provided via email) and complete a practicum proposal.

## Capstone Project Requirements

The culminating experience for the MPH program is a capstone project that benefits the community or particular target population. The capstone project requires completion of the coursework and presentation of the final product to ColoradoSPH faculty and students at the Public Health Forum held each semester.

**Capstone Project:**

At CU Anschutz, the capstone course is 2 credit hours across two academic terms and should relate to a student's academic goals and professional interests, as well as demonstrate the student's ability to integrate competencies and concepts from the student's concentration and the breadth of Public Health and to work independently at the master's level. Most students will enroll in Capstone Preparation in the term after completing the practicum or concurrently with it. Students with special circumstances that may require a different timing structure should speak with their academic advisors to develop a personal plan.

**Capstone Preparation**: The first term of the capstone will occur within each department (see table below) and will be directed by department faculty. Each student is expected to produce a well-developed capstone project proposal by the end of Capstone Preparation, which will be approved by the student's capstone instructors for implementation. Once approved by the capstone instructors, the capstone project proposal will be submitted to the faculty director of practice-based learning, and the student will continue to Capstone Integration.

| **Concentrations by Department** | |
|---|---|
| Department/Campus | Concentrations* |
| Biostatistics and Informatics | Applied Biostatistics |
| Community and Behavioral Health | Community and Behavioral Health; Maternal and Child Health; Leadership and Public Health Practice; Population Mental Health & Wellbeing; Custom |
| Environmental and Occupational Health | Environment, Climate and Health |
| Epidemiology | Epidemiology |
| Health Systems, Management and Policy | Health Systems, Management, and Policy |
| *" Global Public Health plus" concentration students will be housed within their primary concentration | |

**Capstone Integration**: In this term, students will implement and present their capstone project, with support from Capstone Integration faculty and peer groups. Capstone Integration culminates in a final written product and an oral and poster presentation at the school's public health forum.

Capstone at CSU and UNC: At CSU and UNC, the capstone is a single-semester two-credit course, in which students implement and present their capstone project. For this reason, significant planning in advance of enrolling in the capstone class is needed. Students should work with their academic advisors to determine an appropriate timeline for the capstone project.

**Publishable Paper Option:**
Students who wish to write a publishable paper for academic credit must register for two "research paper" credits. The publishable paper should relate to a student's academic goals and professional interests, as well as demonstrate the student's ability to integrate competencies and concepts from the student's concentration and the breadth of public health and to work independently at the master's level, with the product of the work being a paper worthy of being submitted to a peer-reviewed journal. Publishable papers are expected to require substantial collaboration, oversight and review by co-authors and faculty advisors and the number of credits reflects this expected effort. After completing most of the program (at least 30 credits of course work), students writing a publishable paper should:

- Identify a ColoradoSPH faculty advisor who is willing to supervise the publishable paper.
- Prepare a proposal for a project in consultation with the faculty advisor and other relevant persons engaged in the paper. This must include the proposed research questions, hypotheses, summary of work to date, outline of analytic plan, list of collaborators, possible journals for submission and timeline, and grading rubric.
- Complete the *Publishable Paper Request Form*. This should be reviewed/approved by the faculty advisor and the student's concentration director and submitted to the Office of Academic & Student Affairs with a copy of the proposal.
- Once approval is secured, the student registers for 2 "Research Paper" credits (PUBH 6651), which can be taken as a block or as single credits over time (these credits come from the elective credit allotment).
- The final research paper will be in an acceptable form for submission and submitted to a peer-reviewed scientific journal before a grade is given for credit.

## Graduation/Convocation

**Application to Graduate**
Students are required to complete the ColoradoSPH Application for Graduation by the published date for the semester in which they intend to complete degree requirements (see ColoradoSPH Academic Calendar for specific deadline dates): https://coloradosph.cuanschutz.edu/resources/for-current-students/academic-forms

The student's faculty advisor and the Office of Academic Affairs approves the completed application. Students should list only the minimum coursework required to complete the degree program; additional coursework taken beyond program requirements should not be included on the application for graduation.

