

Graduate Student Handbook

Academic Year 2014 – 2015

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Section I: General Information

Mission

The UW-Milwaukee Joseph J. Zilber School of Public Health (UWM's Zilber SPH) conducts rigorous public health research and scholarship; educates the current and future public health workforce; and influences the development of strategies and policies that promote health among diverse populations.

Academic Programing

The [Master of Public Health](#) is designed to prepare students with the foundation necessary to build a career of leadership in public health. The MPH program has five specialty tracks – Biostatistics, Community and Behavioral Health Promotion, Environmental Health Sciences, Epidemiology, and Public Health Policy and Administration. Learn more about the [Master of Public Health tracks](#) online and in the first section of this handbook.

The [PhD in Environmental Health Sciences](#) offers graduate study leading to the doctoral degree. Faculty for this program are drawn from a number of departments and research units at UWM, affording the student an unparalleled opportunity for cross-disciplinary training and the performance of novel research projects. Laboratories and equipment are available across campus to promote innovative concepts in issues of Environmental Health Sciences.

The [PhD in Public Health - Community and Behavioral Health Promotion](#) is designed to train students in social and behavioral science aspects of public health research and intervention with a particular emphasis on the development of community-level interventions.

Future Academic Program Planning

The growing Joseph J. Zilber School of Public Health plans future PhD programs. Concentration areas may be Epidemiology, Data Sciences, Maternal and Child Health, or Public Health Policy.

Graduate Faculty

Name	Track	E-mail	Granting Institution
Paul Auer, PhD	Biostatistics	paul.wl.auer@gmail.com	Purdue
Nicole Carnegie, PhD	Biostatistics	carnegin@uwm.edu	Washington
Young Cho, PhD	CBHP	cho3@uwm.edu	Illinois-Chicago
Phoenix Do, PhD	PHPA/EPI	dphuong@uwm.edu	RAND
Ruth Etzel MD, PhD	EPI	etzel@uwm.edu	North Carolina-Chapel Hill
Paul Florsheim, PhD	CBHP	paulf@uwm.edu	Northwestern
Amy Harley, PhD, MPH, RD	CBHP	harley@uwm.edu	Ohio State
Spencer Huang, PhD	Biostats	huangcc@uwm.edu	Michigan
Amy Kalkbrenner, PhD, MPH	EHS	kalkbren@uwm.edu	North Carolina-Chapel Hill
Linnea Laestadius, PhD, MPP	PHPA	llaestad@uwm.edu	John Hopkins
Michael Laiosa, PhD	EHS	laiosa@uwm.edu	SUNY-Upstate
Jenna Loyd, PhD	PHPA	jloyd@uwm.edu	California-Berkeley
Hongbo Ma, PhD	EHS	hongboma@uwm.edu	Georgia
Lorraine Halinka Malcoe, PhD, MPH	EPI	malcoe@uwm.edu	California-Berkeley
Todd Miller, PhD	EHS	millertr@uwm.edu	Maryland
Emmanuel Ngui, DrPH	CBHP	ngui@uwm.edu	North Carolina- Chapel Hill
Amanda Simanek, PhD, MPH	Epidemiology	simaneka@uwm.edu	Michigan
Kurt Svoboda, PhD	EHS	svobodak@uwm.edu	SUNY- Stonybrook

Name	Track	E-mail	Granting Institution
Peter Tonellato, PhD	Biostats	ptone@uwm.edu	Arizona
Ellen Velie, PhD	EPI	velie@epi.msu.edu	California-Berkeley
Renee Walker, DrPH, MPH	CBHP	walker36@uwm.edu	Pittsburgh
Helen Wang, PhD	Biostats	xuexia@uwm.edu	Michigan Tech
Lance Weinhardt, PhD	CBHP	weinhard@uwm.edu	Syracuse
Alice Yan, PhD	CBHP	yanf@uwm.edu	Maryland
Cheng Zheng, PhD, MS	Biostats	zhengc@uwm.edu	Washington

Administrative Structure

The Zilber SPH Graduate Program Committee sets policies for the operations of all academic programming. The Graduate Program Committee oversees the MPH program with input from the full Zilber School faculty, the Zilber School Dean, the Associate Dean of Academic Affairs, and the Zilber School staff. Students elect two representatives to serve on the Graduate Program Committee, one PhD student and one MPH student. During Academic Year 2014-15, the Graduate Program Committee Chair is Paul Florsheim.

Amy Harley is the MPH Director, and Spencer Huang acts as the UWM Graduate Representative for all public health degree programs through Academic Year 2014-15.

Each track designates a Faculty Lead. During Academic Year 2014-15, designated Faculty Leads are as follows:

Biostatistics – Paul Auer

Community and Behavioral Health Promotion – Young Cho

Environmental Health Sciences – Kurt Svoboda

Epidemiology – Ruth Etzel

Public Health Policy and Administration – Linnea Laestadius

George Henion leads the Faculty Support Office. He can be reached in ZSPH 368 or at henion@uwm.edu.

The Zilber School's Student and Academic Affairs office is led by Interim Associate Dean of Academic Affairs Ron Perez. Staff consists of a Graduate Program Manager, Graduate Recruiter and Field Experience Coordinator, University Services Associate II, and Student Assistants as needed.

Call or email Darcie if you have any questions about the programs, policies, or procedures in this handbook.

Contact Information

Darcie K.G. Warren, Graduate Program Manager
ZSPH Building Room 521
1240 N. 10th St.
Milwaukee, WI 53205
Phone: (414)227-3256
Email: darcie@uwm.edu

Kathrine Barnes, Graduate Recruiter and Field Experience Coordinator
ZSPH Building Room 597
1240 N. 10th St.
Milwaukee, WI 53205
Phone: (414)227-3207
Email: klbarnes@uwm.edu

University Services Associate II: Vacant

Financial Information: Tuition and Segregated Fees

Students in public health degree programs typically pay on-campus tuition rates. Credits taken per semester and student residency status determine the exact program cost.

Bursar Office - Graduate Fee Schedule Fall 2014

On-Campus rate includes Seg Fees				Off-Campus rate does not include Seg Fees		
# of Credits	Resident	Non-Resident	Minnesota w/ Reciprocity	Resident	Non-Resident	Minnesota w/ Reciprocity
1	1,065.09	1,844.19	1,382.05	649.17	1,428.27	966.13
2	1,747.68	3,305.88	2,381.60	1,298.34	2,856.54	1,932.26
3	2,430.27	4,767.57	3,381.15	1,947.51	4,284.81	2,898.39
4	3,112.86	6,229.26	4,380.70	2,596.68	5,713.08	3,864.52
5	3,795.45	7,690.95	5,380.25	3,245.85	7,141.35	4,830.65
6	4,478.04	9,152.64	6,379.80	3,895.02	8,569.62	5,796.78
7	5,160.63	10,614.33	7,379.35	4,544.19	9,997.89	6,762.91
8	5,843.21	12,076.01	8,378.89	5,193.36	11,426.16	7,729.04

The amounts listed on this fee schedule do not include any special course fees, distance education fees, or differential tuition that will be charged in addition to normal tuition. Online public health courses will incur an additional fee of \$200.00. Consult the [Schedule of Classes](#) for a complete listing.

The mandatory/ segregated fee is a part of the total amount paid to the University by students taking credit classes on campus. These funds are earmarked for the support of certain student services. Students enrolling exclusively in audit or off-campus classes are not charged mandatory/ segregated fees and will not be able to use some campus facilities or obtain a University bus pass. If you fall into one of these categories for a semester but want full access to all campus facilities, you may pay an additional fee based on the number of credits taken. Contact the Cashier's Office, Mitchell Hall room 285 or (414) 229-4914 for more information.

Financial Information: Text Books

Many public health classes will require the students purchase text books and other materials. Students can search the [Schedule of Classes online](#) at to view required textbooks. Class listings will include a syllabus, which outlines topics covered in class and associated readings.

Students may search for course text books at the UWM Bookstore online (<http://www4.uwm.edu/collegeconnection/order-textbooks.cfm>). Many books are for sale at the UWM Bookstore on the Kenwood campus student union.

Students may also purchase text books from other vendors, but students choosing to do this will want to check with the course instructor listed on the Schedule of Classes to ensure they order the correct edition of required books. Any question about assigned text books, readings, and assignments should be directed to the course instructor.

Some Faculty post readings on d2L, UWM's web-based course management system.

Note that many scholarly journals are available for UWM students to download articles for free. Students can access these journals on the [UWM Libraries website](#). You can search by topic, author, title, etc.

Financial Information: Applying for Loans

All students are strongly encouraged to apply for financial aid every year. The first step in the process includes filling out the Free Application for Federal Student Aid (FAFSA). This should be done on line at www.fafsa.gov.

Please note that March 1st is the priority filing date for enrollment that begins the following fall. However, many funds are limited, so you are encouraged to file as soon after January 1st as possible. Note that the Zilber SPH deadline for most other funding opportunities – assistantships, fellowships, and scholarships – is January 15th, 2015.

Once the priority filing date has passed, you are still encouraged to apply for aid. As long as you are still enrolled in classes or the enrollment period has not begun, you will be offered aid from the programs that have funding remaining at the time your file is reviewed. The final date to submit a FAFSA is actually June 30th AFTER the academic year is over. (i.e., June 30, 2015 for the 2014-2015 Academic Year.) However, a student must still be enrolled in classes in order for financial aid be offered and any loans must be certified by that date as well. The entire process can take 6-10 weeks.

Visit <http://www4.uwm.edu/financialaid/> for more information.

Financial Information: Assistantships, Fellowships and Scholarships

In order to apply for ANY AND ALL FUNDING OPPORTUNITIES other than loans, you must complete all parts of the Application for Financial Support (Appendix H).

To apply, email darcie@uwm.edu one pdf by 11:59 p.m. on January 15th that includes:

- Completed [Application for Financial Support](#)
 - CV/Resume
 - Unofficial transcripts (see application for directions to print transcripts)
 - Essay responses (3 pages total)
1. What are your career goals? Be specific in how your goals demonstrate a commitment to social and environmental justice.
 2. What unique or unusual circumstances set you apart? (include if you are a low-income and/or first generation college student)
 3. What are the strengths of your academic career to date?

Note that students renewing an existing scholarship award, such as the Stein or Zilber scholarships, and those who are funded as RAs on faculty grants must turn in the application cover page only, noting what funding they expect. Turning in the supplemental materials is not necessary for students who have promised funding, unless the student wants to apply for additional funding.

Students will receive a confirmation email on or before Friday, January 16th. If no email confirmation is received, send the email again. Forward the original email to prove you sent it by the deadline.

