



**University of Illinois at  
Chicago  
School of Public  
Health**

**DrPH Degree  
Graduate Student  
Handbook 2009-2010**

Revised August 2009

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## INTRODUCTION

This Student Handbook contains information that is useful to all students in the School of Public Health throughout their program of study. Students should refer to this handbook first whenever they have a question about their program's requirements, SPH policies, educational and research opportunities, or SPH resources, among a variety of other things.

The Student Handbook is all-encompassing, and each student will be held responsible for its content and the policies and regulations that apply, regardless of whether the student is informed of these points through other means.

### MISSION STATEMENT

The UIC School of Public Health is dedicated to excellence in protecting and improving the health and well-being of the people of the metropolitan Chicago area, the State of Illinois, and the nation, and of others throughout the world. The School achieves this mission by: educating scientists, professionals and the public; conducting research to develop solutions to public health problems; providing public health service; and formulating public health policy.

### STATEMENT OF VALUES

We are a community of scholars, students and staff dedicated to creating a healthy society. In achieving this goal, we are committed to:

**COMMUNITY** the basic unit of analysis for public health, enabling communities to address their own problems, sharing skills, lowering barriers to action, and acting as a catalyst for progress.

**KNOWLEDGE** the pursuit, development and dissemination of which will improve the health of the public.

**PROFESSIONALISM** acting with integrity and collegiality in learning, teaching, research and public service.

**STEWARDSHIP** of natural, human and financial resources.

**IDEALISM** whether secularly or spiritually motivated.

**CARING** promoting compassion for and action on behalf of others.

**JUSTICE** whereby everyone is given access to the resources necessary to live a humane life and necessary to fulfill his or her full potential.

**DIVERSITY** celebrating unique contributions to the fabric of our community.

**RESPECT** for the members of this community and for those whom our efforts are intended to serve.

**HUMILITY** as we set our goals, as we work together to achieve them, and as we address the inevitable conflicts produced by those joint efforts.

## MUTUAL TOLERANCE AND RESPECT STATEMENT

Public health deals with controversial issues from multiple perspectives and consideration of these issues may cause disagreements among us or may evoke strong personal feelings, depending on our individual experience, histories, identities and worldviews. Therefore, in all of our interactions and communications, it is important that we strive to have mutual respect and tolerance for one another and for any course guests and members of the community with whom we come into contact. If you feel you have been offended by any content or interactions, you are encouraged to discuss this with the instructor or another faculty member.

## NONDISCRIMINATION POLICY

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state

nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

For additional information or assistance with the equal opportunity, affirmative action, and harassment policies and procedures of the University of Illinois at Chicago, please contact:

Office for Access and Equity (M/C 602)  
717 Marshfield Avenue Building  
809 South Marshfield Avenue  
Chicago, IL 60612-7207  
(312) 996-8670

## ACADEMIC POLICIES AND STANDARDS

### HUMAN RESEARCH SUBJECTS TRAINING

**All incoming SPH matriculated students are required to receive training in initial human research subjects protection and the protection of health information.**

Training must be completed within the student's **first two** academic semesters of entering the School of Public Health.

The two mandatory sessions are:

**Investigator Training 101-** This training session on human subjects protection introduces the participant to a historical perspective, ethical principles and regulatory requirements, applicable Illinois State Laws, UIC institutional policies and procedures, investigator's responsibility when conducting research with human subjects, IRB's role and responsibility and the institution's responsibility, among other topics.

**HIPAA Research 101-** This training session focuses on the policies and procedures with respect to protected health information as necessary and appropriate for the members of the workforce to carry out their function within the covered entity.

Both training sessions are offered by the Office of the Vice Chancellor for Research, Office for the Protection of Research Subjects (OPRS). Training dates for both sessions are listed on the [OPRS website](#). In addition, both sessions are offered online as an

alternative to attending a classroom session. Upon completion, students receive a certificate of completion.

Students who have received prior human research subjects protection and health information privacy training must contact OPRS to have their prior training evaluated on a case-by-case basis before they are considered exempt from the University's offerings and have met the College's requirement.

### STUDENT HONOR CODE

#### PREAMBLE

The UIC School of Public Health is dedicated to excellence in protecting and improving the health and well-being of the people of the metropolitan Chicago area, the State of Illinois, the nation, and others throughout the world. We achieve this mission through education, research and public health service. Truth and accuracy are essential to achieving our goals. Integrity and intellectual honesty in scholarship, scientific investigation and service are, therefore, of paramount importance. A breach committed by an individual member of our community, is a violation committed against the whole and undermines our mission.

#### PLEDGE

We, students of the University of Illinois at Chicago School of Public Health are committed to promoting the ideals of the public health profession, and to the values embodied in our School's

Statement of Values relating to Community, Knowledge, Professionalism, Stewardship, Idealism, Caring, Justice, Diversity, Respect and Humility.

As an integral part of this commitment we pledge to act with truth and integrity in our academic work; recognizing that cheating, plagiarism and other forms of unethical conduct, represent an assault on our community and society.

We further pledge not to be party to any misconduct, and agree to report to the Honor Committee any acts of unethical behavior of which we have knowledge

## ACADEMIC DISHONESTY DISCIPLINARY PROCESS

All faculty, students, staff, administrators, field site preceptors and others who are involved with academic training of our students, have an obligation to report witnessed violations of the Honor Code. The UIC School of Public Health firmly believes that all members of the academic community are responsible for the academic integrity of our programs. Faculty and students have a joint responsibility to maintain the high standards of honor and values of this institution by reporting any instances of academic dishonesty to persons outlined below.

Academic dishonesty falls within the following categories:

- Plagiarism - using another's work without giving credit. The words of others must be put in quotation marks and cited as one's source(s). One must also give

citations when using others' ideas, even if those ideas are paraphrased in one's own words.

- Cheating - giving and/or receiving unauthorized assistance in the completion of one's academic work.
- Fabrication - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Dishonesty - making false or fraudulent statements (verbal or written) with the intent to deceive; acting with intent to do the same. Dishonesty includes making intentionally false accusations against another under the Honor Code.
- Bribes, favors, threats - (1) Threatening, bribing, or attempting to bribe any person with the intention of affecting an evaluation of academic performance; (2) conspiring to bribe or threaten a person with the intention of affecting an evaluation of academic performance.
- Examination by proxy - Impersonating another student during an exam, or intentionally allowing such an impersonation.
- False authorship - claiming papers and other academic products authored by others to be one's own (for example, claiming work downloaded from a website as one's own; and/or presenting the downloaded material without proper citation.)

### **Process**

1. **File Complaint:** The individual who files an Honor Code complaint against a

student, hereinafter known as the “Grievant”, must file a complaint in writing to the Associate Dean for Academic Affairs within thirty (30) days of a person first learning of an alleged violation of the Honor Code.

2. **Honor Committee:** Upon receipt of the complaint, the Committee on Academic Progress (CAP) Chair will convene the Honor Committee, a panel comprised of eight members of the School community: five elected students, the Director of Student Affairs, ex officio, the Associate Dean for Academic Affairs ex officio, and CAP Chair. The Honor Committee has forty-five (45) days from the date the complaint was lodged within which to hold a hearing and file its recommendation. Decisions of the Committee shall be based on majority vote of the student panel. Members of the Honor Committee shall take an oath of confidentiality; and all records generated as a result of a complaint shall similarly be kept confidential.
3. **Accused Party Representation:** The person accused of wrong-doing (hereinafter referred to as the “accused party”) shall be given notice of the accusation, and have an opportunity to hear and present evidence respecting the allegation. Those charged may have a representative of their choosing accompany them to the hearing for advisement purposes only; that person is not permitted to speak on behalf of the accused party or to otherwise participate in the proceedings. If the selected representative is an attorney, written notice must be provided to the Associate Dean for Academic Affairs at least five days prior to the scheduled hearing. If the accused party chooses to have an advisor present, the grievant

has a right to have a Judicial Liaison present to serve as his/her advisor.

