



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

*MS Degree*

*Graduate Student Handbook*  
*2010-2011*

Revised December 2010

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## INTRODUCTION

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

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

### MISSION STATEMENT

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

### STATEMENT OF VALUES

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

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

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

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

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

**IDEALISM** whether secularly or spiritually motivated.

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

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

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

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

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

### MUTUAL TOLERANCE AND RESPECT STATEMENT

Public health deals with controversial issues from multiple perspectives and consideration of these issues may cause disagreements among us or may evoke strong personal feelings, depending on our individual experience, histories, identities and worldviews. Therefore, in all of our interactions and communications, it

is important that we strive to have mutual respect and tolerance for one another and for any course guests and members of the community with whom we come into contact. If you feel you have been offended by any content or interactions, you are encouraged to discuss this with the instructor or another faculty member.

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

## **NONDISCRIMINATION POLICY**

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

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

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

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

## MS DEGREE PROGRAM INFORMATION

### ACADEMIC CALENDAR

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

### PROGRAM REQUIREMENTS

The Master of Science (MS) degree in Public Health Sciences is an academic degree awarded by the Graduate College of The University of Illinois and is subject to the requirements described in the UIC Graduate Catalog. (For this degree program, the School of Public Health acts as the Department of Public Health Sciences (DPHS) of the Graduate College.) MS degree students also are prepared for continuing studies through the PhD program.

Programs of study leading to the MS degree are offered by each of the following four SPH Divisions:

1. [Community Health Sciences](#)
2. [Environmental and Occupational Health Sciences](#)
3. [Epidemiology and Biostatistics](#)
4. [Health Policy and Administration](#)

The MS program consists of four components (Minimum of 48 SH):

1. SPH School-wide Core Requirements – (7 SH)
2. Divisional Core Requirements and Electives – (variable based on chosen Division)
3. Culminating Experience –
  - IPHS 598 Research in Public Health – MS (16 SH)
    - Research must be completed in three to four semesters of full-time work leading

to a required thesis. The research may include theoretical, laboratory, field, or

computer-based investigation. Research is undertaken with the assistance and approval of the student's academic advisor and Thesis Examining Committee.

- Final Oral Examination - The final oral examination consists of a presentation of the student's research findings at an open meeting of students and faculty and a separate oral examination in the academic division by the student's Thesis Examining Committee.
  - **Biostatistics Students only:** MS Comprehensive Examination; All MS students in biostatistics take a comprehensive exam at the end of their second program year. This exam consists of two parts. The first part, a three-hour written exam, will cover basic methodological material from the required biostatistics and mathematics courses. The second part will be a seven day take-home exam in which the student is tested on the ability to perform data analysis and to describe and discuss the results.
4. Required Non-Credit Training
    - HIPAA Research 101
    - Investigator Training 101

### ADMISSIONS

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

#### **Conditional Admission Policy Statement**

Under special circumstances, an applicant may be recommended by a Division for admission on a conditional basis (e.g., completion of

preparatory course work). The conditions under which a student is admitted to the School are to be stipulated in writing by the director of the Division recommending admission of the student. Conditionally admitted students must satisfy the conditions prior to graduation (or earlier if so specified by the Division).

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

In graduate programs requiring 32 to 40 semester hours of graduate work, candidates must complete all of the requirements within five calendar years after their initial registration in the Graduate College. In programs requiring 41 to 64 semester hours of graduate work, candidates must complete all of the requirements within six calendar years. Students pursuing more than one degree at the same time will be allowed an additional two years. Time spent on a leave of absence approved by the School and the Graduate College is not counted toward the degree time limit (see Leave of Absence).

### ***Change in Division***

If a student's interests change after admission or the student determines that professional goals would be better achieved in a division different from the one originally assigned, the student should submit a Request for Change of Degree form with consenting signatures of the current and the proposed Division Directors to the Office of Student Affairs.

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

Students may use Independent Study (IPHS 596) to satisfy elective hours. Up to 5 semester credit hours (SH) of independent study may be credited for graduation for programs of study requiring 48 SH. For degree programs requiring greater than 48 SH, 1 SH of independent study may be credited toward graduation for each

additional 5 SH of formal course work taken, to a maximum of 9 SH.

## **MS THESIS RESEARCH (IPHS 598)**

MPH students must complete the following culminating experiences to comply with degree requirements:

MS students in Community Health Sciences, Environmental and Occupational Health Sciences, Epidemiology, and Health Policy and Administration must complete the following culminating experience to comply with degree requirements:

- IPHS 598 - Research in Public Health Sciences

Epidemiology students are required to complete 8 SH of IPHS 598, with the remaining three divisions requiring 16 SH of IPHS 598.

**NOTE:** MS Biostatistics students substitute a comprehensive examination for the thesis. Please see Biostatistics MS Degree Program for more information.

For the MS program of study only two courses are stipulated as school-wide requirements, and students are encouraged to select courses from more than one division (Most divisions have additional requirements for their MS students). Programs might consist, for example, of a blend of environmental and occupational health sciences with epidemiology and biostatistics. The School of Public Health courses might also be combined with studies outside the School. It is recommended that all students take BSTT 401, Biostatistics II, as part of their program of study in preparation for thesis research. A major requirement is that the program of study be designed and the entire 48 semester hours, including the electives, be directed toward a meaningful health-related goal. For full-time students, it is anticipated that at least four

semesters, usually more depending upon the thesis topic, will be needed to complete the requirements for the MS degree. The student's thesis format must adhere to the Graduate College requirements.

### ***Selection of Thesis Advisor and Thesis Examining Committee***

Before undertaking research leading to the required thesis, the student, with the assistance and approval of his/her major advisor, must select a Thesis Advisor, who must be a member of the Graduate College Faculty. In conjunction with the Thesis Advisor, the student selects the Thesis Examining Committee, subject to the final approval of the major advisor, Division Director, Dean of the School of Public Health, and the Graduate College. This committee consists of at least three members, one of whom must be a tenured full member of the Graduate College faculty. One committee member may be selected from outside the School of Public Health.

### ***Thesis Proposal***

The members of the Thesis Examining Committee will meet with the student to approve the thesis proposal, and to determine that the student is adequately prepared to undertake it. The thesis research may emphasize theoretical, laboratory, field, or computer-based investigations, but it should be feasible to complete in two to three semesters of full-time work. The members of the committee then provide guidance and assistance throughout the research experience of the student.

It is strongly advised that no more than one semester elapse following completion of course work before approval of the thesis proposal.

### ***Preparation for Thesis Approval***

Students should seek the guidance of their advisors and the Graduate College at an early stage of thesis preparation. *It is highly recommended that MS students at the point of beginning work on their thesis see the SPH Office of Student Affairs, or the Graduate College on the 6th floor of University Hall, to obtain a copy of the Graduate College brochure, "Instructions for Completing Graduate College Degree Requirements and Preparation of Theses."* This handbook is also available online. The handbook provides instruction for final thesis preparation and format approval. The advisor and SPH are responsible for the approval of the thesis content and style.

### ***Final Oral Examination***

When a student has completed the thesis research work and a final draft of the thesis, s/he should request the advisor to convene the Thesis Examining Committee to conduct the final exam and for review and approval of the thesis for content. When the student and major advisor agree that the student is prepared, the advisor assembles the Thesis Examining Committee to conduct a final oral examination. The Thesis Examining Committee examines the student in a private session, indicating to the student whether any further work or revision of the thesis is required. The examination is then open to faculty and students for an oral presentation of the student's research. Finally, the Thesis Examining Committee reports to the Graduate College that the student has or has not passed his/her examination and thus has or has not satisfied all requirements for the MS degree. A candidate cannot be passed if more than one vote of "fail" is reported. The report to the Graduate College is made by the members of the Thesis Examining Committee and the advisor who sign and date the "Certificate of Approval" form (sent to the Thesis Examining Committee Chair by the Graduate College). When all Graduate College forms have been signed and dated by the Thesis Examining Committee and major advisor, they should be

brought to the SPH Dean's Office for "departmental" signature, and then forwarded to the Graduate College to conclude the process. Upon approval of Dr. Faith Davis, the Director of Graduate Studies for the Department of Public Health Sciences, the student is recommended to the Graduate College for award of the degree.

Note: SPH requires that one copy of the thesis be deposited with the SPH Office of the Dean to be placed in a repository in the student's Division.

### **MS BYPASS PROCEDURE TO PHD**

With the approval of the student's advisor and Division Director, a student may choose to enter the PhD program and not undertake the MS thesis. A written letter of application must be made to justify this transfer. The Division admissions committee will review the justification letter and an accompanying transcript. Recommendations for approving the bypass will be made to the SPH Director of Graduate Studies (Senior Associate Dean) for approval and transmission to the Graduate College for final approval. A list of courses to be transferred to the PhD program must accompany the justification letter and approval.

## MS DEGREE LEARNING OBJECTIVES

The Master of Science (MS) degree in Public Health Sciences prepares individuals to enter academic, research, or professional careers pertaining to broad areas of public health concern. It is the appropriate route for continuing studies leading to the PhD degree. Academic preparation is offered through a broad spectrum of public health courses and related research from which students can fashion individualized curricula to meet highly specialized objectives. Integrated with the course work (in all areas but biostatistics) is a research project, the findings of which must be described in a research thesis. Interdisciplinary studies that combine two or more of the School's program areas are encouraged.

The MS degree is awarded under the University of Illinois at Chicago Graduate College. For the purposes of this degree program, the School of Public Health acts as the Department of Public Health Sciences (DPHS) of the Graduate College. All requirements related to the degree, as described in the UIC Graduate Study Catalog, must be met.

MS students will achieve the following learning objectives during completion of the MS program in public health:

- Demonstrate knowledge and understanding of a well-defined public health discipline and its connection to, and impact on, public health.
- Express understanding of discipline-specific theoretical constructs, research design, research methodology and analytical strategies.
- Illustrate the ability to evaluate and interpret scientific literature.

- Participate in an original research project that makes a contribution to the body of knowledge of their discipline.
- Exhibit the ability to disseminate research findings to the scientific community and the general public.

## BIostatistics: MS LEARNING OBJECTIVES

In addition to the school-wide learning objectives, for students pursuing the MS degree in Biostatistics, the following objectives apply:

- Apply methods and gain knowledge of the theoretical basis for these methods, including their underlying assumptions.
- Know how to work with data files and statistical packages.
- Understand standard diagnostic tools for statistical analysis.

## COMMUNITY HEALTH SCIENCES: MS LEARNING OBJECTIVES

In addition to the school-wide learning objectives, for students pursuing the MS degree in Community Health Sciences, the following objectives apply:

- Demonstrate knowledge and understanding of a well-defined public health discipline and its connection to, and impact on, public health.
- Demonstrate understanding of discipline-specific theoretical constructs, research design, research methodology and analytical strategies.