Additionally, students must apply for a diploma for their intended semester of graduation through the UCD access with steps provided under "apply for graduation" on this page: https://www.cuanschutz.edu/registrar/diplomas-graduation/apply-for-graduation/apply-for-graduation

**Ceremonies**

ColoradoSPH offers a Convocation ceremony for ColoradoSPH graduates in May for the past academic year and the next summer.

CSU and UNC home campus students are also invited to participate in their home campus ceremonies.

Official regalia must be worn to participate in this ceremony. Additional details will be posted on the website and emailed to students prior to the event.
https://coloradosph.cuanschutz.edu/news-and-events/events/graduation-and-commencement

**Diplomas**

Diplomas are mailed from the Anschutz Campus Registrar's office 8-10 weeks after final grades are posted, and degrees are awarded. Students will be notified via email when diplomas are available.

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To find the contacts for any staff or faculty at ColoradoSPH please visit:
https://coloradosph.cuanschutz.edu/resources/directory.

## Statement about COVID-19 at ColoradoSPH

The Colorado School of Public Health ended its vaccination requirement, effective July 1, 2023. ColoradoSPH is operating on a hybrid model, with some areas operating remotely and in-person activity permitted, as specified by the school or unit. Masks are not required of vaccinated and boosted individuals at this time. ColoradoSPH students and ColoradoSPH at CU Anschutz staff and faculty are no longer required to be vaccinated against COVID-19.

For the latest updates related to university operations and for resources, please visit the COVID-19 page of your home campus' website.

CUAnschutz: https://www.cuanschutz.edu/coronavirus
CSU: https://covid.colostate.edu/
UNC: https://www.unco.edu/student-health-center/health-topics/covid-information.aspx

The CU Anschutz Medical Campus guidance policies remains in effect for everyone – regardless of vaccination status – who has COVID-19-like symptoms, tests positive or may have been exposed to a COVID-19 case. Anyone fitting these categories is asked to follow the protocol listed for each category under the Guidance section of the COVID-19 Protocols & Resources website: https://www.cuanschutz.edu/coronavirus.

## Student Organizations

### Student Council

The ColoradoSPH Student Council is our primary student leadership organization. The Student Council is involved in planning events and promoting public health in their local communities. Each campus has its own student council, and all three work together on volunteer and learning opportunities and school events. Council members are devoted to serving as representatives of the school, developing relationships with community organizations, and involving students at all three campuses in public health activities. Take charge of your ColoradoSPH experience!

For information regarding Student Council, visit:
Student Organizations & Programs | Colorado School of Public Health (cuanschutz.edu)

### Emerging Leaders

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

Contact: Katherine Brumfield | Katherine.Brumfield@cuanschutz.edu

### National Public Health Week

Get involved on your home campus to help plan for this national event for the ColoradoSPH community.

All students can attend events during this week (typically the first week of April) on all three campuses and experience the strengths each has to offer.

For information regarding National Public Health Week visit:
http://www.nphw.org/

## Involvement in Public Health Organizations

Public health students are encouraged to become involved in state, regional, national, and international organizations by becoming student members, submitting proposals for presentations, and other professional activities. The following is a list of organizations students may consider:

American Public Health Association (APHA): http://www.apha.org/

Colorado Environmental Health Association (CEHA): http://www.cehaweb.com/

Colorado Public Health Association (CPHA): http://www.coloradopublichealth.org/

Colorado Society of Public Health Educators (SOPHE): http://www.sophe.org/

## CU Anschutz Medical Campus: Student Services/Programs

**Colorado School of Public Health:** https://coloradosph.cuanschutz.edu/

### Student Resources

Academic calendar, schedule of classes, handbooks, forms, & more:
https://coloradosph.cuanschutz.edu/resources/for-current-students