Financial Information: Assistantships

Visit the Graduate School's website at <http://www.graduateschool.uwm.edu/faculty-staff/administrative-financial/assistantships/> for complete information about assistantship funding, policies, and procedures. The Zilber SPH offers some assistantship support. Assistantships are typically awarded to doctoral students through a competitive application process. To apply for the following Academic Year, return a completed Funding Application to darcie@uwm.edu. Apply by January 15th for consideration.

Teaching Assistants

The title Teaching Assistant is used for graduate students enrolled in the University of Wisconsin System who are regularly assigned teaching and related responsibilities (other than manual or clerical responsibilities) under the supervision of a member of the faculty.

The UWM International Teaching Assistant Assessment (MITAA) is a requirement for some international teaching assistants who are non-native speakers of English and who will be assigned classroom duties as part of a graduate teaching assistantship. A Department representative must be available to participate in the assessment. There is no charge for the MITAA.

Program Assistants & Project Assistants

“Program assistant” or **“project assistant”** means a graduate student enrolled in the University of Wisconsin System who is assigned to conduct training, administrative responsibilities or other academic or academic support projects or programs, except regular preparation of instructional materials for courses or manual or clerical assignments, under the supervision of a member of the faculty or academic staff, primarily for the benefit of the University, faculty or academic staff supervisor or a granting agency.

Research Assistants

“Research assistant” means a graduate student enrolled in the University of Wisconsin System who is assigned to conduct research that is for the benefit of the student's own learning and research and for the benefit of the University, faculty or academic staff supervisor or granting agency. This title does not include students provided fellowships, scholarships, or traineeships which are distributed through other titles such as advanced opportunity fellow, fellow, scholar, or trainee.

Financial Information: Fellowships

The Graduate School currently offers three types of fellowships for full-time study, each with a monthly stipend for the academic year, coverage of in-state tuition and remission of out-of-state tuition (for students who are not residents of the State of Wisconsin), and eligibility for state-sponsored health insurance. To apply for any of the fellowships, you must complete the fellowship application online in addition to the complete Application for Financial Support process described above. These fellowship applications will require you to duplicate some of the supplemental materials, and they include letters of recommendation. Enter online your letter writers' names and emails, and instruct them to email their letters to me. If I don't receive them by the January 5th deadline, I will email them to request they send the letter. We must receive all letters of recommendation by January 15th for your application for the fellowship(s) to be considered complete.

See the Zilber School of Public Health Procedure for UWM Graduate Student Fellowships in the Policies and Procedures section of this Handbook for more information about the application and selection process. **Note:** Graduate School fellowship stipends count as financial aid.

The **Distinguished Graduate Student Fellowship (DGSF)** for new and continuing UWM graduate students. The DGSF is a one-year, non-renewable fellowship. The academic-year stipend for 2014-2015 is \$15,000. In addition, Fellowship recipients will benefit from a \$1,000 travel award that will accompany each fellowship award. The money should be spent in accordance with UWM travel regulations by the end of the fiscal year following the year in which the fellowship award is held. The money will be spent on travel to present at a major national or international conference in the student's discipline. The DGSF is not open to doctoral students who will achieve dissertator status by the application deadline for the award.

The **Distinguished Dissertation Fellowship (DDF)** for current UWM Ph.D. students who have either achieved dissertator status or will achieve dissertator status during the award year. The DDF is a one-year, non-renewable fellowship. The academic-year fellowship stipend for 2014-2015 is \$16,500. In addition, recipients will benefit from a \$1,000 travel award that will accompany each fellowship award.

The **Advanced Opportunity Program (AOP) Fellowship** for new and continuing qualified UWM graduate students who are:

- Members of groups underrepresented in graduate study.
- First-generation college graduates who were eligible for Pell Grants or considered "high financial need."
- Students with disabilities.

Procedure for UWM Graduate Student Fellowships

Approved by the Graduate Program Committee 2/25/2014

Graduate students have the opportunity to submit applications for three fellowships through the UWM Graduate School:

- The Distinguished Graduate Student Fellowship
- The Distinguished Dissertation Fellowship (PhD students only)
- The Advanced Opportunity Program Fellowship

These fellowships are designed to support excellent students while they complete their graduate studies and develop their professional or research portfolio. This procedure is to describe the steps involved the application process.

1. In early Fall of each academic year, the Graduate Program Manager will send a notice to all graduate students at the Zilber School informing them of the three fellowship opportunities.
2. A student who is interested in applying for any of these fellowships must visit the Graduate School's website and read the application instructions, paying attention to the eligibility requirements and the need for letters of recommendation.
<http://graduateschool.uwm.edu/students/financial-support/fellowships/>
3. A student who wishes to apply must complete the application by January 15, 2015 so that the Fellowship Selection Subcommittee can review all applications and forward the most qualified applications to the Graduate School for consideration.
4. A student must submit the completed Application for Financial Support, including all supplemental materials in one pdf, by January 15, 2015.
 - Completed [Application for Financial Support](#)
 - CV/Resume
 - Unofficial transcripts (see application for directions to print transcripts)
 - Essay responses to below questions (3 pages total; about 250 words per question)
 1. What are your career goals? Be specific in how your goals demonstrate a commitment to social and environmental justice.
 2. What unique or unusual circumstances set you apart? (include if you are a low-income and/or first generation college student)
 3. What are the strengths of your academic career to date?

The Fellowship Selection Subcommittee will recommend up to the number of students allowable by the Graduate School each year for the Advanced Opportunity Program Fellowship, the Distinguished Graduate Student Fellowship, and the Distinguished Dissertation Fellowship.

The Fellowship Selection Subcommittee will consider all materials in the comprehensive package of materials submitted and will review each application “holistically”. The subcommittee will base their recommendations on the following factors:

- Grades in graduate school and completion of coursework needed to successfully achieve fellowship goals/proposed project
 - Quality of statements required (quality of the writing and depth of experience)
 - Quality of research and/or practice experience evident in prior and current activities
 - Community service and/or University service activities
 - Quality of Letter(s) of Recommendation received by the application due date
5. Students who are on academic probation are not eligible to apply for the fellowships.
 6. The Zilber School of Public Health nominations (and accompanying letters) are sent to the Graduate School by their established deadline.
 7. The Zilber School GPC Chair will inform students whether their application(s) have been recommended to be forwarded to the Graduate school. These nominations (and accompanying letters) are due to the Graduate School in early February.
 8. The Graduate School will notify students of their application outcome in mid-March, 2015.

Financial Information: Scholarships

Over \$100,000 in scholarships are available. Awards range from \$5,000 to \$10,000, and approximately 36% of UWM's public health students receive scholarship support. Current scholarships include:

1. BMO Harris Student Success Scholarship
For any Zilber School of Public Health student
2. Constance A. Greiser Scholarship
For MPH students
3. Jerry & Louise Stein Scholarship
For MPH students studying Community and Behavioral Health Promotion or Environmental Health Sciences
4. Vera Zilber Public Health Scholarship
For MPH students studying Biostatistics, Epidemiology, or Public Health Policy & Administration

The Application for Financial Support is available on the Resources page of the Zilber SPH website: <http://www4.uwm.edu/publichealth/resources/index.cfm>. All scholarships are awarded on a competitive basis, with an average award of \$5,000. Apply by January 15th for consideration. To apply, return a completed Application for Financial Support to darcie@uwm.edu.

Student Travel for University Business

Note that if are traveling using School funds, grant funds, travel awards, or professor's start-up funds, you will need to fill out a travel authorization form.

The form will need to be signed by the individual authorizing funds or the Graduate Program Manager.

Please turn in the form and copies of any e-mail denoting award, use of funds, etc. to the Faculty Support Office. These should be turned in as soon as possible and, preferably, before you begin to plan the travel.

See this handbook's Appendices for the Travel Support Request form.

A Note on the Academic Program Details

This is a condensed Graduate Student Handbook. It does not contain detail on Academic Programs – the Master of Public Health and PhDs in Environmental Health Sciences and Public Health with a concentration on Community and Behavioral Health Promotion. Students' programs of study are governed by the documents they receive at initial enrollment. This includes the Graduate Bulletin, found here:

<http://graduateschool.uwm.edu/students/prospective/areas-of-study/>.

Given the Joseph J. Zilber School of Public Health's stage of development, there is continued improvement and revision of the three academic programs. As examples, some of the procedures related to preliminary exams and other important student-centered assessments have been refined as the initial cohorts meet these milestones, and many proposed and planned classes listed in original curricula have been updated. As a result, program changes are in process.

Please see the above Graduate Bulletin for the current approved credits and courses, as well as general academic policies and procedures. When this information changes, after program changes take effect, students can decide which Plan of Study they follow. The Faculty Advisor and Student Services staff can be of assistance in navigating program changes.

Any changes proposed to the Graduate Bulletin during Spring 2015 will involve students as members of the Graduate Program Committee. Note that the Graduate Program Committee and Faculty Meetings are open meetings, and students can attend if interested.

A complete Graduate Student Handbook, to include sections on each of the academic programs, will be distributed before the start of the Fall 2015 term.

Master of Public Health Advising

Approved by the Graduate Program Committee, May 13, 2014

Note that changes to add Field Experience and Capstone Advisor responsibilities not yet approved

A. Description

Each Master of Public Health (MPH) student will be assigned a track-specific Faculty Advisor during Orientation week preceding the first semester. Faculty Advisors assist the student in the development of an individual Plan of Study designed to advance the career goals of the student and consistent with track curricula.

UWM's Zilber School recognizes the importance of a strong faculty advising program coupled with a sound system for monitoring student progress in all programs. A school wide student evaluation each semester assesses progress and ensures that students are on track for graduation. Feedback in December to students will be through Faculty Advisors, while students will receive a letter in May signed by the Faculty Advisor and program director confirming progress and noting any guidance for the second year, including plans and timetable for remediation when necessary.

Administrative offices of the Zilber School of Public Health have staff assigned on policies and procedures for admission, academic progression, and graduation. If deemed necessary, any student can petition to the Zilber SPH's Office of Academic and Student Affairs for a reassignment of Faculty Advisor. Program track faculty will make every effort to accommodate requests to give all students opportunities for success in the program.

B. Roles and Responsibilities

Faculty Advisor Academic Advising Responsibilities

Faculty Advisors in the MPH program are responsible to meet at least once per semester with each MPH Advisee. They should respond to student inquiries within three business days and make an effort to accommodate requests from MPH Advisees between these biannual meetings.

A Faculty Advisor helps an MPH student plan a course of study that aligns core and track curricula requirements, the Zilber School of Public Health Three Year Curriculum Grid, and planned Schedule of Classes with student-specific interests and scheduling needs. To perform these duties, it is necessary to understand the MPH Program of Study, including how often and when classes will be offered. Other regular academic advising requests triaged by Faculty

Advisors include course equivalencies, elective approvals, Requests for Exception, transfer requests, etc.

