



University of New Hampshire
Health Management & Policy



Department of Health Management and Policy
Public Health
Graduate Student Handbook
Policies and Procedures
2020 - 2021

Master of Public Health (MPH)
Public Health Certificate (PHC)

UNH Manchester Campus

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August 2020

Greetings:

Welcome to the University of New Hampshire (UNH) Master of Public Health (MPH) and Public Health Certificate (PHC) programs. We are delighted you have chosen to join us for the next phase of your academic journey. We hope your studies are interesting and challenging and we look forward to working with you.

The *Student Handbook* provides you with the information needed to guide you through your public health program. Should you have questions about the program or a policy, please refer to the Handbook, where you are likely to find the answer. If you are unable to find the answer, remember that the MPH faculty and staff are also available to assist in answering your questions.

The MPH and PHC are administered by the Department of Health Management & Policy in the College of Health and Human Services, located on the University's Durham campus. All coursework, however, is completed at the UNH campus in Manchester (UNHM), or in some cases, online. The UNH Graduate School Manchester Campus, housed at 88 Commercial Street in Manchester, acts as the liaison between graduate students on the UNHM campus and the Graduate School, located in Durham. The Graduate School staff are located on the first floor, and they, as well as the program faculty are ready to assist you.

We encourage you to embrace the challenge of graduate work and to take advantage of being part of a fine academic program. We also urge you to get to know your fellow classmates. Each person brings their unique experience and expertise to the program – which increases your personal and professional growth as you get to know and work with them.

We wish you great success in your academic endeavors, and again, welcome to the University of New Hampshire's Public Health program.

Best Wishes,

David Li, Ph.D.
Director, MPH Program
Department of Health Management & Policy

Pam Thomas, Ed.D.
Academic Department Coordinator
Department of Health Management and Policy

PART ONE:

Health Management and Policy: MPH and UNH Manchester Contact Information

UNH Department of Health Management and Policy

The Department of Health Management and Policy in the College of Health and Human Services on the Durham campus administers the MPH and PHC Programs. The web page and contact information are as follows: <https://chhs.unh.edu/health-management-policy/program/mph/public-health>

UNH Graduate School at Manchester

UNHM is the location for the Graduate School Manchester Campus, which is an administrative branch of the UNH Graduate School. The UNH Graduate School Manchester Campus is staffed during the day and prior to the beginning of classes until 6:00pm in the evening. Courses are held at the Manchester campus, located at 88 Commercial Street, UNHM (directions may be found at the following link: <http://www.gradschool.unh.edu/manchester/>).

For information about services at UNH Manchester, including the UNH Graduate School Manchester Campus, courses registration, tuition and financial assistance, bookstore, class cancellations, general information, library, parking, and student identification cards; see the MPH Handbook.

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University of New Hampshire Graduate School

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Durham, NH 03824-3547
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603.862.0275 [fax]
grad.school@unh.edu
<http://www.gradschool.unh.edu/>

UNH Graduate School Manchester Campus

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603.641.4344 [phone]
603.641.4118 [fax]
candice.morey@unh.edu

UNH Graduate School Manchester Campus

Hilary Breyer, Administrative Assistant
1st Floor
603.641.4313 [phone]
603.641.4118 [fax]
Hilary.Breyer@unh.edu

Academic Technology

603-862-4242

<https://www.unh.edu/it/academic-technology>

Email: academic.technology@unh.edu

Career and Professional Success, UNHM

Fourth Floor, Office 430 Pandora

Mon-Fri, 9 a.m. - 5 p.m.

Phone: (603) 641-4394

Career Peer Drop-In Hours:

Mon-Fri, 10 a.m. - 3 p.m.

Email: unhm.career@unh.edu

Center for Academic Enrichment

Kimberly Donovan

Writing Director, Coordinator

2nd Floor, Learning Commons

603-641-4113

Kimberly.Donovan@unh.edu

Financial Aid Office, Durham

11 Garrison Avenue

Stoke Hall

Durham NH 03824

Hours: 8:00 am – 4:30 pm

603. 862.3600 [phone]

603. 862.1947 [fax]

<http://financialaid.unh.edu/contact-info>

Financial Aid, UNHM

Sharon Eaton, Associate Director

Alycia Gant, Financial Aid Counselor

4th Floor

603.641.4114

603.641.4366

Sharon.Eaton@unh.edu

Alycia.Gant@unh.edu

<https://manchester.unh.edu/admissions/financial-aid>

Library Services, UNHM

Library Instruction

603-641-4195

(603) 641-4172

unhm.library@unh.edu

Housing and Dining

Downtown Commons

Lisa Enright lisa.enright@unh.edu

<https://manchester.unh.edu/student-experience/housing-dining>

Room and Board Agreement:

<https://manchester.unh.edu/sites/default/files/media/2019/06/room-board-agreement.pdf>

Mental Health Services

Walk-In Hours:

4th Floor Advising Suit

Tuesdays from 9:00am – 5:00pm

Thursday mornings from 9:00am – 1:00pm.

*You may call ahead to be placed on the schedule by calling Academic Advising at (603) 641 – 4170.

Registrar's Office, UNHM

Student Services Suite, 405

Hours: 8:30am – 5:00pm

603.641.4136 [phone]

603.641.4125 [fax]

unhm.registration@unh.edu

Security Office

Security Desk

2nd Floor (Front Entrance)

603-641-4131

(Security, Parking, ID)

Student Accessibility Services. UNHM

Jenessa Zurek, Coordinator

Office 410H

8:30 – 5:00pm

603-641.4383

Jenessa.Zurek@unh.edu

<https://manchester.unh.edu/academics/academic-services/student-accessibility-services>

Student Accounts (Billing), UNHM

Jennifer Hashem, Business Manager

4th Floor

603.641.4329

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MPH Faculty

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Part Two

Master of Public Health

Overview

The Master of Public Health (MPH) Program at the University of New Hampshire (UNH) was approved by the UNH Board of Trustees in 2001 and is designed to provide quality graduate education in public health. The MPH Program is geographically accessible and economically feasible for citizens of New Hampshire and neighboring New England States. The MPH Program provides human resources to improve the health of the citizens of New Hampshire and the northern New England region. During the academic year, courses are taught Tuesday and Thursday evenings at the Graduate School at the University of New Hampshire's Manchester campus (UNHM). Members of the faculty come from the UNH and the field of public health practice.

The MPH Program is designed for individuals from a wide variety of professional identities. The field of public health is uniquely identified by its focus on health (as opposed to the more narrowly defined concept of medicine) and its focus on population groups rather than the individual.

- The MPH degree requires 48 credits., consisting of eleven (11) required courses and five (5) elective courses.
- Electives courses offer the flexibility to tailor coursework according to graduate students' specific professional goals within public health.
- The MPH Program is designed to be completed on a part-time basis in two years, and most students complete the Program within three years. Per UNH Graduate School policy, a student has up to three years to complete the degree requirements.

Public Health Program Highlights

- All courses are offered at UNH Manchester
- During the academic year, courses meet on Tuesday and Thursday evenings.
- In the summer, courses follow a variety of formats to allow for maximum flexibility.
- While the Program is considered part-time, students may complete it in two years, taking classes during the summer between years one and two.
- The Program is designed for working Public Health professionals, though it can be appropriate for someone new in the field.

Accreditation

The MPH Program has full accreditation for seven years with the *Council on Education for Public Health* (CEPH), the national organization for accreditation of programs in public health.

MPH Program Mission, Values, and Goals

Our Mission

Through instruction, research and service, the mission of the Master of Public Health (MPH) Program at the University of New Hampshire (UNH) develops public health professionals prepared to enter a collaborative public health workforce, while focusing on improving societal health and health equity.

Our Values

The values of the MPH Program at UNH are guided by the overall values of the College of Health and Human Services:

Cooperation in the planning, management, and work of the College.

- **Curiosity** as a core strategic concept.
- **Excellence** both in our individual and collective actions.
- **Integrity** to have ethical behavior in our working relationships, practices and decisions.
- **Leadership** for improving the health of individuals, families, and communities.
- **Openness** in communications and decision-making.
- **Respect** for individuals' roles, diversity, contributions, and viewpoints.
- **Service** to UNH, the public, and others to improve health and health care.
- **Sustainability** of our College as an educational leader.

In addition, the MPH program promotes the development of our students into forward-thinking public health professionals by including curriculum and experience in:

Advocacy: Promoting the health of populations

- **Evidence-based practicing:** Valuing best practices and maximizing faculty expertise through research, shared learning, and practical learning experiences
- **Integration:** Encouraging collaborative and critical thinking of strategies to better incorporate Public Health with health and health care systems.
- **Social Justice:** Health equity, and integrity

Our Goals

1. **Instruction:** To prepare public health professionals to enter multidisciplinary sectors with the knowledge, skills, and values to improve the population's health.
2. **Research:** To contribute to the field of public health through the development of new knowledge.
3. **Service:** To advance public health through professional service and training.
4. **Organizational:** Advance the long-term stability of the UNH MPH program by: securing reaccreditation through CEPH, establishing financial stability through program growth, and providing public health leadership in the state of NH and beyond.

Competencies and Content

All CEPH accredited schools and programs follow a revised competency model, which includes eight categories, and a total of 22 competencies. Upon graduation you will have obtained skills from each competency area. We will ensure that your core courses will each cover multiple competency areas giving you an opportunity to demonstrate competency for each area. Additionally, UNH has added 5 program specific competencies and CEPH has also outlined 12 content areas that every school and program of Public Health need to address. The following are the content areas, the foundational competencies and the UNH MPH specific competencies:

Content

1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services*
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge
7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health)

CEPH Foundational Competencies:

Evidenced-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

Public Health and Health Care Systems

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning and Management to Promote Health

7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

Policy in Public Health

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

Leadership

16. Apply principles of leadership, governance and management, which include: creating a vision, empowering others, fostering collaboration and guiding decision-making
17. Apply negotiation and mediation skills to address organizational or community challenges

Communication

18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

Interprofessional Practice

21. Perform effectively on interprofessional teams

Systems Thinking

22. Apply systems thinking tools to a public health issue

UNH Master of Public Health Program Competencies

1. Use innovative problem-solving to impact complex public health issues
2. Strengthen leadership skills through reflection and observation to identify areas for personal and professional growth.
3. Analyze the impact of determinants of health on public health issues using a social ecological framework.
4. Apply basic principles of ethical analysis to improve health equity and policy relevance.
5. Incorporate relevant theories to inform and create public health interventions.

PART THREE

Expectations of MPH and PHC Students

The MPH Program Committee establishes and reviews policies and processes of student assessment. To ensure that students are meeting the expectations and that they demonstrate competency in each area, students are assessed in each course and need to earn a B- or better in a class to pass. Students who earn lower than a B- may repeat a course. For graduation, the overall grade point average must be 3.0 or above.

If a student earns a B- or better in the class but does not demonstrate mastery of a competency, the student will meet with the faculty member and/or the coordinator to discuss options.

To assist in this potential situation, the Program Committee has also been working on a more comprehensive system to

ensure that students meet each of the core and programmatic competencies. Faculty and students will have access to a Canvas site (UNH's secure learning platform) where they will be able to monitor/self-monitor progress on competency development. Students and/or faculty will load graded assessments to allow for documentation with supporting materials. If it is found that the student lacks that competency, after looking at their entire portfolio, the student will be allowed to complete that competency in another way. That could mean repeating the assignment, taking another class that also meets that competency, pursuing an independent study, or developing that competency as part of their field work in the PHP 990: Field Study course.

Expectations for Time Spent on Coursework

The level of work required for graduate school is much higher than what you experienced at the undergraduate level. Earning your master's degree provides the expectation that you will become a *master of knowledge* within a specific content area. In this case, a Master of Public Health (MPH). This will require time and hard work, and some sacrifice. You can do this! You were admitted into the program because you are capable.

You + Dedication + Time = Success

You should expect to dedicate time to work on assignments nearly every day. Examples course assignments used by MPH Program instructors include tests, papers, projects, presentations, posters, group work, case studies, and essays.

Progress Toward MPH Degree

Students can complete the MPH degree in two years while still being employed full-time, which includes completing courses during the summer semester.

Students can also go through the MPH Program on a part-time basis. The University allows for six (6) years to complete a graduate degree. Please note however, students must be continually enrolled each fall and spring semester. Students who need to take off a full semester (fall or spring) need to enroll in Grad 800, which allows the student to remain active in the program.