**Information Technology** Bldg. 500, 3rd Floor 303.724.4732
Email: ColoradoSPH.studentIT@ucdenver.edu | https://www.cuanschutz.edu/offices/office-of-information-technology/get-help

**UCD Access**
https://passport.ucdenver.edu/login.php

**Online Course Access**
The University of Colorado Anschutz Medical Campus uses a robust online learning system, Canvas. Online course materials can be accessed at:
http://www.ucdenver.edu/academics/CUOnline/OnlineCourses/Pages/CourseLogin.aspx
A student guide to using Canvas can be found at: http://guides.instructure.com/m/4212

**Registrar Forms**

https://www.cuanschutz.edu/registrar/student-resources/forms#tuition

**Registrar's Office**
Education 2 North, 3rd Floor
Phone: 303-724-8059
Email: registrar@cuanschutz.edu | https://www.cuanschutz.edu/registrar

**Financial Aid Office**
Education 2 North, 3rd Floor

Phone: 303-724-8039
Email: FinAid@CUAnschutz.edu | https://www.cuanschutz.edu/student-finances/financial-aid

**Bursar's Office**
Education 2 North, 3rd Floor
Phone: 303-724-8032
Email: Bursar@ucdenver.edu | https://www.cuanschutz.edu/student-finances/billing-payments

**Bookstore**
The CU Anschutz Bookstore has been operating under more restricted hours with the Covid-19 pandemic. You can always visit the bookstore online. Listed below are the regular, non-pandemic hours and the link to the bookstore online.

| | |
|---|---|
| Hours: | Monday – Thursday (8:30 AM – 3:30 PM) \| Friday (9:00 AM – 3:00 PM) |
| Phone: | 303-724-2665 (4-BOOK) |
| Location: | First floor of Education 2 South. |

https://cuanschutz.bncollege.com/shop/cu-anschutz/home

**Breastfeeding/Chestfeeding Support and Resources**
CU Anschutz has designated lactation rooms on campus, listed on the Anschutz facilities website. UCHealth also hosts breastfeeding support groups, on campus and throughout the state, where you can meet other moms, ask questions, and address concerns with a lactation consultant. For more information, visit their page here: https://www.uchealth.org/services/womens-care/pregnancy-childbirth-newborn- care/breastfeeding-support/
For more information on all CU lactation support and resources, visit this page: https://www.ucdenver.edu/offices/equity/support-resources/pregnancy-lactation-2

**Campus Safety**
The CU Anschutz Medical Campus is committed to the safety and security of our students, faculty, staff, and visitors. When extreme winter weather conditions develop, the university's normal business operations can be affected. Students, faculty, and staff can check local broadcast news media (television and radio) for announcements about closures or schedule adjustments. The university also provides emergency-related information, as appropriate, on a toll-free phone line 1-877-INFO-070 (or 1-877-463- 6070); online at https://www.cuanschutz.edu/police/anschutz-alerts; and via the Rave emergency notification tool. Students can register for this free text and voice messaging service by clicking the "Get Rave" button on the right side of the aforementioned page.

**University Police**
12454 E. 19th Place, Bldg. U-09
Phone: 303-724-2000 (main office) | 303.724.4444 (non-emergency)
Email: Police.comment@ucdenver.edu (non-emergency)
https://www.cuanschutz.edu/police

**Accommodations for Disability: Virtual and In-Class**
University of Colorado Anschutz is committed to providing equitable access to learning opportunities to students with documented disabilities (e.g., mental health, attentional, learning, chronic health, sensory, or physical). To ensure access to this class, and program, please contact the Office of Disability, Access, and Inclusion (disabilityaccess@cuanschutz.edu) for disability services to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings.