In addition to serving as the first point of contact for MPH Advisees, the Faculty Advisor monitors student progress and development. Advisors conduct an informal review at the end of Fall semester to make sure students are “on track” for the following semester. This review is conducted in an expedited manner during a regularly scheduled track meeting in January of each year, and the Faculty Advisor should be prepared to report on the progress of MPH Advisees. It is the responsibility of the Faculty Advisor to provide informal feedback to students in good standing at this time. For students who are experiencing significant difficulties or who are not making sufficient progress, the Faculty Advisor must draft a formal letter that should outline plans for remediation and setting deadlines. In these rare cases, the Faculty Advisor coordinates the co-signatures of the designated track lead and Chair of the GPC, mails the letter, and copies the Graduate Program Office, which keeps a copy of the letter in the Advisee’s student file.

The Advisor also conducts a formal annual review in the Spring semester. To facilitate the annual review, Faculty Advisors review the Advisee’s Student Self-Evaluation Progress Report and unofficial transcript during a face-to-face meeting towards the end of the Spring semester. The faculty advisor then completes a Student Progress Summary Form. The Advisor sends the completed form to the student via email and after one week, the Faculty Advisor turns in both forms to the Graduate Program Office, along with any additional appendices from the student.

The Advisor is also involved in developing the student's Field Experience and mentoring them in the capstone. The advisor is encouraged to communicate goals for a particular student’s Field Experience to the Field Experience Coordinator and the Field Experience Course Instructor. The Faculty Advisor guides the student in the development and submission of Institutional Review Board documentation, as needed. During the Field Experience, Faculty Advisors may consult with a student to develop skills the student has not yet learned in the classroom (e.g., a particular statistics software, advise on program evaluation, etc.). The Faculty Advisor also reviews the student's project and recommends a grade for the student to the Field Experience Course Instructor. The Faculty Advisor may meet and correspond with the Site Preceptor throughout the student’s Field Experience.

The PH 800 Capstone in Public Health seminar requests the Faculty Advisor’s participation as follows:

1. Provide guidance to the student, as needed, in the development of the Capstone Project.
2. Review and approve the Capstone Project proposal.

3. Grade the Capstone Project paper to assess competencies in specific areas. Submit grade to course instructor.

The Advisor agrees to be prepared for the student meetings and conduct them in a professional and collegial manner.

MPH Student Responsibilities in the Advising Relationship

MPH students are responsible to meet at least once per semester with their Faculty Advisors. They should respond to Advisor inquiries within three business days and make an effort to accommodate requests from their Advisors to meet between these biannual meetings. Students should view the Faculty Advisor as a resource and first point of contact to develop an individual Plan of Study and to answer other academic and career-related questions.

Students will participate in the Fall and Spring evaluations with their advisors. For the formal Spring evaluation, students will fill out a self-evaluation progress report and meet with their Advisor to review it towards the end of the Spring semester. MPH students are responsible to bring to this meeting the Student Self-Evaluation Progress Report and an unofficial transcript, which students can obtain via PAWS. When the student receives the Student Progress Summary Form via email, if the student agrees with the written summary, the student will co-sign it and return it to the Faculty Advisor within one week. If a student does not agree with the summary, or perceives inaccuracies in the information upon which it is based, or does not wish to comply with the recommendations/requirements of his or her Advisor, he or she may append comments to the summary. The student is responsible to respond within one week.

The Student agrees to be prepared for the advisor meetings and conduct themselves in a professional and collegial manner.

MPH Crosscutting Competencies

All graduate students in UWM's Zilber School of Public Health are expected to:

1. Explain the foundational principles and historical perspectives that shape the field of public health.
2. Describe how multiple determinants, including socioeconomic, biological, behavioral, and environmental, and the interrelations among these determinants shape population health and health inequities.
3. Integrate principles of social and environmental justice within public health practice and research.
4. Employ ethical principles and protocols in public health practice and research.
5. Implement approaches to public health practice and research that recognize the social, cultural and environmental circumstances of individuals, communities and populations.
6. Utilize appropriate quantitative and/or qualitative methods in public health practice and research.
7. Apply inter-disciplinary theories, research methods and best practices to address public health issues and promote population health.
8. Collect, synthesize and critically analyze information and data to identify and address, and inform public health issues and interventions.
9. Practice a high standard of professionalism, demonstrated by integrity, respect, transparency, sound judgment, and constructive interactions with colleagues, community members, stakeholders and the public at large.
10. Demonstrate leadership and partnership skills that foster and support collaborations across diverse communities, settings and sectors.
11. Communicate effectively about public health issues with diverse audiences using a variety of strategies and modalities.
12. Advocate for the public's health and health equity.

MPH Track Competency Sets

Master of Public Health students in the Biostatistics Track are expected to:

1. Function as a collaborator with community partners on public health projects and in developing recommendations for appropriate study designs that advance social justice and population health.
2. Translate research objectives into testable hypotheses.
3. Differentiate between quantitative problems that can be addressed with routine methods and those requiring input from a doctoral-level biostatistician.
4. Demonstrate a broad knowledge and understanding of statistical techniques used in public health studies and health-related scientific investigations.
5. Identify and apply a variety of appropriate statistical methods for developing inferences about public-health-related questions.
6. Demonstrate basic programming skills in multiple statistical software packages and data management and integration techniques for public health and big data projects.
7. Apply basic informatics techniques with vital statistics and public health records in the description of public health characteristics and in public health research and evaluation.
8. Interpret and critique statistical analyses in publications for public health professionals.
9. Demonstrate a cognizance of the social, environmental and public health contexts that are impacted by the results of statistical analyses.
10. Demonstrate effective written and oral communication skills when reporting statistical results to different audiences of public health professionals, policy makers and community partners.
11. Formulate and produce graphical displays of quantitative information (e.g., scatter plots, box plots and line graphs) that effectively communicate analytic findings.
12. Differentiate between ethical and unethical reporting of data and results.

Master of Public Health students in the Community and Behavioral Health Promotion Track are expected to:

1. Demonstrate a broad knowledge and understanding of community and behavioral health theories and their application to health promotion and prevention.
2. Apply relevant theories, concepts and models from the social and behavioral sciences to public health research and practice.
3. Engage and include key stakeholders in the planning, implementation and evaluation of public health programs, policies, and interventions.
4. Demonstrate cultural humility and collaborative skills when working with disadvantaged individuals and diverse communities on public health problems and solutions.
5. Identify and operationalize social and community-level solutions to public health problems.

6. Develop and apply collaborative partnership and engagement skills with diverse community agencies and stakeholders to address health disparities and promote health equity.
7. Assess for potential social and behavioral factors influencing the health of individuals and communities.
8. Assess the strengths and limitations of social and behavioral science interventions and policies within the context of health promotion.
9. Apply qualitative and quantitative methods to the assessment of public health problems, the articulation of community strengths, and the evaluation of prevention and intervention programs.
10. Identify and apply theoretically grounded, evidence-based approaches to the development and implementation of social and behavioral science interventions.
11. Facilitate and/or lead the planning, implementation and evaluation of public health programs, policies and interventions.
12. Integrate principles of social justice and human rights into planning, implementing and assessing public health interventions.
13. Develop and apply effective health communication strategies with diverse stakeholders.

Master of Public Health students in the Environmental Health Sciences Track are expected to:

1. Describe/understand the direct and indirect human health effects of major physical, chemical and biological factors from both natural and built environments.
2. Describe genetic, physiological and overall human health effects of primary environmental hazards resulting from both chronic and acute exposures.
3. Describe/understand how animal models are utilized to address societal issues that intersect between basic science and public health.
4. Describe approaches for assessing, preventing and controlling environmental hazards that pose risks to both human and ecological health.
5. Perform a risk assessment of an environmental health agent.
6. Identify, locate and use appropriate reference materials.
7. Comprehend the primary scientific research literature, and obtain information directly from experts in the field of environmental health sciences.
8. Analyze data statistically and conceptually, interpret results, make conclusions, and describe the relevance of such results to public health problems/issues.
9. Communicate and disseminate complex scientific and public health information simply and accurately in both written and spoken word, in both informal and formal interactions, targeted appropriately and respectfully to audiences of diverse backgrounds.

10. Interact and collaborate with individuals and organizations across the spectrum of public health disciplines.

Master of Public Health students in the Epidemiology Track are expected to:

1. Apply multidisciplinary social and environmental justice, human rights, critical social science, population health and health equity perspectives to frame and interpret epidemiologic research and practice.
2. Identify and describe socio-structural, environmental, behavioral and biological determinants of health and health equity.
3. Systematically gather, critically evaluate and synthesize epidemiological literature and other relevant information to advance population health and health equity.
4. Apply epidemiological skills in collaboration with community partners and key stakeholders to advance social and environmental justice and population health.
5. Use interdisciplinary knowledge to formulate theory-driven hypotheses and research questions with relevant policy and practice implications for advancing population health and health equity.
6. Apply appropriate field and surveillance methods to investigate disease outbreaks and assess patterns of exposures and health outcomes in the population.
7. Engage ethically in interactions with study participants, communities and colleagues, in the performance of research and practice activities, and reporting of data and findings.
8. Select epidemiologic methods and conduct statistical analyses to describe patterns of health and determinants of health, assess associations between exposures and health outcomes while minimizing threats to causal inference.
9. Interpret and contextualize results, with attention to strengths and limitations of the study framing, design and analysis, and policy and practice implications.
10. Communicate epidemiologic findings using a variety of modalities to diverse audiences and translate how findings are relevant to academics, community organizations, policy-makers, public health practitioners and other stakeholders.

Master of Public Health students in the Public Health Policy and Administration Track are expected to:

1. Distinguish public health policy and administration from health care policy and administration, and articulate the importance of public health policy in shaping population health.
2. Examine how public policy and established socio-economic structures influence population health and health disparities, and develop strategies for leveraging policy to reduce inequities.
3. Incorporate a breadth of disciplines, sectors and stakeholders in public health policy and administration to promote population health, health equity, and social and environmental justice.
4. Integrate ethical principles into public health policy, practice, research and administration by ensuring respect for diverse values, beliefs, and cultures and the dignity of individuals and communities.
5. Demonstrate effective oral and written communication skills to present, explain and advocate for public health policies and programs.
6. Describe the policy-making process and identify the actors, structures and forces that influence and shape the public health policy process.
7. Explain the legal framework of public health policy and administration as well as its role in influencing population health and in both perpetuating and ameliorating health disparities.
8. Conduct policy analysis in public health policy and administration, identifying and assessing policy options, outcomes, and potential contributions to population health and health disparities.
9. Apply appropriate methods to gather and analyze a robust basis of evidence to inform and evaluate public health policy, practice and administration.
10. Assess and translate available evidence into public health policy and administrative planning, development and implementation to promote population health and health equity.
11. Describe the organizational structures, financing and administration of public health and health care systems, and the authorities of various levels of governmental public health agencies.
12. Apply best-practice leadership and management principles into public health practice and administration.