- Demonstrate the ability to evaluate and interpret scientific literature.
- Participate in an original research project that makes a contribution to the body of knowledge of their discipline.
- Demonstrate the ability to disseminate research findings to the scientific community.

### **ENVIRONMENTAL AND OCCUPATIONAL HEALTH SCIENCES: MS LEARNING OBJECTIVES**

In addition to school-wide learning objectives, for students pursuing the MS degree in Environmental and Occupational Health Sciences, the following objectives apply:

- Demonstrate knowledge of fundamental principles of calculus, chemistry, physiology, toxicology, environmental chemistry, epidemiology, biostatistics, and environmental and occupational policies and regulations, and exhibit in-depth knowledge in at least one area of environmental and occupational health sciences.
- Frame and conduct a workplace, community or environmental assessment; recognize, identify and assess exposures to environmental stressors, including proper operation of environmental instrumentation, when necessary; apply quantitative modeling techniques where appropriate; develop control strategies; and develop and evaluate training programs.
- Synthesize bodies of information; critically read and evaluate scientific papers; collect, analyze and report environmental and/or occupational health data; define, analyze and recommend interventions for environmental and occupational health problems based on sound technical and ethical considerations; and prioritize issues and interventions even with incomplete information.
- Apply the scientific method to a research project and demonstrate research skills and methods, including ethical conduct of research and policies and procedures related to human subject research.
- Illustrate effective communication through scientific writing and oral presentations to peers, scientific organizations and communities.
- Demonstrate an understanding of the benefits of multidisciplinary approaches to environmental and occupational health problems; describe how environmental health and safety fits into organizational structures; demonstrate effective teamwork; and exhibit integrity, courage and willingness to create change.

In addition to the EOHS MS learning objectives, students in the **ABET-Accredited Industrial Hygiene** track will be able to:

- Identify agents, factors, and stressors generated by and/or associated with defined sources, unit operations, and/or processes;
- Describe qualitative and quantitative aspects of generation of agents, factors, and stressors;
- Understand physiological and/or toxicological interactions of physical, chemical, biological, and ergonomic agents, factors, and/or stressors with the human body;
- Assess qualitative and quantitative aspects of exposure assessment, dose-response, and risk characterization based on applicable pathways and modes of entry;
- Calculate, interpret, and apply statistical and epidemiological data to occupational health problems;
- Recommend and evaluate engineering, administrative, and personal protective equipment controls and/or other interventions to reduce or eliminate hazards;
- Demonstrate an understanding of applicable business and managerial practices;

- Interpret and apply applicable occupational and environmental regulations; and
- Understand fundamental aspects of safety and environmental health.

### **EPIDEMIOLOGY: MS LEARNING OBJECTIVES**

In addition to the school-wide learning objectives, for students pursuing the MS degree in Epidemiology, the following objectives apply:

- Exhibit the ability for problem conceptualization and study design
- Demonstrate critical reading skills and the ability to synthesize epidemiological and related biological information.
- Illustrate the ability to write reports from studies that are suitable for publication in scientific journals.
- Additionally, the Cancer Epidemiology concentration is intended to provide specialized training to enable MS students:
  - To describe and characterize the major known determinants of cancer;
  - To describe, locate, analyze and interpret existing data relevant to cancer;
  - To understand the strengths and weaknesses of alternative epidemiologic study designs in the context of cancer research; and
  - To work within a multidisciplinary team to study behavioral, environmental, infectious, nutritional and/or genetic factors involved in cancer etiology.

### **HEALTH POLICY AND ADMINISTRATION: MS LEARNING OBJECTIVES**

In addition to the school-wide learning objectives, for students pursuing the MS in Clinical and Translational Science, the following objectives apply:

- Implement the basic analytical tools used by biostatisticians and epidemiologists.
- Demonstrate knowledge of the basic concepts and theories of social and behavioral sciences relevant to clinical research.
- Communicate their insights effectively.
- Write well-conceived and persuasive grant applications.
- Ensure the ethical treatment of their subjects.
- Participate in a broader multidisciplinary research community that includes basic and social scientists, as well as clinicians from other areas of clinical practice.

## BIostatISTICS – MS

The MS in Biostatistics program requires a minimum of 48 semester hours (SH) and is designed for completion in 2 years when enrolled full-time. This program includes the following course requirements:

### I. School-Wide Core Requirements (3 SH)

Course	Title	Credits
EPID 403	Introduction to Epidemiology: Principles and Methods	3 SH
	MS Comprehensive Examination*	
<b>Required Non-Credit</b>		
Training: <a href="http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml">http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml</a>		
HIPAA Research 101		Non-credit
Investigator Training 101		Non-credit

### II. Divisional Core Requirements (37 SH)

Course	Title	Credits
BSTT 506	Clinical Trials	3 SH
<b>OR</b>		
BSTT 507	Applied Sampling	3 SH
BSTT 523	Applied Biostatistics I	4 SH
BSTT 524	Biostatistics Tools	2 SH
BSTT 525	Applied Biostatistics II	4 SH
BSTT 535	Categorical Data Analysis	3 SH
BSTT 536	Survival Analysis	3 SH
BSTT 537	Longitudinal Data Analysis	4 SH
BSTT 538	Biostatistical Consulting	2 SH
BSTT 550	Biostatistical Investigations	4 SH
STAT 401	Introduction to Probability	4 SH
STAT 411	Statistical Theory	4 SH

### III. Electives (minimum 8 SH)

All students must complete a minimum of 8 semester hours of electives. At least 3 semester hours should be one of the following:

- EOHS 400 Principles of Management in Public Health (3 SH)
- CHSC 400 Public Health Concepts and Practice (3 SH)
- CHSC 401 Behavioral Sciences in Public Health (3 SH)
- HPA 400 Principles of Management in Public Health (3 SH)

#### **\*MS Comprehensive Examination – All Biostatistics Students**

All MS students in biostatistics take a comprehensive exam at the end of their second program year. This exam consists of two parts. The first part, a three-hour written exam, will cover basic methodological material from the required biostatistics and mathematics courses. The second part will be a seven day take-home exam in which the student is tested on the ability to perform data analysis and to describe and discuss the results.

## COMMUNITY HEALTH SCIENCES – MS

The MS in Community Health Sciences program requires a minimum of 48 semester hours (SH). This program is designed for completion in 2 years when enrolled full-time and includes the following course requirements:

### I. School-Wide Core Requirements (23 SH)

Course	Title	Credits
BSTT 400	Biostatistics I	4 SH
EPID 403	Introduction to Epidemiology: Principles and Methods	3 SH
IPHS 598	Research in the Public Health Sciences – MS*	16 SH
<b>Required Non-Credit</b>		
<b>Training:</b> <a href="http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml">http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml</a>		
HIPAA Research 101		Non-credit
Investigator Training 101		Non-credit

### II. Divisional Core Requirements (16 SH)

Course	Title	Credits
BSTT 401	Biostatistics II	4 SH
CHSC 400	Public Health Concepts and Practice	3 SH
CHSC 401	Behavioral Sciences in Public Health	3 SH
CHSC 446	Research Methods in Public Health	3 SH
CHSC 480	Health Education and Health Promotion	3 SH

### III. Electives (minimum of 9 SH)

Students may use their advanced electives to pursue a course of study in one of the following interdisciplinary concentrations; or may customize their program of study by selecting from a broad range of course work to meet their career goals and interests.

All students must complete a minimum of 9 semester hours of electives in 500-level courses in the major area of concentration.

## ENVIRONMENTAL AND OCCUPATIONAL HEALTH SCIENCES - MS

The MS in Environmental and Occupational Health Sciences program requires a minimum of 48 semester hours (SH). This program is designed for completion in 2 years when enrolled full-time and includes the following course requirements:

### I. School-Wide Core Requirements (27 SH)

Course	Title	Credits
BSTT 400	Biostatistics I	4 SH
BSTT 401	Biostatistics II	4 SH
EPID 403	Introduction to Epidemiology: Principles and Methods	3 SH
IPHS 598	Research in the Public Health Sciences – MS*	16 SH
<b>Required Non-Credit</b>		
Training: <a href="http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml">http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml</a>		
HIPAA Research 101		Non-credit
Investigator Training 101		Non-credit

### II. Divisional Core Requirements (14 SH)

All students are required to take a minimum of 14 semester hours in EOHS courses. Students must take EOHS 405 Environmental Calculations (2 SH) and choose at least one course from each of the following three areas:

1. Exposure Assessment and Measurement		
Course	Title	Credits
Select <b>at least one</b> of the following courses:		
EOHS 418	Analysis of Water and Wastewater Quality	2 SH
EOHS 421	Fundamentals of Industrial Hygiene	2 SH
EOHS 428	Industrial Hygiene Laboratory I	2 SH
EOHS 438	Air Quality Laboratory	2 SH
EOHS 440	Chemistry for Environmental Professionals	3 SH
EOHS 542	Water Chemistry	4 SH
EOHS 543	Environmental Organic Chemistry	4 SH
EOHS 557	Design and Analysis of Experiments	4 SH
EOHS 564	Geographic Information System Applications in Public Health	3 SH
EOHS 565	Datamining Applications in Public Health	3 SH

2. Health Assessment		
Course	Title	Credits
Select <b>at least one</b> of the following courses:		
EOHS 450	Principles of Occupational and Environmental Medicine	2 SH
EOHS 455	Environmental and Occupational Toxicology	3 SH
EOHS 495	Environmental/Occupational Health Seminar	1 SH
EOHS 551	Occupational Diseases	4 SH
EOHS 554	Occupational and Environmental Epidemiology	3 SH

EOHS 555	Advanced Toxicology	3 SH
EOHS 571	Injury Epidemiology	3 SH

3. Intervention Strategies		
Course	Title	Credits
Select <b>at least one</b> of the following courses:		
EOHS 408	Biological, Chemical, Explosives, and Nuclear Weapons as Public Health Threats	3 SH
EOHS 411	Water Quality Management	4 SH
EOHS 431	Air Quality Management I	3 SH
EOHS 461	Community Health and Consumer Protection	2 SH
EOHS 463	Safety Management Systems	2 SH
EOHS 482	Occupational Safety Science	2 SH
EOHS 556	Risk Assessment in Environmental and Occupational Health	3 SH
EOHS 572	Environmental Risk Assessment and Management	4 SH

### III. Electives (minimum of 9 SH)

IV. All students must complete a **minimum of 9 semester hours** of electives at the 500-level. **Optional Concentrations**

#### A. Occupational and Environmental Epidemiology Concentration in EOHS (34-37 SH)

Students must complete the School-Wide Core Requirements and complete 34-37 semester credit hours from the following courses as part of their divisional and elective choices. In addition, students must adhere to the divisional requirements as stipulated for their individual program of study.