Accommodations are not provided retroactively. Students are encouraged to register with Disability Resources and Services as soon as they begin their program. The Colorado School of Public Health encourages students to access all resources available through Disability Resources and Services for consistent support and access to their programs. More information can be found online at: https://www.cuanschutz.edu/offices/office-of-disability-access-and-inclusion

**Office of Student Outreach and Support**
The Office of Student Outreach and Support is here to support students who are experiencing difficulties related to mental health, safety concerns, interpersonal conflict, adjusting to college, family emergencies, feelings of isolation, or anything else which may impact their ability to be successful. Case managers collaborate and consult with students, parents, faculty, staff, and other campus resources to best address the needs of each student. Services offered include providing intervention and advocacy, on-campus resources and referrals, assistance with medical withdrawals, navigating the university system, and follow-up services and support.

Students can connect with the case manager for ColoradoSPH students, Kelly Tyman, by emailing her directly at kelly.tyman@cuanschutz.edu . For more information or to submit a report, visit: https://cm.maxient.com/reportingform.php?UnivofColoradoDenver&layout_id=26

**Library**

The Anschutz Medical Campus Health Sciences Library is at 12950 East Montview Boulevard, Aurora, CO 80045, directly north of the Fitzsimons Building (previously Building 500). There are extensive online resources available to all students through the library. On-campus library access for students who need it is available via badge access 7 days a week, 24 hours a day. The library remains closed to the public and others do not have a CU Anschutz badge.
For more information on the library, visit: https://library.cuanschutz.edu/about/hours

**Electronic Security ID Badge Office**

Students must have an electronic security photo ID badge for the safety and protection of all faculty, staff, and students on campus. Additionally, this badge allows you access to buildings after hours, computer labs, library, and parking should a student decide they need a parking pass.

Upon matriculation, the Student Affairs staff issues badge applications for all incoming ColoradoSPH students. In fall 2022, new students will need to submit information for their badges (e.g., a passport-style photo) to the Office of Student Affairs for processing. New students should follow the badging instructions in the Inside ColoradoSPH Canvas course and may contact the Office of Student Affairs at ColoradoSPH.StudentAffairs@cuanschutz.edu with additional questions. The Student Affairs staff will notify students when they are able to pick up a badge.

If a badge expires and needs to be renewed, students should contact the ColoradoSPH Office of Student Affairs.

Those who already have an ID for the Anschutz campus due to a pre-existing role as faculty or staff on campus do not need to be issued a new student ID.

Students with a home campus of CSU or UNC should contact their respective campus staff to inquire about badge procedures.

**Primary and Preferred Names**

Primary and Preferred Name Changes: Students who wish to use a different name than their legal name while on campus may change their legal name, or register a preferred name, which appears on unofficial transcripts, class, and grade rosters, in Canvas, and some other places as legally allowed. For more information, visit: https://www.cuanschutz.edu/registrar/student-resources/identity#ac-preferred-name-1

All-gender restrooms on campus: Maps of all-gender bathrooms on the Anschutz and Denver campuses can be found on the Office of Equity website, visit: https://www.ucdenver.edu/offices/equity/support-resources/all-gender-resources

**CU Anschutz Campus Opportunities**

The ColoradoSPH offers students opportunities to attend various public health presentations and events. Schedules can be found on our website at: https://coloradosph.cuanschutz.edu/news-and-events/events

**Grand Rounds**
Grand Rounds are held throughout the week every month and feature presentations by faculty, preventive medicine residents, and health professionals from the community. A seminar schedule will be posted on the school's website. Students are highly encouraged to attend.
For more information, visit:https://medschool.cuanschutz.edu/medicine/calendar/grand-rounds

**Lockers**
Locker usage on campus is facilitated by Educational Support Services. More information regarding locker usage can be found on their website at:

**Parking and Transportation**
General parking questions: 303-724-2555
After hours: 303-724-4444
https://www.cuanschutz.edu/offices/facilities-management/transportation-parking-maps

**CU Anschutz Student Services**
The Office of Campus Student Services' mission is to enhance student life within the University of Colorado Denver at the Anschutz Medical Campus by providing excellence in specific non-academic and academic student services.