EHS PhD Competencies

1. Apply public health science theories, principles, and methods when developing and implementing public health programs and research.
2. Correlate issues of population diversity and social justice with principles of environmental and occupational health.
3. Describe the major environmental and occupational agents and their effects on human populations and the environment.
4. Describe genetic, physiologic, and environmental factors that affect susceptibility to adverse health outcomes following exposure to common hazards.
5. Explain current environmental risk assessment methods.
6. Describe approaches for detecting, preventing, and controlling environmental hazards that pose risks to human health and safety.
7. Identify the general mechanisms and/or modes of action of agents in creating an adverse response to environmental exposures via various routes and doses.
8. Develop an original hypothesis and design research studies to test it, and then conduct appropriate research and results synthesis to produce a definitive result.
9. Demonstrate acceptable skills in scientific writing and oral presentation, to both scientific audiences and the general public.
10. Demonstrate knowledge of relevant literature for a selected area of study including identification of knowledge gaps.

CBHP PhD Competencies

1. Identify individual, organizational, community, and societal influences on health, health behaviors, disease, injury, illness, and disability
 - Understand and critically evaluate the literature examining the social and psychological influences on health and health behavior
 - Use ecological and other theoretical models of health and health behavior to organize identification of causal factors
 - Be able to identify, operationalize, and contribute to the development of appropriate theories pertaining to behavior and behavior change
2. Develop, implement, and evaluate behavioral and structural interventions to prevent disease and injury, alleviate illness and disability, improve the quality of life, and reduce health disparities
 - Understand and critically evaluate existing behavioral interventions
 - Conduct theory-based needs assessments and intervention research
 - Appropriately utilize community input and community mobilization for intervention research
 - Determine and utilize methods and behavioral strategies appropriate for diverse populations
 - Identify and utilize appropriate health education, health communication, and health promotion methods and strategies
 - Design behavior and structural change intervention trials
 - Foster the translation of effective strategies to practice and policy
3. Conduct and disseminate rigorous and innovative social and behavioral science research of relevance to public health
 - Identify cutting edge research questions and methods in chosen area(s) of interest
 - Utilize rigorous study designs, methods, and statistical analyses to examine social and psychological influences on health and health behavior
 - Conduct research in accordance with ethical standards and in compliance with federal regulations
 - Prepare manuscripts for publication
4. Serve as an expert social and behavioral scientist on a collaborative team of public health investigators
 - Communicate effectively with those of other disciplines with a common interest in public health

5. Advocate on behalf of behavioral sciences in public health research and practice appreciate the history and philosophy of public health, health behavior, health education, and health communication as well as understand similarities and differences of these disciplines from other social science disciplines
 - Interpret concepts, purposes and theories of health education, health communication, and health behavior
 - Interpret concepts, purposes, and theories of the social science disciplines
 - Interpret concepts, purposes and theories of public health

Section II: Policies and Procedures

Grading Procedures and Policies

Approved by Graduate Program Committee on 2/25/14

UWM uses a letter grade system that includes "plus" and "minus" grades and is based on a 4.000 scale. For convenience in computing averages, each letter grade carries a specified number of points per credit. The scale of grades and points follows:

UWM Grade Point Chart	
Grades	Grade Points
A	4.000
A-	3.670
B+	3.330
B	3.000
B-	2.670
C+	2.330
C	2.000
C-	1.670
D+	1.330
D	1.000
D-	0.670
F	0.000

*Except for English 090/095, Linguistics 096, and Math 090/095. Letter grades are assigned for these courses, although they carry no degree or GPA credit.

Other Reports
CREDIT = "C-" or above in a credit/no credit course
NO CREDIT = Below "C-" in a credit/no credit course (course will not appear on your academic record)
NOT RPTD = Grade was not submitted in time to be reported
I = Incomplete (see below)
P = Progress (research and thesis course work still in progress)
S = Satisfactory (audit and zero-credit courses* only)
U = Unsatisfactory (zero-credit courses* only)
UNREC = The course will not be entered on your academic record (audit only)
W = Course dropped by student after fourth week of semester or first quarter of shorter session
WR = Administrative drop (enrollment in course violates permitted number of repeats)
R = Repeat course (counts in GPA)

Grade Point Average (GPA)

Students will take most of their course work on a graded basis. The general quality of class performance is expressed in terms of the grade point average (GPA). The number of grade points earned in a course is computed by multiplying the points for the grade by the number of credits for which the course is offered. For example, if a student earns a B in a three-credit course, he or she would earn nine grade points. GPA is calculated by dividing the total number of grade points earned by the total number of graded credits taken. The highest possible average is 4.000 or an A in every subject.

The grade point average recorded on official UWM transcript is based solely upon credits earned or attempted at UWM. UWM credits taken as audit or credit/no credit do not apply to the UWM GPA.

Grade Reports

Following the completion of a semester, students can view their grades and print a copy of the grade report via PAWS. Students can see their grades as they are posted, but complete grade reports are typically available within two weeks from the last day of final exams.

To check your grades, follow the steps below:

1. Log in to PAWS at <https://paws.uwm.edu>.
2. The "Student Center" page will appear.
3. Click "Grades" under the 'Academic History' section.
4. On 'View My Grades' page, select the term from dropdown menu and click "Change"
5. To print your grade report, click the printer friendly icon on the bottom of the page.
6. To go back to the grade report to select a different term click 'cancel' on the bottom of the printer friendly version of the grade report.

F-Grade Policy

When reporting a grade of 'F,' the instructor will also report a number corresponding to the student's "week of last participation" in the course. This is the last week of the term for which there is documented evidence of the student's participation in the course.

"Documented evidence of participation" may include any work or materials received from the student, such as exams, quizzes, projects, homework, etc. Documented evidence of participation might also take the form of an attendance roster (if attendance is taken in class), an annotation by the instructor that the student was observed attending class or otherwise participating in the course on a certain date, etc. *Documented evidence of participation may **not** take the form of simply logging into an online class without active participation.**

The mechanism to report the week of last participation shall be that, when reporting an 'F' grade, the instructor will follow the 'F' with a numeral showing the student's last week of participation, such as, for example, 'F0,' 'F1,' 'F16,' and so on, with 1 equating to the first week of the course, 2 to the second, etc. A student receiving the mark of 'F0' would, therefore, be one who never attended or participated, whereas a student marked 'F16' would have completed the entire term (assuming this was a full-term course during a 16- week semester). For a six-week summer session course, the possible marks would be 'F0' – 'F6' and so on. (See next page for a complete list of possible marks.)

On official transcripts, only the mark 'F' will be reflected. The numeral for “week of last participation” will be reflected on internal, unofficial transcripts and grade reports only.

Incomplete Policy

An Incomplete is appropriate only when the following conditions are present:

1. A student does satisfactory work in a substantial fraction of the course requirements prior to grading time and provides the instructor with evidence of potential success in completing the remaining work.
2. Extraordinary circumstances, not related to class performance, such as illness or family emergency, have prevented the student from finishing the course requirements on time. An Incomplete will not be given to enable students to do additional work to improve a grade. It is the student's responsibility to initiate a request for an Incomplete. If approved, the instructor will indicate the conditions for the removal of the Incomplete, including the dates for submitting all remaining work. The instructor may deny a request for an Incomplete and assign a letter grade based on the work completed at that point.

The student is responsible for seeing that the Incomplete is removed before the agreed deadline and that the instructor has reported the grade to the Graduate School. The instructor may change the I to a letter grade (including an F) or to a PI (Permanent Incomplete) if the student fails to meet the deadline for completion.

Permanent Incomplete

If the instructor does not change the Incomplete to a regular letter grade within one year from assigning the Incomplete grade, the Incomplete will lapse to a Permanent Incomplete (PI), whether or not you are enrolled (A PI is not computed into the grade point average). The PI symbol subsequently cannot be changed to a regular letter grade. Except in cases where the work was completed, but the instructor neglected or was unable to file a grade change in time, the "PI" will remain on your record. If a student has received a PI and wants credit for that course, he or she must register again and complete the designated requirements. You may not register for a course for which an I remains on the transcript.

Students may graduate with a PI provided all degree requirements have been met. All Incompletes must be removed or changed to a PI before a student may graduate.

Grade Changes

Students anticipating a grade change may view their grades in PAWS daily to confirm whether or not a grade has been changed.

Only instructors assigned to teach a course may award or change grades for that course. The process is available online.

Repeat Policy

Students must earn a cumulative G.P.A. of 3.0 or better to progress. According to Graduate School policy, students may repeat a course once in which a grade of less than "B" was earned. The repeated course may be counted only once toward meeting degree requirements. Both attempts remain on the student's permanent record and both are counted in the grade point calculation.

Note that a change in the repeat policy goes into effect Academic Year 2014 – 15. Students who earned below a B- in required coursework before Fall 2014 must repeat the course in accordance with the previous repeat policy.

Course Substitution Approval Process

Approved by the Graduate Program Committee 2/10/2015

Requests for course substitution of a required class require a Course Equivalency Request Form.

Substitution of a Required/Common Core Course

The process for substituting a required/core course is as follows:

- The requesting student talks to his/her Faculty Advisor, who signs the Course Equivalency Form to recommend approval.
- Submit to Graduate Program Manager the Course Equivalency Form, signed by the Faculty Advisor, along with a course syllabus of the substituted course and a statement asking for the substitution.
- The core course instructor reviews the request. The course instructor will review the syllabus to determine if core competencies have been met. In some cases, the course instructor may choose to schedule an assessment exam with the student petitioner. The requesting student must earn an 85% or better on the exam.
- The MPH Director makes the final determination on equivalency for MPH students, and the PhD program Faculty Lead makes the final determination on equivalency for PhD students. Transfer courses are subject to Graduate School Dean approval.

Substitution of a Required or “S”elective Track Course

The process for substituting a required track course is as follows:

- The requesting student talks to his/her Faculty Advisor, who signs the Course Equivalency Form to recommend approval.
- Submit to Graduate Program Manager the Course Equivalency Form, signed by the Faculty Advisor, along with a course syllabus of the substituted course and a statement asking for the substitution.
- The designated Track Lead reviews the request.
- The MPH Director makes the final determination on equivalency for MPH students, and the PhD program Faculty Lead makes the final determination on equivalency for PhD students. Transfer courses are subject to Graduate School Dean approval.

Substitution of an Elective Course

The Faculty Advisor must approve elective substitutions in writing, copying the Graduate Program Manager, who inserts a copy into the student's file.