Academic Standards

Please note that MPH and PHC students are held to the following academic standards:

- ◆ MPH and PHC students **MUST** have a **cumulative grade point average (GPA) of 3.0, (B), or higher**, to graduate.
- ◆ Students must earn a grade of B- or higher in all courses.
- ◆ Although an MPH or a PHC student can pass a course with a **B- (2.67) grade, a student still MUST still maintain an overall GPA of 3.0 (B) to graduate.**
- ◆ MPH and PHC students receiving grades below “B-” in a graded course are considered failing grades, for the purposes of determining academic standing with the Graduate School and within the Program.
- ◆ Failed courses will need to be repeated to count for the MPH or PHC. (Please see the section below, “Repeated Courses,” for additional information.) Repeating a course will also improve your GPA, replacing your previous grade, but it will show both on your transcript.
- ◆ MPH and PHC students receiving **failing grades (grades below a B-)** in **six (6) or more credits** either in two courses or in one course taken twice will be recommended by the MPH Program Director to The Graduate School for dismissal from the UNH MPH or PHC Program.
- ◆ MPH students admitted on a *conditional or provisional basis* must meet the conditions or provisions as stated in the letter of admission, to remain in The Graduate School. *Each individual program may set and announce standards for coursework, examinations and/or research achievement that are more rigorous than the Graduate School standard.*

Process to Apply for an Independent Study

The student and faculty member will complete an Independent Study Form and forward it to the MPH Program Director for approval. Students will be notified about the procedure for registering for the course.

PHP 995, Independent Study, is available, under conditions outlined below, to students enrolled in the UNH MPH degree program:

1. Enrollment in an Independent Study course is *not guaranteed* and is not considered a normal part of a student's academic program.
2. Faculty members are not obligated to sponsor Independent Studies but may elect to do so as they feel it is appropriate.
3. In general, an Independent Study course is appropriate for students to fulfill a special academic need that is not a part of the UNH /UNHM curricular offerings, or to pursue an academic interest not available through regularly scheduled courses.
4. In some cases, students needing one or two credits to fulfill program or graduation requirements may be eligible to take an Independent Study course.
5. An Independent Study course will require content and skills comparable to the levels required in standard course work of the same credit assignment.
6. Given the student's career objectives, the appropriateness of the student's Independent Study should be discussed with the student's advisor.
7. PHP 995 Independent Study is currently set up for 1-3 credits and cannot be repeated.
8. A UNH MPH student would need to petition to take a second Independent Study.
9. *Public Health Certificate students are not eligible to complete an Independent Study.*

Course Plans

- Students have up to three years to complete their degree requirements. Most students complete their degree in two years, requiring 5-6 semesters, or three years, requires 8-9 semesters, depending upon the completion of elective courses.
- **Please note:** It is highly encouraged that you follow the three-year curriculum outlined and take courses in that sequence if you must take longer than two years to complete the program.
 - The following pages outline both two and three-year course plans. However, if alterations are necessary, please speak with your advisor.
 - Keep in mind there are five elective courses that must be completed. Students can take elective courses during the academic year and/or over the summer.
 - *Be sure to meet the pre-requisites for all PHP elective courses.*

**Master of Public Health
Department of Health Management and Policy
University of New Hampshire**

MPH Curriculum

The UNH MPH Program offers an integrated, generalist MPH Program curriculum consisting of eleven (11) required courses and five (5) elective courses (for a total of 48 credits).

<u>Required Courses</u>	<u>Course Title</u>	<u>Credit</u>
PHP 900	Health Care Systems	3
PHP 901	Epidemiology	3
PHP 902	Environmental Health	3
PHP 903	Biostatistics	3
PHP 904	Social and Behavioral Health	3
PHP 905	Public Health Administration	3
PHP 907	Public Health Policy	3
PHP 908	Public Health Ethics	3
PHP 922	Public Health Economics	3
PHP 990	Field Study	3
PHP 998	Integrating Seminar	<u>3</u>
		33 credits*

<u>Elective Courses</u>	<u>Course Title</u>	<u>Credit</u>
PHP 912	Public Health Law	3
PHP 914	Public Health Policy Analysis	3
PHP 920	Social Marketing	3
PHP 924	Community Health Assessment	3
PHP 926	Evaluation in Public Health	3
PHP 928	Principles of Toxicology	3
PHP 930	Climate Change and Health	3
PHP 932	Disease Ecology	3
PHP 934	Work Environ. Policy & Health of Workers	3
PHP 936	Global Health	3
PHP 938	Health Education and Promotion	3
PHP 940	Health and the Built Environment	3
PHP 964	Applied Epidemiology	3
PHP 966	Public Health Info Sys. & Tech.	3
PHP 985A	Special Topics: Public Health	3
		15 credits**

11 Core Courses 5 Elective Courses

48 Total Credits

MPH Two Year Plan

Fall Start

Year One

Year Two

Fall	Spring	Summer	Fall	Spring	Summer
PHP 900	PHP 903	PHP Elective	PHP 908	PHP 990	PHP Elective
PHP 904	PHP 901	PHP Elective	PHP Elective	PHP 998	PHP Elective
PHP 902 PHP 907			PHP 905 PHP 922		

Spring Start

Year One

Year Two

Two Plus

Spring	Summer	Fall	Spring	Summer	Fall	Spring
PHP 903	PHP Elective PHP Elective	PHP 900 PHP 904	PHP 901	PHP Elective PHP Elective	PHP 908 PHP Elective	PHP 990 PHP 998
		PHP 902 PHP 907			PHP 905 PHP 922	

Summer Start

Year One

Year Two

Summer	Fall	Spring	Summer	Fall	Spring
PHP Elective PHP Elective	PHP 900 PHP 904	PHP 903 PHP 901	PHP Elective PHP Elective	PHP 908 PHP Elective	PHP 990 PHP 998
	PHP 902 PHP 907			PHP 905 PHP 922	

Semester Sessions

Fall Session I ----- August -Mid-October
 Fall Session II -----Mid-October – December
 Spring Session I ----Mid-January – Mid-March
 Spring Session II -----Mid-March – Mid-May
 Summer Session I – Mid/Late May – Late June
 Summer Session IV ----- Late June – Late July

Students are encouraged to take two or three summer courses to graduate in two years. Consult your advisor if you have questions

MPH Three Year Plan

Fall Start

Year One

Year Two

Year Three

Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring
PHP 900 PHP 902 PHP 907	PHP 903 or PHP 901	PHP Elective PHP Elective	PHP 904 PHP 922	PHP 901 or PHP 903	PHP Elective PHP Elective	PHP 908 PHP Elective PHP 905	PHP 990 PHP 998

Spring Start

Year One

Year Two

Year Three

Spring	Summer	Fall	Spring	Summer	Fall	Spring	Fall
PHP 903 or PHP 901	PHP Elective PHP Elective	PHP 900 PHP 902 PHP 907	PHP 901 or PHP 903	PHP Elective PHP Elective	PHP 904 PHP 905 PHP 922	PHP 990 PHP 998	PHP 908 PHP Elective

Summer Start

Year One

Year Two

Year Three

Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring
PHP Elective PHP Elective	PHP 900 PHP 902 PHP 907	PHP 903 or PHP 901	PHP Elective PHP Elective	PHP 904 PHP 922	PHP 901 or PHP 903	PHP Elective	PHP 908 PHP 905	PHP 990 PHP 998

Semester Sessions

Fall Session I ----- August -Mid-October
 Fall Session II -----Mid-October – December
 Spring Session I -----Mid-January – Mid-March
 Spring Session II -----Mid-March – Mid-May
 Summer Session I – Mid/Late May – Late June
 Summer Session IV ----- Late June – Late July

Students are encouraged to take two or three summer courses to graduate in two years. Consult your advisor if you have questions

Part Four

MPH Program and Transfer Courses

Transferring Graduate Courses Completed Prior to MPH Admission

MPH students are allowed up to 8 graduate level credits to transfer in towards their MPH degree. These credits *MUST*:

- Have been taken in the past five years
- Come from an accredited educational institution
- Be approved by the MPH Program Director.
- A grade of “B” or better must have been received.

Please note:

- Any request to transfer a course into the MPH program must also be a graduate-level course.
- *Graduate* courses cannot be transferred for graduate credit if used in completing another graduate degree.
- Credits transfer into UNH on an equivocal basis, hence if a student took a two-credit graduate level course, it would transfer in as two credits.

Further, students must provide the following information to transfer the credits and have them count toward the MPH degree:

- ✓ An official academic transcript showing the course and grade received.
- ✓ A copy of the course syllabus.
- ✓ A copy of the course description.
- ✓ Students must submit a petition to transfer credits (external transfer). Find the petitions at: <https://www.gradschool.unh.edu/fp.php> and
- ✓ **All courses for the Public Health Certificate must be completed at UNH.**

Transferring and Enrolling in UNH Graduate Courses offered outside of the UNH MPH Program (MPH Students Only)

Effective Fall 2008, a student may take a course offered by another UNH Department under the following circumstances:

- The course must be graduate level.
- The course may only be used to meet an elective requirement. All required courses must be taken through the MPH Program.
- **No more than two graduate-level public health courses, in total, (either taken through another UNH Department or from a CEPH-accredited academic institution) and up to six (6) credits, in total, can be transferred for graduate credit.**
- The MPH student should submit, to the MPH Program Director, the graduate course’s syllabus for review.
- The course must be approved by the MPH Program Director.
- The MPH student must complete and submit a Petition for Exception to Academic Policy at: <https://www.gradschool.unh.edu/fp.php> to the MPH Program Director or Coordinator prior to enrolling in the course.

- The MPH student must receive a grade of “B-” or better from a course taken in another UNH Department to transfer the course credit into the MPH Program.
- Students must submit a petition to transfer credits. Find the petitions at: <https://www.gradschool.unh.edu/fp.php> , and
- Graduate courses cannot be transferred for graduate credit if used in earning another degree.

Transferring and Enrolling in Non-UNH Graduate Courses After Admission to MPH Program (MPH Students Only)

If a UNH MPH student is interested in enrolling in a non-UNH graduate public health course, the following conditions apply:

1. Approval for taking a non-UNH graduate public health course must be obtained from the MPH Program Director prior to enrolling in the graduate course. In general, these types of requests are only approved for taking electives not offered through the UNH MPH Program.
2. A non-UNH graduate public health course designated to serve as an elective course toward the UNH MPH degree must be taken from a Council on Education for Public Health (CEPH)-accredited School or Program of Public Health and must be offered for graduate credit. A listing of CEPH-accredited Schools and Programs of Public Health are available at the following link: www.ceph.org/accredited/search.
3. The MPH student should submit, to the MPH Program Coordinator, the graduate course’s syllabus for review.
4. The MPH student must complete and submit a Petition for Exception to Academic Policy (available at: <https://www.gradschool.unh.edu/fp.php> to the MPH Program Coordinator **prior to enrolling in the course.**
5. ***No more than two graduate-level public health courses, in total, (either taken through another UNH Department or from a CEPH-accredited academic institution) and up to six (6) credits total can be transferred for graduate credit.***
6. The MPH student **must receive a grade of “B” or better to transfer the graduate grade and credit into the MPH Program.**
7. Graduate courses cannot be transferred for graduate credit if used in earning another degree.
8. You must be registered at UNH every semester until you graduate. While a student is taking a non-UNH graduate course elective, the student must also register at UNH for Grad 800, to maintain an “active” student status, unless it is during the summer.

Part Five

Continuing Education Program, Public Health Certificate

The MPH Program also offers a continuing education program. Continuing education program offerings include a Public Health Certificate Program (PHC), an annual series of Public Health Grand Round lectures and workshops.

MPH Continuing Education Program: Public Health Certificate (PHC) Program

PHC Program Goals

Concerted efforts to enhance the capacity of New Hampshire's public health infrastructure, particularly at the local level, are moving forward. This Public Health Certificate Program seeks to further enhance the state's public health infrastructure by providing individuals managing public or community health programs, with no formal academic background in public health, the opportunity to earn a Public Health Certificate. For some individuals who are at a stage in their life where a two-year Master of Public Health (MPH) Program is not possible, the Public Health Certificate provides them with basic skill sets and knowledge to enhance their abilities in public health. The Certificate also provides a vehicle to ease into the MPH Program.

The Public Health Certificate requires 12 credits (four three-credit courses) that can be completed over a one-year time period, though students have up to three years to complete all required certificate coursework. To enter the Public Health Certificate Program, a student needs to have a Baccalaureate degree from an accredited academic institution. No courses for the PHC can be taken outside of UNH.

PHC Program Requirements and Schedule

The Public Health Certificate Program can be completed in one calendar year. A student who wishes to complete the Public Health Certificate in one year can follow the sample schedule below.

Year/Semester	Course
Year 1, Fall Session I	PHP 900: Public Health Care Systems
Year 1, Spring Sessions I and II	PHP 901: Epidemiology
Year 1, Fall, Spring, Summer	PHP Electives (2) Courses

PHP 996 Workshop Pre-requisite

PHP 996 is offered every semester, hence, once a student has met the pre-requisites (see guidelines below), s/he can enroll any semester. However, due to its culminating nature and practical logistics for completing the course's workshop pre-requisite, it is strongly recommended that students complete PHP 996 as their final course or they can petition to take another PHP course in its place.