Ed 2 North Building, 3rd Floor, Room 3200
Phone: 303-724-2866
Monday- Friday: 8 AM – 6 PM
https://www.cuanschutz.edu/student

**Veteran Student Services**
The University of Colorado Anschutz Medical Campus is a "Military Friendly" university, committed to providing service men and women with a high-quality education catered to your distinct needs. The OVSS represents Active Duty, Reservist, National Guard, Veteran and VA Dependent students.

Hours: Wed & Thu: 8 AM - 1 PM, 2 PM – 5 PM
Location: Ed 2 North, 3rd Floor, Room P28-3207
Phone: 303-724-9649
https://www.ucdenver.edu/veterans

**Ombuds Office**
The Ombuds Office is a resource available to all members of the University community to provide informal conflict resolution. The Ombuds Office provides a forum for prompt, impartial, and confidential discussion for individuals to review options for informal resolutions of differences. The primary goal of the Ombuds person is to ensure that employees and students receive fair and equitable treatment. The Ombuds Office provides confidential and independent services to the university community. For more information, visit: https://www.ucdenver.edu/offices/ombudsoffice

Ombuds Contact Information:
Location: Building 500, Room 7005C
Phone: 303-724-2950

Melissa Connell | Director CU Anschutz Ombuds Office
Email: melissa.connell@cuanschutz.edu

Lisa Neale | Associate Director CU Anschutz Ombuds Office
University of Colorado Anschutz Medical Campus Ombuds Office
Email: lisa.neale@cuanschutz.edu

**Student Health Insurance Office**
All degree-seeking students enrolled in one or more credit hours must enroll in the School's Student Health Insurance Plan unless they can prove enrollment in another comparable insurance by submitting a selection/waiver form by the deadline date. For more information, visit: https://www.cuanschutz.edu/student/health-wellness/student-health-insurance
Location: Ed 2 North, Room 3208
Phone: 303-837-2127 | Email: studentinsurance@cuanschutz.edu

**Student Mental Health Services**

The **Student Mental Health Service** provides comprehensive and confidential mental health services for all enrolled Anschutz Medical Campus students. Psychiatric issues treated include depression, anxiety/stress, bipolar disorder, drug, and alcohol dependence, eating disorders, marital difficulties, family crises, and post-traumatic stress disorder. Treatment modalities include individual psychotherapy, couples counseling, and/or medication.

The central number for the Mental Health Service is 303-724-4716. For after-hours, please call Colorado Crisis Services at 1 (844) 493-8255 or Text "TALK" to 38255. You may also go to a local crisis center for evaluation, which can be found on the Colorado Crisis Services website. More information is available at https://medschool.cuanschutz.edu/psychiatry/programs/student-resident-mental-health

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

Modified Hours of Operation: Tuesdays 8:00 am – 5:00 pm and Thursdays 9:00 am – 1:00 pm (closed 1-2 for lunch)
To schedule an appointment call 303-724-6242 or email smhservice@ucdenver.edu

The **Phoenix Center at Anschutz** provides free, confidential support services, prevention education, and resource referrals for relationship violence, sexual violence, and stalking.
You can call their 24/7 hotline for free and confidential options, emotional support, and resources at (303) 556- CALL (2255). To make an appointment, call (303)724-9120. You can find more information at www.ThePCA.org.

**Writing Center**
The Writing Center provides one-on-one and small-group assistance to undergraduate, graduate, and post-graduate students from the Anschutz Medical Campus. In the Center, trained graduate and post-graduate consultants offer help with writing of all kinds, including research essays, proposals, dissertations, capstone projects, C.V.s, manuscript drafts, grants, personal statements, residency applications and more.

