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SCHOOL OF PUBLIC HEALTH

**Master of Public Health &  
Master of Health  
Administration**

**Student Handbook**

**Academic Year 2013**

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## INTRODUCTION

The Student Handbook (the Handbook) contains information in regards to the Master of Public Health and the Master of Health Administration at the University of North Texas Health Science Center (UNTHSC) School of Public Health (SPH). Current and prospective students should refer to the Handbook whenever they have questions or concerns about program requirements and/or policies/procedures. All current students will be held responsible for the contents outlined in the Handbook regardless of whether the students are notified of this information through other means.

## SCHOOL OVERVIEW

### Mission

To advance public health knowledge through research, service, and education of professionals who are dedicated to disease prevention, health promotion, and the achievement of efficiency, effectiveness, and equity in the delivery of health services while minimizing health disparities among populations.

### *Vision: Building on a Diverse Foundation*

The UNTHSC at Fort Worth School of Public Health will continually strive to address the public health needs of Texas' diverse population through innovative and distinguished research, high quality educational programs, and dedicated service to the local, state and international communities.

### Mutual Tolerance and Respect

Public health deals with controversial issues from multiple perspectives, and consideration of these issues may cause disagreements among individuals or may evoke strong personal feelings, depending on the individual experience, histories, identities, and worldviews. Therefore, in all interactions and communications, it is important that all parties involved strive to have mutual respect and tolerance for one another. Any individuals (students or otherwise) who have concerns to that end are encouraged to discuss the matter with their peers as well as superiors.

## MASTER OF PUBLIC HEALTH OVERVIEW

### Concentrations

The goal of the Master of Public Health (MPH) program is to prepare students to be effective public health professionals. You will be trained in a variety of disciplines related to the development and provision of public health services; learn to recognize the social, economic, cultural and environmental factors that affect the health of the public; have the knowledge to take a leading role in developing social policies that encourage and foster healthy group and individual behaviors in a community. Public health professionals work in a variety of organizations and agencies to contribute to the common aim of promoting and protecting health in human populations. Students in the MPH program elect a concentration in one of five areas listed below:

- **Behavioral and Community Health** prepares professionals from a variety of backgrounds (nursing, medicine, dentistry, allied health, social work, health education, nutrition, psychology, anthropology, sociology) for public health careers. This concentration uses a multidisciplinary approach to identify community, family, social, and behavioral factors in both the onset of and solution to public health problems

through disease prevention, health promotion, or health care. Community health contributes to the development, implementation, and evaluation of programs and policies that promote healthy environments and healthy lives for individuals and populations. Students will learn social and behavioral theories and methodologies that are used to plan, implement, and evaluate health promotion and disease prevention programs and interventions. Students will also be prepared to perform community-based research, communicate findings to the public and policymakers, and advocate for evidence-based programs and policies.

- **Biostatistics** is designed to train students in data management, statistical analysis, interpretation, and presentation of analytical results using computing technology. The concentration focuses on the methodologies and procedures of statistical analysis and research design.
- **Environmental Health Sciences** prepares present and future public health scientists and practitioners to assess and evaluate physical, chemical, and biological stressors in the environments people live and work, and identify and develop effective intervention and control methodologies. Interaction with a diverse faculty and competency-based curriculum exposes students to sound scientific theory and methodology in several disciplines and integrates their application to the field of environmental and occupational health. Students in this concentration are provided with the unique opportunity to translate knowledge acquired in the classroom and laboratory into practical applications in the real world through participation in faculty research; internships in industry, state or national agencies; and visits to these organizations. In addition to required courses such as environmental data analysis, human health toxicology, and hazard recognition, evaluation and control, coursework can be taken for additional focus in areas such as occupational health practice/industrial hygiene; exposure and risk assessment; environmental epidemiology; global environmental health; policy; and air pollution.
- **Epidemiology** provides a comprehensive curriculum that will cultivate the student's ability to effectively practice in the contemporary epidemiology environment. Core and required courses establish a strong foundation to the fundamental competencies of public health and epidemiology, while electives afford students the flexibility to focus on desired areas of specialization. This allows students new to public health as well as practicing health professionals to customize their coursework to accommodate their interests and careers. The essentials of epidemiology, including research methods and design, statistical analysis and epidemiological investigation are emphasized. Students in the epidemiology concentration will acquire the skills to plan, design and implement research; evaluate existing research methodology; use computerized statistical programs to analyze data; interpret and disseminate the results of epidemiological investigations.
- **Health Services and Policy** is designed to prepare students with the competencies needed for careers in policy development, policy analysis, and health management. The curriculum addresses the health systems, quantitative methods, health economics and finance, managed care, private and public sector management, state and national policy, and health law. The concentration provides instruction in professional competencies commonly found in schools of public policy, public administration, business and management.
- **Professional Option** is an interdisciplinary degree that provides education and training for professionals in any field who want to strengthen their general knowledge and skills in public health. Ultimately, graduates of this program will contribute to the expansion and enhancement of a competent public health workforce that is advancing the well-being of Texas' citizens and beyond.