If enrolled in PHP 996, students must identify and complete at least 6 workshops:

- *Must total a minimum of 32 contact hours and*
- *Must address, at minimum, four different foundational competencies as outlined by CEPH.*
- **Please note:** *Costs to attend a workshop are the sole responsibility of the student.*

Additional guidelines regarding eligible workshops are listed below:

1. The workshop must be offered by a recognized public health, health care, or educational institution/organization and be **approved by the PHC Program Administrator**.
2. The workshop must build skill(s) relative to the foundational competencies.
3. The workshop must have a set number of contact hours associated with its completion.

4. The organization offering the workshop must be able to provide documentation (certificate of participation/completion) of student completion of the workshop.
5. **All workshops must be completed within a three-year time period. The three-year time period starts from the date of the first workshop.** A student may count workshops attended prior to being accepted into the Public Health Certificate Program provided that a) guidelines 1-4 have been met and b) all workshops have been completed three years from the date of the first workshop. For example, if a student participated in an eligible workshop in Fall 2017, s/he would need to complete attendance of all workshops by Fall 2020.
6. A student may participate in **on-line/distance learning opportunities**, such as a web-based tutorial like “From Evidence to Practice: Using a Systematic Approach to Address Disparities in Health Outcomes” at www.ebph.org or a web-cast, to meet his/her workshop requirement provided that guidelines 1-5 have been met.
7. In general, attendance at a conference may **NOT** be used to meet the workshop requirement. The only exception would be if a training/workshop is offered in conjunction with a conference. (For example, attending the main program segment of the American Public Health Association (APHA) Convention does not meet a workshop requirement; however, attending a pre-APHA convention learning institute workshop would qualify.)

PHP 996 Locating Eligible Workshops

The MPH Program will offer workshops that can be used to toward the workshop requirement for PHP 996. As received, the Public Health Certificate Program. In addition, the following list provides useful resources students can access to identify upcoming in-person and distance-learning based workshops.

1. **Training Finder Real-time Affiliate Integrated Network (TRAIN).** Offered through the New Hampshire Department of Health and Human Services, this on-line learning management system provides the ability to locate public health and emergency preparedness trainings from across the United States, as well as keeps a “personal learning record” of trainings you have attended. You must register to use TRAIN, however there is no cost to register. (<https://www.train.org/DesktopShell.aspx>)
2. **National Public Health Training Center Distance Learning Center:** This on-line searchable database catalogues trainings and courses developed by public health training centers from across the U.S. Please note that content of this database does somewhat overlap with TRAIN. (<http://www.hrsa.gov/index.html>)
3. **American Public Health Association:** APHA offers numerous continuing education workshops before its annual meeting. To learn more about these workshop offerings, go to www.apha.org (Annual Meeting link)
4. **New Hampshire Public Health Association:** www.nhpha.org (Event calendar)
5. **Northern New Hampshire Area Health Education Center:** <http://www.nnhahec.org/> (Event calendar)
6. **Southern New Hampshire Area Health Education Center:** <http://www.snhahec.org/> (Event calendar)

Workshop Approval Process

Student workshop selections must be approved by the Public Health Certificate Program Administrator who makes the final decision as to whether a workshop meets the above guidelines. In order to ensure that a workshop is eligible for PHP 996, students are STRONGLY advised to submit to the Public Health Certificate Program Administrator the following required information, at least one month prior to the workshop:

1. Workshop title
2. Workshop date and contact hours

3. Workshop format (in-person, distance learning mechanism)
4. Institution offering the workshop
5. Contact information for institution offering the workshop
6. Description of workshop goals/objectives, and agenda
7. Essential Public Health Service(s) the workshop addresses and your rationale for why the workshop addresses the specific Essential Public Health Service(s).

PHP 996: Applied Topics in the Essentials of Public Health Course Deliverable

After attending the required workshops, a student will write an integrating paper summarizing what s/he has learned across these workshops as it relates to the Foundational Competencies. Specifically, a student will use the Foundational Competencies, to complete the following two tasks:

1. Summarize how the workshop(s) s/he attended provided him/her with skills for that specific competency.
2. Since a student is required to attend workshops covering at least four (4) of competencies, his/her paper will have a minimum of four (4) and a maximum of six (6) sections. (The latter would be the case if a student attended six workshops that each focused on a different competency.)
3. Provide an analysis of additional skills needed by the student to be a competent public health professional.

Courses for the Public Health Certificate

PHP 900: Public Health Care Systems (3 credits)

The focus of this course is on the pattern of services in the United States and on the structure and function of their component parts. It examines the impact on the system of a wide range of external factors including social, political, economic, professional, legal, and technological forces.

PHP 901: Epidemiology (3 credits)

This course explores factors underlying the distribution and determinants of states of health in various human populations. Emphasis is placed on investigative techniques, epidemiologic methodology, and disease prevention. This course is 16 weeks in length.

PHP 996: Applied Topics in the Essentials of Public Health (3 credits)

This course will require a student to attend at least six approved workshops on concepts related to the Ten Essential Services of Public Health (see below). After attending the required workshops, a student will write an integrating paper summarizing what s/he has learned across these workshops as it relates to the Ten Essential Services and identify the types of skills s/he will need to be more effective as a public health professional.

Elective course

In addition to the above three required courses, students must complete one elective course to finish the Public Health Certificate Program, 12 credits. Students may choose from any of the MPH courses offered to serve as their elective, provided any pre-requisites required for enrollment in the course have been met. **Please note that course offerings change on an annual basis, all PHP courses may not be offered every year, or in a subsequent year. For more information speak with the Director.**

**** PHC students may take two elective courses instead of PHP 996 with permission from advisor.**

Public Health Certificate Program students must possess a Baccalaureate degree from an accredited educational institution.

Expectations of and Resources Available to Public Health Certificate Students

For important information about expectations for Public Health Certificate students, including the Student Code of Professional Conduct, student computer literacy; UNH Student Identification Number; UNH email accounts; *myCourses* and Internet Accounts; expectations of time spent on coursework; quantitative, internet, MS Office skills and writing skills; please carefully review the MPH Handbook section entitled “Expectations of MPH and PHC students.” For information about career counseling services and support services for students with disabilities, please consult these sections within the “Master of Public Health Program” section of this Handbook.

Academic Regulations Governing the Public Health Certificate Program

The following academic regulations are specific to the Public Health Certificate Program:

- ◆ The Public Health Certificate Program Administrator will be available to advise students as needed.
- ◆ All Public Health Certificate courses must be completed at UNH (with the exception of workshops used to meet PHP 996 requirements).
- ◆ PHC students must have a cumulative GPA of 3.0 or higher to graduate. PHC students must file an intent to graduate form at the beginning of the semester they anticipate graduating. To learn more about when and how to submit the intent to graduate form, please go to <http://www.gradschool.unh.edu/graduation.php#intent>.
- ◆ Students graduating from the Public Health Certificate Program will be acknowledged at the UNH Master of Public Health Program’s Hooding Ceremony in May. All courses must be completed prior to the Hooding Ceremony.
- ◆ **PHC students are *not eligible* to take courses offered through other UNH departments.**

All remaining Academic Regulations governing the Public Health Certificate Program, including academic standards, repeated courses, accessing course materials prior to taking a course, academic honesty, citations, grading, graduate school, non-discrimination policies, ineligibility of current students to serve as course instructors/guest lecturers, and grievance procedures are similar to those listed in the MPH Student Handbook section entitled “Academic Regulations.”

Transitioning from the PHC to the MPH Program

Students who have successfully completed the Public Health Certificate Program and desire to enter the MPH Program would need to submit an application to enter the MPH Program. **Acceptance into the Public Health Certificate Program does not guarantee acceptance into the MPH Program.** If accepted into the MPH Program, a student can transfer all credits earned in the Public Health Certificate Program towards their MPH degree.

A PHC student may apply to the MPH Program *prior to completing the PHC Program*. If a student is accepted to the MPH Program prior to completing the PHC, the following would apply:

1. Students must earn a minimum grade of B- or better to transfer the courses taken in the PHC program to the MPH Program.

2. Students will have three years (starting from the semester enrolled in the MPH Program) to complete both programs.
3. If the student has not yet completed PHP 996 (Applied Topics in the Essentials of Public Health), per the course requirements (see above) all workshops would still need to be completed within a three-year time-period from the first workshop.

Part Seven

Academic Policies and Procedures

All students are subject to the academic regulations of the Graduate School and UNH. To review these, please visit the Graduate School Web page: <http://www.gradschool.unh.edu/fp.php>

Students are also subject to the *Student Rights, Rules, and Responsibilities*. This document is available on the web at <https://www.unh.edu/student-life/2018-2019-student-rights-rules-and-responsibilities>

PDFs of Graduate School forms for registered students are online at <http://www.gradschool.unh.edu/fp.php>.

Absences for Non-Academic Reasons

You will be notified via letter from Stephanie Kirylych, Director of Academic Advising, at stephanie.kirylych@unh.edu in cases where a student is experiencing an aggravated and compelling non-academic circumstance beyond their control, including isolation and quarantine requirements related to COVID-19. Please do not ask students for documentation yourself or ask the student follow up questions that would violate the confidentiality of this process. Once you receive a letter for a student, it is within your authority to determine what remedy or accommodation is appropriate (see the [Student Rights, Rules and Responsibilities Academic Policies, 04-Attendance and Class Requirements](#)). Please see Resource Hub PDF section 10.0 (or web page [here](#)) for guidance.

Center for Academic Enrichment

Provides academic support services, including individual tutoring, for all students. Make an appointment through the CAE My Courses site on your Canvas dashboard. Phone: (603) 641-4113. Email: unhm.cae@unh.edu

Academic Honesty

Academic honesty is the keystone to any academic pursuit and is expected and required at UNH. The Program will enforce all University regulations with violations ranging from assignment failure, course failure and/or termination from the Program. Academic honesty policy and due process procedures can be found in the *Student Rights, Rules, and Responsibilities Handbook*. Make sure that you understand what constitutes plagiarism. When in doubt, please ask. The Instructor of a course is responsible for initiating any case where there is plagiarism. The Instructor has multiple options for resolving the issue. [University Academic Honesty Policy](#). The [tutorial on plagiarism](#).

Academic Standards

Please note that MPH and PHC students are held to the following academic standards:

- ◆ MPH and PHC students **MUST** have a **cumulative grade point average (GPA) of 3.0, (B), or higher**, to graduate.
- ◆ Students must earn a grade of B- or higher in all courses.
- ◆ Although an MPH or a PHC student can pass a course with a **B- (2.67) grade, a student still MUST still maintain an overall GPA of 3.0 (B) to graduate.**
- ◆ MPH and PHC students receiving grades below “B-” in a graded course are considered failing grades, for the purposes of determining academic standing with the Graduate School and within the Program.
- ◆ Failed courses will need to be repeated to count for the MPH or PHC. (Please see the section below, “Repeated Courses,” for additional information.) Repeating a course will also improve your GPA, replacing your previous grade, but it will show both on your transcript.

- ◆ MPH and PHC students receiving *failing grades* (grades below a B-) in **six (6) or more credits** either in two courses or in one course taken twice will be recommended by the MPH Program Director to The Graduate School for dismissal from the UNH MPH or PHC Program.
- ◆ MPH students admitted on a *conditional or provisional basis* must meet the conditions or provisions as stated in the letter of admission, to remain in The Graduate School. *Each individual program may set and announce standards for coursework, examinations and/or research achievement that are more rigorous than the Graduate School standard.*

Accessibility Services for Disabilities

The University is committed to providing students with documented disabilities equal access to all university programs and facilities. If you think you have a disability requiring accommodations, you must register with the Student Accessibility Services (SAS) office. The Student Accessibility Coordinator at UNHM is Jenessa Zurek. Please reach out to the SAS office via email at jenessa.zurek@unh.edu for registration information and disability related questions. Jenessa Zurek is available through phone and email Mondays and Wednesdays from 9am-2pm.

The University is committed to providing students with documented disabilities equal access to all university programs and facilities. If you think you have a disability requiring accommodations, you must register with the Student Accessibility Services (SAS) office. The Student Accessibility Coordinator at UNHM is Jenessa Zurek. Please reach out to the SAS office via email at jenessa.zurek@unh.edu for registration information and disability related questions.

Jenessa Zurek is available through phone and email Mondays and Wednesdays from 9am-2pm. Instructors are urged to include the language found at Resource Hub PDF section 6.0 in their syllabi (or web page [here](#)).

Accessing Course Materials Prior to Taking a Course

Students may request to review a course syllabus prior to taking a course. Access to any other course materials (for example, guest access to a course *myCourses* site, handouts, etc.) may preclude a student from enrolling in the course in the future.