4. **Record of Hearing:** A record of the hearing shall be maintained in the form of a summary of the proceedings, a recording, or a verbatim transcript. The record shall be maintained in the office of the Associate Dean for Academic Affairs. The record of the hearing shall be made available to the accused party or to the grievant at no cost, upon receipt of a written request within ten (10) days of the conclusion of the hearing.
5. **Written Decision:** Within five (5) days after the conclusion of the hearing, a written decision including a recommended penalty where deemed warranted, shall be issued to the accused party, the grievant, the CAP Chair, the Director of Student Affairs and the Associate Dean for Academic Affairs.
6. **Penalties for Academic Dishonesty:** If the panel is persuaded by clear and convincing evidence that the accused party has engaged in wrongdoing the panel shall have the discretion to recommend the full range of sanctions as described in the UIC Student Disciplinary Proceedings as modified by the School of Public Health.

Students may be subject to one or more of the following penalties:

- Expulsion
- Dismissal
- Suspension
- Probation
- Failure or Grade Modification
- Loss of Financial Support
- Recommended Counseling
- Developmental Sanction
- Reprimand
- Warning

## ***Appellate Process***

The decision of the Honor Committee is binding unless the student or grievant appeals the Committee's decision in writing within 10 calendar days.

1. **File Appeal Statement:** If the accused party or grievant wishes to appeal the Honor Committee's recommendation s/he must file a written statement to that effect with the Senior Associate Dean within ten (10) days of receiving the initial decision, setting forth the reason for the appeal.
2. **Grounds for Appeal:** The grounds for appeal are limited to one or more of the following: 1) procedural error in handling the case which substantially affected the outcome of the hearing; 2) new evidence which was not available at the time of the hearing; 3) argument that the decision reached was not based on clear and convincing evidence that a violation occurred; and/or 4) argument that the sanction(s) imposed were excessively severe (or weak) in light of the violation(s) the accused party was found to have committed.
3. **Appellate Decision:** The Senior Associate Dean shall limit his or her review to the record of the initial hearing (including any documents or written statements considered by the hearing panel) and documents submitted to support the grounds for appeal and shall enter a decision on review within ten calendar days.
4. **Final Appeal:** The Senior Associate Dean's decision is final except when it is alleged that there has been unlawful discrimination in the academic determination based on race, color, sex, religion, national origin, ancestry, age, marital status, disability, sexual

orientation including gender identity, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era.

## ***Record-keeping***

All matters involving an allegation of academic dishonesty shall be brought to the attention of the Senior Associate Dean who shall maintain such notices (including the student's name, identifying information, and nature of the complaint) in a confidential file. This notice and record-keeping provision relates to any matter whether raised and resolved at the instructor, Division Director and/or School-level. The purpose of such records shall be to provide early warning in the event a student is the subject of repeated allegations of misconduct.

## ***Relation to UIC Student Code of Conduct***

Nothing in the School's Honor Code System shall prevent a grievant or the accused party from raising the matter before the University Judiciary Committee.

## **STUDENT ACADEMIC GRIEVANCE PROCEDURES**

These procedures describe the process through which students may seek resolution of complaints or grievances arising from a decision made about them by an agent of the University of Illinois at Chicago (UIC).

The School of Public Health Student Academic Grievance Procedures forms

and documentation can be located [here](#). For non-academic grievance resolution, students may contact Dr. Ronald Hershov, ombudsperson for SPH, [here](#).

### ***Academic Determinations***

The Student Academic Grievance Procedures define an administrative process through which students may seek resolution of complaints or Grievances regarding academic standing during their enrollment at UIC. The procedures are based upon the Student Academic Grievance Procedures adopted by the University of Illinois at Chicago eff. March 1, 2007.

- Section I defines eligibility to use these Procedures.
- Section II describes informal processes which must be pursued before initiating a formal Grievance.
- Sections III through V outline the formal Grievance procedure itself.
- Section VI contains information that is essential to the proper interpretation and use of these Procedures and should be read carefully by any person involved in the handling of a Grievance.

The University Guidelines on Grievance Procedures for Complaints of Discrimination at the University of Illinois (Appendix A: ,approved by The Board of Trustees (November 14, 1996) incorporated into Student Academic Grievance Procedures eff. Mar. 1 2007) are considered to be part of these Student Academic Grievance Procedures. In the event of conflict between the Guidelines and these Procedures, the Guidelines will govern.

These Procedures may only be used by Students:

1. with a Complaint or Grievance regarding academic standing during their enrollment at UIC.
2. about an academic decision made about them by an agent (e.g., faculty or staff member, administrator, committee) of the University of Illinois-Chicago that directly and adversely affects the Student. Absent compelling evidence of arbitrary and capricious behavior or discriminatory intent, the Grievance Officer will not substitute its judgment for that of an instructor.

These Procedures may not be used:

1. in deciding or appealing issues relating to student discipline under the purview of the Senate Student Judiciary Committee; [See: [http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student\\_Discipline\\_Book.pdf](http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student_Discipline_Book.pdf) ]
2. in resolving any complaint, request, or question involving student records subject to campus procedures established under the Family Educational Rights and Privacy Act (FERPA) and contained in the Guidelines and Procedures Governing Student Records ([http://www.uic.edu/depts/oar/rr/records\\_policy.shtml](http://www.uic.edu/depts/oar/rr/records_policy.shtml));
3. by applicants for admission;
4. in review of any decision by any university administrator or properly constituted board or committee relating to allocation of resources to support any unit's projects or programs.

## ADVISEMENT

### ***Advisor Assignments for Degree Students***

Upon admission, each degree student is assigned an individual faculty advisor, based on his/her educational background, experience, and career goals as indicated in the application for admission.

### ***Role of the Advisor – All Students***

A continuing relationship between the student and faculty advisor is considered to be an integral part of the educational experience of the School of Public Health. In most effective relationships between student and advisor, the latter is a general counselor. As a person with experience and with broad knowledge of the School and the University, the advisor has specific responsibility to:

- Participate in the orientation program for the entering class in the Fall Semester.
- Provide information and guidance to advisees on a continuing basis.
- Assist advisees in understanding the curriculum and in developing an appropriate program of study.
- Ensure that advisees are acquainted with and correctly follow academic policies and procedures, with particular reference to grading practices, standards of performance, graduation requirements, registration and change in registration, prerequisites, waivers, transfers of credit, and timely submission of the program proposal.

- Provide continued surveillance of the academic progress of advisees and counsel those experiencing academic problems.
- Be actively involved in the selection and carrying out of independent studies, independent research, the field practicum, or internship, as appropriate.
- Refer advisees, as indicated and appropriate, to other faculty, to the Office of the Dean, to the Director of Student Health Services, to the Campus Counseling Office, or to other points of assistance for student needs.

### ***Research Advisors –DrPH Students***

For research students, the advisors help to select the thesis advisor and the members of the Doctoral Thesis Committee (DrPH). The major advisor also usually serves as supervisor of the student's research and, where required, internship (or works closely with the student to ensure an appropriate placement).

The research advisor works actively with the student in identifying an appropriate topic, developing a research protocol and, where required, an internship plan. The advisor also helps the student with obtaining approval for use of human subjects when indicated, and implementing the project; and makes arrangements for the required examinations. The advisor maintains contact with the Committee on Academic Progress and the Office of the Dean for general oversight of the student's work.