## Curriculum

The MPH program requires a minimum of 48 semester credit hours (SCH) post-baccalaureate degree and is offered on a full-time or part-time basis. The required SCH are designated as follows.

Master of Public Health Core Courses	15 SCH
Concentration Required and Elective Courses	31.5 SCH
<u>Culminating Experience</u>	<u>1.5 SCH</u>
Total	48 SCH

The MPH Professional Option (PO) program requires a minimum of 42 semester credit hours (SCH) post-baccalaureate degree and is offered on a full-time or part-time basis. The required SCH are designated as follows.

Master of Public Health Core Courses	15 SCH
Concentration Required and Elective Courses	25.5 SCH
<u>Culminating Experience</u>	<u>1.5 SCH</u>
Total	42 SCH

Concentration-specific curriculum - [http://web.unthsc.edu/info/20005/school\\_of\\_public\\_health/2468/2013-2014\\_program\\_profile](http://web.unthsc.edu/info/20005/school_of_public_health/2468/2013-2014_program_profile)

## Master of Public Health Core Competencies

The Master of Public Health degree program prepares students to address the following core competencies while advancing their knowledge of public health:

- **Public Health Knowledge & Skills:** The MPH Student will apply basic knowledge and skills of the core public health sciences that include: biostatistics, epidemiology, health management and policy, behavioral and community health, and environmental and occupational health, to the prevention of illness and injury and the promotion of population health.
- **Integration of Theory & Practice:** The MPH Student will demonstrate the effective integration of theory and practice related to public health issues that affect diverse populations, through a thesis or comprehensive examination and a practice experience.
- **Communication & Informatics:** The MPH Student will gather, organize, and manage data and information effectively to address public health issues through oral and written communications to diverse professionals and lay audiences.
- **Diversity & Culture:** The MPH Student will demonstrate the ability to interact with both diverse individuals and communities to produce or impact an intended public health outcome.
- **Professionalism:** The MPH Student will apply ethical principles to the practice of public health in a variety of settings, demonstrating personal integrity while embracing diverse communities.

## Comprehensive Examination

Beginning fall 2012, all incoming students must take the Certified in Public Health examination (CPH Exam) and the concentration comprehensive examination to meet graduation requirements.

**Certified in Public Health Examination-** All students must receive permission to enroll in the 0 SCH course, PHED 5000, the semester in which they wish to take the Certified in Public Health examination (CPH Exam). Qualifications: You must have completed the core courses BACH 5300, BIOS 5300, EOHS 5300, EPID 5300, and HMAP 5300 and have completed or are concurrently enrolled in 21 semester credit hours.

**Concentration Comprehensive Examination-** The MPH comprehensive examination for the concentrations is administered twice each academic year: once in the fall and once in the spring.

Students are required to enroll in the appropriate 0 semester credit hour course (BACH 5001, BIOS 5001, EOHS 5001, EPID 5001, and HMAP 5001) in the semester in which they intend to take the comprehensive examination. Students will receive a permission number from the departmental Comprehensive Exam Coordinator to enroll in the course.