Advising

It is the student's responsibility to be aware of track academic requirements and progress. Advisors are available to answer questions by appointment, email or phone. Students are especially encouraged to meet with their advisor if they have questions about courses or sequencing.

Behavior Intervention Team (BIT):

This team provides assistance to the UNH Manchester community when there is a need to activate a systematic, coordinated response to students who may be in crisis or whose mental, emotional or psychological health condition may substantially disrupt or directly threaten the safety of the learning environment. The BIT receives reports from security, students, faculty, administrators, and others regarding students of concern, develops and implements appropriate interventions, assists students in accessing appropriate resources and recommends appropriate actions to the Dean of Students when needed. The UNH Manchester BIT is a collaborative interdisciplinary advisory team comprised of the following members:

Lisa Enright, Director of Student Engagement, Chair
Dan Reagan, Associate Dean of Academic Affairs

Stephanie Kirylych, Director of Academic Advising
Bruce Azotea, UNH Security in direct collaboration with UNH Police

More information can be provided by emailing the UNH Manchester BIT at UNHM.BIT@unh.edu. A member of BIT will follow up with you via email to confirm receipt of your concerns and will determine the proper referral procedure in any given case in consultation with BIT members. Please do not include the student's name in the email you send to her. Any BIT member can also be a helpful resource to you. BIT will work as close partners with faculty to provide a caring, holistic approach to promote student safety and well-being on the Manchester campus.

Students will be notified by the Graduate School when this administrative action is taken and are required to apply for readmission or reinstatement if they subsequently desire to resume their academic program.

COVID-specific Policies and Guidance

Behavioral Expectations in Online/Remote Course Components

Clearly state rules, norms, and best practices for student and instructor social engagement on discussion boards, in the chat box on Zoom, and convey your expectations regarding visibility on camera, muting, etc. Resource Hub PDF section 3.0 (or web page [here](#)) contains helpful guidance on “netiquette” and other recommended communication frameworks.

Health and Safety in Face-to-Face Classes

A key to [#unhtogether](#) is the appropriate use of social distancing and PPE (e.g., masks) during in-person classroom activities. PPE is required for all individuals in the classroom or laboratory setting. At a minimum, students must wear masks or have an approved accommodation through SAS. Faculty may wear a face shield with no mask IF and ONLY IF they maintain at least 6 feet of distance away from others in the classroom (though it is recommended that both a face shield and a mask be worn.)

All classrooms have been modified to reduce density. Wherever possible, seats have been eliminated or blocked off to ensure at least 6 feet of distance away from others in order to assure social distancing. Where continuous maintenance of social distancing is not possible, e.g. some laboratory activities, there will be a need to keep track of close contacts in case the need arises for contact tracing as required by State law. Note that per [CDC definition](#), “close contact” comes into play if individuals are within 6 feet of each other for more than 15 minutes. This means that individuals passing each other in hallways or other spaces or interacting (with masks) within 6 feet for less than 15 minutes are NOT considered close contacts.

Extensive guidance and syllabus language are available on the use of masks or formally approved alternatives during in-person classroom activities. See Resource Hub PDF section 1.1 and 1.12 points 1-2 (or web page [here](#)). For up-to-date UNH health information, please see: <https://www.unh.edu/health/health-alert-covid-19> and <https://www.unh.edu/coronavirus>.

The Wildcat Pass – Promoting and Cooperating with #unhtogether **COMING SOON**

The Wildcat Pass is a web and mobile app students are required to use to help keep track of the requirements for being in compliance with necessary testing, isolation, and quarantine rules that

will help to keep our community healthy. Students will be told that any university official may ask them to show a valid Wildcat Pass if they are on a campus. Resource Hub PDF section 1.12, point 7 contains sample syllabus language on the Wildcat Pass (or web page [here](#)).

Contact Tracing with In-Person Classrooms

To assist with contact tracing, it is recommended that students remain in the same seat or group of close contacts throughout the entire semester. Resource Hub PDF section 1.12, point 6 contains sample syllabus language on assigned seating and contact tracing (or web page [here](#)).

Entering, Cleaning, and Exiting Classrooms

Instructors should provide and explain clear procedures for entering their classroom, cleaning personal spaces, and exiting their classroom at the end of the class meeting. Students are instructed to avoid congregating in groups, and to use available wipes to clean their spaces upon arrival. Resource Hub PDF section 1.12, points 3-5 contain guidance and sample syllabus language on movement and hygiene in classrooms (or web page [here](#)).

Attendance

Attendance policies for courses are determined by individual faculty based on the needs and requirements of their courses. Students are expected to adhere to these policies as usual. Given the constant state of change in campus operations, faculty are strongly encouraged to maintain flexibility in their in-person attendance policies. Resource Hub PDF section 1.21, point 5 contains sample syllabus language on all-class and rotational attendance (or web page [here](#)).

Changes to Course Modalities

State clearly the course policy on rotational attendance if your course will be delivered in this modality. All face-to-face classes will end on Friday, November 20 and move to remote learning starting Monday, November 23. Please be sure your syllabi state clearly how remote learning will be conducted once your course moves online. Given the potential for campus mode of operation changes (see and monitor <https://www.unh.edu/coronavirus/operation>) course modality changes during the semester may be necessary. Consider including language about potential changes to course delivery and assessments, based on health and safety conditions. Resource Hub PDF section 1.2 and 1.21 points 1-4 contain sample syllabus language on course modality changes (or web page [here](#)).

Class Recording

Students' enrollment in a UNH course is consent to being recorded by UNH media platforms for educational and remote access purposes. The University and Zoom have FERPA-compliant agreements in place to protect the security and privacy of UNH Zoom accounts. Students may not share recordings outside of their course. We strongly encourage including syllabus language that makes this clear to students, which can be found at Resource Hub PDF section 1.21 point 3 (or web page [here](#)).

Remote Proctoring and Final Exam Scheduling

Instructors are strongly encouraged to include explanatory language on remote assessment proctoring on their syllabi, where applicable, including procedural and technological detail. Courses using such software will test it with students during the first weeks of instruction. This is important to ensure equity across your class and enable students with technology limitations to access help

from IT or to work with faculty on alternative accommodations. Resource Hub PDF section 1.21 point 6 contains sample syllabus language on remote proctoring, developed by the Working Group on this topic (or web page [here](#)).

All final exams for the Fall 2020 semester will be administered remotely. Scheduling of those exams will follow normal practice.

Course Workload and Credit Hour Expectations

The federal definition of a credit hour, which entails a minimum 3 hours of engaged time per week per credit over a 14-week semester. Examples of engaged time include class time, assignments, examinations, laboratories, participation in course-related experiences, conferences, and office hours. Faculty Senate recommended syllabus language on credit hour compliance is located at Resource Hub PDF section 4.0 (or web page [here](#)).

Exam Scheduling

Classes are held on Election Day. However, no examinations may be scheduled, faculty are asked to provide opportunities to make up any scheduled activities on that day as appropriate. Many colleagues suggest that it is wise to be sensitive about student religious obligations. Sample syllabus language is available at Resource Hub PDF section 8.0 (or web page [here](#)).

Food Pantry

The campus food pantry has pre-packed bags of non-perishable food items for students in room 437. If you have any questions, contact Kattarina.Biss@unh.edu

GRAD 800

If you do not plan to take a course for an entire Fall or Spring semester, make sure you register for **GRAD 800**, which keeps your enrollment in the program current rather than having your **degree status discontinued (DSD)**. The fee for **Grad 800** will be applied during the semester in which the student is not enrolled. There is a reinstatement fee for students who have been designated as Degree Status Discontinued. Please contact the Graduate School for specific fees.

Grading

- **Letter grades:** The following grades are used at UNH:
A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), C- (1.67), D+ (1.33), D (1.0), D- (.67) F (0). Graduate credit is normally only granted for courses completed with a grade of B- or higher. Individual programs may have stricter requirements and are published with their degree program requirements.
- **AF Grades:** An “AF” grade, Administrative F, is assigned for failure to either drop or complete a course. An “AF” is considered the same as an “F”.
- **Appeals:** Every Instructor must be prepared to discuss and explain the basis for her or his evaluation of students. If, after consulting the Instructor, a student still believes that he or she was treated unfairly, he or she has the right to seek redress using the MPH Program Appeals Process outlined in the Grievance Section of the MPH and PHC Student Handbook.

- **Audit Grades:** An “AU” grade is assigned for completion of courses for which an audit was granted. No credit is earned.
- **C+ Grades:** The Dean of the Graduate School may, under limited conditions, approve two courses, up to 8 credits of C+ grades for graduate credit. When a student’s advisory committee or a student’s advisor, in conjunction with the appropriate departmental committee, wishes to recommend that credit be given for work completed with a “C+”, the advisory committee shall forward its recommendation, with appropriate justification, to the Dean of the Graduate School within one month of the completion of the course. Normally these courses will be elective courses outside the student’s major area.
- **Credit/Fail Grades:** A “CR” grade is assigned for complete, approved theses and dissertations, as well as other approved courses and seminars.
- **IA Grades:** An “IA” grade is assigned for approved continuing courses, such as thesis or doctoral research, and remains on the record until the course requirements are completed. In the case of doctoral research, the “IA” grades remain on the official transcript for all semesters prior to the completion of the degree. The “IA” grade for the final term of enrollment will be changed to “CR” to signify successful completion of the dissertation.
- **Incomplete Grades:** An “IC” grade is assigned with the approval of the Instructor for excused unfinished work only. The work must be completed and submitted to the Instructor by the date agreed to with the Instructor, but no later than the last day of the classes of the semester immediately following the one in which the incomplete was granted (800- and 900-level course only; mid-semester for 400-, 500-, 600, and 700-level courses). A petition requesting additional time within which to resolve the incomplete, approved by the Instructor, the student’s Advisor and Graduate Program Coordinator may be submitted to the Graduate School by the appropriate deadline. An extension will be granted by the Dean only under unusual circumstances. An incomplete grade becomes an “F” if not resolved or if a petition for an extension is not approved within the allowed time-period. This policy also applies to students who withdraw from UNH or who are on an approved leave of absence.

We hold students to high academic standards. Given our expectations, please avoid awarding incomplete grades. Only in the event of compelling, non-academic circumstances beyond a student’s control should an incomplete be awarded, and only if the student requests an incomplete. An administrative failure (AF) is the appropriate grade for a student who has missed substantial portions and assignments of a class.

- **Pass/Fail Grades:** A graduate student may petition to take undergraduate courses on a pass/fail basis. Such a petition must be approved by the end of the add period for the term the course is taken. A grade of “C” is the minimum grade to receive a “P”. Courses at the 700-level approved for graduate credit cannot be taken for pass/fail.
- **W Grades:** If a student withdraws from school or drops a course prior to the fifth Friday of the semester, the course(s) will not appear on the student’s permanent record. If a student withdraws from school or, for compelling non-academic reasons, submits an approved petition to drop a course after the fifth Friday of the semester, a notation of “W” will be shown on the student’s academic

record. If the withdrawal or drop is after the midpoint in the class, a grade of “WP” or “WF” is shown on the record. A “WF” is considered a failing grade and will calculate into the GPA as such. Deadlines for courses scheduled for any time-period other than a full semester are apportioned at the same rate as semester courses. The actual dates are determined on a term-by-term basis.

Graduation

- Graduate students must have a cumulative GPA of 3.0 (B) or higher to graduate.
- Students must file an *Intent to Graduate* form prior to mid-semester of the term in which they intend to graduate. This form can be completed online at: <https://www.unh.edu/registrar/graduation>
- The MPH Program will have its own Hooding Ceremony in May. MPH graduates can also participate in the UNH graduation ceremonies at both the UNH Manchester and Durham campuses. Information pertaining to the MPH Hooding Ceremony and Graduation will be communicated via email.

Grievance Procedures

The MPH Program Appeals Process is designed to field student challenges to a faculty evaluation, decision, or action. This appeal process applies to both academic and non-academic issues. MPH and PHC students, as well as other members of the academic community, are encouraged to resolve conflicts concerning academic issues; faculty, staff, or peer conduct; or student development informally before initiating the MPH Program Appeals Process.¹

Mental Health and Wellness

In partnership with The Mental Health Center of Greater Manchester, UNH Manchester offers free mental health sessions for students. Students can schedule virtual counseling sessions by emailing unhm.advising@unh.edu. Counselors will be available virtually on Monday, Tuesday, and Thursday from 9am-5pm.

The *National Suicide Prevention Lifeline* provides 24/7, free and confidential support via phone or chat for people in distress, resources for you or your loved ones, and best practices for professionals. Call (800) 273-TALK (8255).