Course	Title	Credits
EPID 404	Intermediate Epidemiologic Methods	4 SH
EOHS 405	Environmental Calculations	2 SH
EPID 406	Epidemiologic Computing	3 SH
EPID 591	Current Epidemiologic Literature	2 SH
EOHS 556	Risk Assessment in Environmental and Occupational Health	3 SH
EPID/EOHS 554	Occupational and Environmental Epidemiology	2 SH
EPID/EOHS 530	Current Topics in Occupational & Environmental Epidemiology	2 SH
EPID/EOHS 535	Applied Methods in Occupational Epidemiology	3 SH
EPID/EOHS 571	Injury Epidemiology and Prevention	3 SH
EOHS 421	Fundamentals of Industrial Hygiene	2 SH
Select <b>one</b> of the following courses:		
EOHS 411	Water Quality Management	4 SH
EOHS 431	Air Quality Management I	3 SH
Select <b>one</b> of the following courses:		
EPID 410	Epidemiology of Infectious Diseases	2 SH
EPID 411	Epidemiology of Chronic Diseases	3 SH
Select <b>one</b> of the following courses:		
EOHS 455	Environmental and Occupational Toxicology	3 SH

EOHS 551	Occupational Diseases	4 SH
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### B. ASAC ABET-Accredited Program in Industrial Hygiene (29-31 SH)

Students must complete the School-Wide Core Requirements and complete 29-31 semester credit hours from the following courses as part of their divisional and elective choices. In addition, students must adhere to the divisional requirements as stipulated for their individual program of study.

Industrial Hygiene Core		
Course	Title	Credits
EOHS 405	Environmental Calculations	2 SH
EOHS 424	Environmental Acoustics	2 SH
EOHS 428	Industrial Hygiene Laboratory I	2 SH
EOHS 431	Air Quality Management I	3 SH
EOHS 438	Air Quality Laboratory	2 SH
EOHS 523	Engineering Controls/Industrial Ventilation	4 SH
EOHS 529	Industrial Hygiene Lab II	2 SH
EOHS 570	Hazardous Materials Management	3 SH
EOHS 584	Radiation Protection	3 SH

NIOSH ERC Core		
Course	Title	Credits
EOHS 421	Fundamentals of Industrial Hygiene	2 SH
EOHS 482	Occupational Safety Science	2 SH

SELECTIVE		
Course	Title	Credits
Select <u>one</u> of the following courses:		
EOHS 455	Environmental and Occupational Toxicology	3 SH
EOHS 551	Occupational and Environmental Diseases	4 SH
EOHS 554	Occupational Environmental Epidemiology	2 SH

### Additional Requirements for Students Enrolled in (ASAC-ABET) - Accredited Industrial Hygiene Program

Trainees are also expected to:

1. Attend interdisciplinary seminar
2. Attend Occupational Medicine Clinic (on a rotating basis this usually works out to once/3 weeks)
3. Take the 40-hour hazardous waste worker training course during the 2 years in the program
4. Participate in at least one extended field test

### C. ABET – Accredited Hazardous Substances Academic Training Program (HSAT) (36 SH)

Students must complete the School-Wide Core Requirements and complete 36 semester credit hours from the following courses as part of their divisional and elective choices. To meet HSAT requirements

students must complete the following courses as part of their divisional and elective choices. In addition, students must adhere to the divisional requirements as stipulated for their individual program of study.

<b>Hazardous Substances Core</b>		
<b>Course</b>	<b>Title</b>	<b>Credits</b>
EOHS 405	Environmental Calculations	2 SH
EOHS 424	Environmental Acoustics	2 SH
EOHS 428	Industrial Hygiene Laboratory I	2 SH
EOHS 431	Air Quality Management I	3 SH
EOHS 438	Air Quality Laboratory	2 SH
EOHS 440	Chemistry for Environmental Professionals	3 SH
EOHS 455	Environmental and Occupational Toxicology	3 SH
EOHS 523	Engineering Controls/Industrial Ventilation	4 SH
EOHS 529	Industrial Hygiene Lab II	2 SH
EOHS 570	Hazardous Materials Management	3 SH
EOHS 584	Radiation Protection	3 SH

<b>NIOSH ERC Core</b>		
<b>Course</b>	<b>Title</b>	<b>Credits</b>
EOHS 421	Fundamentals of Industrial Hygiene	2 SH
EOHS 482	Occupational Safety Science	2 SH

<b>SELECTIVE</b>		
<b>Course</b>	<b>Title</b>	<b>Credits</b>
Select <b>one</b> of the following courses:		
EOHS 408	Biological, Chemical, Explosives, and Nuclear Weapons as Public Health Threats	3 SH
EOHS 556	Risk Assessment in Environmental Health	3 SH

#### **Additional Requirements for Students Enrolled in (ABET) - Hazardous Substances Academic Training Program (HSAT)**

Prerequisites for entering the Hazardous Substances Academic Training Program (HSAT) program:

1. two semesters of general chemistry
2. at least one semester of organic chemistry
3. two semesters of mathematics through differential and integral calculus
4. one course in human physiology

Trainees are also expected to:

1. Attend a weekly interdisciplinary seminar
2. Attend Occupational Medicine Clinic (on a rotating basis this usually works out to once/3 weeks)
3. Participate in at least one extended field test

**D. Occupational Safety (36 SH)**

Students must complete the School-Wide Core Requirements and complete 36 semester credit hours from the following courses as part of their divisional and elective choices.

Occupational Safety Core		
Course	Title	Credits
IE/EOHS 441	Ergonomics and Human Factors	4 SH
IE 446	Quality Control & Reliability	4 SH
IE 461/EOHS 460	Safety Engineering	4 SH
EOHS 463	Safety Management Systems	2 SH
EOHS/EPID 571	Injury Epidemiology & Prevention	3 SH

NIOSH ERC Core		
Course	Title	Credits
EOHS 421	Fundamentals of Industrial Hygiene	2 SH
EOHS 482	Occupational Safety Science	2 SH
EOHS 551	Occupational Diseases	4 SH

EOHS Track		
Course	Title	Credits
EOHS 405	Environmental Calculations	2 SH
EOHS 424	Environmental Acoustics	2 SH
EOHS 428	Industrial Hygiene Laboratory I	2 SH
EOHS 529	Industrial Hygiene Laboratory II (Field)	2 SH
Select <b>one</b> of the following courses:		
EPID/EOHS 408	Biological, Chemical, Explosives, and Nuclear Weapons as Public Health Threats	3 SH
EOHS 570	Hazardous Materials Management	3 SH
EOHS 584	Radiation Protection	3 SH
TSM 421	Agricultural Safety & Injury Prevention	3 SH

**\*Capstone Requirements**

A capstone experience is required of all students in EOHS. For students in the MS program, the capstone experience is the MS research (IPHS 598) and written thesis.

## EPIDEMIOLOGY – MS

The MS in Epidemiology program requires a minimum of 50 semester hours (SH). This program is designed for completion in 2 years when enrolled full-time and includes the following course requirements:

### I. School-Wide Core Requirements (15 SH)

Course	Title	Credits
BSTT 400	Biostatistics I	4 SH
EPID 403	Introduction to Epidemiology: Principles and Methods	3 SH
IPHS 598	Research in the Public Health Sciences – MS*	8 SH
<b>Required Non-Credit</b>		
Training: <a href="http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml">http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml</a>		
HIPAA Research 101		Non-credit
Investigator Training 101		Non-credit

### II. Divisional Core Requirements (16-17 SH)

Course	Title	Credits
BSTT 401	Biostatistics II	4 SH
EPID 404	Intermediate Epidemiologic Methods	4 SH
EPID 406	Epidemiologic Computing	3 SH
EPID 591	Current Epidemiologic Literature	2 SH
EPID 595	Research Seminar	1 SH
Select <b>one</b> of the following:		
BSTT 505	Logistic Regression and Survival Analysis	2 SH
BSTT 506	Design of Clinical Trials	3 SH
BSTT 507	Sampling and Estimation Methods Applied to Public Health	3 SH

### III. Electives (minimum of 19 SH)

Students may use their electives to pursue a course of study in the following optional concentration; or may customize their program of study by selecting from a broad range of course work to meet their career goals and interests. All students must complete a **minimum of 19 semester hours** of electives, 7 semester hours of which must be Epidemiology courses at the 500 level.

Other Electives (7 SH) - At least 3 SH should be one of the following:

- EOHS 400 Principles of Management in Public Health (3 SH)
- CHSC 400 Public Health Concepts and Practice (3 SH)
- CHSC 401 Behavioral Sciences in Public Health (3 SH)
- HPA 400 Principles of Management in Public Health (3 SH)

#### IV. Optional Concentrations

##### A. Occupational and Environmental Epidemiology Concentration in Epidemiology (34-37 SH)

Students must complete the School-Wide Core Requirements and complete 33-36 semester credit hours from the following courses as part of their divisional and elective choices. In addition, students must adhere to the divisional requirements as stipulated for their individual program of study.

Course	Title	Credits
BSTT 505	Logistic Regression and Survival Analysis	2 SH
EPID 404	Intermediate Epidemiologic Methods	4 SH
EPID 406	Epidemiologic Computing	3 SH
EPID 591	Current Epidemiologic Literature	2 SH
EOHS 556	Risk Assessment in Environmental and Occupational Health	3 SH
EPID/EOHS 554	Occupational and Environmental Epidemiology	2 SH
EPID/EOHS 530	Current Topics in Occupational & Environmental Epidemiology	2 SH
EPID/EOHS 535	Applied Methods in Occupational Epidemiology	3 SH
EPID/EOHS 571	Injury Epidemiology and Prevention	3 SH
EOHS 421	Fundamentals of Industrial Hygiene	2 SH
Select <b>one</b> of the following courses:		
EOHS 411	Water Quality Management	4 SH
EOHS 431	Air Quality Management I	3 SH
Select <b>one</b> of the following courses:		
EPID 410	Epidemiology of Infectious Diseases	2 SH
EPID 411	Epidemiology of Chronic Diseases	3 SH
Select <b>one</b> of the following courses:		
EOHS 455	Environmental and Occupational Toxicology	3 SH
EOHS 551	Occupational Diseases	4 SH

##### B. Cancer Epidemiology (minimum additional 35 SH)

Students electing the Cancer Epidemiology concentration must complete the School-Wide Course Requirements and the following courses in lieu of the Divisional Core Requirements:

Course	Title	Credits
BSTT 401	Biostatistics II	4 SH
BSTT 505	Survival Analysis and Logistic Regression	2 SH
EPID 404	Intermediate Epidemiologic Methods	4 SH
EPID 406	Epidemiologic Computing	3 SH
EPID 515	Survey of Cancer Epidemiology	3 SH
EPID 591	Current Epidemiologic Literature	2 SH
EPID 595	Research Seminar	1 SH
Select <b>two</b> of the following courses:		
CHSC 514/HN 594	Nutritional Epidemiology	3 SH
EPID 516	Advanced Cancer Epidemiology	2 SH
EPID 520	Genetics in Epidemiology	2 SH

EPID 554	Occupational and Environmental Epidemiology	2 SH
EPID 594	Advanced Special Topics in Epidemiology: Social Epidemiology	2 SH
EPID 594	Advanced Special Topics in Epidemiology: Surveillance Epidemiology	2 SH

### **Cancer Epidemiology Electives (11-12 SH)**

Students must take a minimum of 11-12 SH of electives as necessary to reach minimum of 50 total program hours.