### **Incoming MPH students beginning fall 2012 and after:**

Students who do not pass the certified in public health examination and/or the concentration comprehensive examinations on their first attempt will be allowed to repeat the examination during the next regularly scheduled examination date/time. Students must re-register in a subsequent semester for the 0 semester credit hour course if retaking the examination. Students have three attempts to successfully pass any combination of the departmental comprehensive examination or the National Board of Public Health Examiner's (NBPHE), Certified in Public Health (CPH) examination. The MPH-Professional Option students take the CPH examination which is only offered once a year. MPH-Professional Option students have three attempts to pass the CPH examination.

If a student fails the Certified in Public Health examination (1<sup>st</sup> try), the student can continue with coursework and must take the Certified in Public Health examination the subsequent semester. If a student fails a second time, the student will be placed on academic probation and cannot take additional coursework until the Certified in Public Health examination is successfully passed. If a student fails the Certified in Public Health examination the third time, the student will be dismissed from the MPH program.

If a student fails the concentration comprehensive examination (1<sup>st</sup> try), the student can continue with coursework but may be required to take additional electives or advised to repeat core courses. If a student fails the second time, the student will be placed on academic probation. If the student fails the third time, the student will be dismissed from the MPH program.

## MPH Portfolio

The MPH Portfolio course is designed to enhance the professional development skills and opportunities for our students through various workshops, sessions, and activities. This course will assist students in defining their career goals, build competency within their profession, and increase their knowledge and skills to excel academically and professionally. Similarly, activities in this course are designed to prepare the student professionally for the MPH Practice Experience in Public Health. Student is required to fulfill certain MPH Portfolio activities prior to enrollment in MPH Practice Experience in Public Health. Students must complete a total of 1.5 SCH of portfolio prior to beginning their practice experience.

## Practice Experience

All MPH students are required to complete a Public Health Practice Experience. This requirement is based upon the Council on Education for Public Health (CEPH) accreditation Criterion 2.4 (2011).

A student is eligible to participate in the Public Health Practice Experience after completing at least 21 semester credit hours, has a cumulative GPA of 3.0 or better, and has the permission of their academic advisor.

During the Public Health Practice Experience, students must complete a minimum of 200 contact hours working on a project that enhance professional skills and knowledge. During the practice experience, student must maintain a portfolio of their progress that will be monitored by the class instructor, their Academic Advisor, and their site supervisor. Upon completion of the practice experience, students are required to present their work during a poster presentation at the end of the semester.

No exceptions will be granted for the Public Health Practice Experience. The practice experience is designed as a supervised experience based upon the application of competencies gained during the Masters of Public Health program. As such, prior work experience does not qualify as a Public Health Practice Experience.

## MASTER OF HEALTH ADMINISTRATION OVERVIEW

The master of health administration program is designed to prepare students for effective organizational management based on competencies and evidence based practices needed to become exceptional managers and leaders. The program is also committed to the improvement of health services through health services research and community engagement within complex health-related organizations. The 60 credit hour program is designed for aspiring and committed professionals who are interested in careers in health services administration in such settings as hospitals, managed care, insurance and pharmaceutical companies, consulting firms, government agencies, for-profit and nonprofit sector organizations.

The curriculum is guided by the NCHL Health Leadership Competency Model which addresses the complexity and dynamic qualities of the health leader's role and reflects the dynamic realities in health leadership today. Through an internship and a final integrative experience, students are asked to incorporate, synthesize and apply their knowledge within both an operational and a community context. The result is an organizational perspective that encourages students to integrate knowledge from a range of management disciplines while emphasizing accountability for effective performance and operational excellence.

## Curriculum

The MHA program requires a minimum of 60 semester credit hours (SCH) post-baccalaureate degree and is offered on a full-time or part-time basis. The required SCH are designated as follows.

Master of Administration Courses	42 SCH
Elective Courses	15 SCH
<u>Culminating Experience</u>	<u>3 SCH</u>
Total	60 SCH



## Master of Health Administration Competencies

By the conclusion of the MHA program, students will be able to demonstrate knowledge and application in the following competencies:

• Accountability	• Analytical Thinking	• Process Management & Organizational Design
• Initiative	• Strategic Orientation	• Organizational Awareness
• Financial Skills	• Project Management	• Achievement Orientation
• Impact & Influence	• Human Resources	• Information Technology Management
• Professionalism	• Change Leadership	• Performance Measurement
• Self Confidence		

## Master of Health Administration Internship Program

All students pursuing a Master of Health Administration (MHA) degree at the UNT Health Science Center School of Public Health are required to complete a professional internship prior to graduation. The MHA internship program is managed under the direction of the MHA Program Director in cooperation with program faculty, students and preceptors in the field.