### **Advisors for Credit Non-Degree Students**

Students participating in SPH courses through Credit Non-Degree status are advised by Babette J. Neuberger, Associate Dean for Academic Affairs, 1159 SPHPI, (312) 996-5381; [bjn@uic.edu](mailto:bjn@uic.edu).

### **Change of Advisor**

A request for change of advisor should be submitted to the Division Director of the division to which the student has been assigned. The Division must notify the Director of Student Affairs of a change in advisor.

## **DISABILITIES REQUIRING ACCOMMODATION**

Students with disabilities requiring accommodation are responsible for obtaining timely documentation of their disability and their accommodation needs from the UIC Disability Resource Center. The student must provide notice of special needs to their instructors before the semester begins or at the beginning of each term. Services, access, and reasonable accommodations can be arranged for students with various types of documented disabilities. Babette Neuberger, Associate Dean for Academic Affairs, (312) 996-5381, [bjn@uic.edu](mailto:bjn@uic.edu), and the campus [Disability Resource Center](#), (312) 413-2183 (Voice/TT), [drc@uic.edu](mailto:drc@uic.edu), are available to assist students with obtaining documentation and accommodation.

## **RESEARCH INVOLVING HUMAN SUBJECTS**

Review of research protocol involving human subjects is a federally mandated, legal responsibility of the University of Illinois at Chicago. It is undertaken to ensure that the rights and welfare of human subjects involved in research are protected. Research protocols involving human subjects must be reviewed and approved before human subjects can participate in the research. Anyone conducting research that involves human subjects must comply with these rules.

Generally, projects that may require Institutional Review Board (IRB) approval include doctoral dissertations, master's theses, and field research.

The review process begins with submission of a protocol with the appropriate IRB forms. Review of human subject research protocol is done according to the type of protocol submission. If the research protocol is exempt or expedited, the protocol is reviewed at OPRS by a few members of IRB Board.

If the protocol is a full review, the protocol is (1) submitted at the school level with review by the Departmental Review Committee (DRC) and (2) then submitted at the campus level for review by the IRB.

The functions of the School of Public Health's DRC are:

1. To consider the protocol's scientific merit and the qualifications of the researcher(s) and methodology; and

2. To thoroughly review the project to ascertain that it a) does not generate unwarranted risks, b) may provide beneficial and useful information, and c) provides satisfactory safeguards for the rights of the subjects.

### **How to Obtain IRB Forms**

You can obtain forms from <http://www.research.uic.edu/protocolreview/>. For additional questions about the process, contact Julie C. Kong, Associate Director of Research Services at [jckong@uic.edu](mailto:jckong@uic.edu) or (312) 413-8508. For questions related to policies in conducting human subjects research, contact Associate Dean for Research, Dr. Faith G. Davis at [fayed@uic.edu](mailto:fayed@uic.edu) or (312) 996-6620.

Please see the following pages for more information on the IRB submission process:

- [IRB Submission Flowchart](#)
- [Student Reference Guide](#)

## ACADEMIC PROCEDURES

### REGISTRATION

#### **DEADLINES**

The registration period for all students, degree and non-degree, generally begins in the 12th week of the preceding academic semester. A specific date is established each semester for official registration and announced to students via the preceding semester's SPH Course Schedule. The registration of continuing students who have encumbrances from the preceding term will be prohibited until their debt to the university has been satisfied.

**Students should consult with their advisors before registering for classes.** Certain courses, for example, Independent Study (IPHS 596), require consent of the instructor and on-campus registration through the SPH Office of the Registrar.

#### **Late Registration**

The late registration period is the 1st through the 10th day of Spring and Fall term (Summer Session I – 1<sup>st</sup> through 3<sup>rd</sup> day of classes; Summer Session II - 1st through 5th day of classes). A late registration fee is automatically assessed to all students who register during the late registration period.

#### **Credit Hours**

The maximum number of credit hours for which a student can register mainly depends on the student's level as follows:

- Graduate = 20 hours (Fall, Spring and Summer)
- Non-Degree = 18 hours (Fall and Spring; 10 hours Summer) [Note: SPH will place a "registration hold" on a non-degree student after 12 SH]
- Professional = no limit during any semester

If a student attempts to register for hours beyond his or her maximum limit, the student will get a "Maximum Hours" error message that will block the addition of more credit hours for that term.

NOTE: Students may not add EPID 400, EPID 403 or BSTT 400 after the end of the first week of a semester.

#### **How to Register for Classes:**

1. To see what SPH courses are being offered, go to the [SPH Course Schedules](#) page, and click on the SPH course schedule for the appropriate semester.
2. **Register for Classes via UIC Web for Student.** For detailed information on registration, visit: [http://www.uic.edu/depts/oar/registration/registration\\_instructions.html](http://www.uic.edu/depts/oar/registration/registration_instructions.html)
3. If you need help registering, call the Registration Help Line at (312) 996-8600 Mon-Fri 8:30 am - 5:00 pm.

## **DROPPING COURSES**

Students will use the UI-Integrate Self-Service system to drop courses. Students may drop courses for a partial refund through the 10th day of the Spring and Fall terms (Summer Session I and II – by the end of the 1<sup>st</sup> day of courses). Courses dropped before the 10th day of Spring and Fall terms (Summer Session I – 1<sup>st</sup> through 3<sup>rd</sup> day of classes; Summer Session II - 1<sup>st</sup> through 5<sup>th</sup> day of classes) will not receive a “W” on the student's transcript. A final drop date is established each semester, which is printed in the schedule; typically the sixth week of the semester. Courses dropped after the 10th day (Summer Session I – 3<sup>rd</sup> day of classes; Summer Session II – 5<sup>th</sup> day of classes), but before the final drop date will appear on the student's transcript as a “W”. Students should pay particular attention to the refund policy published in the semester Timetable.

### ***Modular Courses - Registration and Dropping***

Modular courses are full-length courses that are offered within a compressed 8 week period during a semester. In the UIC Timetable, modular courses are indicated by the start and end dates, if available before print deadline. Regardless of what half of the semester the modular course is offered, a student must register for all modular courses during the regular registration period. **The same Late Registration and Add/Drop policies also apply to all modular courses.**

## **AUDITING COURSES**

Undergraduate and graduate students as well as persons not registered at the University of Illinois at Chicago are permitted to attend on-site courses other than laboratory, military, or physical education classes as auditors. To do so a Visitor's Permit bearing the approval of the class instructor and the Dean of the college concerned must be placed on file at the UIC Office of Admissions and Records. Forms are available from the UIC Office of Admissions and Records and can be processed from the 2nd day to the 10th day of the semester. Auditors need not apply for admission to the University. No credit is awarded for audited courses.

An auditor is a listener in the class, **not** a participant. A person attending class as an auditor is not allowed to take an examination (including a proficiency exam) for credit, nor are computer facilities available. The names of auditors do not appear on class rosters. No instructor should admit auditors to any class unless the approved form is presented showing compliance with the conditions stated above. An auditor must pay the Course Auditors Fee if not registered as a full-time student. The fee is refunded if the person withdraws during the first 10 days of class. No refund is given for a later withdrawal. A student registered on a full-fee (Range I) schedule does not pay an auditor fee. University employees may audit courses without paying the fees if the following conditions are met: 1. recommendation by the head of the employing unit; 2. consent of the instructor; 3. approval of the Dean of the appropriate college; 4.

approval of the Personnel Service Office.

A \$15 fee is charged for the privilege of visiting/auditing a class. A full-time registered student or a person who is a permanent support staff employee of the University does not pay the visitor fee.

NOTE: Students, even currently registered SPH students, may not "JUST SIT-IN" on a course. UIC policy requires all students attending a course to have some official status as a registered student or as an auditor. Faculty are instructed to ask persons who cannot prove that they hold an approved student or auditor status (for that specific term) to leave their classroom.