Location: Health Sciences Library, Room 1204

Phone: 303-724-4143
Schedule an appointment: https://ucdenver.mywconline.com/index.php
For more information, visit: https://clas.ucdenver.edu/writing-center/

**International Admissions**
International Admissions welcomes and assists over 700 international students and accompanying family members representing over 60 countries enrolled in more than 100-degree programs. On this highly diverse campus, students will have many opportunities to engage in exciting curricular, multicultural events, and share perspectives in the classroom and beyond. To schedule an appointment with an advisor, students should call 303.315.2382, email isss@ucdenver.edu or visit: https://www.ucdenver.edu/offices/international-affairs

## Colorado State University: Student Services/Programs

**Colorado School of Public Health:** http://publichealth.colostate.edu/

**Records and Registration**
The CU Anschutz Medical Campus: http://www.ucdenver.edu/student-services/resources/registrar/Pages/default.aspx

**Important Forms**
CU Anschutz Medical Campus Registrar's Office:
http://www.ucdenver.edu/anschutz/studentresources/Registrar/StudentServices/Pages/Forms.aspx

**Colorado School of Public Health Forms:** https://publichealth.colostate.edu/academic-forms/

**Financial Aid**
CU Anschutz Medical Campus:
http://www.ucdenver.edu/anschutz/studentresources/FASO/school-pages/Pages/public-health-students.aspx

**Academic Computing & Networking Service (ACNS)**
ACNS is the primary computer, networking, and email resource on the CSU campus: http://www.acns.colostate.edu/. Whether it's for help accessing your CSU email account or connecting to the CSU wireless system, you can find general IT help in the Morgan Library, by emailing help@colostate.edu or by calling 970-491-7276.

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

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

**Breastfeeding Support and Resources**
CSU faculty, staff, and students who are nursing mothers have access to lactation rooms on campus. For information about lactation spaces and room scheduling, visit this website:
https://www.fm.colostate.edu/lactation_rooms

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

**Conflict Resolution & Student Conduct Services**
https://resolutioncenter.colostate.edu/conflict-resolution/

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

**CSU Graduate School**
http://graduateschool.colostate.edu/
Links to resources on campus life at the graduate level (http://graduateschool.colostate.edu/campus-life/) and resources surrounding the CSU Graduate School's commitment to inclusive mentoring (https://graduateschool.colostate.edu/mentoring/) ***Please note that MPH students **will not** follow the specific CSU graduate school deadline, policies and procedures listed on this site and should, instead, follow deadlines/policies/procedures set forth by the ColoradoSPH

**CSU Health Network**
https://health.colostate.edu
All enrolled students who pay the Student Health Fee and Counseling Fee are eligible to access care at the CSU Health Network, regardless of their insurance status. Students are not required to be enrolled in the CSU SHIP in order to access care at the CSU Health Network. For more information, see:
https://health.colostate.edu/eligibility-and-service-charges/
*Student Health Insurance*
All graduate students with CSU as their home campus, who are enrolled in at least 6 resident instruction credit hours (regardless of which ColoradoSPH campus the course is offered through), are automatically enrolled in the CSU Student Health Insurance Plan (SHIP) each semester and are subject to the mandatory health insurance requirement. In order to opt out of enrollment in the CSU SHIP, students must demonstrate proof of comparable coverage via the online waiver request process. Once you have a CSU ID number and email account and are registered for 6 or more credits, you will receive emails to your CSU email account explaining the health insurance waiver process.

This email will also contain a direct link to the online portal where you can submit your health insurance waiver electronically. Students granted a waiver in the fall semester will be automatically waived in the spring semester too. All waiver and opt out requests must be made no later than September 11, 2019. If you are enrolled in 6 or more credits in each semester and do not waive or opt out of the plan, your CSU student account will be billed for the premium. For more information, see:
https://health.colostate.edu/health-insurance-requirement/.