### Internship Purpose and Objectives:

Each student in the UNTHSC School of Public Health's Master of Health Administration Program is required to complete a 500 contact hour, 12-13-week, full-time internship in an approved health services organization under the guidance of a qualified preceptor. The purpose of this internship is to provide the student with a "real world" experience against which to compare the concepts and models learned in the classroom; enable an appreciation of the complexity of organizations and the individuals that comprise them; and to provide insights for further development of skills and knowledge during the student's remaining time in the program.

The MHA internship experience is intended to provide students with "hands on" training in health services management. The final decision regarding which type of internship would be most appropriate for individual students is made by the MHA Program Director in consultation with each student's faculty advisor.

All internships are designed to enable students to accomplish the following objectives:

- To observe and understand the leadership and managerial style of the preceptor;
- To understand the overall design and interrelationships of the individual parts of the organization's structure;
- To contribute to the "real output" of the organization by participating in relevant projects;
- To practice serving as a "real healthcare manager" within the organization; and
- To understand the internal and external environment in which the organization functions.

Additional information can be found on the MHA Internship [website](#).

# PROSPECTIVE STUDENTS

## Admissions Requirements

The UNTHSC-SPH is a member of SOPHAS (Schools of Public Health Application Service). Prospective students must apply to the program online at [www.sophas.org](http://www.sophas.org). The application deadline to SOPHAS is January 15<sup>th</sup> each year. It is the applicant's responsibility to ensure that all application materials are received by the SPH by the designated admissions deadline. The SPH admits potential students once every academic year, and as such, all incoming students must enter the program in the fall semester. Applicants to the program will fall under one of the following admissions categories:

1. Full Admission – Accepted without reservation to the program.
2. Denied – Not admitted to the program because application was not competitive.
3. Non-review – Application not reviewed due to an incomplete application file.
4. Provisional Admission: In rare instances, the SPH may admit a student on a provisional basis where one of the credentials is below the average of the applicant pool, providing that all other admission criteria are met or exceeded. This admittance requires the approval of the Master's Admissions Committee. Upon successful completion of the provisional requirements, the student may be granted full admission into the School.

To be considered for admission, applicants must meet the following requirements:

- Hold a minimum of a bachelor's degree or its equivalent from a recognized institution,
- Submit an application to the School of Public Health via SOPHAS (Schools of Public Health Application Service) at [www.sophas.org](http://www.sophas.org),
- Submit complete, official transcripts from all colleges or universities attended,
- Submit official scores from one of the following graduate admissions examinations: Graduate Record Examination (GRE), Graduate Management Aptitude Test (GMAT), Medical College Admissions Test (MCAT), Law School Admissions Test (LSAT) or Pharmacy School Admissions Test (PCAT). The examination requirement is waived for applicants possessing a professional doctoral degree with a license to practice in the United States.
- Applicants with foreign transcripts must also include an official WES or ECE transcript evaluation report listing course-by-course U.S. grade point equivalencies.
- International applicants must demonstrate satisfactory proficiency in oral and written English before being granted admission. Minimum TOEFL exam requirements: written=550; computer-based= 213; internet-based=79. The TOEFL is waived if the applicant has earned a high school diploma or a bachelor or master degree from an accredited institution within the United States or Canada.
- Three (3) letters of recommendation
- Statement of Purpose (1-2 pages referencing the chosen concentration of study)
- Current resume or curriculum vita
- If invited for an interview, applicants are expected to participate in either an on-campus interview or a technology-assisted interview. Interviews at the student's request are always welcome.