Currently, auditors are not accepted in online courses. For more information on auditing classes, please visit <http://www.uic.edu/depts/oar/rr/audit.shtml>.

### **OTHER TYPES OF REGISTRATION**

**Registration for Zero Hours:** After students approval to proceed to the dissertation stage, doctoral candidates must register each semester (excluding summer). Except in highly unusual circumstances, leaves of absence will not be approved.

DrPH students who do not hold a fellowship, assistantship, or tuition-and-fee waiver, and who have completed all degree requirements except the dissertation, must either:

A. Register for zero hours of credit in thesis research (any 599 course)

each semester until the degree is awarded (excluding summer, unless defending dissertation); or

B. Pay a non-refundable dissertation fee each academic year in lieu of further registration. This fee is equal to two times the amount for tuition alone required for zero credit (Range IV) at the time of payment. Students who elect this option are ineligible for student health insurance, library and laboratory privileges, computer facilities, an ID card, and loan deferment.

Students who hold a fellowship, assistantship, or tuition and fee waiver must register each semester for the number of hours required by their award, even if they have completed all degree requirements except the dissertation.

Permission to use either option A or B will be considered by the SPH Student Affairs for DrPH students, upon petition supported by the graduate program. For option B, the department must certify that no use of University facilities will be made. Students must re-file a petition each academic year for Option B. All students must complete and defend the dissertation by the degree deadline, regardless of which option is chosen.

**Registration for the CIC Traveling Scholar Program:** The purpose of this program is to allow the DrPH student to take advantage of specialized courses, laboratory and library facilities, and related faculty guidance available at universities in the Big Ten and the University of Chicago. Under the program, doctoral students may spend

two semesters or three quarters at any of the other CIC institutions.

Please see the CIC Traveling Scholar section of this handbook for more information.

**Registration for Courses in Other Colleges and Departments within the University System:** SPH students may concurrently take courses at SPH and at other colleges or departments at UIC. Students may also register for courses at the Urbana or Springfield Campuses. The following should be noted:

Students who wish to take non-SPH courses must have the approval of their faculty advisors, and all students must have included such courses in their Program Proposals (or amend the proposal accordingly).

Registration for non-SPH courses should be made at the time of registration for SPH classes. The adding and dropping of courses may be made simultaneously. Please check with the Office of Student Affairs regarding complete withdrawals.

## COURSE DESCRIPTIONS

For a comprehensive list of course descriptions, please visit:  
<http://www.uic.edu/ucac/courses/>

## PROGRAM PROPOSALS

Students in all public health degree programs are required to submit a program proposal early in the development of their individual programs of study. Program proposal forms may be

located here:

[http://www.uic.edu/sph/students\\_forms.htm](http://www.uic.edu/sph/students_forms.htm).

CHS students are required to complete different program proposals, available [here](#). The form must be signed by the student, his or her advisor, the Division Director, and the division's Academic Coordinator.

### ***Deadlines for First Submission of the Program Proposal***

DrPH Students: End of the 2nd semester of study.

Petitions to transfer credit and petitions for waiver of core and required courses must be submitted with the initial submission of the program proposal. The program proposal, and any requests for waiver or transfer of courses, must first be approved at the division level; and then both the program proposal and any requests to transfer courses or to waive SPH core courses must be simultaneously submitted through the division's academic coordinator to CAP for approval. [Note requests to waive divisional course requirements need not be approved by CAP.]

If the first submission deadline is not met, a hold will be placed on the student's registration by the Office of Student Affairs. A memo will be sent to the student and copied to the advisor and Division Director indicating the hold has been placed on the student's registration. The hold will be removed when the advisor contacts their division's Academic Coordinator to request that the hold be lifted and an

approved program proposal has been received by the Office of Student Affairs.

### ***Deadlines for Submission of Revised Program Proposal***

A final program proposal must be submitted to the division's Academic Coordinator, no later than the end of the semester prior to the expected semester of graduation. Whenever major changes in the program of study are made (for example, a change in specialization, concentration, or division), a revised program proposal must be submitted to the division's Academic Coordinator.

It is strongly recommended (and may be required in some divisions) that students submit a revised program proposal form to the academic advisor and Division Director for minor changes in the program of study. These forms are identical to the original program proposals, but must be marked as "revised".

## **LEAVE OF ABSENCE**

A Leave of Absence may be granted when a student wants to withdraw temporarily from the School because of illness or special circumstances which the student is unable to control. A request for Leave of Absence must be received prior to the beginning of the semester for which the leave is desired. It must be submitted by the student in writing, and must carry the signature of the faculty advisor and Division Director. Forms for DrPH degree candidates are located [here](#).

If an extension of the Leave of Absence is needed, the extension must also be requested in writing. A request for Leave of Absence must be filed whenever the student plans to not register for more than one semester (Fall or Spring) plus the Summer term. Time spent on a Leave of Absence approved by the program and the Graduate College is not counted toward the degree time limit. Doctoral candidates will generally not be granted leaves of absence after passing the preliminary examination.

Students who wish to discontinue studies without prejudice and in good standing, permanently or for some indefinite period of time, should address a letter to that effect to the Dean. (For temporary withdrawal, follow procedures for Leave of Absence as discussed in the previous section.) If a student withdraws within ten (10) days after the beginning of instruction, all fees except a non-refundable portion are refunded. A student who has withdrawn from the School of Public Health (and the Graduate College) in good standing, and who subsequently wishes to resume studies, must reapply to the program. **Readmission is not guaranteed.**

If a student is readmitted after withdrawing from the School of Public Health, the curriculum and course requirements that are in effect at the time of his/her readmission must be adhered to and will remain in effect until the student graduates.

## WITHDRAWAL

Students who wish to discontinue studies without prejudice and in good standing, permanently or for some indefinite period of time, should address a letter to that effect to the Dean. (For temporary withdrawal, follow procedures for Leave of Absence as discussed in the previous section.) If a student withdraws within ten (10) days after the beginning of instruction, all fees except a non-refundable portion are refunded. A student who has withdrawn from the School of Public Health (and the Graduate College) in good standing, and who subsequently wishes to resume studies, must reapply to the program. **Readmission is not guaranteed.**

If a student is readmitted after withdrawing from the School of Public Health, the curriculum and course requirements that are in effect at the time of his/her readmission must be adhered to and will remain in effect until the student graduates.

## TRANSFER OF CREDIT

The prime consideration for transfer of credit is whether the previous course work meaningfully contributes to a cohesive, goal-oriented, graduate program of study. Request for transfer of credit must be submitted with the initial submission of the program proposal. Deadline for submission of transfer requests is the same as the deadline for initial submission of program proposals. The request for transfer of courses, and the program proposal, must first be approved at the

division level; and then both the program proposal and request for transfer of credits must be simultaneously submitted through the division's academic coordinator to CAP for approval.

All degree programs of the School of Public Health permit transfer of credit for courses taken before and during enrollment in the School, subject to the following criteria, limitations and procedures.

Consideration is given to the transfer of graduate work completed in accredited institutions, either those approved by one of the regional accreditation associations or those approved by the agencies recognized by the Council on Post-Secondary Education. The credit hours that may be transferred are determined on an individual basis. Only graduate work that meets the quality and content of courses offered at the University of Illinois is eligible for transfer. Consideration is given to the transfer of credit in three categories:

1. **Graduate work for which a degree was NOT awarded.**
2. **Graduate work completed elsewhere after admission to the School and for which a degree was not awarded.** Such courses should be an integral part of the student's degree curriculum, taken on the advice of the student's faculty advisor and with the concurrence of the Dean.
3. **Graduate work completed in the senior year at UIC that was not applied to the baccalaureate.** In the case of competency-based or pass-fail systems, the student must

submit a letter from the instructor of record assigning a letter grade for the course to be transferred.