QPR is a training program in mental health awareness and suicide prevention training offered by trained facilitators and members of the UNH Manchester community. Please contact Lisa Enright at lisa.enright@unh.edu should your department or program want to schedule a training session.

MPH/PHC Program Appeals Procedure²

1. An Appeals Board shall be formed. Its membership shall consist of the faculty who serve on the MPH Program Committee (excluding the faculty member involved in the Grievance) and one faculty from the Department of Health Management and Policy.
2. The initial step in the appeals process will be a meeting for the purpose of discussion and resolution between the faculty person and graduate student.
3. If the concerns raised are not resolved by the discussions between the faculty person and the graduate student, either party has ten (10) working days to request that a mediator from the Appeals Board be present for one additional meeting to resolve the dispute.
4. If no satisfactory resolution is reached, the student must submit a written statement to the Appeals Board within seven (7) working days following that meeting. The faculty person will respond to the statement in writing to the Appeals Board within seven working days of receiving the statement.

5. The Appeals Board will review these documents and may seek any further information from the specific people involved and/or from outside people. The Appeals Board must reach its decision from the submitted and additional data. The Board's decision must be presented in writing to the parties involved within thirty (30) days of receiving the faculty person's response statement.
6. If either the student or faculty member is not satisfied with the Appeals Board decision, the Dean of Health and Human Services should be notified and the appropriate University of New Hampshire (student or faculty) grievance procedure can be initiated (see UNH Student Rights, Rules, and Responsibilities Handbook and Faculty Handbook).

As outlined in the *UNH Student Rights, Rules and Responsibilities Handbook*, a student should implement the following process for submitting a grievance concerning a faculty member:

*"Students should discuss their concerns directly with the faculty member and seek a resolution. However, if the student feels that direct discussion would be counterproductive or if, after consulting with the faculty member, a student still has a complaint, she or he should talk with the chairperson of the faculty member's department. If no satisfactory resolution results, the student may talk with the dean of the college or school. If the matter is not resolved by the dean, final appeal may be made to the Provost and Executive Vice President for Academic Affairs."*³

The one amendment to the above process is that a student should consult with the MPH Program Director prior to approaching the chairperson of the faculty member's department to try to reach a resolve to the situation. All other process steps remain the same. Complaints/grievances with a staff person should be resolved using the detailed process described in the <https://www.unh.edu/student-life/2018-2019-student-rights-rules-and-responsibilities>

References

1. UNH Department of Social Work. *MSW Student Handbook, 2009-2010*. Durham: UNH Department of Social Work, 2009. Print.
2. UNH Department of Marriage and Family Therapy. *MFT Graduate Handbook, 2008-2009*. Durham: UNH Department of Marriage and Family Therapy, 2008. Print.
3. University of New Hampshire. *Students' Rights, Rules, and Responsibilities Handbook, 2018-2019*. Durham: University of New Hampshire, 2008. Print.
4. <https://www.unh.edu/student-life/2018-2019-student-rights-rules-and-responsibilities>

Ineligibility of Current Students to be Course Instructors or Guest Lecturers

Current students are ineligible to serve as course instructors or guest lecturers in MPH Program courses.

Non-Discrimination

"The University of New Hampshire is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race, color, religion, sex, national origin, age, veteran status, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs or activities." (UNH Catalog).

Non-matriculated Students

Non-matriculated students do not have to obtain the MPH Program Director's permission to enroll in an MPH Program course. Students are allowed to take up to two (2) courses prior to matriculation. To enroll, s/he would follow the below directions to register either in-person or via phone.

Registration Instructions:

1. Before you Register

Login to [MyUNH/Webcat](#) before your registration window opens. Check to make sure your account is active and you have no holds on your account. Some holds will prevent you from completing the registration process. Holds can be placed for a variety of reasons, the staff at the Graduate School Manchester can help students determine why there is a hold.

To check for holds:

- Select Webcat/Services tab
- Select Student Services and Financial Aid
- Select Student Records
- Select View Holds

2. Graduate Student RAC (Registration Access Code): No RAC required.

- **UNH Manchester Registration:** Students who are registering for courses at both the Durham and Manchester locations may complete their registration and payment at both sites or at a single site. Students may register online. ***Online Course Registration (available to enrolled students only)***
- Go to <https://my.unh.edu/>
- Click on Webcat/Student Services tab
- Continue
- Registration
- Add/Drop Classes
- Choose Term (Fall/Spring/Summer)
- Enter in CRN (Course Registration Number) number(s)
- Submit changes

3. Scheduling Assistance: Parent's needing assistance scheduling classes around your children's school/daycare hours, or a non-traditional student needing assistance scheduling classes around a full time (35+ hours), (M-F) job, contact the Office of the Registrar, **BEFORE** registration begins.

- Register in person by going to the Student Services Suite at University Center, UNH Manchester, 88 Commercial Street, Second Floor.
- Register via phone by calling 603-641-4136.
- Print your schedule by returning to the Registration menu and selecting Printable Schedule or Student Detail Schedule. <http://manchester.unh.edu/course-schedule>
- For information regarding available courses and registration dates please see the following website: <http://manchester.unh.edu/course-schedule>

4. Continuing Graduate Students: Are expected to register by the first day of classes.

5. Late Registration: Students who register after the published deadline will incur a late fee

6. **Maximum Load:** The maximum graduate load of 16 credits (12 credits for a student on a full assistantship). Only under unusual circumstances will a student be allowed to exceed these limits, and then only with the recommendation of the student's adviser and graduate program coordinator and the approval of the dean of the Graduate School.
7. **Graduate Continuing Enrollment GRAD 800:**
Students must remain registered each semester while in a graduate program. If circumstances occur when you cannot take a course during a semester you can register for GRAD 800. Webcat registration remains open for GRAD 800 through the 3rd Friday of the Fall and Spring semester. The fee for **Grad 800** will be applied during the semester in which the student is not enrolled. Please contact the Graduate School for the specifics about the fees.
8. **Degree Status Discontinued**
Students who do not register and pay by the published deadlines in the UNHM Academic Calendar <https://www.gradschool.unh.edu/dates.php> have their degree status discontinued. Students who wish to resume their academic program will need to petition for reinstatement and pay a reinstatement fee and any other applicable late fees. Students that have been DSD'd will have to file either a reinstatement (semester they were DSD'd) or readmission form (any time thereafter) and pay the appropriate fee.

Students should register for ALL of their courses for Fall Sessions I and II, or for Spring Sessions I and II by the posted deadline. (See <http://manchester.unh.edu/course-schedule> for deadlines and how to register.

- Fall an MPH student will likely register for four eight-week courses.
- Additions or deletions for the second eight-week period will be done on an exception

Repeated Courses

Repeating a course does not remove the original course or grade from the record. Only the most recent grade is included in the cumulative grade point average; only the most recent credit, if any, is included in the cumulative credits earned. A course may only be repeated once.

If a UNH MPH or PHC student needs to repeat a course for their MPH degree or Public Health Certificate, it is important to note the following:

- ✓ Repeating a course does not remove the original course or grade from the record.
- ✓ Repeating a course does not remove the original failing grade from the record.
- ✓ Only the most recent grade is included in the cumulative grade point average (GPA).
- ✓ Only the most recent credit, if any, is included in the cumulative credits earned.
- ✓ Any course taken at a different institution must meet the same academic standards as outlined for UNH courses.
- ✓ **A course taken at UNH may only be repeated once.**
- ✓ **A course taken at UNH may not be repeated at another academic institution**

Sexual Harassment and Rape Prevention Program (SHARPP):

Provides free and confidential advocacy and direct services to survivors.

(<https://www.unh.edu/sharpp>.)

Sexual Violence or Harassment: Confidentiality and Mandatory Reporting

The University of New Hampshire and its faculty are committed to assuring a safe and productive educational environment for all students and for the university as a whole. To this end, the university requires faculty members to report to the university's Title IX Coordinator (Donna Marie Sorrentino, dms@unh.edu, 603-862-2930/1527 TTY) any incidents of sexual violence and harassment shared by students. Please include the statement at Resource Hub PDF section 9.0 (or web page [here](#)) in your course syllabi.

Part Eight

Required Academic Skills

Quantitative Skills

For students to feel confident in the quantitative courses, the following recommendations should be considered:

- A student should possess an understanding of basic algebra in preparation for PHP 901 Epidemiology and PHP 903 Biostatistics.
- Additionally, students may also find the websites listed below helpful for developing math skills:
 - www.Free-ed.net: Website indexes free tutorials and online courses, including math focused ones.
 - www.sosmath.com: The website offers numerous free math review materials.

Writing Skills

- Since a student will be required to complete many written assignments throughout the MPH Program, strong writing skills are essential. A student should know how to:
 - Develop an outline for a report
 - Write cohesive paragraphs
 - Formulate bibliographies
- Students are highly encouraged to make an appointment with UNHM's Center for Academic Enrichment to participate in an English writing assessment session. The Center is located in 88 Commercial Street. The Center's telephone number is: 603-641-4113. The Center's website is <http://manchester.unh.edu/current-students/cae-more-powerful-learning>
 - During the session, a student will complete a writing assessment. After completing the assessment, Center staff will explain assessment findings and identify options to help the student enhance his/her writing skills.
 - Additionally, students may can further their writing skill development at the following sites:
 - UNH Manchester Library: <http://manchester.unh.edu/library/>
 - UNH's Robert J. Connors Writing Center: Based at UNH Durham campus, students can make appointments with Center staff to review their writing: <http://www.unh.edu/writing/cwc/>

Citations

- Since students come from a variety of disciplines with different traditions of citations, the Program has not adopted a single notation style. However, students should make sure that their citations conform to a recognized style and that the documentation facilitates clear and easy access to the originals. There are multiple manuals of style books available at any bookstore; buy one and adopt it.
- The American Psychological Association (APA) Style is available at:
 - <http://www.apastyle.org/>
- Dartmouth College has an open web site that facilitates documentation available at:
<http://www.dartmouth.edu/~sources/>
- The Columbia Guide to Online Style: Second Edition: <http://cup.columbia.edu/book/978-0-231-13210-7/the-columbia-guide-to-online-style>.

Web-based Writing Tools:

1. UNH Online Writing Laboratory (OWL): provides writing assistance to UNH students unable to visit the Connors Writing Center in Durham. To learn more, go to: <http://owl.unh.edu/> .
2. UNH Manchester Library provides a variety of on-line and on-site tools to help students research and develop research papers: <http://manchester.unh.edu/library/>
3. The Owl at Purdue: This Purdue University website offers a wide range of on-line writing resources to help build your writing skills: <http://owl.english.purdue.edu/owl>.

Computers, Skills and Online Access

Students must have access to a computer with Internet capabilities, know how to use Microsoft Office programs, use and find library resources. *It is preferable to have access to high speed Internet service.*

UNHM has wireless capability throughout the building, so students with a wireless laptop computer will be able to use it in the classroom. There are classrooms with computers that may be used for courses such as Biostatistics.

Internet Skills

A student should have excellent Internet searching skills since s/he will be constantly using them to complete assignments throughout the MPH Program. Thus, before entering the MPH Program, students should know what major Internet search engines exist and how to use them to find public health data and information. Below are resources students can access to enhance their Internet searching skills

UNH Internet Searching Resources:

UNH Manchester Library: The library provides guidance on topics, such as how to evaluate websites and the staff are available on-site as well as remotely. <http://manchester.unh.edu/library/> and <http://manchester.unh.edu/support-services#services> are helpful.

MS Office (MS Word, Excel, and PowerPoint) Skills

A student should be quite comfortable using Microsoft Word, Excel, and PowerPoint to complete course assignments including papers, presentations, and exercises. If you are not comfortable with using these software packages, then it is **strongly suggested** that you take workshops and/or tutorials to become adept at using these software packages. Students can download a free version of Microsoft Office at: <https://www.unh.edu/it/kb/article/microsoft-office-365-professional-plus-for-students-faculty-and-staff-faq.html>

On particular note, **students enrolled in PHP 903 (Biostatistics), should be able to perform the following Excel functionalities prior to starting the class:**

1. Create and set up worksheets and workbooks
2. Create and format tables, charts, and graphs
3. Create formulas using basic mathematical equations (add, subtract, divide, multiply)

UNH Computer Security and Resources

Students can obtain free versions of Microsoft Office. Please use this link to get started: <https://www.unh.edu/it/kb/article/installing-microsoft-office-students.html>. For more instructions on how to install Office 365 ProPlus, please visit the official instructions at <https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2016-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658>

Resources

For online resources, please go to this link: <https://www.unh.edu/it/strategic-technology/resources-and-links-for-students-and-researchers>.

Computer and Platform Assistance

Should you need technical assistance with your computer or any UNH account, please call the **Computer Help Desk at 603-862-4242**. (Canvas, Email, MyUNH, Passwords, Webcat or any other computer software question or concern).