In addition to the MPH admissions requirements above, applicants to the **professional option** must meet one of the following eligibility requirements:

- Applicants with an advanced degree e.g., PhD, DO, MD, JD, MSN, MBA, PA; or
- Applicants currently enrolled in a master's degree program other than an MPH; or
- Applicants currently enrolled in a doctoral degree program; or

- Three years of work experience in the health professions

Information submitted in the application materials must be complete and correct. Prospective students must notify the proper institution officials regarding any changes in the information provided on their application. Falsification or omission of any information on the application documents will void a student's admission, cancel their enrollment, and/or result in appropriate disciplinary action. Note that this holds true even after full admission into the program. All materials submitted during the application process become the property of the Health Science Center and cannot be returned.

## **Admissions Decisions and Deferments**

Applicants who are admitted to a degree program and plan to enroll are required to submit an Admission Decision Form along with a non-refundable \$200 assurance fee that will be used toward tuition upon arrival. Applicants admitted to a degree program that do not intend to enroll in the semester for which they applied must contact the Office of Admission and Academic Services to request a deferment. Deferments must be made in writing and cannot exceed one year from the original acceptance date. There is a non-refundable deferment fee of \$300; the deferment fee is due at the time the request is made.

Information submitted in the application materials must be complete and correct. Prospective and current students must notify the proper institution officials regarding any changes in the information provided on their application. Falsification or omission of any information on the application documents will void a student's admission, cancel their enrollment, and/or result in appropriate disciplinary action. All materials submitted during the application process become the property of the Health Science Center and cannot be returned.

## **Appeal/Grievance Process**

Specific policies and procedures have been established for students seeking to appeal an admissions decision. Appeals concerning admission to the School of Public Health should be addressed to the Dean of the School.

## **ADMITTED AND CURRENT STUDENTS**

### **Academic Policies and Procedures**

Students are expected to read, be familiar with, and abide by the general academic policies and procedures for the UNTHSC as well as the SPH. Such information can be found in the UNTHSC catalog (<http://www.hsc.unt.edu/catalog/2012-2013/2-Catalog%20Message.htm>) and the document posted on the UNTHSC-SPH website: [http://www.hsc.unt.edu/education/sph/documents/Academic\\_Policies\\_Procedures\\_10\\_1\\_12.pdf](http://www.hsc.unt.edu/education/sph/documents/Academic_Policies_Procedures_10_1_12.pdf).

### **STUDENT CODE OF CONDUCT AND DISCIPLINE**

The primary concern of the University of North Texas Health Science Center (UNTHSC) is the student. The Health Science Center attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines have been established to govern student behavior. The student's relationship with the Health Science Center has been formulated into a student code of conduct and discipline. Enrollment at the Health Science Center is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own

actions. This code and other policies are subject to change with reasonable notice. The student is responsible for obtaining and becoming familiar with all published rules and guidelines. This information is available on the Health Science Center intranet web site.

The complete UNTHSC Student Policy Handbook and Student Code of Conduct can be found on the web at <http://www.hsc.unt.edu/Sites/DivisionofStudentAffairs/>.

## **NONDISCRIMINATION POLICY**

It is the policy of the UNTHSC not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status, Veterans of the Vietnam Era status, in its educational programs, activities, admission, or employment policies and practices.

In addition to complying with federal state equal opportunity laws and regulations, the health science center declares harassment that is based on individual differences (including sexual orientation) to be inconsistent with its mission and goals. The nondiscrimination policy is supported by the health science center policy statement on cultural awareness and diversity. The health science center specifically incorporates protections for qualified persons with disabilities; a prohibition against sexual harassment; and a prohibition against age limitations.

University compliance and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Policy. For additional information or assistance with the equal opportunity, affirmative action, and harassment policies and procedures of the UNT Health Science Center, please contact the Equal Employment Opportunity Office, 3500 Camp Bowie Blvd., Fort Worth, TX 76107 or call at 817-735-2357. In addition, if you have a concern about unethical, illegal or unsafe activity, you can call the UNTHSC Ethics Hotline at 1-877-606-9187 and anonymously report your concern to a third party organization not affiliated with the Health Science Center.

## **AMERICANS WITH DISABILITIES ACT**

The UNTHSC does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (American with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. The UNTHSC provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements. For assistance, contact the Equal Employment Opportunity Office at the health science center (Reference Policy 7.105 Americans with Disabilities Act Protocol in the Student Policy Handbook).