Credit Transfer

Requests for transfer of courses taken outside of UWM or before matriculating into the public health degree program require the Graduate School's Transfer Credit Evaluation Form, in addition to the Course Equivalency Request Form. The requesting student should submit the Transfer Credit Evaluation Form to the Graduate School. They first determine if transfer is possible, and then the student must follow the substitution process for the Zilber SPH to make a recommendation to the Graduate School about the transfer request.

*Completion of courses in the Graduate Certificate in Public Health program does not guarantee approval of substitution or transfer into the **MPH** program.*

The maximum number of transfer credits allowable is the higher of (a) 12 semester credits or (b) 40% of the total number of credits required for graduation. Continuing Education credits (CEU's) are not eligible for transfer.

To qualify, transferrable coursework must meet the following criteria:

- Graduate level, from an accredited institution.
- Taken within five years of admission to your UWM degree program.
- Not have been used to meet previous degree requirements.
- Grade of B or better (B- is not acceptable).
- Approved by your graduate program unit.

Transfer work may fit into any of the following four categories:

- UWM coursework taken as a Graduate Non-Degree student;
- UWM coursework taken as an Off-Campus Graduate student;
- Graduate-level coursework taken at another college or university; or
- UWM coursework taken while enrolled in a previous UWM graduate degree or certificate program.

Policy on Credit for Non-Course-Based Prior Work

The Zilber School of Public Health (Zilber School) does not permit credit for knowledge and skills obtained in past work or life experience. Zilber School does not provide opportunities to obtain credit for courses by taking an exam to demonstrate knowledge and competencies in the area, that is, there is no "testing out" of courses.

Policy on Credit Transfer (Completed Coursework)

In certain circumstances, students may obtain credit for courses that count toward required core coursework, track core, or elective courses for their Zilber School degree based on graduate coursework previously taken at UWM or at another accredited university. The Zilber School follows the policies of the UWM Graduate School. In brief, students must apply using the Graduate Transfer Credit Evaluation Form, providing sufficient documentation on the course(s) for a determination to be made by the Graduate School with recommendations from the Zilber School of Public Health.

Zilber School students that have taken a UWM graduate course toward the Graduate Certificate in Public Health or in another course of study must complete the Graduate School's required Transfer Credit Evaluation Form. If a course was taken prior to the course being offered by the Zilber School, beginning Fall 2011, the Zilber School Graduate Program Committee will recommend to the Graduate School that students receive transfer credits provided that the course meets all Graduate School conditions for transfer.

Equivalencies are as follows:

- Students who have previously taken NURS 727 Epidemiology will receive credit for PH 704 Principles and Methods of Epidemiology;
- Students who have previously taken CLS 590 Topics: Environmental Health will receive credit for PH 703 Environmental Health Sciences; and
- Students who have previously taken EOH 840 Topics: Perspectives on Community and Behavioral Health will receive credit for PH 706 Perspectives on Community and Behavioral Health Promotion.

Any student requesting transfer credit for these courses taken after the beginning of Fall 2011 semester is also required to submit the Graduate Transfer of Credit Evaluation Form as described above, and credit transfer is not guaranteed.

The Graduate School will inform students of the final decision for transfers, and the Zilber SPH Graduate Program Manager will inform students of the final decision on course substitutions and equivalency requests other than transfer classes.

Withdrawal

Withdrawal is the formal termination of a student's complete registration in all courses for the semester. To simply stop attending classes does not constitute a withdrawal. Withdrawals are not accepted by telephone. You must fill out a withdrawal form or send a letter by certified mail to give notice to the Graduate School of the withdrawal.

The postmark date or the date the withdrawal form is received by the Graduate School becomes the effective date. This date determines the amount of fee/tuition that will be assessed. Check the [UWM Web site](#) for withdrawal deadlines and to determine the effect of withdrawal on your fees.

You may withdraw after the deadline only for reasons other than academic difficulty. You must first submit a [Request for Exception](#) to Graduate Student Services. If you request withdrawal for medical reasons, you must supply documentation from a physician.

Withdrawals will be noted on your transcript. Withdrawals after the fourth week of classes remain on your academic record with the course number and title followed by a W symbol.

Reentry

If a student returns to the public health program after an absence of two or more semesters (excluding summer and UWinteriM sessions), he or she must apply to re-enter. The following are requirements for re-entering students:

- Completion of a semester's coursework within the past five years.
- A cumulative graduate GPA of 3.0 or higher.
- Clearance of academic and administrative holds.
- Being within the time limit for degree completion.
- Approval of the Track Lead.

A \$20 processing fee is required for re-entry.

Evaluation of Student Progress

Approved by the Graduate Program Committee, 2/10/2015

A. General Procedures

In addition to the informal monitoring of student progress provided by a student's faculty advisor and instructors, progress and development is regularly evaluated through a formal review process. For PhD and MPH students, each track's faculty will conduct two student reviews annually. The first review occurs at the end of Fall semester and is intended to make sure students are "on track" for the following semester.

The semi-annual review will be conducted in an expedited manner during a regularly scheduled track meeting in January of each year. The focus will be on conveying information about student problems and developing plans for remediation. Because discussion of individual students can be very time consuming, this meeting is best conceptualized as triage; if there is a need for a long discussion about a student, this should be handled by the faculty advisor and track lead in a separate meeting. After the mid-year review meeting, feedback to students in good standing is informally provided through the advisor. Students who are experiencing significant difficulties or who are not making sufficient progress will receive a formal letter (written by the advisor and co-signed by the designated track lead and Chair of the GPC), outlining plans for remediation and setting deadlines.

The second review, which occurs at the end of the Spring semester, is designed to provide all students with concrete feedback in a formal letter. This process occurs during a regularly scheduled track meeting in May of each academic year. Prior to the Spring annual review, students will be asked to fill out a self-evaluation progress report (see Appendix A) and to meet with their advisor to review recent accomplishments (and current problems if there are any to be addressed). In addition, specific goals and plans for the next six months will be discussed (e.g., plans for courses, research, teaching, and field work), including proposed plans for addressing problems.

Each student submits to their faculty advisor an unofficial transcript, which students can obtain via PAWS. As part of the year-end review for all students, the faculty advisor then completes a student progress summary form (Appendix B). This form will help to guide the review process. Prior to the student review meeting, each advisor shares the written summary with his or her student during a feedback meeting.

The advisor sends the completed form to the student via email, and the student has one week to review it and provide feedback. If the student agrees with the written summary, the student will co-sign Appendix B. If a student does not agree with the summary, or perceives inaccuracies in the information upon which it is based, or does not wish to comply with the recommendations/requirements of his or her advisor, he or she may append their own comments to the summary. This process is intended to ensure that communication between the faculty advisor and the student is clear and direct.

B. Academic Action

Academic Probation

Students may be placed on Probation for substandard academic performance and/or substandard professional behavior. When placed on probation, a student will be notified by the Zilber School Graduate Program Manager. If the student fails to satisfy probations requirement within one semester of being placed on probation, academic dismissal procedures may be initiated. For more information on probation and dismissal policies, visit <http://www.graduateschool.uwm.edu/students/prospective/areas-of-study/> to review UWM's Graduate Bulletin.

Academic Dismissal

Zilber School programs have the right to recommend to the UWM Graduate School that an MPH or PhD student be dismissed in accordance with UWM policies and procedures.

C. Appeals

See the Complaints, Grievances, and Appeals Policy.

Joint Faculty-Student Policy for Student Feedback-Request-Response Process

Overall Statement: In order for graduate level academic programs to run smoothly and effectively, there needs to be a continuous flow of feedback and response between students and faculty. The goal of this timeline and feedback loop is to ensure that exchange process. The first step is for the MPH and PhD students to meet in separate groups to compile feedback. The purpose of this meeting is to help ensure that various perspectives can be heard and that priority issues can be clearly articulated.

Note: This is not the only avenue for students to provide feedback to faculty; rather, this mechanism is intended as an alternative method that promotes transparency between faculty and students. Students are still encouraged to bring comments and issues forward to faculty advisors and other acceptable avenues in an effort to provide more immediate responses.

The second step (which include several faculty and administrative leaders) is to prepare a response to the students regarding the issues and requests made.

The third step is to conduct a town hall meeting with all students and faculty invited to discuss unresolved issues and the feedback process.

October of Each Year: Students Elect New Leadership

November of Each Year:

1. MPH Students meet as a group to compile feedback/requests to MPH Director (feedback/requests to be collated by elected or designated student representatives)
 - i. Students are encouraged to meet and compile feedback individually, but students can request facilitators if needed.
2. PhD Students meet as a groups to compile feedback to be distributes to GPC Chair (feedback/requests to be collated by elected or designated student representatives)
 - i. Students are encouraged to meet and compile feedback individually, but students can request facilitators if needed.

December of Each Year:

1. Programs provide response to GPC Chair (to be discussed at GPC)
2. GPC makes recommendation to tracks, MPH Director and Associate Dean

January of Each Year:

1. MPH Director Provide Response to MPH students regarding requests
2. GPC provides response to PhD students regarding requests

February of Each Year: Faculty/Student Town Hall Meeting to discuss Response with MPH Students and PhD Students (separately)

The Town Hall Meeting is intended to allow faculty to share the reasoning behind decisions and actions and allow students to discuss their concerns and make suggestions regarding new and unresolved issues.

Student Complaints, Grievances, and Appeals

Approved by the Faculty Committee 2/3/2015

The University of Wisconsin-Milwaukee Zilber School of Public Health is committed to ensuring a fair and respectful process through which students can seek resolution of complaints and/or grievances involving Zilber School representatives (i.e., faculty member, faculty body, or staff member).

Non-Academic Complaints

Zilber SPH seeks to promote a supportive environment that values each member of its collective body and respects the diversity that each member brings. As such, UWM's Zilber SPH does not tolerate harassment, intimidation, or discrimination based on race/ethnicity, sex/gender, sexual orientation, disability, religion, or other protected status designated by UWM (see UWM *Discriminatory Conduct Policy #S-47*, http://www4.uwm.edu/secu/docs/other/S_47.pdf)

If a student believes s/he has been the subject of discrimination, harassment, or intimidation by a Zilber SPH representative (faculty, staff, administrator), s/he may either ask the Zilber SPH representative to stop the behavior or discuss the matter with the Associate Dean of Academic Affairs, who will direct the student to appropriate resources and/or methods for resolution.

If the student's complaint pertains to discrimination and harassment, s/he may wish to contact directly:

UWM's Office of Equity/Diversity Services
Mitchell Hall 359
3203 N. Downer Ave.
(414) 229-5923
diverse@uwm.edu
www4.uwm.edu/eds

If a student continues to experience a nonacademic problem with Zilber SPH representative, has tried to solve it through Zilber SPH procedures, and has been unsuccessful, the student may direct his or her concern to the Office of Student Life. The staff there can help with a full array of student concerns. Student Life staff may refer students to other University offices or persons to help address nonacademic concerns or complaints.