When there is partial overlap between a course proposed for transfer and a course to be taken at SPH, credit hours transferred may be reduced or disallowed.

#### **Limitations on the transfer of credit:**

- Except for credit non-degree courses for DrPH students, only credits in which the student earned a grade of "A" or "B" may be transferred.
- Students may transfer a maximum of twelve semester hours of credit earned as a non-degree student to the degree program (DrPH).
- For master's programs of 47 or fewer semester hours, no more than 25% of the hours required for the degree may be transferred.
- For master's programs of 48 or more semester hours, no more than 50% of the hours required for the degree may be transferred.
- **Graduate work completed at UIC SPH in Credit Non-Degree (CND) status:** Up to 12 semester hours of credit may be transferred upon a CND student's matriculation into an MPH degree program. This credit hour limitation does not apply to students who are officially admitted into a credit-bearing Academic Certificate Program. In the latter situation students should consult with the Certificate Program's director or academic coordinator for relevant policy.

**Transfer of Credit at the DrPH Level:**  
A doctoral student who has received a

relevant master's degree may receive 32 hours of credit toward the minimum 96 semester requirement for the doctoral degree. In unusual circumstances, the student may petition for transfer of additional credit hours beyond these 32 hours.

Transfer of credit does not imply waiver of courses required for the degree program. The division may require that specific courses be taken which could increase the credit hours required for completion of the program beyond the minimum hours.

#### **Other transfer rules for DrPH program students are as follows:**

DrPH students with a master's degree can transfer 12 SH of SPH credit non-degree course work. Such students may transfer an additional 16 SH of course work taken elsewhere - as long as such credits were not obtained as part of another program of study for which a degree was granted.

Doctoral students without a prior master's degree can transfer 24 SH of course work not previously used for any degree (25% of total 96 SH required for the doctoral degree). For PhD students, CND credit is included in the 24 SH; for DrPH students, CND credit is in addition to the 24 SH.

#### **Time Limitations for Transfer Credit:**

Ordinarily, credit earned more than six calendar years before admission to the School of Public Health is not transferred (except in the case of doctoral students where credit hours are awarded for a completed master's degree).

**Procedures for Transfer of Credit:** To transfer credit, DrPH students must use the [SPH Petition](#). The following documentation must accompany each petition:

- 1) An official transcript showing the grade earned, if such a transcript was not submitted as part of the admission application.
- 2) Documentation that the course was a graduate level course: i.e., a copy of the relevant parts of the course catalog. If such documentation is unavailable or unclear, the student may submit a letter to the Division Director from the registrar of the university where the course was taken certifying that the course was at the graduate level and taken for graduate credit. Additional documentation may include course outlines, projects and reports.

**Deadline for submission of Petition for Transfer of Credit:** Petitions for the transfer of credit for course work taken prior to matriculation must be submitted with the first submission of the program proposal (see program proposal submission deadlines above). No petitions for transfer of credit will be accepted after a student's first year in a SPH degree program. The student is responsible for assembling all documentation and submitting it to the advisor and Division Director.

**Transfer of Credit from the DrPH Program to the PhD Program:** Students who choose to transfer from the DrPH degree program to the PhD program may transfer no more than 25% of 96 semester hours required for graduation.

Example: The maximum number of hours that a DrPH student with a relevant master's degree, 12 semester hours of CND credit and 30 semester hours of credit earned while in the DrPH program may transfer is: 32 semester hours of credit for the Master's degree and a combined total of 16 additional credit hours earned while a CND and DrPH student.

Students wishing to transfer from the DrPH to the PhD degree program are therefore encouraged to apply for transfer early in their academic program. This is UIC Graduate College policy.

**Transfer of Credit from the PhD program to the DrPH program:** Students who choose to transfer from the PhD program to the DrPH program may transfer all hours.

**Transfer of Credit for courses taken after matriculation at SPH:** Procedures and regulations concerning transfer of credit for courses taken at other institutions as part of the student's program of study are the same as for courses taken before matriculation, and are detailed above.

**Transfer of Credit for courses taken within the University of Illinois:** Courses taken within other schools or colleges of The University of Illinois prior to matriculation may also be used to satisfy requirements for the degree program, subject to the same credit hour limitations detailed above for transfer of credit from other institutions. The primary criterion for transfer of credit is relevance of course work to the academic program in SPH. There are no limits for course work taken in other

schools or colleges within The University of Illinois while the student is enrolled in an SPH degree program. The defining criteria are relevance to the student's academic program, and that it be a graduate level course. Approval is required only of the student's major advisor and Division Director as indicated on the program proposal.

## WAIVERS

### WAIVER OF COURSES

A student may petition for waiver of one or more required courses in any of the degree programs if justified on the basis of the student's having taken prior course work of equivalent level and course content. In exceptional circumstances, experience may substitute for formal course work. Judgment on equivalency of either course work or relevancy of experience will be made by the course instructor and the Division Director of the division offering the course, who will base a decision either on evidence of equivalency supplied by the student or on a test--written or oral, or both.

Approval of a course waiver does not reduce the total number of credit hours required to earn the degree; rather, the student will have to take an equivalent number of credit hours, normally in the same division for which course waiver has been granted.

The field experience may only be waived upon a student's demonstration of a Bachelor's or advanced degree in a health or health related profession plus three years of paid public health experience. A prior professional degree

without public health experience, or prior work experience that is not closely related to the academic objectives of the student's degree program, are not sufficient reason for waiving the practice requirement.

**Procedure:** The petition for waiver form may be obtained from the division's Academic Coordinator, or online [here](#). Request for waiver of a School-wide core course or divisional requirement must be submitted with the initial submission of the program proposal. The request for waiver of any school-wide core course or a divisional requirement, and the program proposal, must be approved at the division level. For waiver of School-wide core courses, the waiver request must be submitted through the division's academic coordinator to the CAP Chair for approval. Where the petition for waiver is based on a prior equivalent course, the student must attach to the waiver petition a transcript showing evidence of having completed the prior course with a grade of A or B and a description of the course. A course description may include a copy of the course syllabus and/or a description from the college catalogue.

A petition for waiver of the field practicum requirement must be accompanied by the following documentation:

- 1) Current CV/resume outlining public health experience,
- 2) Letter explaining relevant public health experiences and how these experiences relate to the field practicum learning objectives. Students must prove they have three years of paid

public health experience to be considered for a waiver.

Students may appeal the denial of a waiver to the Division Director of the division offering the course. In the case of the field practicum, the appeal of a waiver decision would be made to Senior Associate Dean, Sylvia E. Furner, sefurner@uic.edu.

No petitions for waivers will be accepted beyond a student's first year in a SPH degree program.

### **PROFICIENCY TESTING FOR CREDIT – EPID 400**

In addition to the possibility of transferring credit for an equivalent course completed elsewhere, or of obtaining a waiver of a required course, provision has been made for proficiency testing for credit for EPID 400 Principles of Epidemiology. (At this time, proficiency testing for credit has not been approved for any other course.) Proficiency testing for credit may be considered if one of the following conditions apply:

- An equivalent course has been taken elsewhere, but it was either not for credit or the student obtained a grade of "Pass" in a pass/fail grading system, or
- The student had substantially equivalent work experience in the absence of a formal course.

**Procedure:** A petition for proficiency testing for credit in EPID 400 must be submitted during the first half of the first academic semester the student has registered in the School of Public Health. The student should petition in writing to the Director of the

Epidemiology-Biostatistics Division, with the written endorsement of his/her faculty advisor. The petition must be accompanied by evidence of the past practical or academic experience in the form of letters, transcripts, course syllabus, job description, etc. The petitioner will take an examination at the level of EPID 400 and must achieve a level of excellence equivalent to an "A" on that exam to receive proficiency credit.