Web-based Tools to Enhance Internet Search Skills:

1. "Learning about Searching" Website (basic overview of searching techniques):
<http://www.notess.com/search/strat/>
2. Noodle Tools' "Choose the Best Search for your Information Need" Website (tool to determine which Internet search tool is best for a given task):
<http://www.noodletools.com/debbie/literacies/information/5locate/adviceengine.html>
3. "Finding Information on the Internet" Website (tutorial from UC Berkley Library):
<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Strategies.html>

Part Nine

General Resource Information

For specific information on UNHM or UNH Durham, visit the following sites:

- ✓ UNH Manchester: <http://manchester.unh.edu>
- ✓ UNH-Durham: <http://www.unh.edu/>

Bookstore

The official UNH bookstore is located on the Durham campus, in the Memorial Union Building. The bookstore carries textbooks, supplies, greeting cards, academically priced computer software, candy, UNH clothing and giftware, and gift certificates.

The bookstore accepts Visa, MasterCard, Discover, American Express and personal checks made payable to the UNH Bookstore. There will be a \$20 additional fee charged on all returned checks to the bookstore. Books can be shipped directly to students when ordered with a credit card over the phone.

A virtual bookstore is available to UNH students if you would prefer not to drive to Durham. The website is: <https://manchester.unh.edu/current-students/bookstore>
Textbooks will be shipped for free when you use your UNH ID. You can search for textbooks needed by class going to the textbook tab on the website.

*If you look online for the textbook for your course and it is not listed in the book store, you may want to check the course on <https://courses.unh.edu/> to see if the professor listed the books with the course information.

Textbook Refunds

In order to receive a refund, you must present the original cash register receipt. Books purchased must be returned in the same condition as they were purchased, in order to receive a full refund. Refunds on textbooks purchased for the current term are given if they are returned to the bookstore within the time-period to drop a class without academic penalty. Note: You must present the drop slip from the University and the register receipt to receive your refund. Credit card purchases will be credited to your credit card.

Used Book Buy-Back

As one of the many services to students, the bookstore buys back textbooks every day the store is open for business.

Email

Your UNH email address is used for all official communication with UNH and much more. For any exchanges with faculty or staff at UNH you must only use your UNH email address, as that is the only way we can identify you are who you say you are.

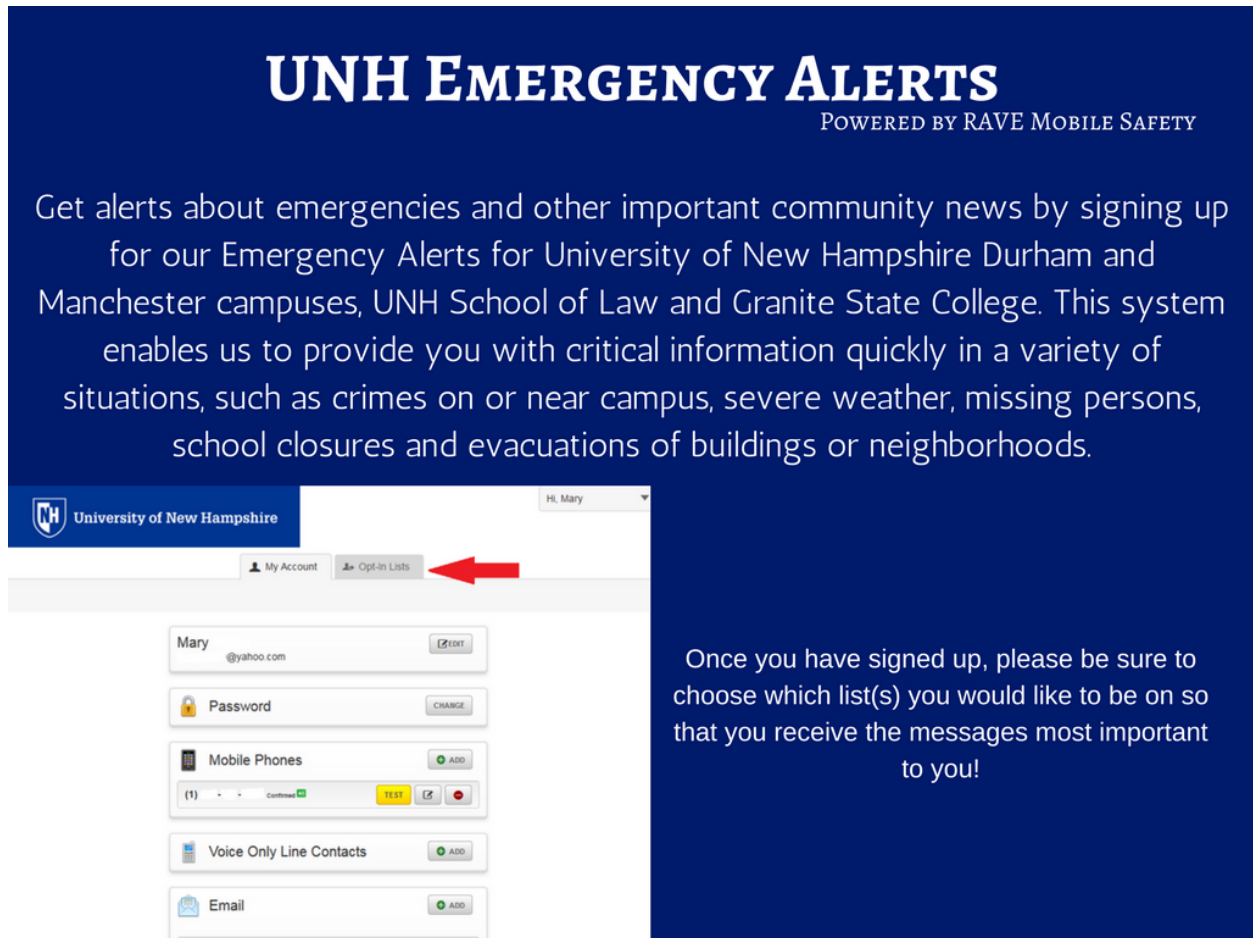
Official Communication Via UNH Email Accounts

All correspondence with MPH and PHC students is conducted via the student's UNH email account. Students are strongly recommended to have access to a computer with Internet capabilities to be kept informed about updates, policies, and procedures affecting the MPH and PHC Programs. **Students should check their UNH account regularly or forward their UNH email to another account they check on a regular basis.**

You are responsible for checking your UNH email regularly and updating your personal email address when necessary.

Emergency Alerts and Class Cancellations

You can learn about safety and storm closings at <https://manchester.unh.edu/current-students/emergency-protocols-storm-closings> .To be alerted about course cancelations and other important campus information register for UNH Emergency Alerts at <https://www.getrave.com/login/unh>.



The image shows a dark blue banner with the text "UNH EMERGENCY ALERTS" in large white letters, and "POWERED BY RAVE MOBILE SAFETY" in smaller white letters below it. Below the banner is a screenshot of a web interface for the University of New Hampshire. The interface has a header with the UNH logo and "University of New Hampshire" on the left, and "Hi, Mary" on the right. Below the header are two buttons: "My Account" and "Opt-In Lists". A red arrow points to the "Opt-In Lists" button. Below the buttons are several form fields: "Mary @yahoo.com" with an "EDIT" button, "Password" with a "CHANGE" button, "Mobile Phones" with an "ADD" button and a list of numbers, "Voice Only Line Contacts" with an "ADD" button, and "Email" with an "ADD" button.

Once you have signed up, please be sure to choose which list(s) you would like to be on so that you receive the messages most important to you!

Additionally, local radio stations will announce cancellations, due to inclement weather, or you can call the UNH Manchester Snow Line at **603-641-4100**.

Financial Aid and Student Accounts (Billing): Students registering on or after the first day of classes are expected to pay tuition and fees at the time of registration. Students with unpaid bills may be dropped from their courses if payment is not received by the published deadlines. Bills are published to each student's [MyUNH/Webcat](#) account and not sent by postal mail. Notifications are sent to a student's UNH assigned email account. More information can be obtained at <https://manchester.unh.edu/current-students/student-accounts>

**Students planning to use payroll deduction should make arrangements with the Billing Office no later than the first week of the semester.*

Tuition and Financial Assistance

Tuition for each academic year is announced in July. MPH and PHC students pay on a per course basis, with each course being three credits. Hence, to calculate the cost for one course, multiply the current year's in or out-of-state per credit tuition rate by three.

2020-2021 Tuition Only MPH

Residency Status	Per Credit	Estimated Program Tuition
NH Resident	\$785.00	\$ 37,680
Out-of-State Resident	\$865.00	\$ 41,520

2020-2021 Tuition Only PHC

Residency Status	Per Credit	Estimated Certificate Program Tuition
NH Resident	\$785.00	\$9,420.00
Out-of-State Resident	\$865.00	\$10,380.00

For more specific information about costs, contact **Business Services** <https://www.unh.edu/business-services>

Students interested in seeking financial aid should contact the UNH Financial Aid Office at 862-3600. The Graduate Student Aid and Verification Form, used to determine financial aid need, is available at <https://manchester.unh.edu/financial-aid>

Some limited scholarships are available. Prospective students are highly encouraged to check with their employer about available tuition assistance programs. Many students use this benefit to help finance their tuition. For information about financial aid, go to <https://manchester.unh.edu/financial-aid>

Housing and Dining

Housing

Housing is limited housing in Manchester, near the Manchester campus. You can find more specific information at: <https://manchester.unh.edu/student-experience/housing-dining>.

Library



“Promoting academic success through personal attention and expert assistance.”

UNH Library Statement

Contact Information

(Phone) 603-641-4173

Email: unhm.library@unh.edu

The library houses a collection of more than 30,000 volumes of print and non-print materials, integrated into an open-stack arrangement. In addition, the library subscribes to over 550 periodical titles and has an extensive back file of these on microfilm. A network of workstations provides access to many citation and full-text indexes for general and subject-specific searching. A UNH Manchester I.D. card is required for library services.

The UNHM Library is located in 88 Commercial Street Building, on the second floor. The library's on-line catalog is fully integrated with Dimond Library and other University branch libraries located in Durham. The Dimond Library has a collection in excess of one million books. The library can also provide database searches to students and faculty to assist them in their research.

- The UNH Manchester librarians are available to assist you with your research. You can contact a librarian by calling 603-641-4173 or by emailing unhm.library@unh.edu.
- The following online resources provide information about library resources and services:
- UNH Manchester Library webpage: <https://manchester.unh.edu/library>
- Online Research Guides: <https://libraryguides.unh.edu/index.php?b=s>
- Access Library Resources Remotely: <https://libraryguides.unh.edu/remotearchive>
- Reserve a study room for Zoom classes: <https://libraryguides.unh.edu/remotearchive/studyrooms>

Boston Library Consortium (BLC)

The UNH Library is the only library north of Boston that is a member of the **Boston Library Consortium (BLC)**. The BLC is an association of 18 academic and research libraries located in Massachusetts, Connecticut, Rhode Island, and New Hampshire, and is dedicated to sharing human and information resources to advance the research and learning of its constituency. Founded in 1970, the Consortium supports resource sharing and enhancement of services to users through programs in cooperative collecting, access to electronic resources and physical collections, and enhanced interlibrary loan and document delivery.

The BLC has a “Virtual Catalog” which allows students and faculty to access the libraries at Boston College, Boston University, Brandeis University, Marine Bio Lab – Woods Hole, Massachusetts Institute of Technology, State Library of Massachusetts, Tufts University, Northeastern University, U-Mass Amherst, U-Mass Boston, U-Mass Dartmouth, U-Mass Lowell, U-Mass Medical (Worcester), University of Connecticut, Wellesley College, and Williams College.

BLC provides students and faculty with access to Boston area libraries as well as 24/7 research assistance. Students and Faculty can borrow circulating items from these institutions for a period of up to 28 days. The items will be delivered to the UNHM or UNH Dimond Library in about 4-5 days and may be picked up and returned at the Loan Desk at those two places. If you need assistance, speak with the librarians at UNHM. There will be a general introduction to the library at the Student Orientation.

MyCourses

Each Instructor in the MPH program will use MyCourses in different ways, given the nature of the course. You will find it to be an invaluable tool in communicating with the Instructor and fellow students, as well as accessing course materials. MyCourses also contains personal student tools (*e.g.*, Calendar, Tasks). Please communicate with your professors about how they expect you to use MyCourses for their class and how they will communicate with you, and vice versa

MyUNH

To access *MyUNH* please go to <https://my.unh.edu/> and use your username and password. Once in *MyCourses* you can access your UNH email as well as the platforms for your courses and student services each semester.

Parking

UNH Manchester offers a variety of parking options. As of 8/29/16 students who have parking permits will be allowed to park both, in front and behind 88 Commercial St. The cost of parking permits is included in your tuition and fees and can be picked up by contacting Security Services on the 2nd floor of the Pandora Building.