Contact the Office of Student Life directly:

118 Mellencamp Hall
PO Box 413 UW-Milwaukee
Milwaukee, WI 53201
(414) 229-4632
osl@uwm.edu

Complaints against someone other than a Zilber SPH representative: If a student believes s/he has been the subject of discrimination, harassment, or intimidation by a UWM faculty, staff or administrator other than a Zilber SPH representative, s/he should follow the same procedures laid out for complaints against Zilber SPH representatives (above).

Academic Grievances

If a student believes s/he has been treated unfairly by a Zilber SPH representative with regard to an academic matter (e.g., grade, evaluation, graduation decision, scholastic standing), Zilber SPH has a progressive three step grievance process: 1) Informal resolution with faculty member/body, 2) Formal grievance addressed to faculty member/body, 3) Formal grievance addressed to Hearing Committee.

1) Informal Resolution with Faculty Member/Body

Many issues and concerns can be addressed informally. Students may reach a satisfactory resolution by speaking directly with the responsible faculty member/body about the academic issue or concern. Ideally, the grievance process, begins with a meaningful effort by the student to resolve the issue through informal discussion with the responsible faculty member or representative of the faculty body (dissertation committee, qualifying exam committee, etc.).

If the student is not satisfied with the outcome of the informal process, he or she may seek confidential guidance and consultation from the Graduate Program Manager, MPH Director, or Faculty Chair.

2) Formal Grievance Addressed to Faculty Member/Body

A student can initiate a Formal Grievance by submitting a written statement to the responsible faculty member/body within 30 working days of the action that prompted the appeal. The written grievance must include:

- A description of the specific nature of the issue, decision, or behavior
- The facts underlying the grievance
- All previous efforts made to address the issue
- The solution sought

The faculty member/body has 15 days to respond in writing to the student's written grievance. The student should send a copy of the grievance to the Associate Dean of Academic Affairs.

If the student is not satisfied with the outcome of this Formal Grievance process, s/he may proceed with a Formal Grievance to the Hearing Committee within 15 days of receipt of the faculty member/body's written response.

3) Formal Grievance Addressed to Hearing Committee

If the student is not satisfied with the outcome of the Formal Grievance Addressed to the Faculty Member/Body, the student may file a Formal Grievance with the Zilber School Graduate Program Committee within 15 working days of receipt of the faculty member/body's written response to the grievance. The written grievance as addressed to the GPC must include:

- A description of the specific nature of the issue, decision, or behavior
- The facts underlying the grievance
- Evidence of all previous efforts made to address the issue (including the written response from the responsible faculty member/body)
- The solution sought

The GPC will formulate a Grievance Subcommittee to address the issue. If a member of the GPC is the faculty member responsible for the decision or behavior at issue, the faculty chair will appoint a faculty member to replace him or her for the hearing.

In the event that any of the members of the body hearing the Step 3 appeal were involved in rendering the Step 2 decision being appealed, they must be replaced for the purpose of hearing the Step 3 appeal. Substitute members will be chosen by the Faculty Chair. If the Graduate Program Committee's decision or behavior is the basis for the grievance, the faculty chair should appoint an ad hoc committee to handle the appeal. The student will receive written notification of the outcome of the Step 2 appeal.

The Grievance Subcommittee has 30 days to respond with its determination in writing to the student's written grievance.

- 4) If the Step 3 decision is negative, the student may, within 10 working days from the date of notification of that decision, appeal to the Dean of the Graduate School. The student must provide information on the reason for the appeal, substantial evidence in support of the appeal, and the solution sought, and send this in writing, with a copy sent to the Zilber SPH Associate Dean of Academic Affairs.

Academic grievances against a UWM faculty or staff other than a Zilber SPH representative: If a student believes s/he has been treated unfairly by someone other than a Zilber School representative with regard to an academic matter (e.g., grade, evaluation), s/he should follow steps outlined in the UWM Graduate School policy, outlined at <http://www.graduateschool.uwm.edu/students/policies/appeals-and-exceptions/>.

Code of Conduct

Approved by the Graduate Program Committee 11/25/2014

Preamble

The University of Wisconsin - Milwaukee Zilber School of Public Health (Zilber School) is committed to fostering integrity and ethics among all of its members: students, faculty, staff, and administrators. Such an environment is built upon the honorable and ethical conduct of all Zilber School members in all contexts - academic, research, and professional. Zilber School expects its members to value the ethical principles underlying this Code, to conduct themselves in accordance with the Code, and to take action against any suspected breach of the Code.

Values and Beliefs

As public health scholars, researchers, and practitioners and as members of the UWM community, we understand that:

1. Ethics are fundamental to all academic and professional activities.
2. Ethical behavior is crucial to maintaining the credibility and perceived value of our scholarship in the minds of our colleagues and the general public.
3. Academic and Professional Integrity means honesty concerning all aspects of public health work and studies.

Academic Conduct

Zilber School expects its members to be honest in their academic performance.

Academic misconduct includes, but is not limited to, the following dishonest or inappropriate behavior:

- Cheating, including:
 1. Submitting material that is not yours as part of your course performance, such as copying from another student's exam or allowing a student to copy from your exam
 2. Using information or devices that are not allowed by the faculty, such as using formulas or data from a computer program, or using unauthorized materials from a take-home exam
 3. Obtaining and using unauthorized material, such as a copy of an examination before it is given
 4. Fabricating information, such as data for a lab report
 5. Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation
 6. Collaborating with others on assignments without the faculty's consent
 7. Cooperating with or helping another student to cheat

8. Other forms of dishonest behavior, such as having another person take an examination in your place, altering exam answers and requesting the exam be regarded, or communicating with any person during an exam other than the exam proctor or faculty
- Plagiarism, including:
 1. Directly quoting the works of others without using quotation marks or indented format to identify them
 2. Using sources of information (published or unpublished) without identifying them
 3. Paraphrasing materials or ideas of others without identifying sources¹

Allegations of academic misconduct will follow the procedures adopted by the UWM Graduate School (see, *Academic Misconduct Procedures, UWM Faculty# 1686, UWS Ch. 14* at: http://www4.uwm.edu/acad_aff/policy/misconduct_flowchart.pdf).

Disciplinary actions will follow the follow the procedures adopted by the UWM Graduate School (see, *Student Academic Disciplinary Procedures, UWM Faculty# 1686, UWS, Ch. 14* at: http://www4.uwm.edu/acad_aff/policy/uws14facdoc1686.pdf)

Research Conduct

Zilber School expects its members to promote integrity in all research endeavors.

Research Misconduct includes, but is not limited to, the following dishonest or inappropriate behavior:

- Fabrication: Making up data or results and recording or reporting them
- Falsification: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record
- Plagiarism: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit
- Violations of requirements for the protection of human or animal subjects, including the protocols governing the use and disclosure of Protected Health Information (PHI) under the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*.²

¹ UWM Graduate School, *Academic Misconduct*

<http://www.graduateschool.uwm.edu/students/policies/appeals-exceptions/academic-misconduct/>

² UWM's HIPAA Overview for Researchers at <https://www4.uwm.edu/legal/hipaa/overviews/researchers/index.cfm>

But does NOT include:

- Unintentional error
- Honest differences in the interpretation or judgment about data³

Allegations of research misconduct will follow the policy adopted by the UWM Graduate School (see, Research Misconduct Policy, UWM Faculty #1793, at: <http://www4.uwm.edu/secu/policies/saap/upload/S45-5.pdf>).

Research Integrity: Students are encouraged to participate in UWM's "Research Integrity Professional Development Series."⁴

Professional Conduct

In addition to the academic code of conduct, public health students are expected to demonstrate a high level of professionalism and professional integrity. This includes:

- showing respect for a diversity of opinions, perspectives and culture
- maintaining honesty and integrity in all professional endeavors
- collaborating with other students and with community members when appropriate
- behaving in a respectful and considerate manner with colleagues, peers, supervisors, research participants and community collaborators.

Professional Misconduct includes, but is not limited to, the following inappropriate behavior:

- Behaving toward peers, staff, faculty, collaborators in a manner that is threatening, intimidating, harassing or overtly disrespectful.
- Violating the Federal Education Rights and Privacy Act (FERPA). This might include (1): posting education records (e.g. grades) using a student's name, student ID number or any portion of the social security number violates FERPA; (2) leaving graded exams or papers in a public space for students to pick up.
- Violating the rights of Human Subjects. This might include: (1) disclosing of identifying information for subjects who have participated in research; (2) the improper handling of data stored on personal or UWM computers; (3) not informing the UWM IRB research activities conducted while a student at UWM. Other offenses as identified by UWM's Dean of Student Life (see *Non-Academic Review offenses at <http://www4.uwm.edu/osl/dean/nonacademic.cfm>*).

³ UWM Graduate School, *Research Misconduct*

<http://www.graduateschool.uwm.edu/students/conduct/research-misconduct/>

⁴ <http://graduateschool.uwm.edu/research/researcher-central/professional-development/rcr/>

Professional Appearance

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

Conferences attended (name of conference, date, location and relevance to your program) and presentations at conferences (title of presentation, name of conference, date, location, and names of co-presenters if applicable):

Anticipated research activities and research plan in the next 12 month:

Teaching activities (Required of PhD students and optional for MPH students)
Teaching activities during the last 12 months if applicable:

Anticipated teaching activities in the next 12 months:

Other academic activities: All students, describe other academic activities that are noteworthy.

Student's Signature: _____

Date: _____

Appendix B: Advisor's Summary Form

1. Name of the Student:	2. Track:
3. Name of the Advisor:	
4. Past year goals (Current goals for the first year student. For the first year student, this part should be completed at the beginning of the first semester.)	
5. Progress toward attaining goals: Has s/he made progress in attainment of last year's goals?	
6. Goals for next year: Has s/he set clear and achievable goals for next year?	
7. Strengths: What are the student's strengths?	
8. Weaknesses: What are areas of weakness that the student should address?	

9. **Concerns:** Do you have any concerns about the student's academic activities and progress?