### **\*MS Thesis Research Requirements**

The MS Thesis in Epidemiology at UIC SPH is intended to prepare the student to conduct epidemiology studies as a part of a research team. The thesis process involves a) developing a thesis proposal in conjunction with a thesis advisor and committee, and b) completion of the research, writing, and defense of the dissertation. With the assistance of the advisor, the student should select appropriate faculty for his/her thesis committee. The committee must be comprised of three members at a minimum, with at least one member a tenured faculty. The members of the thesis committee will meet with the student to approve the thesis proposal, and to determine that the student is adequately prepared to undertake it.

The student may generate his or her own research hypothesis or work with a faculty member who outlines a research hypothesis. The use of existing data to test a hypothesis using standard epidemiological study designs and analytic techniques is recommended. However, other formats (e.g. descriptive studies and studies with limited field work), may be acceptable. It is anticipated that the thesis results will be suitable for publication in a peer reviewed scientific journal.

## HEALTH POLICY AND ADMINISTRATION - MS CLINICAL AND TRANSLATIONAL SCIENCE (MS CTS)

The MS in Clinical and Translational Science (MS CTS) program requires a minimum of 48 semester hours (SH). This program is designed for completion in 2 years when enrolled full-time and includes the following course requirements:

### I. School-Wide Core Requirements (23 SH)

Course	Title	Credits
BSTT 400	Biostatistics I	4 SH
EPID 403	Introduction to Epidemiology: Principles and Methods	3 SH
IPHS 598	Research in the Public Health Sciences – MS*	16 SH
<b>Required Non-Credit</b>		
Training: <a href="http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml">http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml</a>		
HIPAA Research 101		Non-credit
Investigator Training 101		Non-credit

### II. Divisional Core Requirements (11 SH)

Course	Title	Credits
BSTT 401	Biostatistics II	4 SH
EPID 406	Epidemiologic Computing	3 SH
HPA 590	Grant Writing	1 SH
MHPE 512/ HPA 512	(cross-listed) Ethics in Clinical Research	1 SH
MHPE 534/ HPA 534	(cross-listed) Research Design and Grant Writing	2 SH

### III. Electives (14 SH)

All students must complete a minimum of 14 semester hours of electives selected from across disciplines at UIC. With input from their advisor and mentor, students will choose appropriate electives that are tailored to their unique backgrounds, skill levels, areas of interest, research focus, and future goals. At least nine 9 SH must be 500-level courses excluding thesis or independent study.

#### \*MS Thesis Research Requirements

Sixteen credits of mentored research (IPHS 598-Research) must be completed in two to three semesters of full time work leading to the completion of a publishable paper and a research proposal. The research must be completed under the supervision of an approved clinical investigator and with the approval of a mentorship committee designed specifically for each student.

#### Final Oral Examination

The final oral examination consists of a presentation of the student's research findings at an open meeting of students and faculty and a separate oral examination in the academic division by the student's Thesis Examining Committee. The presentation should be based on the publishable paper and research proposal products of the student's clinical research project.

## JOINT DEGREE PROGRAM INFORMATION

The School of Public Health offers nine Joint Degree programs which allow students to complete both an MPH degree or MS in Clinical and Translational Science and a second professional degree in a shortened timeframe. The School also participates in the joint MD/PhD with the College of Medicine.

Joint Degree	Availability of Joint Degree Programs by Division				
	CHS	EOHS	Epi	Bio	HPA
MD/MS CTS					X
PharmD/MS CTS					X
DMD/ MS CTS					X

## MD/MS CTS

The UIC College of Medicine (COM) and the UIC School of Public Health offer a joint degree leading to the Doctor of Medicine (MD) and Master of Science in Clinical and Translational Science (MS CTS) degrees.

The programs of study leading to the MD/MS CTS joint degree is offered by the following SPH Division:

1. [Health Policy and Administration](#)

**Length of Program:** Full-time students may complete the degree in five years.

**Admission Requirements:**

- Must apply and be accepted to both the UIC College of Medicine and UIC School of Public Health
- Apply for joint degree program on admission application
- Students will also be required to submit a joint degree application to the College of Medicine

**An example of progression through the joint degree MD/MS CTS program follows:**

M1 YEAR		
<b>FALL AND SPRING SEMESTERS</b>		
Students complete M1 Year requirements		
<b>SUMMER SEMESTER</b>		
Course	Title	Credits
MHPE 512	Ethics in Clinical Research	1 SH
	MS Elective	3 SH
M2 YEAR		
<b>FALL AND SPRING SEMESTERS</b>		
Students complete M2 Year requirements		
M3 YEAR		
<b>FALL AND SPRING SEMESTERS</b>		
Students complete M3 Year requirements		
YEAR 4 (30 SH)		
School of Public Health MS CTS Courses		
<b>FALL SEMESTER</b>		
EPID 403	Introduction to Epidemiology: Principles and Methods	3 SH
BSTT 400	Biostatistics I	4 SH
EPID 406	Epidemiologic Computing	3 SH
MHPE 534*	Research Design and Grant Writing	2 SH
<b>SPRING SEMESTER</b>		
BSTT 401	Biostatistics II	4 SH
	MS Electives	5 SH
IPHS 598	Research in Public Health Sciences - M.S.	4 SH
<b>SUMMER SEMESTER</b>		
HPA 590	Grant Writing	1 SH

	MS Electives	3 SH
IPHS 598	Research in Public Health Sciences - M.S.	4 SH
<b>Required Non-Credit</b>		
Training: <a href="http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml">http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml</a>		
HIPAA Research 101		Non-credit
Investigator Training 101		Non-credit
<b>YEAR 5</b>		
<b>FALL AND SPRING SEMESTERS</b>		
Students complete M4 Year requirements		
IPHS 598	Research in Public Health Sciences - M.S.	8 SH

### I. Shared Courses

- With proper advisement, MD/MS CTS students may apply a maximum of 8 semester hours of MS research hours (IPHS 598) during the M4 year toward MD M4 electives.
- With proper planning and prior approval of the MS advisor, joint degree students may take a non-clinical medical elective during their M4 year and receive independent study credit toward the MS degree.
- With proper planning and prior approval by the Dean of Educational Affairs within the COM, joint degree students may receive credit toward the M4 electives by taking an advanced-level public health course.
- No more than 12 total hours will consist of shared coursework.

### II. Contact Information

#### School of Public Health

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## PHARMD/MS CTS

The UIC College of Pharmacy (COP) and the UIC School of Public Health offer a joint degree program leading to the Doctor of Pharmacy (PharmD) and Master of Science in Clinical and Translational Science (MS CTS) degrees.

The programs of study leading to the PharmD/MS CTS joint degree is offered by the following SPH Division:

1. [Health Policy and Administration](#)

**Length of Program:** Full-time students may complete the degree in five years.

**Admission Requirements:**

- Must apply and be accepted to both the UIC College of Pharmacy and UIC School of Public Health
- Apply for joint degree program on admission application

**Program Requirements:**

The joint degree program will be available to pharmacy students with a timeline and mentored research requirement that will incorporate their clinical and research training. Interested pharmacy students are encouraged to apply as soon as possible, preferably no later than May 1 of their first year in the PharmD program (P1 year) for those with a prior Baccalaureate degree, and no later than May 1 of their second year in the PharmD program (P2 year) for those without a prior Baccalaureate degree. Pharmacy students choosing the joint program should be dedicated to the goals of both programs and of high academic talent to accomplish the goals and demands of the joint program.

The program will typically require only one year beyond the commitment for the PharmD degree. Participating pharmacy students who have received a Baccalaureate degree prior to entry into the PharmD program can begin the didactic portion of the MS in CTS program in the summer between their P1 and P2 years. PharmD students who did not receive a Baccalaureate degree prior to entry into the PharmD program can be admitted into the MS in CTS program upon completion of their P2 year and can receive up to 12 credit hours towards their MS in CTS for courses they completed prior to their admission to the program.

Students in the program must satisfy requirements of the Master of Science in Clinical and Translational Science (MS CTS), a 48 semester hour program, and satisfy 133 semester hours required for Doctor of Pharmacy (PharmD) program of study. Upon admission to the MS in CTS program, students will participate in a variety of seminars and workshops, which are described in greater detail below. They will be expected to continue to participate in these seminars and workshops until the completion of the joint program.