## **FULL-TIME ENROLLMENT FOR FINANCIAL AID**

Students must enroll for nine (9) semester credit hours (SCH) every fall and spring semesters to be considered full-time for financial aid. Enrollment in a total of six (6) SCH is considered full-time for the summer semester. Students who have completed all but the Practice Experience or Internship requirement for the degree will be considered full-time if enrolled in three (3) SCH in any given semester. Students are responsible for meeting enrollment requirements for federal or state financial aid purposes.

## **LEAVE OF ABSENCE**

All students are expected to make continuous academic progress toward the completion of the degree. In circumstances where this may not be possible, students in good academic standing may request a LOA from the SPH for a defined period of time (up to three consecutive semesters), during which no academic progress need to be made. To request a LOA, students should consult their Academic Advisor and then complete a Request for LOA form that can be obtained from the Office of the Registrar. The request does not necessary guarantee approval of a LOA.

### CONCURRENT ENROLLMENT AT ANOTHER INSTITUTION

Students must secure written permission from their academic advisor before registering for any course(s) at another institution while registered for any course(s) at the UNTHSC. Failure to secure the required permission for concurrent enrollment prior to registration at the second institution may cause the UNTHSC to refuse degree credit for the work taken at said institution.

### TIME LIMIT FOR DEGREE COMPLETION

All requirements for the Master of Public Health (MPH) or Master of Health Administration (MHA) degree must be completed within six years.

Time limits are strictly enforced. Students exceeding the time limit may be required to repeat out-of-date credits, and/or show other evidence of being up-to-date in their major field of study. Students anticipating that they will exceed the time limit should apply for an extension to the UNTHSC-SPH-Admission and Academic Services for appropriate referral to their department, concentration and/or committee, i.e., Master's, DrPH, PhD, before the normal time period to complete the degree expires. Holding a full-time job is not considered in itself sufficient grounds for granting an extension.

Time spent in active service in the U.S. armed services will not be used in computing the time limit. However, career members of the armed forces should consult the UNTHSC-SPH-Admission and Academic Services office concerning credit given to work completed before or during active military service.

### CLASS ATTENDANCE

Regular and punctual class attendance is expected. Although, in general, students are graded on intellectual effort and performance, absences may lower the students' grade where the faculty member deems class participation essential. In such classes where participation is considered as part of the grade, the instructor should give written notice of the requirement at the beginning of the semester. An instructor may request the Registrar to drop a student from a course for lack of participation or one unexcused absences. If the instructor-initiated drop action falls within the time that the student is eligible to drop with instructor consent, a grade of W will be assigned. If the drop falls after this period, a grade of W or WF will be assigned as appropriate.

### PROFESSIONALISM

At the UNTHSC-SPH, all academic activities, in class or otherwise, prepare students for future careers in public health. As such, students are expected to approach all academic activities in a professional manner. These include, but are not limited to, the following:

- **Dress code** – Students are expected to dress comfortably but in such a way that does not detract from learning activities. In particular, during classes with guest lecturers or when an instructor gives specific instructions related to attire, it is expected that students dress appropriately to represent the school in a professional manner.
- **Activities outside of the UNTHSC** – When students are afforded the opportunity of attending and/or presenting at local, national, or international meetings of professional organizations, students are expected

to conduct themselves professionally and dress appropriately, being mindful that they are representing the UNTHSC.

- **Communication** – During class room discussions, conversations, e-mail correspondences, etc. with faculty, staff, peers, or other professionals, students are expected to uphold the highest standard of courtesy and respect.

## QUALITY OF WORK

Students must make satisfactory progress toward completion of degree requirements. Unsatisfactory progress toward a degree is defined as any one of the following:

- Obtaining a grade of F in any course attempted;
- Having a cumulative GPA below 3.0;
- Withdrawal from four or more courses;
- Carrying three or more incompletes in one year;
- Not maintaining continuous enrollment in dissertation or other courses with such requirement;
- An unsatisfactory portfolio review, with two unsatisfactory reviews warranting dismissal from the program.

Any action taken as a result of not meeting the above expectations is subject to the discretion of the department chair. Two unsatisfactory reviews may result in dismissal from the program.