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

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

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

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

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

**Food Assistance Programs**
Students facing issues of food insecurity can access the Mobile Food Pantry, Pocket Pantries, and other resources through CSU's Rams Against Hunger program: https://lsc.colostate.edu/slice/slice-engagement/rams-against-hunger/#1542737786186-6ff89612-c87d

**International Student Services**
The Office of International Student and Scholar Services promotes international educational exchange by providing immigration documentation, advising, cross-cultural programming and orientation for international students, scholars, and their family members. Our strong belief is that a vibrant international academic community enriches the city and campus and is an essential component to understanding our role within the world community. For information on services available to international students please review the website for the International Student and Scholar Services: http://isss.colostate.edu/. The office can be reached at 970.491.5917.

**Library**
CSU libraries can be accessed through http://lib.colostate.edu/. The Health Sciences Library on the Anschutz Medical Campus can be accessed through https://library.cuanschutz.edu/

**Off-Campus Student Services**
Off-Campus Life helps students moving or living off campus to have a successful transition and integration into the Fort Collins community. https://ocl.colostate.edu/

**Office of the Vice President for Inclusive Excellence**
The Office of the Vice President for Inclusive Excellence oversees the development and implementation of campuswide policies and practices aimed at advancing inclusive excellence and supporting student success.

**Parking Services**
The Parking Services website provides information on parking areas on campus, parking permit fees for students, and the permits can be purchased online. http://parking.colostate.edu/

**Pride Resource Center**
The Pride Resource Center provides programs and services to support the retention and thriving of LGBTQIA+ students at CSU.

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

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

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

**Student Legal Services**
Student Legal Services offers legal assistance in matters pertaining to housing, family matters, wills, real estate, traffic matters, employment matters and other issues. http://sls.colostate.edu

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

**Women and Gender Advocacy Center**
The Women & Gender Advocacy Center provides programs and resources focusing on all genders, social justice, and interpersonal violence prevention. Additionally, WGAC provides advocacy and support for victims of sexual violence, stalking, sexual harassment, and relationship violence.

**University Police Department**
Bicycles ridden or parked on the CSU campus must be registered with the campus police. The fee for registration is $10 and the registration form can be completed online. http://police.colostate.edu/

**Writing Center**

The Colorado State University Writing Center is a free service open to Colorado State University students, faculty, and staff and the local Fort Collins community. Our goal is to engage our community in conversations about writing; to that end, we provide face-to-face and online consultations for writers in all disciplines working on all types of writing from traditional research papers to electronic texts such as websites and blogs. For more information on specific services check out the website at http://writingcenter.colostate.edu.The Writing Center is in Eddy Hall, room 23, and can be reached at 970-491-0222.

# University of Northern Colorado: Student Services/Programs

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

## Student Resources

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

**Applied Statistics and Research Methods (ASRM) Consulting Lab**
The ASRM Consulting Lab provides UNC faculty, staff, and students with free consultation on research and survey design, data collection and management, statistical analysis, and evaluation. Research consultants are available on a drop-in basis or by appointment.
http://www.unco.edu/cebs/asrm/consulting/

**Canvas**
Sign into UNC's online management system, Canvas, with your URSA username and password. The following site provides information and reference guides to get you started: https://www.unco.edu/canvas/canvas-support/ . Note that Canvas courses are not available until the course start date. If you do not have access when the semester starts, contact the UNC Technical Support Center at 970-351-4357.