An example of progression through the joint degree PharmD/MS CTS program follows:

<b>P1 YEAR (33-36 SH)</b>		
<b>FALL SEMESTER</b>		
<b>Course</b>	<b>Title</b>	<b>Credits</b>
PHAR 321	Drug Delivery Systems I	3 SH
PHAR 331	Fundamentals of Drug Action I	5 SH
PHAR 441	Roles, Environments & Communications	3 SH
PHYB 301	Human Physiology & Pathophysiology I	5 SH
	Electives*	0-2 SH
<b>SPRING SEMESTER</b>		
PHAR 332	Fundamentals of Drug Action II	4 SH
PHYB 302	Human Physiology & Pathophysiology II	5 SH
PHAR 322	Drug Delivery Systems II	3 SH
PHAR 400	Pharmacokinetics	3 SH
PHAR 342	Experiential I - IPPE	2 SH
	Electives*	0-1 SH
<b>P2 YEAR 2 (33-35 SH)</b>		
<b>FALL SEMESTER</b>		
PHAR 323	Drug Delivery Systems III	3 SH
PHAR 333	Fundamentals of Drug Action III	4 SH
PHAR 401	Principles of Drug Action & Therapeutics I	3 SH
PHAR 402	Principles of Drug Action & Therapeutics II	4 SH
PHAR 352	Experiential II - IPPE	2 SH
	Electives*	0-1 SH
<b>SPRING SEMESTER</b>		
PHAR 324	Contemporary Pharmacy Practice	3 SH
PHAR 343	Pharmacy Systems Management	2 SH
PHAR 455	Drug Information & Statistics	4 SH
PHAR 403	Principles of Drug Action & Therapeutics III	3 SH
PHAR 404	Principles of Drug Action & Therapeutics IV	3 SH
PHAR 344	Social & Behavioral Pharmacy	2 SH
	Electives*	0-1 SH
<b>P3 YEAR 3 (35-40SH)</b>		
<b>FALL SEMESTER</b>		
PHAR 405	Principles of Drug Action & Therapeutics V	3 SH
PHAR 406	Principles of Drug Action & Therapeutics VI	3 SH
PHAR 346	Pharmacy Services & Reimbursement	2 SH
PHAR 445	Pharmacy Law	3 SH
PHAR 353	Experiential III - IPPE	2 SH
	Electives*	2-5 SH
<b>SPRING SEMESTER</b>		
PHAR 407	Principles of Drug Action & Therapeutics VII	4 SH
PHAR 408	Principles of Drug Action & Therapeutics VIII	3 SH

PHAR 354	Experiential IV - IPPE	2 SH
PHAR 365	Nonprescription Pharmaceuticals & Herbal Medicinals	3 SH
PHAR 356	Principles of Pharmacoeconomics & Drug Treatment Outcomes	2 SH
	Electives*	2-4 SH
<b>SUMMER SEMESTER</b>		
PHAR 357	Experiential V-IPPE	4 SH
<b>P4 YEAR (24 SH)</b>		
<b>FALL SEMESTER</b>		
<b>Required P4 Clerkships (total 16 SH):</b>		
PHAR 371	Ambulatory Care	4 SH
PHAR 372	Community Practice	4 SH
PHAR 373	Hospital Practice	4 SH
PHAR 374	Medicine	4 SH
<b>SPRING SEMESTER</b>		
<b>Possible P4 Clerkship Electives (total 8 SH):</b>		
PMPR 388	Advanced Specialty Research	4 SH
<b>YEAR 5 (48 SH)</b>		
<b>School of Public Health MS CTS Courses</b>		
Course	Title	Credits
BSTT 400	Biostatistics I	4 SH
BSTT 401	Biostatistics II	4 SH
EPID 403	Introduction to Epidemiology: Principles and Methods	3 SH
EPID 406	Epidemiologic Computing	3 SH
HPA 590	Grant Writing	1 SH
MHPE 512	Ethics in Clinical Research	1 SH
MHPE 534	Research Design & Grant Writing	2 SH
IPHS 598	Research in Public Health Sciences - M.S.	0-16 SH
	Electives	14 SH
<b>Required Non-Credit</b>		
<b>Training:</b> <a href="http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml">http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml</a>		
HIPAA Research 101		Non-credit
Investigator Training 101		Non-credit
<b>YEAR 5 – 4<sup>th</sup> YEAR DVM CLINICAL ROTATIONS</b>		

\* Students are required to take a total of 12 semester hours of didactic electives during the P-1 to P-3 years.

#### I. Shared Courses

- With proper planning and prior approval of the MS Advisor and Director of Advanced Pharmacy Practice Experiences (APPE), joint degree students may take a non-clinical pharmacy elective during their P3 year and receive MS CTS elective credit (or take an advanced level public health course and receive PharmD elective credit).
- Shared elective coursework is limited to a maximum of 4 semester hours. Sample shared elective courses include:

Sample Pharmacy Electives:

- PHAR 455 Drug Information & Statistics (4)
- PMAD 525 Medication, Identity and Illness (3)

Sample Public Health Electives:

- HPA 403 US Health Care System (3)
  - BSTT 506 Design of Clinical Trials (3)
  - HPA/PMAD 573 Principles of Economic Evaluations of Health Care Interventions (3)
- 
- With proper advisement, PharmD/MS CTS students may apply a maximum of 4 semester hours of MS research (IHPS 598) taken during the P3 year toward pharmacy electives (independent study-research elective).
  - With proper advisement, PharmD/MS CTS students may apply a maximum of 4 semester hours of MS research hours (IHPS 598) taken during the P4 year toward P4 Clerkship Electives requirements.
  - No more than 12 total hours will consist of shared coursework.

## II. Contact Information

### School of Public Health

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### College of Pharmacy

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### Advising joint degree program students

Students in the joint degree program will be assigned advisors from the COP's Office of Student Affairs and the MS in CTS program. Advising will assure that a student is excelling in both programs and not sacrificing one for the benefit of the other.

## DMD/ MS CTS

The UIC College of Dentistry (COD) and the UIC School of Public Health offer a joint degree program leading to the Doctor of Dental Medicine (DMD) and Master of Science in Clinical and Translational Science (MS CTS) degrees.

The programs of study leading to the DMD/MS CTS joint degree is offered by the following SPH Division:

1. [Health Policy and Administration](#)

**Length of Program:** Full-time students may complete the degree in five years.

**Admission Requirements:**

- Must apply and be accepted to both the UIC College of Dentistry and UIC School of Public Health
- Apply for joint degree program on admission application

**Program Requirements:**

The joint degree program will be available to dental students with a timeline and mentored research requirement that will incorporate their clinical and research training. Interested dental students are encouraged to apply as soon as possible, preferably no later than May 1 of their first year in the DMD program (D1 year). Dental students choosing the joint program should be dedicated to the goals of both programs and of high academic talent to accomplish the goals and demands of the joint program. The program will typically require only one year beyond the commitment for the DMD degree.

Students in the program must satisfy requirements of the Masters of Science in Clinical and Translational Science, a 48 semester hour program, and satisfy four years of the required Doctor of Dental Medicine Degree program of study. Upon admission to the MS in CTS program, students will participate in a variety of seminars and workshops, which are described in greater detail below. They will be expected to continue to participate in these seminars and workshops until the completion of the joint program.

**An example of progression through the joint degree DMD/MS CTS program follows:**

D1 YEAR (39 SH)		
FALL SEMESTER		
Course	Title	Credits
DBCS 311	Biomedical and Clinical Sciences in Dentistry I	8 SH
DBCS 312	Biomedical and Clinical Sciences in Dentistry II	5 SH
DBCS 313	Biomedical and Clinical Sciences in Dentistry III	5 SH
DAOB 311	Applied Oral and Behavioral Sciences I	3 SH
SPRING SEMESTER		
DBCS 314	Biomedical and Clinical Sciences in Dentistry IV	5 SH
DBCS 315	Biomedical and Clinical Sciences in Dentistry V	5 SH
DBCS 316	Biomedical and Clinical Sciences in Dentistry VI	5 SH
DAOB 312	Applied Oral and Behavioral Sciences II	3 SH

<b>YEAR 2 (48 SH)</b>		
<b>School of Public Health MS CTS Courses</b>		
BSTT 400	Biostatistics I	4 SH
BSTT 401	Biostatistics II	4 SH
EPID 403	Introduction to Epidemiology: Principles and Methods	3 SH
EPID 406	Epidemiologic Computing	3 SH
HPA 590	Grant Writing	1 SH
MHPE 512	Ethics in Clinical Research	1 SH
MHPE 534	Research Design & Grant Writing	2 SH
IPHS 598	Research in Public Health Sciences - M.S.*	0-16 SH
	Electives	14 SH
<b>Required Non-Credit</b>		
Training: <a href="http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml">http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/initial.shtml</a>		
HIPAA Research 101		Non-credit
Investigator Training 101		Non-credit
<b>D2 YEAR (59 SH)</b>		
<b>SUMMER SEMESTER</b>		
DBCS 321	Biomedical and Clinical Sciences in Dentistry VII	4 SH
DBCS 322	Biomedical and Clinical Sciences in Dentistry VIII	4 SH
DBCS 323	Biomedical and Clinical Sciences in Dentistry IX	4 SH
DAOB 321	Applied Oral and Behavioral Sciences III	8 SH
<b>FALL SEMESTER</b>		
DBCS 324	Biomedical and Clinical Sciences in Dentistry X	4 SH
DBCS 325	Biomedical and Clinical Sciences in Dentistry XI	4 SH
DBCS 326	Biomedical and Clinical Sciences in Dentistry XII	4 SH
DAOB 322	Applied Oral and Behavioral Sciences IV	8 SH
<b>SPRING SEMESTER</b>		
DBCS 327	Biomedical and Clinical Sciences in Dentistry XIII	3 SH
DBCS 328	Biomedical and Clinical Sciences in Dentistry XIV	3 SH
DBCS 329	Biomedical and Clinical Sciences in Dentistry XV	3 SH
DAOB 323	Applied Oral and Behavioral Sciences V	10 SH
<b>D3 YEAR (60 SH)</b>		
<b>SUMMER SEMESTER</b>		
DOST 331	Oral/Systemic Topics in Dentistry I	10 SH
DAOB 331	Applied Oral and Behavioral Sciences VI	10 SH
<b>FALL SEMESTER</b>		
DOST 332	Oral/Systemic Topics in Dentistry II	10 SH
DAOB 332	Applied Oral and Behavioral Sciences VII	10 SH
<b>SPRING SEMESTER</b>		
DOST 333	Oral/Systemic Topics in Dentistry III	10 SH
DAOB 333	Applied Oral and Behavioral Sciences VIII	10 SH
<b>D4 YEAR (54 SH)**</b>		
<b>SUMMER SEMESTER</b>		
DOSI 341	Oral/Systemic Issues in Dentistry I	7 SH
DAOB 341	Applied Oral and Behavioral Sciences IX	5-10 SH

DCLE 341	Community Learning Experience in Dentistry	1-6 SH
<b>FALL SEMESTER</b>		
DOSI 342	Oral/Systemic Issues in Dentistry II	7 SH
DAOB 342	Applied Oral and Behavioral Sciences X	5-10 SH
DCLE 342	Community Learning Experience in Dentistry	1-6 SH
<b>SPRING SEMESTER</b>		
DOSI 343	Oral/Systemic Issues in Dentistry III	7 SH
DAOB 343	Applied Oral and Behavioral Sciences XI	5-10 SH
DCLE 343	Community Learning Experience in Dentistry	1-6 SH

\*Students may register for IPHS 598 Research Hours in their second year of study, and continue their mentored research throughout years 3-5.