## GRADING POLICIES

### *Grade Point Average*

The overall grade point average (GPA) is used to determine academic standing and eligibility for graduation. All GPA calculations are subject to post-audit and correction by the Office of the Registrar. The number of semester hours attempted for calculation of the GPA includes all courses with grades of A, B, C, F, and WF unless replaced by a later grade. Courses with grades of I, S, U, W, or Z are not counted as courses attempted for the purpose of calculating a GPA.

### *Grading System*

Below are designations of grades that will appear on the official UNTHSC transcript.

Used in calculation of GPA (Letter grades)		Not used in calculation of GPA	
A	4 grade points for each semester credit hour (SCH)	P/NP	Pass/No Pass
B	3 grade points for each SCH	S/U	Satisfactory/Unsatisfactory
C	2 grade points for each SCH	W	Withdrawal
F	0 grade points for each SCH	I	Incomplete
WF	Withdraw Failing, 0 grade points for each SCH	PR	In Progress
		Z	Grade incorrectly recorded or not recorded

### *Satisfactory/Unsatisfactory (S/U) Grading*

The SPH may elect to assign satisfactory/unsatisfactory grades in courses in which the student is engaged in individual research and is not attending an organized class. The student should inquire at the time of registration for such courses whether a letter grade or a satisfactory/unsatisfactory grade will be granted. Satisfactory/unsatisfactory grades are not taken into account in computing the student's grade point average.

### *Incomplete (I) Grades*

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, the instructor may assign an incomplete (I) for the course. The student must arrange with the instructor to finish the course at a later date by completing specified requirements. These requirements must be entered on the grade roster by the instructor.

### ***Removal of Incomplete (I) Grade***

A student must remove a grade of "I" by the last day of the subsequent semester in which the incomplete grade was obtained; no extensions will be granted. If, at the end of the following semester, the incomplete grade has not been removed, a grade of F will be recorded.

An "I" is removed by completing the stipulated work and obtaining the appropriate signatures (on a Removal of Incomplete Grade/Change of Grade form available from the Academic Services Office). The instructor then files the form with the Academic Services Office so that the grade and the GPA can be adjusted accordingly. If a student does not complete the stipulated work within the time specified, a grade of F will be recorded and the student's GPA will be adjusted accordingly.

### ***Grade Changes***

No grade except for a grade of "I" may be removed from a student's record once properly recorded. Changes are not permitted after grades have been filed except to correct clerical errors. Requests for an error correction must be initiated immediately after the close of the semester for which the grade was recorded. A faculty member who believes that an error has been made in calculating or recording a grade may submit, in person, a request for a grade change to the Associate Dean for Academic Affairs. The Office of the Registrar accepts requests for grade changes only from the Associate Dean for Academic Affairs.

### ***Grade Appeal: Course Assignment***

Any student who believes a grade for a course assignment has been inequitably awarded should contact the instructor first within five (5) working days after the grade was assigned to discuss and resolve the issue. If unable to resolve the issue, the student should submit a written appeal to the faculty member's Department Chair. The decision of the Department Chair in this decision is final. If the instructor is the Department Chair, the appeal should be submitted to the Associate Dean of Academic Affairs. If the Associate Dean of Academic Affairs is the instructor, the appeal should be submitted to the Dean of the School of Public Health for review and for final decision of the course grade appeal.

### ***Grade Appeal: Course Grade***

Any student who believes a course grade has been inequitably awarded should first contact the instructor who awarded the grade in order to discuss and attempt to resolve the issue. Any instructor no longer associated with the UNTHSC at the time of the appeal will be represented in these proceedings by the Department Chair over the concentration in question. The student who is unable to resolve the differences with the instructor has five (5) working days following the first class day of the subsequent semester to file a written appeal with the appropriate Department Chair. If the instructor is the Department Chair, the appeal should be submitted to the Associate Dean of Academic Affairs. If the Associate Dean of Academic Affairs is the instructor, the appeal should be submitted to the Dean of the School of Public Health for review and for final decision of the course grade appeal.