## **INDEPENDENT STUDY**

Students may use Independent Study (IPHS 596) to satisfy elective hours. Up to 5 sh of independent study may be credited for graduation for programs of study requiring 42 sh. For degree programs requiring greater than 42 sh, 1 sh of independent study may be credited toward graduation for each additional 5 sh of formal course work taken, to a maximum of 9 sh.

## **ACADEMIC PROGRESS**

### ***Student Status***

**Degree Students:** Degree candidates are students accepted under prevailing standards of admission and registered in one of the following programs: Master of Public Health degree, Master of Science degree, Master of Science in Clinical and Translational Science degree, Master of Healthcare Administration degree or the Doctor of Public Health degree. Candidacy is granted to students in the Doctor of Philosophy degree program only after satisfactory performance on the preliminary examination.

Students with an assistantship must register for a minimum of eight semester hours in the Fall and Spring semesters. International students on a visa must be registered for twelve semester hours if assistantship is 25 percent time. To receive a summer tuition waiver based on an assistantship, students must register for a minimum of three semester hours. For some fellowships, Summer registration for a minimum of six (6) semester hours may be required. Failure to register for the minimum number of semester hours will result in the assessment of full tuition by the University.

For more information on registration policies, visit the [UIC Graduate College](#).

#### **Credit Non-Degree (CND) Students:**

Credit Non-Degree students may take courses at the School of Public Health for academic credit. Evidence of a bachelor's degree is required for CND enrollment. Up to 12 semester hours may be transferred into a degree program from the Credit Non-Degree program. [Students who are admitted into a credit-bearing Academic Certificate Program are not bound by the 12 credit hour rule.] Students who expect to enroll as degree students at some time in the future generally register for one or more of the required core courses. Students without a previous master's level degree are not allowed to enroll in courses beyond the 400 level. CND students must also fulfill all prerequisites for courses. For more information on the CND program, contact Babette J. Neuberger, Associate Dean for Academic Affairs at (312) 996-5381; [bjn@uic.edu](mailto:bjn@uic.edu).

## **STANDARDS OF STUDENT PERFORMANCE**

**Grade Point Average (GPA):** As a minimum academic criterion, a student must maintain a cumulative GPA of at least 3.0 (on a 4.0 scale) in all UIC 400- and 500-level courses. General transfer credit taken at other institutions is not computed in the cumulative grade point average. Grades earned at SPH as a Credit Non-Degree student are included in the GPA.

**Graduation:** In order to graduate, the student must have a cumulative GPA of 3.00 or better (on a 4.0 scale).

### **ACADEMIC PROBATION**

If the cumulative GPA is below 3.0 (on a 4.0 scale) after completion of 12 semester hours of credit, the student is placed on probationary status. Students who are in academic trouble must consult with their academic advisor. A student with less than 12 semester hours of credit and a cumulative GPA below 3.0 (on a 4.0 scale) will be sent a warning letter.

A hold will be placed on the student's registration by the Office of Student Affairs if the student is placed on the probation list or probation warning list. A memo will be sent to the student and copied to the advisor and Division Director indicating the hold has been placed on the student's registration. The hold will be removed after the student meets with his/her advisor and the advisor contacts Renita Moore-Shannon, SPH Registrar, with instruction to remove the hold.

Students on probation will not be permitted to register for any course that is graded on an S/U basis.

### **Disqualification from further study:**

Students have two semesters of enrollment (including Summer, if registered), after the term on which they are placed on probation, to remove themselves from probation. If a 3.0 (on a 4.0 scale) cumulative GPA is not attained, the student will be dismissed from the University. A student can petition for an additional semester.

A division may establish a higher standard of performance for courses in the major discipline. Division standards are published in the SPH Handbook and elsewhere as appropriate.

### **REPEATING COURSES**

If a student must repeat a required course, the course must be taken in the next semester it is offered.

In calculating a Grade Point Average, all grades obtained that have been repeated are included in the average and appear on the student's transcript, although the credit hours of a repeated course are counted only once in satisfying graduation requirements.

No course may be repeated more than one time, with the exception of courses described in the SPH Handbook or catalog as repeatable or continuing activities. Courses taken at other campuses which duplicate completed SPH course work cannot be counted toward graduation requirements.

## **ACADEMIC DISMISSAL PROCESS**

The following process applies once it is determined by the Office of Student Affairs that a student has failed to satisfy probation requirements:

1. The Director of Student Affairs notifies the student of his/her status and that his/her dismissal will be considered at an upcoming CAP meeting. Notice is by a) phone and b) email. The director also notifies the student's advisor by a) phone and b) email.
2. The student has two options: a) accepting the dismissal or b) petitioning for extension of the probation period. The student needs to inform CAP in writing of his/her decision within five working days of receiving notification. This correspondence should be addressed to CAP and delivered to the Director of Student Affairs. It is strongly recommended that the petition to extend probation be accompanied by a letter from the student's advisor indicating the advisor's support of the student's petition (if in fact the advisor is supportive); and a letter from the student describing how he/she plans to resolve his/her academic difficulties if given the opportunity.
3. If the student accepts the dismissal, the Associate Dean for Academic Affairs sends an email notification and overnight letter on behalf of CAP notifying the student of the academic dismissal. Dismissal results in cancellation of any current registration.
4. If the student elects to petition for extension of probation, the petition will be considered at the next CAP meeting, which will occur before the

end of the late registration period for the following semester. The student has until five working days prior to the meeting to submit supporting documentation. The student may submit a written request to attend the meeting and may bring a representative of his/her choice. If the selected representative is legal counsel, CAP requires notification five working days prior to the meeting. All written correspondence and documentation should be delivered to the Director of Student Affairs. CAP may seek information from the student's advisor, Division Director or other school faculty or staff.

5. At the meeting, CAP decides whether to a) accept the petition to extend probation, or b) dismiss the student. If CAP extends probation, the Associate Dean for Academic Affairs sends the student an overnight letter on behalf of CAP stating the conditions of the extension. If CAP decides to dismiss, the Associate Dean for Academic Affairs sends the student an overnight letter on behalf of CAP stating the decision and the reasons for it. A written appeal of any decision by CAP may be made to the Dean within 30 days and must include a statement of the basis for the appeal and the remedy sought.
6. A written appeal of any decision by CAP may be made to the Senior Associate Dean within 30 days and must include a statement of the basis for the appeal and the remedy sought. The Senior Associate Dean has fifteen days within which to reach a decision on appeal. The decision may be finally appealed to the Dean.

## GRADING PROCEDURES

**Grade Points Interpretation** - UIC uses a 4.0 (A) grading scale.

|     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A   | 4.0 | Excellent; outstanding performance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| B   | 3.0 | Good; completely satisfactory performance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| C   | 2.0 | Fair; some problem with course material, but satisfactory performance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| D   | 1.0 | Poor; unsatisfactory performance; cannot be used toward graduation, but is calculated in the GPA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| F   | 0.0 | Failure; unacceptable performance; cannot be used toward graduation, but is calculated in the GPA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| DFR | 0.0 | Deferred; may be used for thesis courses, continuing seminar and sequential courses. At the end of the continuing course sequence, the deferred grade for all terms must be converted either to a specific letter grade (A-F), to an Incomplete (IN), or to a Satisfactory (S) or Unsatisfactory (U) in thesis research courses or specifically approved courses. When a student terminates a project in Independent Study, Internship, or Research (e.g., by change of topic or advisor), outstanding DFR grades must be converted immediately, even if registration in IPHS 596, IPHS 661, IPHS 598, IPHS 599, or IPHS 699 is continued.                                         |
| S   | 0.0 | Satisfactory; to be used as grade in thesis research courses, in zero-credit courses, and in specifically approved courses. No grade points are earned and the grade is not computed in the cumulative GPA. The S or U grades are used for IPHS 598, IPHS 599, IPHS 650, IPHS 661, IPHS 698, IPHS 699, and most seminar courses.                                                                                                                                                                                                                                                                                                                                                   |
| I   | 0.0 | Incomplete; may be given only if, for reasons beyond the students' control, required work has not been completed by the end of the term. An IN must be converted to a letter grade (A-F) by the end of the students' first term in residence subsequent to that in which it was received or, if the student is not in residence, by the end of the twelve consecutive months subsequent to that in which the IN was received. An IN that is not removed by the deadline will remain on the records as an IN. <b>NO EXTENSION BEYOND THE DEADLINE WILL BE PERMITTED.</b> A course in which an IN was received and not removed by the deadline may be repeated for credit only once. |
| U   | 0.0 | Unsatisfactory.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### Changing Grades after Official Notification