\*\* In consultation with faculty mentors, D4 students will register for 18 credit hours each semester. The distribution of hours between DAOB and DCLE will depend on each student's need for supervision. Students who are ready to practice with minimal supervision will spend more time in extramural rotations (DCLE), while those who need more extensive mentoring will spend more time in COD clinics under the supervision of COD faculty members (DAOB).

## INTERDEPARTMENTAL CONCENTRATIONS

The School of Public Health offers four Interdepartmental Concentrations for students to participate in.

Interdepartmental Concentration	Availability of Interdepartmental Concentration by Division				
	CHS	EOHS	Epi	Bio	HPA
Women's Health	X	X	X	X	X
Women's Studies	X	X	X	X	X
Survey Research	X	X	X	X	X
Global Health	X	X	X	X	X

## WOMEN'S HEALTH CONCENTRATION

The Interdepartmental Graduate Concentration in Women's Health is co-sponsored by the UIC College of Nursing, the School of Public Health, and the Gender and Women's Studies program. The Concentration is housed within the College of Nursing.

This Concentration encompasses the multidisciplinary of Women's Health and provides training in the foundations of Women's Health through its structure and content. The Core courses provide a broad overview of the field and issues within Women's Health, and they address the need for a conceptual and applied background in Women's Health. The elective allows a student to pursue an issue or area of professional interest in Women's Health. The multidisciplinary requirement in this Concentration ensures that a student has significant exposure to a paradigm other than the dominant paradigms used within their own school or department.

This concentration is an elective concentration for graduate students, consisting of core and elective courses across several academic units. The Concentration curriculum can be completed without the need to change existing graduate college or departmental academic requirements. In the case of certain academic units, however, students may need to complete additional hours beyond the minimum required for a masters or a doctoral degree within their home school, college or department.

The Interdepartmental concentration in Women's Health requires 12 semester hours (SH) and is designed for completion in as little as four semesters by completing one course each semester. Students must complete at least 6 SH outside of their home area and take one core course from three separate areas: 1) Introductory Women's Health, 2) Women's Health Specific Issues, and 3) Theory/Methods.

For a complete description of the concentration, including its target audience, course requirements, and designated and affiliated faculty see the College of Nursing website at: <http://www.uic.edu/nursing/forms/WHConcentrationWebInfo.pdf>

### Contact Information

For further information about the concentration in Women's Health please contact:

Carrie Klima  
Concentration Director and Clinical Assistant Professor of Nursing  
(312) 996-1863  
[cklima@uic.edu](mailto:cklima@uic.edu)

## WOMEN'S STUDIES CONCENTRATION

### [Graduate Concentration in Women's Studies](#)

The School of Public Health is a participating department in the graduate concentration in Gender and Women's Studies offered by the Gender and Women's Studies Program at the University of Illinois at Chicago. Once admitted to SPH, students may apply to the GWS Program for admission to the concentration.

Experiencing GWS courses will allow students to critically examine issues of women and gender, as well as their complex intersections with race, class, ethnicity, and sexual identity; providing a rich, interdisciplinary focus. For additional details about the program see: <http://www.uic.edu/depts/wsweb/graduate/index.htm>.

### **Contact Information**

For further information about the concentration in Women's Studies please contact:

Helen Gary  
Information Services Supervisor, Gender and Women's Studies Program  
(312) 996-4542  
[hgary@uic.edu](mailto:hgary@uic.edu)

## SURVEY RESEARCH METHODOLOGY CONCENTRATION

### Interdepartmental Graduate Concentration in Survey Research Methodology

The Interdepartmental Graduate Concentration in Survey Research Methodology, for master's and doctoral students, provides graduate students with state-of-the-art knowledge and skills in scientifically-grounded survey research methodologies. Graduate students electing the Interdepartmental Graduate Concentration in Survey Research Methodology receive the master's or Ph.D. after having fulfilled the requirements of the Graduate College, their major academic units, and the Interdepartmental Graduate Concentration in Survey Research Methodology.

Students must complete a minimum of 14 semester hours, consisting of at least 7 sh of approved core courses and electives. No more than 3sh of independent study may be used toward satisfying the concentration.

#### I. Core Courses (minimum of 7 SH)

Students must complete three of the six courses listed below. (NOTE: If a student elects to complete both BSTT 440 and STAT 431, only one of those courses may be counted toward fulfilling the core course requirement):

Course	Title	Credits
CHSC 447	Survey Planning and Design	3 SH
CHSC 577	Survey Questionnaire Design	3 SH
BSTT 400	Sampling & Estimation Methods Applied to Public Health	3 SH
STAT 431	Introduction to Survey Sampling	4 SH
PA 588	Survey Data Reduction and Analysis	2 SH
PA 579	Practicum in Survey Research	2 SH

#### II. Elective Courses

Students must complete elective courses from the list below sufficient to complete 14 sh of total required coursework. (Elective courses may include courses from the list of core courses if those courses are not used to complete the core requirement.) No more than one independent study course (1 to 3sh) may be used as an elective.

Course	Title	Credits
POLS 467	Public Opinion and Political Communication	4 SH
PA 580	Survey Nonresponse	2 SH
PA 578	Polling, Public Opinion and Public Policy	4 SH
PA 581	Cross-Cultural Survey Measurement	2 SH
PA 582	Survey Data Collection Methods	2 SH
PA 583	Psychology of Survey Measurement: Cognitive and Social Processes	2 SH
PA 584	Internet Surveys	2 SH
PA 585	Survey Research Ethics	2 SH
PA 586	History of Survey Research	2 SH
STAT 531	Sampling Theory I	4 SH

STAT 532	Sampling Theory II	4 SH
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### **Course Substitutions**

Students may substitute another course with permission of their Survey Research Methodology Adviser and the Director(s) of the Survey Research Methodology Concentration. In general, no more than one course or independent study course (1 to 3sh) may be substituted. However, under special circumstances, a student may petition for approval of additional courses.

### **Election of the Concentration**

Students must be admitted or enrolled as a regular graduate student in a master's or doctoral degree program in the School of Public Health or one of the other participating academic units. Students must prepare a proposed schedule of coursework that fulfills the Interdepartmental Graduate Concentration in Survey Research Methodology requirements. The proposal must be signed by the student, his/her academic advisor and a member of the Survey Research Methodology Graduate Concentration Faculty from the student's academic unit. The signed proposal must be submitted to the Director(s) of the Survey Research Methodology Concentration. Concentration Director(s) will notify the student, academic advisor and the member of the Survey Research Methodology Graduate Concentration Faculty from the academic unit, of the student's acceptance into the Concentration and whether the proposed coursework is approved.

### **Relationship of Doctoral Examinations to the Concentration**

If a doctoral student elects the concentration as one of his/her areas of emphasis for the preliminary examination, at least one member of the doctoral examination committee must be a member of the Survey Research Methodology Graduate Concentration Faculty in the academic unit that accepts the concentration as a minor.

### **III. Contact Information**

For further information about the concentration in Survey Research Methodology please contact:

Frederick Kviz  
 Community Health Sciences  
 (312) 996-4889  
[fkviz@uic.edu](mailto:fkviz@uic.edu).

Also, visit the Interdepartmental Graduate Concentration in Survey Research Methodology at <http://www.srl.uic.edu/gcsrcm.htm>.

## GLOBAL HEALTH CONCENTRATION

The Global Health Concentration is designed to attract students at the masters level who are interested in preparing for international careers in government, with international NGOs and health care agencies, industry, and academic institutions. Foreign students who undertake the concentration will be prepared to return to their home countries to work in the country's ministry of health, with international governmental agencies such as the Centers for Disease Control and Prevention, and other health care organizations.

At the conclusion of the concentration, students will be able to:

- Describe key historical events that have shaped public health internationally;
- Analyze the economic, political, social, and other contextual properties of global health;
- Discuss the significance of gender in relation to health in a global context;
- Apply appropriate theoretical frameworks to public health program development in the global context;
- Identify and apply community health prevention and intervention models appropriate for diverse global contexts;
- Apply methodological skills appropriate to global studies including rapid assessment techniques and program evaluation;
- Promote ethical principles in international research and practice;
- Apply information and technology transfer techniques;
- Draw upon international or other relevant experience to inform their global health careers

Students must apply and be accepted to the SPH division of their choice ([CHS](#), [E-B](#), [EOHS](#) or [HPA](#)) and admission into the Global Health Concentration (Global Health Concentration Application and Program of Study) With proper planning the concentration can be completed during the same time period required for the MPH Professional Enhancement Program (PEP), MPH Comprehensive program, or the MS program.

In addition to MPH\* or MS\*\* program requirements, students electing the Global Health Concentration must complete a minimum of 9 semester hours consisting of the following courses:

### I. Concentration Course Requirements (6 SH)

Course	Title	Credits
IPHS 409	Global Public Health I	3 SH
IPHS 410	Global Public Health II	3 SH

### II. Electives (3 SH)

Taking a cross-disciplinary approach to public health, the Global Health Concentration draws upon course work and other resources throughout UIC that will help GH students to deepen their knowledge and understanding of the challenges, issues, and skills required to successfully address health problems globally. Selection of an elective should be made with the help of the student's academic and Global Health Concentration advisors. **Registration is subject to the offering Department's approval.**

Students should select **at least one** of the courses below to satisfy the Global Health Concentration 3 SH elective requirement:

**School of Public Health**

- CHSC 454 Women, Health, and International Development (3 SH)
- CHSC 594 International Women's Health: Current and Emerging Issues (1-4 SH)
- IPHS 494 Special Topics: Global Public Health I (3 SH)
- IPHS 410 Global Public Health II (3 SH)
- EPID 409 The Epidemiology of HIV/AIDS (2 SH)
- EPID 405 Human Growth and Nutrition (3 SH)
- EPID 410 Epidemiology of Infectious Diseases (2 SH)
- EPID 471 Population I (4 sh)
- EOHS 553 Global Environmental and Occupational Health Sciences (2 SH)

**Anthropology**

- ANTH 415/IPHS 415 Anthropology and Global Health Foundations I (4 SH)
- ANTH 416/IPHS 416 Anthropology and Global Health Foundations II (4 SH)
- ANTH 516/IPHS 516 Anthropology and Global Health Integrative Seminar (4 SH)
- ANTH 591/IPHS 591 Readings in Anthropology and Global Health (1-8 SH)
- ANTH 592/IPHS 592 Research in Anthropology and Global Health (1-8 SH)
- ANTH 593/IPHS 593 Special Topics in Anthropology and Global Health (4 SH)

**Geography**

- GEOG 453 Seminar in Cultural Ecology (4 SH)

**Communication**

- COMM 503 - Seminar in Intercultural Communication (4 SH)
- COMM 506 - Cross-Cultural Communication (4 SH)