Parking is also available at the covered Center of NH Garage just a six-minute walk from campus, free of cost for students with a validated ticket. The garage entrance is on Granite Street, just beyond the Canal Street intersection. Be sure to bring your parking ticket with you to campus and stop by the security desk on the main floor to have your ticket validated. Otherwise, you will be responsible for paying to park. Please do not park in the local lots around Pandora before the noted times. You will be towed. <http://manchester.unh.edu/directions-parking>. [Contact Campus Security](#) for questions regarding parking, 603-641-4101. The office is located in the reception area on the second floor of the Pandora Building at 88 Commercial Street.

Student Accessibility Services

The University of New Hampshire at Manchester is committed to providing students with disabilities with a learning experience which assures them of equal access to all programs and facilities of the University, which makes all reasonable academic aids and adjustments for their disabilities and provides them with maximum independence and the full range of participation in all areas of life. Students who have a documented disability and need support services should consult with UNH Student Accessibility Services. <https://www.unh.edu/studentaccessibility>

Requirements

- Students are responsible for disclosing their disabilities and requesting accommodations
- Current documentation (within the last 3-5 years) must be provided for Learning Disabilities and ADHD.
- Documentation for most Chronic/Medical as well as Psychological/Emotional Disorders must be current within the last 6 months.

Services

- *Strategize* – Students and staff will work to strategize and ensure the most appropriate and effective accommodation plans are implemented.
- *Support* – Ongoing support will be provided to students if requested by students to discuss concerns, changes, issues/challenges on campus and most importantly, accomplishments!
- *Develop* – Develop the necessary skills to be successful in college, including self-advocacy.

Student Identification Cards

Student ID cards will be processed at Student Orientation and during the first week of classes for all students. The ID cards are obtained at the security desk 88 Commercial Street Building. An ID card is required for library service and enables students to take advantage of student discounts offered by area merchants.

Username and Single Sign-On

Your Single Sign-on (MyUNH) <https://my.unh.edu/> username (also known as your UNH USERNAME [IT ID]) was created for you when you first applied to UNH. For further information on acquiring your username and setting your password, please visit the following page: <http://www.gradschool.unh.edu/myunh.php>

Webcat

Webcat be found in MyUNH for all administrative tasks such as course registration, billing and financial aid, and for grades/transcripts, etc. To access MyUNH please go to <https://my.unh.edu/> and enter the same username and password. All functions are found under Webcat.

- Please note all UNH billing is electronic only and will be accessed via Webcat. UNH billing notifications are sent to your UNH email address that was assigned to you when you applied to the MPH Program.

The Granite YMCA

UNH Manchester has partnered with The Granite YMCA to get undergraduate and graduate students a highly discounted Y membership. From fitness equipment to group exercise classes, indoor and outdoor pools to tennis and basketball courts — for just \$50 per semester, you can take advantage of all The Granite YMCA has to offer at any of its five locations. Just a 10-minute walk from UNH Manchester, think of the YMCA of Downtown Manchester as an extension of our campus with the member lounge, complete with free Wi-Fi. Learn more below.

YMCA MEMBERSHIP CONTACT: Phone: (603) 623-3558

Email: wildcatwellness@graniteymca.org

<https://manchester.unh.edu/student-experience/wildcats-at-the-ymca>

Descriptions of all MPH and PHC courses are provided below. *At the end of each description is guidance on recommended and/or required courses that a student should/must take before enrolling in each course. Please consult this list in advance of registering each semester to ensure that you have met the necessary conditions to enroll in a given course.*

PHP 900 - Public Health Care Systems

The focus of this course is on the pattern of services in the United States and on the structure and function of their component parts. It examines the impact on the system of a wide range of external factors including social, political, economic, professional, legal, and technological forces. 3 credits.

PHP 901 - Epidemiology

This course explores factors underlying the distribution and determinants of states of health in various human populations. Emphasis is placed on investigative techniques, epidemiologic methodology, and disease prevention. This course is 16 weeks in length. 3 credits.

PHP 902 - Environmental Health

This course offers a general introduction to the ecological basis of health and disease. It applies the principles and framework of ecosystems to human health problems associated with environmental hazards, including toxic and infectious agents that contaminate our air, water, food, the workplace and other special environments. Links between environmental and occupational health effects will be explored within the public health model. Policy required for regulation and alternative strategies for prevention will be discussed. 3 credits.

PHP 903 - Biostatistics

This course introduces students to the principles of biostatistics. Students will learn through classroom instruction, lab instruction and exercises, a variety of statistical methods in public health. Students will review measures of central tendency rates, and standardization; probability; sampling; hypothesis testing; comparisons; and simple, multiple and logistic regression techniques. This course is 16 weeks in length. 3 credits.

PHP 904 - Social and Behavioral Health

This course provides fundamental concepts of the behavioral sciences as they illuminate public health. Since public health practice is the application of physical, biological and behavioral knowledge to living societies, a firm understanding of human social organization and behavior is essential. Individual and community responses to prevention, identification of symptoms, diagnoses, treatments, chronic ailments and rehabilitation are discussed.

In each of these areas, the course explores the interaction between community, family, patient, and health care provider. 3 credits.

PHP 905 - Public Health Administration

This course focuses on public health managers, organizational culture, management process, management functions and roles, leadership, motivation, communication, and human resource management. 3 credits.

PHP 907 - Public Health Policy

This course analyzes the public policy process, the development of public health policy in the United States and discusses specific public health policy issues with international comparisons. This course begins with an analytical framework for analyzing the American political system and process. It is followed by a general introduction to health policy in the United States with examples of specific policies and programs. Students will be asked to examine specific public health policy in-depth. 3 credits.

PHP 908 - Public Health Ethics

This course examines selected ethical issues arising in public health policy and practice and ethical dilemmas faced by public health professionals, practitioners, and researchers. Students analyze competing personal, organizational, professional, and societal interests, values, and responsibilities. Case studies apply different models of ethical decision-making and provide MPH students with an added opportunity to explore and clarify their values and those of their colleagues. 3 credits.

PHP 912 - Public Health Law

This course seeks to provide the legal basis for public health that is needed to effectively practice public health, especially with respect to understanding and enforcing compliance with public health regulations and managing public health programs and organizations. The course introduces the core elements of law, legal practice and reasoning, and illustrates their application and use in public health. Recommended Course: PHP 907 Public Health Policy. 3 credits.

PHP 914 - Public Health Policy Analysis

Analysis of the public policy outputs from the perspectives of effectiveness, efficiency, and equity by applying analytical tools to public health policies in the United States. This course begins by examining the major methods used to examine health policy outputs. The perspectives of effectiveness, efficiency and equity are used as a framework for the course. Students read and critique articles from health services research literature that use previously learned methodologies. Pre-requisite Course: PHP 907 Public Health Policy. 3 credits.

PHP 920 - Social Marketing

This course offers and introduces students to the vocabulary and tools of marketing public health programs and services. Expanding upon traditional principles of marketing and consumer behavior the student will be exposed to the theory, practice and challenges of marketing social change. The course also explores the current and emerging issues related to public health marketing. Recommended Course: PHP 904 Social and Behavioral Health. 3 credits.

PHP 922 - Public Health Economics

This course gives each student a hands-on opportunity to become familiar with a broad range of health economics issues and analyses. The objective is to help its graduates successfully compete for advancement in careers requiring knowledge of health policy analysis. Pre-requisite Course: PHP 903 Biostatistics; Recommended Course: PHP 906 Public Health Finance and Budgeting. 3 credits.

PHP 926 - Evaluation in Public Health

An introduction to program evaluation as it relates to public health practice and research, primarily in the United States. Public health-specific examples are presented throughout the course. This course includes discussion of striking a balance between scientific rigor and the practicalities often faced by program evaluators. Recommended Courses: PHP 901 Epidemiology and PHP 903 Biostatistics. 3 credits.

PHP 928 – Principles of Toxicology

This course reviews broad toxicological principles and their application to current public health issues. In general, the course will provide a mechanistic basis for how substances initiate toxicity, the major environmental determinants of risk, and the risk assessment framework. Examples of toxicants to be examined include the following: drugs, pesticides, food additives and contaminants, environmental pollutants, natural and household products. Recommended Course: PHP 901 Epidemiology. 3 credits.

PHP 932 - Disease Ecology

This course introduces the basic structure and dynamics of our climate system, ecological systems, and social systems. The epidemiological significance of co-evolutionary processes linking climate system with ecological and social systems that influence the interaction between human beings and disease agents will be explored. In addition, the relational significance of assessment frameworks including ecosystem health, ecosystem services, environmental epidemiology, epidemiological environment will be discussed. Pre-requisite Course: PHP 902 Environmental Health; Recommended Course: PHP 901 Epidemiology. 3 credits.

PHP 934 - Work Environment Policy and the Health of Workers

This course provides an overview of occupational safety and health policy in the U.S. with a focus on the legal context, especially on OSHA. The course provides an analytical framework for examining the role of social, economic, and political factors in the recognition and control of occupational hazards. Some attention is given to the more technical aspects of this field (e.g., industrial hygiene, ergonomics, general health and safety); emphasis on understanding current occupational health and safety policies and controversies. Pre-requisite Course: PHP 902 Environmental Health; Recommended Courses: PHP 901 Epidemiology and PHP 907 Public Health Policy. 3 credits

PHP 936 – Global Health

This course is designed to provide students with an introduction to, and overview of, the key areas of global health by addressing the major determinants of health and how health status is measured to determine the burden of disease in the developing world. 3 credits.

PHP 938 – Health Education and Promotion

This course provides an in-depth review of approaches to health promotion and disease prevention intervention in different settings, using varied strategies and for different target groups. Course is intended to be practical in nature, focusing on the specifics of intervention development and delivery. Examples are drawn from the field of Public Health. 3 credits.

PHP 964 - Applied Epidemiology

This course will provide a thorough understanding of essential statistical and epidemiological concepts and their effective application in every day public health practice. Students will be given numerous real-life examples to demonstrate the theory in practice. Pre-requisite Courses: PHP 901 Epidemiology and PHP 903 Biostatistics. 3 credits.

PHP 985A - Special Topics in Public Health

This course offers a study of a special topic in public health policy

Prerequisite: Instructor permission. 1 to 3 credits.

PHP 990 - Field Study (MPH Students Only)

This course provides a 16-week long opportunity for students to synthesize, integrate, and apply the skills and competencies they have acquired during enrollment in the MPH Program and apply them to a public health problem or project in a professional public health practice setting.

Students are expected to spend a minimum of *100 hours* in the organization (not including preparation time) exploring how that organization deals with a particular public health issue and working on a project for that organization.

In addition, students present the findings of their work in a formal poster session at a professional meeting, following or nearing the conclusion of the course. This public health experience is conducted under the direction of a faculty member and a community public health mentor. ***This class meets one hour prior to regularly scheduled required and elective courses in the MPH Program.*** Prerequisite: Completion of **most required courses** and permission of course Instructor and MPH Program Director. 3 credits.

PHP 995 - Independent Study

Directed readings and other activities to explore a specific topic related to public health. Prerequisite: Permission of Faculty Member and MPH Program Director. 1 to 3 credits.

PHP 996 - Applied Topics in the Essentials of Public Health (PHC Students Only)

This course requires students to attend at least six approved workshops on concepts related to the Ten Essential Services of Public Health.

After attending the required workshops, a student will write an integrating paper summarizing what s/he has learned across these workshops at it relates to the Ten Essential Services of Public Health and identify the types of skills s/he will need, in order to be more effective as a public health professional. Prerequisite: Completion of workshop requirement (see details provided in Public Health Certificate Section of the MPH Handbook) and permission of the Public Health Certificate Program Administrator. 3 credits. ***THIS COURSE IS FOR PHC STUDENTS ONLY.***

PHP 998 - Integrating Seminar (MPH Students Only)

This final course in the MPH curriculum serves as the capstone to the MPH degree and provides the opportunity for students to work in teams, bringing both their individual and joint perspectives and expertise, to address a particular public health problem for a New Hampshire-based public health entity.

This course incorporates substantive, analytical, administrative, and policy perspectives. Students make a formal presentation of recommendations at the conclusion of the course. ***This class meets one hour prior to the regularly scheduled required and elective courses in the MPH Program.*** Prerequisite: **Completion of required courses and most electives. Permission required** of course Instructor and MPH Program Director. 3 credits.

Part Eleven...

Certificate in Health Data Science

WHY GET A GRADUATE CERTIFICATE IN HEALTH DATA SCIENCE?

Data science is among the fastest growing fields across all industries, and healthcare is no exception. The online graduate certificate in health data science at UNH exposes students to analytic techniques and tools that are useful for both large and small data sources in healthcare. In this program, you will develop an understanding of the U.S. health system and how to visually and quantitatively describe health impacts and outcomes. You'll also gain a better understanding of complex healthcare data and the phases of data analysis and develop the ability to display actionable results.