School policy permits an official change of a grade after one has been officially reported only when an error has been detected in the assignment of the original grade. Unless dictated by the terms of a formal grievance decision, no grade except I or DFR may be changed on the basis of additional or replacement work completed after the end of the semester, or by a change in the standards for grading. Any request for a grade change, other than to replace an I or DFR must be approved by the Senior Associate Dean as part of a formal grievance process.

## GRADUATION PROCEDURES

**Graduating students must comply with the following:**

**1. Intent to Graduate:** The *Intent to Graduate* must be submitted for the term you intend to graduate. The on-line form is available from the time when registration for that term begins through the Friday of the third week of fall and spring semesters, or through the second week of the summer semester. If you complete an *Intent to Graduate* for one term and do not graduate that term, you must complete another *Intent to Graduate* for the new term in which you are attempting to graduate. Please visit this website for information on how to declare your intent to graduate: <http://grad.uic.edu/cms/?pid=1000030>

**2. Program Proposal:** A revised program proposal, reflecting the completed program of study, and signed by the student, advisor, and Division Director must be submitted to the division's Academic Coordinator.

**3. Exit and Advisor Evaluation Surveys:** Exit surveys and academic and research advisor evaluation surveys are completed online near the end of your graduating semester. The academic and research advisor evaluations surveys are reviewed by the Senior Associate Dean. Once the semester is over (and the student has graduated) survey feedback is given to the Division Director and then to the faculty member.

**3. Final Submission of Thesis:** DrPH students should consult Julie C. Kong,

Associate Director of Research Services, 1154 SPHPI; 312-413-8508; [ickong@uic.edu](mailto:ickong@uic.edu), to obtain this information.

**4. Exit Interview:** Some divisions may require their graduating students to complete an exit interview. The interview should occur at the end of the last semester of enrollment before graduation. Results of the interview will be transcribed and submitted to the Associate Dean for Academic Affairs.

### Commencement

The Commencement Ceremony at the University occurs only once a year. The School of Public Health holds its annual Commencement ceremony each year in May. Commencement is the occasion for the recognition of graduates by the School and conferring of the degree.

### Dates of Graduation

Since SPH students may complete all requirements for their degrees in any of the semesters of the year, those who finish their work in Summer or Fall semester cannot participate in Commencement until the following May. However, the Executive Committee of SPH (for DrPH students) will meet after the end of each semester to recommend such students for graduation. The degree earned is posted to the transcript approximately 2-4 weeks after the end of the term and diplomas are sent to graduates 8-10 weeks following the date of graduation. Note, students expecting to finish in Summer may petition the School to participate in Commencement exercises in the Spring prior to their graduation, although their names will not

appear in the list of graduates until the Spring Commencement Ceremony following their official term of graduation.

### ***Requirements for Spring Graduation***

For students who expect to complete all work in Spring Semester, instructors are authorized to provide special examinations, make early review of written reports, or take other action necessary in order to provide course grades prior to Commencement. After these grades are provided to the SPH Office of Student Academic Services (DrPH students) qualified students may participate in Commencement.

### ***Availability of Diplomas***

For all semesters except Spring, diplomas are available for distribution 8 to 10 weeks following the date of graduation. Spring graduates may pick up their diplomas in the University's Office of Admissions and Records the week following Commencement.

### ***Official Transcripts***

Official transcripts for all degree programs are only available from the University's Office of Admissions and Records (M/C 018), Box 5220, Chicago, Illinois 60680. There is a charge for a transcript. Transcripts requests may be submitted in writing, in person or online through UIC Web for Student. For more information, please see <http://www.uic.edu/depts/oar/rr/transcripts.shtml>.

## DRPH DEGREE PROGRAM INFORMATION

### ACADEMIC CALENDAR

For the current academic calendar, please visit the UIC School of Public Health website:  
[http://www.uic.edu/sph/osa\\_dates.htm](http://www.uic.edu/sph/osa_dates.htm).

### LEARNING OBJECTIVES

The DrPH program will build students' competency in these key areas:

- public health practice, research, and theory;
- analysis of public health problems using critical evaluation, applied research methodology, and statistical methods;
- collection and synthesis of information as the basis for devising strategies to address public health problems;
- leadership in designing and implementing interventions;
- effective communication; and development of a vision and philosophy for professional leadership in public health.

Upon completing the DrPH program, the DrPH student will be able to demonstrate competency in the following areas:

**Competency 1:** Demonstrate an in-depth understanding of the core areas of public health practice, research, and theory.

- Analyze and critique public health as a system, including specific functions and roles of government and governmental public health agencies

and other partners, assessing the system's ability to respond to public health problems and its limitations, and identifying ways to improve it.

- Integrate and apply multidisciplinary theories and research findings to solve a public health problem(s).
- Demonstrate an understanding of the ecological model and how it guides the assessment of, and solutions to, public health issues.

**Competency 2:** Analyze issues and problems in public health using critical evaluation, applied research methodology, and statistical methods.

- Obtain, interpret and apply appropriate quantitative, qualitative and economic measures to address public health problems.
- Demonstrate in-depth understanding through use of an applied research methodology of interest (quantitative, qualitative or economic research methods) of a public health problem or issue.

**Competency 3:** Access and synthesize information from a variety of sources to assess significance, identify relationships and develop strategies for addressing public health problems/issues in an area of interest or specialization in public health practice.

- Identify and apply foundation theories in area of specialization to explain and predict public health problems and solutions.
- Apply measures of population health and illness, including risk factors, in the development of community health improvement initiatives, taking into

account appropriate cultural, social, behavioral, and biological factors.

- Develop and apply a logic model, or other systems applications, demonstrating interrelationships among risk and protective factors, as well as between process and outcome objectives, and targets/standards for population health.
- Apply research, evaluation and strategic planning designs to address a public health issue in an area of specialization.

**Competency 4:** Demonstrate leadership in designing and implementing interventions aimed at a public health problem/issue.

- Demonstrate an ability to strategically plan, implement and evaluate agency or organization improvements.
- Demonstrate an understanding of the political, cultural, social and economic factors influencing the development of, and changes in, public health programs, agencies, or interventions as well as strategies to positively affect those factors.
- Apply principles and tools of financial resource management to public health programs.
- Apply principles and tools of human resource management to public health programs.
- Demonstrate an ability to lead and manage individuals or teams in the design, implementation and evaluation of public health programs.
- Access and synthesize information from a variety of sources to make evidenced-based program decisions.
- Apply negotiation, advocacy and other skills to public policy making, demonstrating an understanding of how to influence the process.

**Competency 5:** Demonstrate the ability to communicate effectively orally and in writing.

- Demonstrate an understanding of the theoretical elements of effective oral and written communication.
- Organize and present qualitative, quantitative and economic data cogently and persuasively at scientific sessions and to lay audiences.
- Design oral and written communications for varied audiences (community and business leaders, the public, policy makers, public health professionals, the media, and other stakeholders).
- Demonstrate ability to develop a social marketing plan for a new or existing intervention.