Advisor's Signature: _____

Date: _____

Student's comments after review of **Advisor's Summary Form** (Appendix B).
Attach additional sheets if necessary:

Student's Signature: _____

Date: _____

Appendix C: Abridged 2014 – 15 Student and Academic Affairs Calendar

Tuesday, July 22 nd	Field Experience Preceptor Luncheon, 11:00 a.m. – 1:00 p.m. ZSPH 590
Monday, August 18 th	First contractual day for 9-month Faculty and TAs/PAs/RAs Day One TA Orientation, 8:00 a.m. – 4:00 p.m.
Tuesday, August 19 th	Day Two TA Orientation, 8:00 a.m. – noon All school Brewers game
Wednesday, August 20 th	All School Retreat – All students are invited to attend. 8:30 – 11:30 a.m. Research Retreat – PhD students encouraged to attend. 11:30 a.m. All-School Luncheon 1:00 – 3:30 p.m. Kick start to accreditation
August 22 nd , 25 th , or 29 th	Full-Day International Student Orientation – international students: register at http://www4.uwm.edu/cie/futurestudents/2129/ .
Monday, August 25 th	Due – PH 790 Field Experience Learning Agreement to darcie@uwm.edu to receive permission number for Fall 2014
Wednesday, August 27 th	Due – ALL current and new students and faculty submit/update photo release form. Fill one out at orientation registration table, or download the form and email a signed copy to schanann@uwm.edu . <u>Public Health Student Orientation and Welcome Activities at the ZSPH building</u> <i>New students are required to attend. All students and faculty are encouraged to attend!</i>

- Thursday, August 28th UWM Student Orientation and Welcome Activities on the Kenwood campus
- Monday, September 1st Labor Day – University Closed
- Monday, September 1st *Last day to withdraw from classes with a full refund – View drop deadlines:*
http://www4.uwm.edu/current_students/register_course_info/add_drop_deadlines.cfm?term=2149
- Tuesday, September 2nd Instruction begins; *start of late registration – \$50.00 late fee charged.* Tuition/fees due date. Students who have not paid tuition/fees or made a minimum \$100 payment and subscribed to the installment payment plan through the Bursar’s Office will be subject to late payments.
<http://www4.uwm.edu/bfs/depts/bursar/installment-plan.cfm>
- Wednesday, September 3rd American Public Health Association Annual Meeting Student Travel Award application sent out by darci@uwm.edu. Graduate School Student Travel Support is considered on an ongoing basis. For students with an accepted poster or oral presentation at a conference, apply here:
<http://www.graduateschool.uwm.edu/students/financial-support/graduate-student-travel-award/>.
- Wednesday, September 10th **Due – ALL current and new students and faculty submit/update website image and bio.** Email all information to schanenn@uwm.edu.
- Monday, September 15th Last day for late enrollment
- Tuesday, September 16th Deadline for Fall 2014 graduation applications. Submit via PAWS.
- Tuesday, September 23rd On Public Health speaker series luncheon, noon – 1:30 p.m. in ZSPH 590
- Wednesday, September 24th Prospective student information session, 5:30 p.m. ZSPH Room 590

Monday, September 29 th	Last day to drop courses without “W” on transcript
Tuesday, September 30 th	Due – American Public Health Association Annual Meeting Student Travel Award applications. Email or deliver to darcie@uwm.edu .
Monday, October 13 th	American Public Health Association Annual Meeting Student Travel Awards announced. Staff will coordinate airfare and hotel stays for awarded students. Email henion@uwm.edu with confirmation of award.
Thursday, October 16 th	Field Experience Preparation Workshop, 4:00 – 5:00 p.m.
Thursday, October 23 rd	Capstone Seminar, Public Health Professionals Panel, 5:30 <i>All students are encouraged to attend, not just those enrolled in PH 800.</i>
Friday, October 24 th	<i>Last day to drop or withdraw from courses</i> Prospective student information session, noon
Tuesday, October 28 th	On Public Health speaker series luncheon, noon – 1:30 p.m. in ZSPH 590
Friday, October 31 st	Zilber School of Public Health Application for Student Funding for AY 2015-16 released from darcie@uwm.edu
Friday, November 7 th	UWM fellowship application available; Reminder for funding opportunities and Zilber SPH award application emailed to all public health students from darcie@uwm.edu
Thursday, November 13 th	Prospective student information session, 5:30 p.m. in ZSPH Room 590
November 15 th – 19 th	American Public Health Association Annual Meeting, New Orleans, LA
Thursday, November 20 th	Graduate School Open House, 5:00 – 7:00 p.m. Union Wisconsin Room

Monday, November 24 th	Dissertation Formatting Deadline for Fall 2014 graduates – Submit dissertation to hayes@uwm.edu for required formatting check.
Tuesday, November 25 th ZSPH 590	On Public Health speaker series luncheon, noon – 1:30 p.m. in ZSPH 590
November 26 th – 30 th	Thanksgiving recess
Sunday, November 30 th	Abstracts due for Public Health Graduate Student Research Symposium
Monday, December 1 st	Dissertation defense deadline for Fall 2014 graduates
Friday, December 5 th	Public health course evaluations distributed via @uwm.edu emails
Monday, December 8 th	Dissertation submission deadline for Fall 2014 graduates – Students must have original signed approval and publishing options form submitted to the Graduate School (Mitchell Hall, Room 261) by 4:00 p.m., format-approved electronic dissertation submitted to ProQuest's UWM website by 11:59 p.m., and completed Survey of Earned Doctorates (SED) online by 11:59pm.
Thursday, December 11 th	Last day of classes PH 800 Master of Public Health Capstone Presentations
Friday, December 12 th	Study day
December 13 th , 15 th – 20 th	Final exams
Sunday, December 14 th	Fall commencement, 2:00 p.m. UW-Milwaukee Panther Arena
Tuesday, December 16 th	On Public Health speaker series luncheon, noon – 1:30 p.m. in ZSPH 590
Friday, December 19 th	Prospective student information session, noon in ZSPH Room 590

Saturday, December 20 th	Last day of term <ul style="list-style-type: none">• Date of degree conferral for Fall 2014 graduates• Public health course evaluations due via Qualtrics
Friday, January 2 nd	Final call deadline for instructor grading, 4:30 p.m. First contractual day for Teaching Assistants and Project Assistants
December 23 rd – January 5 th	Winter recess
Jan 5 th – 22 nd	UWinteriM
January 2 nd – January 26 th	Evaluation of Student Progress Semi-Annual Review at regularly scheduled track meetings <ul style="list-style-type: none">• Advisors provide informal feedback to students in good standing.• Students experiencing significant difficulties will receive a formal letter, outlining plans for remediation and setting deadlines.
Thursday, January 15 th	Due – Applications for degree program admission for 2015-16 (Note that the MPH program will continue with rolling admissions, as space in the program allows.) Due – Applications for scholarships, fellowships, and assistantship funding
Monday, January 12 th	Due – PH 790 Field Experience Learning Agreement to klbarnes@uwm.edu to receive permission number for Spring 2015
Monday, January 19 th	Martin Luther King, Jr. Day – University Closed
Sunday, January 25 th	<i>Last day to withdraw from classes with a full refund</i>
Monday, January 26 th	Instruction begins; <i>start of late registration – \$50.00 late fee charged.</i> Tuition/fees due date. Students who have not paid tuition/fees or made a minimum \$100 payment and subscribed to the installment

payment plan through the Bursar's Office will be subject to late payments.

<http://www4.uwm.edu/bfs/depts/bursar/installment-plan.cfm>

Tuesday, January 27 th	On Public Health speaker series luncheon, noon – 1:30 p.m. in ZSPH 590
Tuesday, February 3 rd	Deadline for Spring 2015 graduation applications. Submit via PAWS.
Friday, February 6 th	<i>Last day for late enrollment</i>
	2015-16 fellowship nominations due to the Graduate School
Friday, February 13 th	PhD Applicant Interview Day
Friday, February 20 th	<i>Last day to drop courses without “W” on transcript</i>
Tuesday, February 24 th	On Public Health speaker series luncheon, noon – 1:30 p.m. in ZSPH 590
Thursday, February 26 th	Field Experience Preparation Workshop, 4:00 – 5:00 p.m.
Friday, March 6 th	Admission decisions announced to 2015-16 applicants
	Assistantship contracts mailed for Academic Year 2015-16
	Scholarship awards announced to 2015-16 recipients
Mid-March, date TBD	2015-16 fellowship award recipients announced by Graduate School
March 15 th – 22 nd	Spring Recess
Tuesday, March 24 th	On Public Health speaker series luncheon, noon – 1:30 p.m. in ZSPH 590
March 27 th	<i>Last day to drop or withdraw from courses</i>

Wednesday, April 15 th	Due – All funding offer acceptance forms and graduate admission acceptance forms for Academic Year 2015–16
April 20 th – May 1 st	Recommended meeting period for students and Faculty Advisors to facilitate the Evaluation of Student Progress Spring Annual Review
Monday, April 27 th	Dissertation Formatting Deadline for Spring 2015 graduates – Submit dissertation to hayes@uwm.edu for required formatting check.
Tuesday, April 28 th	On Public Health speaker series luncheon, noon – 1:30 p.m. in ZSPH 590
Friday, May 1 st	Alternate assistantship and scholarship awards announced, if necessary
Friday, May 1 st	Public health course evaluations distributed via @uwm.edu email
Monday, May 4 th	Dissertation defense deadline for Spring 2015 graduates
May 7 th and 14 th	PH 800 Master of Public Health Capstone Presentations
Thursday, May 7 th	Last day of classes
Friday, May 8 th	Study day Evaluation of Student Progress Appendix B: Faculty Advisor's Summary Form due to student
Monday, May 11 th	Dissertation submission deadline for Fall 2014 graduates – Students must have original signed approval and publishing options form submitted to the Graduate School (Mitchell Hall, Room 261) by 4:00 p.m., format-approved electronic dissertation submitted to ProQuest's UWM website by 11:59 p.m., and completed Survey of Earned Doctorates (SED) online by 11:59pm.
May 9 th , 11 th – 16 th	Final exams

Saturday, May 16th

Last day of term and contractual period

- Date of degree conferral for Spring 2015 graduates
- Public health course evaluations due via Qualtrics

Sunday, May 17th

Spring commencement, UW-Milwaukee Panther Arena

Student responses to Evaluation of Student Progress Appendix B:
Advisor's Summary Form due to Faculty Advisor

Tuesday, May 19th

Priority deadline for instructor grading. Learn more at
grading.uwm.edu.

Tuesday, May 26th

Final call deadline for instructor grading, 4:30 p.m.

Appendix D: CEPH Accreditation FAQs

Is the University of Wisconsin-Milwaukee's Zilber School of Public Health accredited?

The University of Wisconsin-Milwaukee is accredited through the Higher Learning Commission of the North Central Association of Colleges and Schools. Schools of public health and public health programs also have the option of becoming accredited through the Council on Education for Public Health (CEPH). In June 2014, the Joseph J. Zilber School of Public Health was approved as an applicant for accreditation by the Council on Education for Public Health (CEPH), an important step on the path of becoming a fully-accredited school of public health.

When will the Zilber School of Public Health become CEPH-accredited?

According to CEPH, most schools seeking accreditation for the first time take about two years to complete the self-study report from the time they become applicants. The accreditation decision usually comes within three years of the date of applicant status. The Zilber School of Public Health is on track to become accredited within the timeline recommended by CEPH.

The Zilber School of Public Health will not be CEPH accredited when I graduate. What impact will this have on job opportunities, training grants, internships/fellowships and other support?