### ***Repeating of Courses***

If a grade of F is received in a required course, the course must be repeated. Students are not obligated to repeat a course if a grade of F is obtained in an elective. Students may repeat any course twice (maximum enrollment of 3 times). The best grade obtained will be used in the calculation of the GPA. If a grade of W is recorded on the student's transcript, this is considered one of the three allowable attempts at successfully completing the course.

### ***Withdrawal Limit***

Students may withdraw from a maximum of six (6) courses throughout the completion of the degree requirements.

# MASTER DEGREE REQUIREMENTS AND LOGISTICS

## Academic Advisor

Upon admission to the program, students will be assigned to an Academic Advisor according to their program. Students may request a change of Academic Advisor. Such requests will be reviewed and evaluated by the Department Chair. The submittal of the request does not necessarily guarantee approval.

## Program Profile

A program profile is a listing all courses that must be completed by the student to successfully complete the program. The student is required to meet with his/her academic advisor a minimum of once a semester to discuss program progress. Should changes to the curriculum be approved, the student should submit written documentation to the Office of Academic Services.

## Use of Transfer Credit

A student who holds a bachelor's degree may apply up to 12 SCH of appropriate graduate work completed elsewhere toward the completion of a graduate degree at the UNTHSC-SPH if the coursework has not been used toward the completion of another degree. All transfer credits are subject to the approval of the department chair. Requests for waiving a core course with transfer credit must be approved by the appropriate department chair and instructor associated with the course through review of the course syllabus. The request must be accompanied with documentation showing that the previous coursework is comparable to the requirements of the core course. Only those courses with a grade of B or higher from an accredited institution will be transferred. These courses must have been completed within seven years of the date of first acceptance for any degree program. Any course work from a prior degree may not be transferred toward the MPH, MHA, DrPH or PhD degree. The School of Public Health does not award credit for portfolio-based experiential learning or non-credit courses. It is the student's responsibility to make sure official transcripts and syllabi of courses completed elsewhere are furnished to the UNTHSC-SPH-Admission and Academic Services

## GRADUATION

### Application to Graduate

It is the responsibility of the student to keep track of his/her progress toward the degree and to file the Intent to Graduate form

([http://www.hsc.unt.edu/education/SPH/documents/GraduationForms/Intent\\_to\\_Graduate\\_Form.docx](http://www.hsc.unt.edu/education/SPH/documents/GraduationForms/Intent_to_Graduate_Form.docx)) with the Academic Services. Consult the Academic Calendar for the appropriate dates. Reference the Instructions for Submitting Graduation Materials for instructions on specific forms that are needed for graduation. Information concerning graduation fees are available in the Tuition and Fee Register, on the School of Public Health website under *Forms and Guidelines*, or may be obtained from the Academic Services Office.

### Commencement Exercises

The UNTHSC commencement exercises and the SPH hooding ceremony are held once every academic year in May. Diplomas may be obtained from the Office of the Registrar at the conclusion of any semester in which all graduation requirements have been met and verified.



## Participation in Pre-Commencement and Commencement Ceremony

Students must complete all degree requirements for graduation to participate in pre-commencement (the SPH hooding ceremony) and the UNTHSC commencement exercises. If a student who has submitted the Intent to Graduate form has failed to satisfactorily complete all academic requirements for graduation, the UNTHSC-SPH Academic Services Office may permit the student to participate in commencement exercises provided that all remaining degree requirements will be completed of the current academic year, i.e., end of the subsequent summer semester.

Students who have three (3) or less semester credit hours (SCH) remaining to fulfill degree requirements may be permitted to participate in pre-commencement and commencement exercises. Such students must be in good academic standing (3.0 or better grade point average). Students, who have 3 SCH or less and want to participate in either ceremony, must submit a written request to the UNTHSC-SPH Academic Services Office to receive permission to participate. The UNTHSC-SPH reserves the right to deny any request. Appeals to decisions pertaining to participation in commencement exercises may be made to the Associate Dean for Academic Affairs.

## Awarding of the Diploma

No diploma will be awarded until the UNTHSC-SPH has verified that the student has completed all academic requirements and the Office of Student Financials has verified that the student has met all financial obligations to the UNTHSC. Diplomas will be mailed by the Office of the Registrar to those students who have been granted this option and who have subsequently satisfied all requirements.