**Competency 6:** Demonstrate a vision and philosophy for professional leadership in public health.

- Demonstrate an understanding of the legal and ethical foundations of public health.
- Apply principles of effective leadership in order to create a shared vision within a public health organization and foster partnerships that maximize achievement of public health goals.

## PROGRAM REQUIREMENTS

The Doctor of Public Health (DrPH) is the advanced professional degree offered by the School of Public Health. Matriculation into the degree program is through the School of Public Health with the participation of the school's four academic divisions.

Students admitted into the DrPH program will develop a program of study

with the assistance of a faculty advisor that totals a minimum of 96 semester credit hours. Students with a master's degree in public health or related area may receive up to 32 SH of credit towards the 96 SH total.

The DrPH program consists of four components (Minimum of 96 total semester hours):

1. Core Program Requirements – (19 SH)
  - BSTT 401 Biostatistics II (4 SH)
  - EPID 403 Introduction to Epidemiology: Principles and Methods (3 SH)
  - IPHS 501 Public Health Leadership Seminar 1 (4 SH)
  - IPHS 502 Public Health Leadership Seminar 2 (4 SH)
  - IPHS 503 DrPH Integrative Seminar (4 SH)
2. Electives – (17 SH); A minimum of 17 SH to include 9 SH of courses at the 500 level in an area of emphasis and at least one analysis/methods course relevant to area of emphasis.
3. Culminating Experience – (minimum 28 SH)
  - DrPH Thesis Project - The thesis can take a variety of forms, including:
    - Research project
    - Intervention program
    - Program evaluation
    - Policy Analysis
4. Required Non-Credit Training
  - HIPAA Research 101
  - Investigator Training 101

An individualized course of study, designed to address each student's background, interests, and future goals, will result in a performance portfolio

which is developed in stages as the student progresses through the doctoral program. The portfolio documents each graduate's experience, growth, and demonstrated abilities, and is an integral component of the DrPH Program.

**IPHS 699 – DrPH Thesis Project:** IPHS 699 is intended to grant credit hours for work on the DrPH thesis. Students must have reached that stage of the program prior to enrolling in IPHS 699, which generally means that part 2 of the portfolio has been accepted and a thesis proposal has been drafted. With the advisor's approval, a student may enroll in up to eight hours of IPHS 699 to prepare the thesis proposal. An additional four hours can be taken in a subsequent term if, in the advisor's opinion, the additional hours will lead to the proposal being accepted by the thesis committee by the end of that term. In total, no more than 12 hours of IPHS 699 can be taken prior to approval of a thesis proposal. Grades for IPHS 699 are either Satisfactory or Unsatisfactory and a satisfactory grade must be achieved for at least 28 hours of IPHS 699 to meet the DrPH thesis requirement. The grades for IPHS 699 hours can be given at the completion of the term the hours are taken, or at the discretion of the advisor, at the completion of the thesis. Receiving a satisfactory grade for IPHS 699 hours prior to completing the thesis does not assure acceptance of the thesis, which is reviewed and approved by the thesis committee in a separate review process.

Visit the comprehensive [Doctor of Public Health Handbook](#) for greater depth on program policies and requirements, including the portfolio and thesis.

## ADMISSIONS

Please see the [Admissions](#) section of the SPH website for information.

### ***Deadline for Completing Degree Requirements***

- A student who is admitted to the DrPH program with a master's degree in public health or a related field, must complete the degree requirements within seven years after initial registration as a doctoral student.

Time spent on a leave of absence approved by the School is not counted toward the degree time limit (see Leave of Absence).

### ***Independent Study Hours (IPHS 596)***

Students may use Independent Study (IPHS 596) to satisfy elective hours. Up to 9 semester credit hours (SH) of independent study may be credited toward graduation for a DrPH program of study.

## ADDITIONAL REQUIREMENTS

- Students who are deficient in the minimum requirements for admission must make up the deficiencies.
- Students entering without a prior Masters of Public Health (MPH) degree must complete the six core MPH courses or their equivalent.
- Students entering without the requisite work experience must complete a field practicum experience

of 5 semester hours (IPHS 661 Field Practicum Experience (5 SH)\*\*).

- Although required for completion of the degree, credits earned to complete MPH course deficiencies and/ or the field practicum will not count toward the 96 hour minimum requirement for the DrPH degree.

## DRPH FIELD PRACTICUM EXPERIENCE (IPHS 661)

DrPH students with less than 3 years of full-time, paid, professional experience in public health in a leadership position, or in mid- to senior level management positions that demonstrate progressive responsibility and evidence of leadership potential either prior to matriculation or during their academic career, must complete a 5 SH field practicum experience in addition to the thesis project.

The experience must be a structured, supervised activity which provides in-depth mid- to upper-level public health experience. The experience is significantly more than what is expected of the "MPH field practicum," as described in the MPH curriculum. Rather, it is a specific undertaking such as would be assigned to a practicing public health professional, differing only in that it is designed to provide broad, practical and new experiences in an area relevant to the student's future career. As a general example, the field experience would address needs assessment, program planning, policy analysis, program management, evaluation and/or surveillance activities within a public health setting.

The experience may or may not relate to the student's thesis. It is selected jointly by the student and his or her academic advisor and subject to the approval of the School wide DrPH Oversight Committee. The academic advisor plays an active role in selecting the field practicum site and program, and ensures the quality and adequacy of both the program and its on-site supervision by local staff. A salary may be accepted. An explicit agreement on the planned activities must be achieved and formalized in a letter of agreement among the student, the advisor, the School wide DrPH Oversight Committee and the agency.

## CIC TRAVELING SCHOLAR PROGRAM

Since its establishment in 1958, the Committee on Institutional Cooperation (CIC) has worked to improve the quality and efficiency of higher education through voluntary cooperative action by its eleven member institutions.

- University of Chicago
- Ohio State University
- Michigan State University
- Indiana University
- University of Wisconsin, Madison
- Northwestern University
- University of Iowa
- University of Illinois, Chicago and Urbana/Champaign
- Purdue University
- University of Minnesota
- University of Michigan
- Pennsylvania State University

The purpose of this program is to allow the PhD or DrPH student to take advantage of specialized courses, laboratory and library facilities, and related faculty guidance available at universities in the Big Ten and the University of Chicago. Under the program, doctoral students may spend two semesters or three quarters at any of the other CIC institutions.

The Graduate College administers this program for the UIC campus, and interested students should consult the Graduate College Bulletin; or contact: Edward Blaha, Graduate College, M/C 192, at: 312-413-2548 or by email at: [mistered@uic.edu](mailto:mistered@uic.edu). In order to register at any of the universities, a student must:

- Be currently enrolled in the Doctor of Philosophy or Doctor of Public Health degree program.
- Obtain approval of the major advisor and the Office of the Dean at SPH.
- Return the application to the Graduate College for approval. The Graduate College will forward the application to the HOST University. It is strongly recommended that application be made early in the semester preceding anticipated participation in the program.
- All fees for CIC courses are paid on campus at University of Illinois rates.
- Students must register for CIC 500 at UIC for the same number of credit hours they are enrolled at the host university in order to receive credit for the course work.

**NOTE:** Students planning a change of program in the CIC course selections (add/drop) must contact Edward Blaha, UIC's CIC liaison officer, at 312-413-2548. Only graduate

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level courses at the HOST University will be credited toward degree requirements at The School of Public Health. Interested students must obtain quarterly/semester schedules from the HOST Universities. For more information visit the [CIC Travel Scholar Website](#).