**Economics**

- ECON 513 Special Topics in Macroeconomics and International Economics (4 SH)
- ECON 521 Macro and International Economics for Business (4 SH)
- ECON 552 Economic Demography (4 SH)
- ECON 516 Economic Development in an Interdependent World (4 SH)
- ECON 533 Economic Development and Human Resources (4 SH)

**Management**

- MGMT 557 International Management (4 SH)

**Nursing**

- NUWH 570 International Dimensions in Women's Health (3 SH)
- NuSc 528 Health, Environment, and Systems (2 SH)

**Public Administration**

- PA 581 Cross-Cultural Survey Research Methods (2 SH)

**Political Science**

- POLS 570 Comparative Politics and Public Policy (4 SH)

**Social Work**

- SOCW 522 Crisis Intervention (3 SH)

**Sociology**

- Soc 448 Sociology of Development (4 SH)

The following courses may be selected, depending on global content of the specialized topic:

- SOC 509 Seminar: Sociological Research Methods (0-4 SH)
- SOC 548 Seminar: Comparative Societies (1-7 SH)
- SOC 550 Proseminar on Current Research in Health, Illness, and Medicine (4 SH)
- SOC 551 Seminar: Sociology of Health and Medicine (1-7 SH)
- SOC 565 Seminar: Political Sociology (1-7 SH)
- SOC 571 Seminar: Population and Human Ecology (1-7 SH)

**Urban Planning and Policy**

- UPP 520 Globalization and International Planning I: Theory and Applications (4 SH)
- UPP 521 Globalization and International Planning II: Comparative Planning and Policies (4 SH)
- UPP 594 Special Topics: Global Perspectives on Poverty & Inequality (4 SH)
- UPP 525 Globalization and International Planning: Special Topics (1-4 SH)

**\*Additional Requirements for MPH Students**

- IPHS 650 MPH Field Experience in Public Health (3 to 5 SH)
- IPHS 698 MPH Capstone Experience (1 SH)

MPH students must complete the MPH Field Experience and the MPH Capstone Experience with a global health focus. For most students it is anticipated the Capstone Project will be based upon the student's global health field experience.

Students without prior experience are expected to complete an international field experience or identify an appropriate alternative. The latter choice includes working with an international NGO, a global health agency, or an ethnic community in the U.S.

With permission from their advisor, PEP MPH students with prior international experience suitable for their division have the option of either petitioning the Committee on Academic Progress (CAP) to waive the field experience or undertaking the internship. If the internship is waived, students in the concentration must complete an additional 3 sh elective in global health. (With proper planning, the substitute elective may satisfy both GHC and division requirements.)

**\*\*Additional Requirements for MS Students**

MS students must focus their research thesis on a global health related topic either outside the U.S. or domestically through an appropriate alternative venue. [Note, thesis research hours vary by division.

### III. Contact Information

For further information about the Global Health Concentration, please contact:

Alyson Lofthouse  
Projects Coordinator  
(312) 996-0054  
[alofth2@uic.edu](mailto:alofth2@uic.edu)

Also, visit the School of Public Health Global Health website  
at <http://www.uic.edu/sph/global/index.shtml>.

## PEACE CORPS MASTERS INTERNATIONAL

The UIC School of Public Health in collaboration with the Peace Corps' Masters International Program offers a Master of Public Health (MPH) degree which provides students a unique opportunity of earning their graduate degree and gaining valuable experience in the global health arena. The typical program will include 1 ½ years of study at the School, followed by 27 months of service within the Peace Corps in a relevant public health-related placement. Students will return to the School for one semester following their Peace Corps service to complete their MPH requirements. This combined program is the only one of its kind within the Midwest region.

### Contact Information

For further information about the Peace Corps Masters International program, please contact:

Alyson Lofthouse  
Projects Coordinator  
(312) 996-0054  
[alofth2@uic.edu](mailto:alofth2@uic.edu)

Also, visit the School of Public Health Global Health website at <http://www.uic.edu/sph/global/index.shtml>.

## ACADEMIC POLICIES AND STANDARDS

### HUMAN RESEARCH SUBJECTS TRAINING

**All incoming SPH matriculated students are required to receive training in initial human research subjects protection and the protection of health information.** Training must be completed within the student's **first two** academic semesters of entering the School of Public Health.

The two mandatory sessions are:

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

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

Both training sessions are offered by the Office of the Vice Chancellor for Research, Office for the Protection of Research Subjects (OPRS). Training dates for both sessions are listed on the [OPRS website](#). In addition, both sessions are offered online as an alternative to attending a classroom session. Upon completion, students receive a certificate of completion.

Students who have received prior human research subjects protection and health

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

### STUDENT HONOR CODE

#### *PREAMBLE*

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

#### *PLEDGE*

We, students of the University of Illinois at Chicago School of Public Health are committed to promoting the ideals of the public health profession, and to the values embodied in our School's Statement of Values relating to Community, Knowledge, Professionalism, Stewardship, Idealism, Caring, Justice, Diversity, Respect and Humility.

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

We further pledge not to be party to any misconduct, and agree to report any acts of unethical behavior of which we have knowledge to an advisor, course faculty, or Office of the Dean representative.

## ACADEMIC DISHONESTY DISCIPLINARY PROCESS

All faculty, students, staff, administrators, field site preceptors and others who are involved with academic training of our students, have an obligation to report witnessed violations of the Honor Code.

The UIC School of Public Health firmly believes that all members of the academic community are responsible for the academic integrity of our programs. Faculty and students have a joint responsibility to maintain the high standards of honor and values of this institution by reporting any instances of academic dishonesty to the Associate Dean of Academic Affairs, Babette Neuberger.

Academic dishonesty falls within the following categories:

- Plagiarism - using another's work without giving credit. The words of others must be put in quotation marks and cited as one's source(s). One must also give citations when using others' ideas, even if those ideas are paraphrased in one's own words.
- Cheating - giving and/or receiving unauthorized assistance in the completion of one's academic work.
- Fabrication - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Dishonesty - making false or fraudulent statements (verbal or written) with the intent to deceive; acting with intent to do the same. Dishonesty includes making

intentionally false accusations against another under the Honor Code.

- Bribes, favors, threats - (1) Threatening, bribing, or attempting to bribe any person with the intention of affecting an evaluation of academic performance; (2) conspiring to bribe or threaten a person with the intention of affecting an evaluation of academic performance.
- Examination by proxy - Impersonating another student during an exam, or intentionally allowing such an impersonation.
- False authorship - claiming papers and other academic products authored by others to be one's own (for example, claiming work downloaded from a website as one's own; and/or presenting the downloaded material without proper citation.)

Campus guidelines regarding academic integrity can be found at the [UIC Office of the Vice Chancellor for Student Affairs website](#).

### ***Penalties for Academic Dishonesty***

If the panel is persuaded by clear and convincing evidence that the accused party has engaged in wrongdoing the panel shall have the discretion to recommend the full range of sanctions as described in the UIC Student Disciplinary Proceedings as modified by the School of Public Health.

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

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

- Warning

## STUDENT ACADEMIC GRIEVANCE PROCEDURES

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

The School of Public Health Student Academic Grievance Procedures may be found in their entirety [here](#).

### ***Non-Academic Grievances***

For non-academic grievance resolution, students may contact Dr. Ronald Hershov, Ombudsperson for SPH, [here](#). The Ombudsperson advises students regarding procedures and methods available to resolve problems, provide dispute resolution services to resolve conflicts, and directs students to available resources.

### ***Academic Determinations***

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

- Section I defines eligibility to use these Procedures.
- Section II describes informal processes which must be pursued before initiating a formal Grievance.
- Sections III through V outline the formal Grievance procedure itself.

- Section VI contains information that is essential to the proper interpretation and use of these Procedures and should be read carefully by any person involved in the handling of a Grievance.

These Procedures may only be used by Students:

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

These Procedures may not be used:

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

## ADVISEMENT

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

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

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

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

- Participate in the orientation program for the entering class in the Fall Semester.
- Provide information and guidance to advisees on a continuing basis.
- Assist advisees in understanding the curriculum and in developing an appropriate program of study.
- Ensure that advisees are acquainted with and correctly follow academic policies and procedures, with particular reference to grading practices, standards of performance, graduation requirements, registration and change in registration, prerequisites, waivers, transfers of credit, and timely submission of the program proposal.
- Provide continued surveillance of the academic progress of advisees and counsel those experiencing academic problems.
- Be actively involved in the selection and carrying out of independent studies, independent research, the field practicum, or internship, as appropriate.

- Refer advisees, as indicated and appropriate, to other faculty, to the Office of the Dean or to other points of assistance for student needs.

### ***Research Advisors – MS Students***

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

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

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

General SPH Credit Non-Degree:

Students participating in SPH courses through Credit Non-Degree status are advised by Ann Shorrock, Director of Student Affairs, (312) 355-4272 or [alshorro@uic.edu](mailto:alshorro@uic.edu).

Division Specific Credit Non-Degree programs:

Students interested in **Biostatistics or Epidemiology** are advised by Liliana Aceves, Academic Coordinator, (312) 996-4795 or [laceves@uic.edu](mailto:lanceves@uic.edu).

Students interested in **Community Health Sciences** are advised by David Brand, Academic

Coordinator, (312) 996-8940  
or [dbrand@uic.edu](mailto:dbrand@uic.edu).

Students interested in **Environmental and Occupational Health Sciences** are advised by Iraida Rios, Academic Coordinator, (312) 996-8856 or [irios@uic.edu](mailto:irios@uic.edu).

Students interested in **Health Policy and Administration** are advised by Aimee Wiebel, Academic Coordinator, (312) 996-7816 or [aimee@uic.edu](mailto:aimee@uic.edu).

### ***Change of Advisor***

A request for change of advisor should be submitted to the Academic Coordinator of the division to which the student has been assigned.

## **RESEARCH INVOLVING HUMAN SUBJECTS**

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

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

The review process begins with submission of a protocol with the appropriate IRB forms. Review of human subject research protocol is done according to the type of protocol submission. If the research protocol is exempt

or expedited, the protocol is reviewed at OPRS by a few members of IRB Board.

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

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

1. To consider the protocol's scientific merit and the qualifications of the researcher(s) and methodology; and
2. To thoroughly review the project to ascertain that it a) does not generate unwarranted risks, b) may provide beneficial and useful information, and c) provides satisfactory safeguards for the rights of the subjects.

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

You can obtain forms from <http://www.research.uic.edu/protocolreview/>. For additional questions about the process, contact Julie C. Kong, Associate Director of Research Services at [jkong@uic.edu](mailto:jkong@uic.edu) or (312) 413-8508.