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

**Breastfeeding/Chestfeeding Support and Resources**
The Women's Resource Center offers resources for students, faculty, and staff who seek support for breastfeeding, including information about lactation stations on campus. UNC received a Breastfeeding Friendly Business Award from Weld County Public Health and Environment.
https://www.unco.edu/center-womens-and-gender-equity/what-we-offer/breastfeeding-chestfeeding-support.aspx

**Campus Recreation Center**
The Campus Rec Center is a multipurpose facility with several activity spaces, including a weight room,

cardiovascular conditioning, indoor jogging track, indoor climbing wall, group fitness rooms, gymnasiums, locker rooms, and an indoor swimming pool. Full- and part-time students receive free membership through student fees. There is a minimal cost associated with Group Fitness classes. You can also get involved with Club and Intramural sports and check out equipment and take trips through Outdoor Pursuits. The Gear Shop, in the west entrance of Harrison Hall, offers equipment for students to check out, including camping gear, kayaks, climbing gear, snowboards, and snowshoes (for a maximum of one week). Online reservations and walk-ins are welcome. http://www.unco.edu/campus-recreation/

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

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

**Center for International Education (CIE)**
CIE provides academic, cultural, and educational support for international and American students and advocates for a global perspective on the UNC campus. http://www.unco.edu/cie/

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

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

**Disability Resource Center (DRC)**
Students who believe they need accommodations in a class are encouraged to contact the DRC office at 970-351-2289 as soon as possible to better ensure that appropriate accommodations are implemented in a timely fashion. http://www.unco.edu/disability-resource-center/

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

**Graduate Student Association (GSA) & Graduate Student Professional Development (GSPD)**
The GSA is a student-fee-based office that provides grant funding for research and conference presentations and attendance, and equipment for graduate students. The GSPD is dedicated to assisting graduate students in their development as researchers and teachers.
http://www.unco.edu/gsa/

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

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

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

**Library**
UNC has two main libraries, Michener Library and Skinner Music Library. UNC students have access to collections of books, periodicals, A/V formats, and online resources with their ID card. Research and instructional services are provided by library faculty. The Health Sciences Librarian, Maggie Shawcross, can be reached at margarita.shawcross@unco.edu and 970-351-1474. http://www.unco.edu/library/

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

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

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

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

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

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

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

## Program-Specific Information

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

1. Go to https://apps.unco.edu/PasswordReset/Person/AuthenticateByPersonalInfo?urlType=accountActivation
2. Under Account Type, click on "Student"
3. Enter your Bear Number (if you don't know your number, click on the "Bear Number Lookup tool": https://apps.unco.edu/bearnumberlookup/
4. Provide your social security number and date of birth.
5. This will produce a Bear Number which will allow you to activate your Bearmail account.

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

**Orientation**
Prior to the beginning of the fall semester, ColoradoSPH@UNC hosts an MPH New Student Orientation to provide you with an opportunity to gain an overview of the program's requirements,

learn how to register for classes through the suggested course sequence, and to meet other incoming MPH student, graduate assistants, and faculty and staff. An e-mail is sent to each student with details during the summer.

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

**Communication**

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

**Course Expectations**

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

**Faculty Office Hours**

MPH faculty members are available during posted office hours. Students should not expect faculty to always be in their offices due to teaching, research, community services, faculty meetings and other responsibilities. It is a professional courtesy to schedule an appointment rather than interrupt class preparation, research, or advisement with another student who has an appointment. Office visits should pertain to questions concerning advisement, coursework, internship placement, independent study, thesis, career development, or other University-related business. For personal matters, it is best to contact the UNC Counseling Center at 970-351-2496: http://www.unco.edu/counseling/

**ColoradoSPH@UNC Student Council**

The Student Council is a group of MPH and Certificate students who take on leadership positions within the ColoradoSPH@ UNC. Being involved as a Student Council officer or member is a great way to connect with other students in the program, get involved in joint campus events, and to have a voice in student affairs and community involvement. Meetings will be held each month and are open to anyone. http://www.unco.edu/nhs/colorado-school-public-health/current-students/student-council.aspx

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

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

**UNC Student Research Day**

In April of each academic year, graduate students are encouraged to present class projects and research conducted while enrolled in the program during UNC's Academic Excellence Week. Capstone students

will present preliminary presentations at Research Day through their class.
http://www.unco.edu/honors-scholars-leadership/aew/research-day.aspx