Some employment opportunities are only open to graduates of CEPH-accredited schools and programs. There is not a comprehensive list of these employers. The same is true for internships/fellowships and training grants. Contact an employer/organization directly to learn about the policy.

Once Zilber School of Public Health is accredited by CEPH, what can I tell employers?

Accreditation is not retroactive; therefore, if you graduate before the School is accredited, you have not graduated from a CEPH-accredited school. You can tell employers that you graduated from a school that was on track for accreditation while you were a student.

What is the [Association of Schools and Programs of Public Health?](#)

The Association of Schools and Programs of Public Health (ASPPH) is a national organization representing accredited public health schools and programs. ASPPH promotes efforts to improve the public's health through education, research, and policy.

What is the [Council on Education for Public Health?](#)

The Council on Education for Public Health (CEPH) is an independent, nonprofit organization that accredits public health schools and programs. Programs and schools awarded accreditation meet criteria established by CEPH to ensure students are prepared to work in their chosen field. Once a school or program is CEPH-accredited, it becomes a member of ASPPH.

What does it mean to be an associate member of ASPPH?

The Joseph J. Zilber School of Public Health is an associate member of ASPPH as of the summer of 2014. A school or program becomes an associate member of ASPPH after its application for accreditation is approved by CEPH.

What is the difference between a CEPH-accredited school and program?

CEPH accredits both schools of public health and Master of Public Health (MPH) programs. Schools of public health are required to offer MPH tracks in the five core areas of public health (Biostatistics, Community and Behavioral Health Promotion, Epidemiology, Environmental Health Sciences, and Public Health Policy and Administration), while programs are only required to offer a single MPH degree. In addition, schools of public health offer doctoral programs in at least three of the five core areas of public health. The Joseph J. Zilber School of Public Health is on track to become the first CEPH-accredited school of public health in the State of Wisconsin.

What is the [National Board of Public Health Examiners](#)? Will I be able to take the Certified in Public Health exam?

The National Board of Public Health Examiners offers the Certified in Public Health credential. The voluntary certification, administered in exam form, demonstrates that an individual has mastered the core competencies of public health. Individuals who graduate from an accredited school of public health, or graduate three years before the school is accredited, are eligible to take the exam.

Appendix E: Course Equivalency Request Form (Approved 2/10/2015)

Requested by: _____
Student Name Student ID Number

Circle Program: MPH Cert EHS PhD CBHP PhD Other (List) _____

Date: _____ Preferred Contact Method: _____

Contact Information: _____

Approval Requested For: _____
Course Title

College or University Where You Completed Course List Grade (if completed)

Desired Equivalency For: _____
UWM Course Title OR Course Type (i.e. "Built Environment Elective" or "Methods Choice")

Semester and Year in which course was completed: _____

Reviewed by Faculty Advisor Date: _____

Print Name

Signature

Recommend approval: Yes No

Reviewed by Course Instructor
(Not necessary for track and elective courses) Date: _____

Print Name

Signature

Recommend approval: Yes No

*Only one is necessary.
Read instructions.*

Program Track/Faculty Lead
(Not necessary for common core/required courses) Date: _____

Print Name

Signature

Recommend approval: Yes No

MPH Director (only necessary for MPH students) Date: _____

Authorized Representative Name

Signature

Approved: Yes No

Student: Fill out upper portion, attach current course syllabus, and your official letter of request. Obtain Faculty Advisor signature and Return to 5th Floor Reception, Attn: Student Services.

Appendix F: Common UWM Forms and Links to Access Forms

Request for Exception Form

When a student requests an exception to any university rule, a Request for Exception form is required. The student must attach an explanation of why the exception should be granted. Access the form here:

<http://www.graduateschool.uwm.edu/forms-and-downloads/students/exception-request.pdf>

Registration Change Form

Classes or credits changed, added, swapped, or dropped after the published deadlines require a Registration Change Form. Use it to obtain permission to override prerequisites or closed courses, too. Access the form here:

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0CB4QFjAA&url=https%3A%2F%2Fwww4.uwm.edu%2Fdes%2Fupload%2Fregistration_change_form.pdf&ei=3cgIVlCDDYKfyATBhIGQAw&usg=AFQjCNGn00ISuZV-9nnAEwGWekj6SjtWGQ&bvm=bv.76247554,d.aWw&cad=rja

Transfer Credit Evaluation Form

Students requesting transfer of courses must submit the Transfer Credit Evaluation Form. This form is necessary in addition to the Equivalency Form, which is an internal Zilber SPH form. Access the form here:

<http://www.graduateschool.uwm.edu/forms-and-downloads/students/transfer-credit-evaluation-form.pdf>

Links to all Graduate School forms can be found here:

<http://www.graduateschool.uwm.edu/forms-and-downloads/>

Appendix G: Application for Financial Support Form

For full consideration, please submit this application electronically to Darcie Warren (darcie@uwm.edu) by January 15th. Double click the grey boxes to check a box or insert text.

<p>Name:</p> <p>Mailing Address:</p> <p>Degree Program enrolled in: <input type="checkbox"/> PhD <input type="checkbox"/> MPH</p> <p>Track/Concentration: <input type="checkbox"/> BIOSTATS <input type="checkbox"/> CBHP <input type="checkbox"/> EHS <input type="checkbox"/> EPI <input type="checkbox"/> PHPA</p>	<p>Expected semester and year of graduation: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer</p> <p>Planned enrollment for 2014-2015: <input type="checkbox"/> Full time (>9 credits) <input type="checkbox"/> Part time (≤6 credits)</p> <p>Current cumulative GPA:</p>
---	--

Check List:

<input type="checkbox"/> Application for Financial Support <input type="checkbox"/> Resume/CV <input type="checkbox"/> Essays	<input type="checkbox"/> FAFSA filed (by 3/1), or <input type="checkbox"/> International Student <input type="checkbox"/> Unofficial transcripts (see instructions)
--	--

You will be automatically considered for any scholarships for which you are eligible. Please check the additional opportunities that interest you. You may apply for all. See <http://www.graduateschool.uwm.edu/students/financial-support/assistantships/> for more information on Research, Teaching, or Project Assistantships.

<input type="checkbox"/> Research Assistantship Do you have a specific faculty research project or grant in mind? <input type="checkbox"/> Teaching assistantship? Do you have a specific course in mind? <input type="checkbox"/> Project assistantship Do you have specific role in mind?	<input type="checkbox"/> *Advanced Opportunity Program Fellowship. View eligibility criteria and application: http://www.graduateschool.uwm.edu/faculty-staff/award-processing-guidelines/aop-fellowships/ <input type="checkbox"/> *Distinguished Graduate Student Fellowship. View eligibility criteria and application: http://www.graduateschool.uwm.edu/faculty-staff/award-processing-guidelines/graduate-school-fellowships/
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Resume/CV: Please submit a no-more-than-two-page resume/CV with your Education, Service, and Work Experience with particular emphasis on contributions to social and environmental justice.

Your response to the essay questions below should follow this format:

- Approximately 250-words
- Name on each page
- 12-point Times New Roman font
- Double-spaced
- One-inch margins

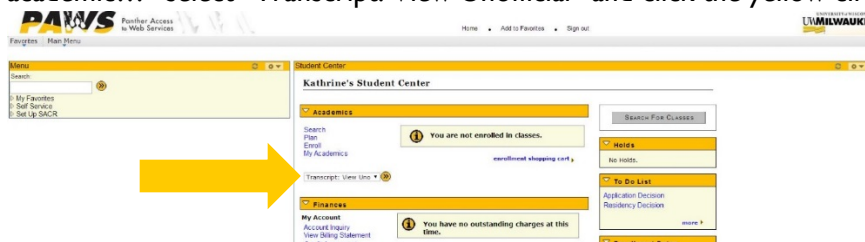
Essays

1. What are your career goals? Be specific in how your goals demonstrate a commitment to social and environmental justice.
2. What unique or unusual circumstances set you apart? (include if you are a low-income and/or first generation college student)
3. What are the strengths of your academic career to date?

Unofficial Transcripts

Directions for obtaining your unofficial UWM transcript from PAWS. You must have Adobe Reader. You can download this free program from www.adobe.com.

1. Go to www.paws.uwm.edu
2. Enter your ePanther username and password (your ePanther username is the first part of your UWM e-mail and the password is the same you use to access your e-mail account)
3. Click “Sign In”
4. Under “Student Center” the first box is “Academics”. In the drop down menu entitled “other academic...” select “Transcript: View Unofficial” and click the yellow circle button marked “>>”



5. For “Transcript Type”, select “Graduate Campus Copy” and for “Output Destination Type”, select “E-mail”. Click “Submit Transcript Request”.

Request Unofficial Transcript

Transcript Type:

Output Destination Type:

6. Go to outlook.office365.com
7. Enter your ePanther username and password, click “Log In”
8. A PDF copy of your unofficial transcript will be e-mailed to you. Click the e-mail and select “Download”.

Appendix H : Travel Support Request

*Funding through this program is intended for students who are presenting scholarly and creative work at professional conferences and exhibitions. You will generally receive a decision on your application within **ten (10) business days**.*

Section I: Graduate Student Information

Name: _____

Street Address: _____

City, State, and Zip Code: _____

Email Address: _____

Student ID Number: _____

Graduate Program: _____

Advisor/Mentor: _____

Section II: Destination Information

Event Name: _____

Event City: _____

Event State (if in U.S.)/Country: _____

Event Dates: _____

Title of your presentation/poster/exhibition: _____ Date Accepted: _____

Please provide a URL of the conference schedule listing your presentation/poster/exhibition if available:

If a URL is not available, please attach a document (e.g. conference program) or email confirming your participation and submit with this application.

Invited

Contributed

Section III: Travel Details and Estimated Expenses

Please provide anticipated logistical details about your travel.

Transportation Method(s) (plane, bus, personal vehicle, rental car, etc.): _____

If car, approximately how many total miles driven: _____

Other—Specify method and estimated cost: _____

Please provide estimated monetary details about your travel. For reimbursable expense guidelines please review the UWM Pocket Travel Guide, available online at:

<http://www4.uwm.edu/bfs/forms/travel/upload/Pocket-Travel-Guide.pdf>

Estimated Lodging Cost: _____

Specify Desired Roommate: _____

Estimated Cost of Meals: _____

Registration Fee: _____

Ticket cost (air, train, bus): _____

Other: _____

Total Estimated Cost: _____

Will you be receiving other financial support for this activity? **Circle : YES NO**

If yes, please provide the following information:

Amount: _____

Sources (e.g. department name): _____

By submitting this application, I certify that the information provided is accurate to the best of my knowledge. I understand that I will be asked to submit receipts if I am selected as an award recipient.

Graduate Student Signature: _____ Date: _____

Dean's Approval: _____ Date: _____
Funded Amount: \$ _____