For questions related to policies in conducting human subjects research, contact Associate Dean for Research, Dr. Faith G. Davis at [fayed@uic.edu](mailto:fayed@uic.edu) or (312) 996-6620.

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

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

## DISABILITIES REQUIRING ACCOMODATION

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

## ACADEMIC PROCEDURES

### REGISTRATION

#### *Deadlines*

The registration period for all students, degree and non-degree, generally begins in the 12th week of the preceding academic semester. Students will receive an email providing a time ticket window for them to complete registration. The registration of continuing students who have encumbrances from the preceding term will be prohibited until their debt to the university has been satisfied.

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

#### *Late Registration*

All students unable to enroll during advance registration must register during the Late Registration and Drop/Add period which extends until the second Friday of fall, spring or summer full term; the first Wednesday of Summer Session 1; the first Friday of Summer Session 2, and the first Friday of Parts-of-Term A and B. NOTE: Students may not add EPID 400, EPID 403 or BSTT 400 after the end of the first week of a semester.

#### *Dropping Courses*

Students will use the Student Self-Service system to drop courses. Complete instructions can be found at the UIC Admissions and Records website under [Dropping Courses](#).

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

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

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

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

#### ***Auditing Courses***

Undergraduate and graduate students as well as persons not registered at the University of Illinois at Chicago are permitted to attend on-site courses other than laboratory, military, or physical education classes as auditors. To do so a Visitor's Permit bearing the approval of the class instructor and the Dean of the college concerned must be placed on file at the UIC Office of Admissions and Records. Forms are available from the UIC Office of Admissions and

Records (Student Services Building, 1200 W. Harrison Street) and can be processed from the 2nd day to the 10th day of the semester. Auditors need not apply for admission to the University. No credit is awarded for audited courses.

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

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

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

### ***Other Types of Registration***

#### **Registration for Courses in Other Colleges and Departments within the University System:**

SPH students may concurrently take courses at SPH and at other colleges or departments at UIC. Students may also register for courses at the Urbana or Springfield Campuses. The following should be noted:

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

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

### **COURSE DESCRIPTIONS**

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

### **PROGRAM PROPOSALS**

Students in all public health degree programs are required to submit a program proposal early in the development of their individual programs of study. Program proposal forms may be located here: [http://www.uic.edu/sph/students/student\\_s\\_forms.htm](http://www.uic.edu/sph/students/student_s_forms.htm).

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

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

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

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

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

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

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

It is strongly recommended (and may be required in some divisions) that students submit

a revised program proposal form to the academic advisor and Division Director for minor changes in the program of study. These forms are identical to the original program proposals, but must be marked as "revised".

## **LEAVE OF ABSENCE**

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

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

## **WITHDRAWAL**

Students who wish to discontinue studies without prejudice and in good standing, permanently or for some indefinite period of time, should address a letter to that effect to the Dean. (For temporary withdrawal, follow procedures for Leave of Absence as discussed in the previous section.) If a student withdraws within ten (10) days after the beginning of instruction, all fees except a non-refundable portion are refunded. A student who has

withdrawn from the School of Public Health (and the Graduate College) in good standing, and who subsequently wishes to resume studies, must reapply to the program.

**Readmission is not guaranteed.**

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

## TRANSFER OF CREDIT

The prime consideration for transfer of credit is whether the previous course work meaningfully contributes to a cohesive, goal-oriented, graduate program of study. Request for transfer of credit must be submitted with the initial submission of the program proposal. Deadline for submission of transfer requests is the same as the deadline for initial submission of program proposals. The request for transfer of courses, and the program proposal, must first be approved at the division level; and then both the program proposal and request for transfer of credits must be simultaneously submitted through the division's academic coordinator to CAP for approval.

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

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

content of courses offered at the University of Illinois is eligible for transfer. Consideration is given to the transfer of credit in three categories:

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

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

### Limitations on the transfer of credit:

- Only credits in which the student earned a grade of "A" or "B" may be transferred.
- Students may transfer a maximum of twelve semester hours of credit earned as a non-degree student to the degree program (MS).
- For master's programs of 47 or fewer semester hours, no more than 25% of the hours required for the degree may be transferred.
- For master's programs of 48 or more semester hours, no more than 50% of the hours required for the degree may be transferred.
- **Graduate work completed at UIC SPH in Credit Non-Degree (CND) status:** Up to 12 semester hours of credit may be transferred upon a CND student's matriculation into an

MPH degree program. This credit hour limitation does not apply to students who are officially admitted into a credit-bearing Academic Certificate Program. In the latter situation students should consult with the Certificate Program's director or academic coordinator for relevant policy.

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

**Procedures for Transfer of Credit:** To petition for transfer of credit, MS students must obtain the Graduate College Petition for Transfer of Credit for MS students, which is available through your academic coordinator. The following documentation must accompany each petition:

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

**Deadline for submission of Petition for Transfer of Credit:** Petitions for the transfer of credit for course work taken prior to matriculation must be submitted with the first submission of the program proposal (see program proposal submission deadlines above). No petitions for transfer of credit will be accepted after a student's first year in a SPH

degree program. The student is responsible for assembling all documentation and submitting it to the advisor and Division Director.

**Transfer of Credit from the MPH program to the MS program:** Students who choose to transfer from the MPH degree program to the MS degree program may transfer no more than 25% of the credits required for the MS degree for a master's program of 47 or fewer semester hours; and no more than 50% of the credits required for the MS program of 48 or more semester hours. This is UIC Graduate College policy. Students who choose to transfer from the MS program to the MPH program can transfer all hours except research hours.

**Transfer to MPH Degree:** If an MS student wishes to transfer to the MPH degree, a Change of Graduate Program Form must be completed. The appropriate Division admissions committee will review the application and forward its recommendation to the Dean for final review and approval.

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

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

program. The defining criteria are relevance to the student's academic program, and that it be a graduate level course. Approval is required only of the student's major advisor and Division Director as indicated on the program proposal.

## WAIVERS

### *Waiver of Courses*

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

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

**Procedure to Waive Courses:** The petition for waiver form may be obtained from the division's Academic Coordinator, or online [here](#). Request for waiver of a School-wide core course or divisional requirement must be submitted with the initial submission of the program proposal. The request for waiver of any school-wide core course or a divisional requirement, and the program proposal, must be approved at the division level. For waiver of School-wide core courses, the waiver request must be submitted through the division's Academic Coordinator to the CAP Chair for approval. Where the petition for waiver is based on a prior equivalent course, the student must

attach to the waiver petition a transcript showing evidence of having completed the prior course with a grade of A or B and a description of the course. A course description may include a copy of the course syllabus and/or a description from the college catalogue.

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

Furner, [sefurner@uic.edu](mailto:sefurner@uic.edu).

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

## INDEPENDENT STUDY

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

## ACADEMIC PROGRESS

### *Student Status*

**Degree Students:** Degree candidates are students accepted under prevailing standards of admission and registered in one of the following programs: Master of Public Health degree, Master of Science degree, Master of Science in Clinical and Translational Science degree, Master of Healthcare Administration degree, Doctor of Philosophy degree, or the Doctor of Public Health degree.

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

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

## STANDARDS OF STUDENT PERFORMANCE

**Grade Point Average (GPA):** As a minimum academic criterion, a student must maintain a cumulative GPA of at least 3.0 (on a 4.0 scale) in all UIC 400- and 500-level courses. General transfer credit taken at other institutions is not computed in the cumulative grade point average. Grades earned as a Credit Non-Degree student are only included in the GPA if the courses are applied to the degree through an approved Graduate Petition for Transfer Credit Toward an Advanced Degree. For more information on GPA calculation policies, visit the [UIC Graduate College](#).

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

### ***Academic Probation***

If the cumulative degree GPA is below 3.0 (on a 4.0 scale), the student is placed on probationary status. Students on probation then have two terms (including summer term, if registered) to raise their cumulative degree GPA to at least a

3.0 (on a 4.0 scale). The Graduate College sends warning letters to students on probationary status explaining that the student must raise his or her cumulative GPA to at least a 3.0 (on a 4.0 scale) within the two term deadline (copies of the letter are sent to the student's program as well).

If a student on probation registers for only non-letter graded courses (i.e., courses graded S/U) during a term, the term still counts toward the two term limit for raising the cumulative GPA to at least a 3.0 (on a 4.0 scale).

**Disqualification from further study:** The Graduate College reviews students on probation status each term. Students who do not raise their cumulative GPA to at least 3.0 (on a 4.0 scale) after two terms on probation will be dismissed from the University. A student can petition for a one semester extension of probation through the Graduate College. For additional information on Graduate College probation and dismissal policies, visit the [UIC Graduate College](#).

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

### ***Repeating Courses***

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

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

No course may be repeated more than one time, with the exception of courses described in

the SPH Handbook or catalog as repeatable or continuing activities. Courses taken at other campuses which duplicate completed SPH course work cannot be counted toward graduation requirements.

### ACADEMIC DISMISSAL PROCESS

Students who fail to raise their cumulative degree GPA to a 3.0 (on a 4.0 scale) within the two term deadline are dismissed from the University. The Graduate College notifies students and their respective programs of the dismissal status via letter. However, even if notification is not received by the student, the dismissal still stands as students are expected to be aware of their own academic status.

If a student who is dismissed feels he or she has extenuating circumstances which might warrant an extension of probationary status, the student must complete a Graduate Student Petition and obtain the signatures of both their

advisor and Director of Graduate Studies. The Director of Graduate Studies must explain why an extension of probation is warranted and also list any conditions that would be required of the student if the extension is granted. The petition must be submitted to the Graduate College by the first day of the next term, including summer (even if the student does not intend to enroll in summer classes). If the probation extension is granted, the student must register for enough 400- or 500-level classes to enable him or her to raise their cumulative GPA to at least a 3.0 (on a 4.0 scale) by the end of the extension term (unless otherwise permitted by the Graduate College). Extensions of probation are only granted for one term. Granting of further extensions is not guaranteed and will only be considered for special circumstances with approval of the Director of Graduate Studies. For more information, visit the [UIC Graduate College](#).

## GRADING PROCEDURES

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

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

### **Changing Grades after Official Notification**

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

## GRADUATION PROCEDURES

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

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

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

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

**4. Final Submission of Thesis:** MS students should consult the Graduate College Bulletin for time limitations of final submission of the thesis. You may contact Ann Shorrock, Office of Student Affairs, with questions regarding format approval at [alshorro@uic.edu](mailto:alshorro@uic.edu) or (312) 355-4272.

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

### **Commencement**

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

### **Dates of Graduation**

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

***Requirements for Spring Graduation***

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

***Availability of Diplomas***

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

***Official Transcripts***

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