WHY CHOOSE UNH'S GRADUATE HEALTH DATA SCIENCE PROGRAM?

The graduate certificate in health data science at UNH prepares students who have an interest in the field of health data science or are considering improving their analytic skills within their current role in the healthcare industry. Students in the program will gain exposure to the role of analytics in healthcare, statistical and programming foundations, and the visualization and translation of healthcare data. Students receive credit toward the M.S. in health data science, should they wish to continue with the additional eight courses.

HDS Certificate Course Requirements

HDS 800	**Mathematics and Statistics for Health Data Science	3
HDS 801	Intermediate Statistics	3
HDS 802	Programming for health Data Science in R and Python	3
HDS 803	Translation and visualization of Health Data	3
** HDS 800 has a prerequisite of PHP 903 Biostatistics		Total Credits 12

- Starts in early August
- Four consecutive 8-week sessions

POTENTIAL CAREERS

- Health data analyst
- Finance analyst
- Population health analyst
- Nursing quality assurance analyst
- Health informaticist
- Nursing informaticist

For more information contact:

Jania Marshall

Jania.Marshall@unh.edu

Department of Health Management & Policy

Hewitt Hall, 4 Library Way

Durham, NH 03824-3563

<https://chhs.unh.edu/health-management-policy/program/graduate-certificate/health-data-science>

Health Data Science Course Descriptions

[HDS 800 Mathematics and Statistics for Health Data Science](#)

This course covers the foundations of probability and inferential statistics as well as foundations of linear algebra and matrices. After completion of this course, students should be comfortable with performing basic analysis of data including descriptive statistics, data visualization and appropriate statistical tests. Different probability distributions will be introduced along with hypothesis testing, confidence intervals, linear regression, and ANOVA. **Credits:** 3.0

****This course can be substituted with PHP 903 - Biostatistics**

[HDS 801 \(1ON\) - Foundations of US Health Systems](#)

Credits: 3.0

This course covers the foundations and functioning of the US Health System. It begins with an examination of the foundations of justice models for service allocation and system history. It then explores the functional dimensions of the system including financing, inpatient care, outpatient care, and ancillary services. Students then examine the role of public health and health policy in affecting health outcomes and how US outcomes compare globally.

Attributes: Online (no campus visits), EUNH **Credits:** 3.0

[HDS 802 \(1ON\) - Programming in Healthcare Environments](#)

This course covers using Python as a programming language to write, implement, and design programs that are relevant to various aspects of programming in a health setting. After completion of this course, students should be comfortable with the basic data structures in Python and R (including arrays, dictionaries, and dataframes), conditional logic and iterators, writing Python and R functions, and using Python libraries to read external data and perform data manipulations and data analysis.

Attributes: Online (no campus visits), EUNH **Credits:** 3.0

[HDS 803 \(1ON\) - Translation of Health Data](#)

This course will give you the skills you need to leverage data to reveal valuable insights and advance your career. This course teaches you the visualization skills necessary to be effective Data Storytellers which helps engage your audience in a story about the data. This course focuses on concepts as well as hands-on experience of presenting data from initial concepts to final presentation by creating meaningful displays of quantitative and qualitative data to facilitate peer/managerial decision making. Prereq: HDS 801.

Attributes: Online (no campus visits), EUNH **Credits:** 3.0

MPH and PHC Student Code of Professional Conduct

The UNH MPH Program and the Public Health Certificate (PHC) Program are committed to ensuring a professional and collegial environment for student education. Public health is the science and art of protecting and improving the health of local, national, and international human populations in communities through education, health promotion, and disease and injury prevention. Just as the focus of public health is on populations in communities, it is important to realize that each member of the faculty and staff, and each MPH and PHC student comprises the community known as the UNH MPH and PHC Programs. As a result, at all times our community must cultivate professional and personal behaviors that are based on mutual respect, honesty, and responsibility to be successful in achieving our public health mission.

Each member of our community is expected to be civil and respectful in all relationships and value the dignity, diversity, and worth of all persons. It is not acceptable to verbally, physically, mentally, psychologically, or sexually abuse any member of the UNH community, or participate in or condone any form of prejudice, bigotry, harassment, intimidation or threat, whether verbal or written¹. Furthermore, student acts which interfere with the routine operation of teaching, administration, research, or professional practice are strictly prohibited².

In all activities, each MPH and PHC student is expected to behave with integrity and in a manner that is courteous, responsible, considerate of the rights and interests of others, and to be personally honest³. Students enrolled in the MPH or PHC Program are expected to conduct themselves as public health professionals and to demonstrate respect and cooperation toward faculty and their fellow students.

This Student Code of Professional Conduct begins when the student accepts admission to the MPH or PHC Program and is enforceable until the MPH degree or Public Health Certificate has been awarded. This Code governs behavior by MPH and PHC students which occurs on or off UNH property (e.g., during the Field Study experience or Integrating Seminar, or workshops) and is enforceable throughout the entire matriculation period, regardless of whether classes are in session or students are enrolled in classes. The Code applies to UNH MPH and PHC students even while participating in educational and research activities, and workshops or conferences in other schools or colleges of UNH, or in other academic institutions².

Thus, all MPH and PHC students in our community will be presumed to have knowledge of the provisions of this Code, as a function of enrollment in the UNH MPH or PHC Program. Lack of familiarity with its provisions will not serve as a defense to any actions violating student conduct as defined herein². Failure to comply with any of its provisions will serve as grounds for course failure (by the Instructor, as appropriate) or recommendation to The Graduate School for dismissal from the MPH Program Director or PHC Program Administrator. Student appeals to a violation of this student code of conduct are governed by the process outlined in the Grievance Section of the MPH and PHC Student Handbook.

The UNH MPH and PHC Programs are successful in providing an excellent, positive learning environment when each member of our community works in harmony to create an atmosphere in which the ability of students to function professionally is optimized and our unique public health responsibility is recognized

References

1. University of New Hampshire. "Students' Rights, Rules, and Responsibilities Handbook" (2006-2007). <http://www.unh.edu/student/rights/srrr0607.pdf> (Date last accessed: January 31, 2007).
2. The Johns Hopkins Bloomberg School of Public Health, Office of the Dean. "Policy and Procedure Memorandum: Student Conduct Code" (1998). http://www.jhsph.edu/schoolpolicies/policy_student_conduct.html (Date last accessed: January 31, 2007).
3. Center for the Evaluative Clinical Sciences at Dartmouth. "Master of Public Health Degree Program and Master of Science Degree Program Student Handbook" (2005-2006). <http://ecs.dartmouth.edu/graphics/pdfs/MS MPH Handbook 2005 2006.pdf> (Date last accessed: January 31, 2007).

I acknowledge that I have read, understand, and will abide by the Master of Public Health and Public Health Certificate Programs' Student Code of Professional Conduct and agree to abide by it.

Print Full Name

Signature

Date

Form 6/18/07_RC

The Public Health Glossary

Accountable Care Organizations (ACOs)

ACOs are groups of doctors, hospitals, and other health care providers who come together voluntarily to give coordinated high-quality care to their patients. ACOs primarily target Medicare and Medicaid patients. The goal of the ACO is to provide coordinated care and to ensure that patients get the right care at the right time, while avoiding unnecessary duplication of services and preventing medical errors. When an ACO succeeds in delivering high-quality care and reducing costs, the members of the ACO can be rewarded financially by sharing in the savings generated. Recently, the Centers for Medicare and Medicaid Services (CMS) created mechanisms under which ACOs can also be penalized for poor performance (e.g., if they fail to deliver high-quality care and reduce costs). This is known as a ‘two-sided risk’ model, because there are both rewards and penalties.

Source: Centers for Medicare and Medicaid Services (CMS):

<https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/ACO/>
<https://revcycleintelligence.com/features/exploring-two-sided-financial-risk-in-alternative-payment-models>

Adverse selection:

Insurance term. Adverse selection occurs when people buy more insurance when they know they are at a higher risk of an event (for example, poor health) occurring.

Affordable Care Act (ACA) - Patient Protection and Affordable Care Act (P.L. 111-148)

On March 23, 2010, President Obama signed the Patient Protection and Affordable Care Act into law. The law focused on provisions to expand coverage, control health care costs, and improve the health care delivery system.

A brief summary of the law’s key provisions are as follows:

- Require most U.S. citizens and legal residents to have health insurance (known as the “Individual Mandate”)
- Create state-based American Health Benefit Exchanges (“Exchanges”, for short) through which individuals can purchase coverage, with premium and cost-sharing credits available to individuals/families with income between 133-400% of the federal poverty level, and create separate Exchanges through which small businesses can purchase coverage.
- Require employers to pay penalties for employees who receive tax credits for health insurance through an Exchange, with exceptions for small employers.
- Impose new regulations on health plans in the Exchanges and in the individual and small group markets.
- Expand Medicaid to 133% of the federal poverty level. (This was originally formulated as a requirement for all states, but was knocked down by the Supreme Court and became a voluntary program that states can opt into).
- Encourage payment reform and a transition to ‘value-based payment’, in which providers are rewarded for keeping populations healthy, rather than on the number of services they provide.

Source: Kaiser Family Foundation: <http://files.kff.org/attachment/fact-sheet-summary-of-the-affordable-care-act>

Capitation:

A method of financial reimbursement—prominent with HMOs—in which a provider is paid a certain amount per patient for a predetermined set of services. Capitation payments are often described in terms of amounts “per member per month” or “pmpm.”

COBRA:

Acronym for the Consolidated Omnibus Budget Reconciliation Act of 1985 that included a provision requiring employers to permit workers to hold onto their health insurance plans for up to 18 months after termination provided that the employee pay up to 105% of the average cost of the premium.

Coinsurance, co-payments, and deductibles:

Major forms of cost sharing by healthcare consumers. Coinsurance obligates the beneficiary to pay a fixed percent of medical bills. Co-payments are flat, patient pays the per visit fees. Deductibles obligate the beneficiary to pay the first part of any medical bill up to a certain level.

Community rating:

A system of insurance pricing where everyone in a certain area is charged the same rate, regardless of health history or personal characteristics, contrasted with “experience rating” where persons or groups are charged different rates depending on health history or demographic characteristics, such as age.

Cost shifting:

Shifting the costs of taking care of some patients or services to another group. For example, hospitals have historically shifted the costs of providing graduate medical education to various payers who are not in a position to recognize or refuse to pay.

Defensive medicine:

The practice of ordering additional and unnecessary procedures or tests to avoid potential malpractice lawsuits.

Disproportionate Share Hospital Spending (DSH):

Federal funding to assist healthcare providers (primarily hospitals) that care for very large numbers of Medicare or Medicaid clients.

ERISA:

The Employee Retirement Income Security Act of 1974, a federal law that has been interpreted to prohibit states from regulating employers who self-insure their employee medical benefits.

Epidemiology terms: Measures of Association – Examples**Relative Risk (RR):**

The relative risk (or risk ratio) (RR) is a measure of association that quantifies the relationship between an exposure and a health outcome (e.g., disease, injury, risk factor, or death). The RR is computed as the *incidence of disease in the exposed group, divided by the incidence in the unexposed group*.

In other words, the RR is obtained by dividing the *risk* (incidence, attack rate) in group 1 (exposed) by the *risk* in group 2 (unexposed).

A two-by-two table

A helpful tool to use when calculating measures of association such as the RR (see: Centers for Disease Control and Prevention, Online Book: CDC SELF-STUDY Course SS1978 Principles of Epidemiology in Public Health Practice Third Edition

<https://www.cdc.gov/csels/dsepd/ss1978/SS1978.pdf>

Source: <https://www.cdc.gov/csels/dsepd/ss1978/>

Example of a Two by Two Table:

	Disease	No Disease	Total
Exposed	a=100	b=1900	2000
Not Exposed	c=80	d=7920	8000
Total	180	9820	10,000

Odds Ratio (OR):

The odds ratio (OR) is another measure of association commonly used in epidemiology. The OR quantifies the relationship between an exposure and a health outcome. The OR is calculated by dividing the odds of disease among the exposed by the odds of disease among the unexposed. A two-by-two table is used to calculate the OR; please review the calculations in Ch. 3 of the CDC Online book and/or from your Epidemiology course (see: Centers for Disease Control and Prevention, Online Book: See Table 3.15) <https://www.cdc.gov/csels/dsepd/ss1978/SS1978.pdf>

The odds ratio is sometimes called the *cross-product ratio* because the numerator is based on multiplying the value in cell “a” of the table times the value in cell “d,” whereas the denominator is the product of cell “b” and cell “c.” A line from cell “a” to cell “d” (for the numerator) and another from cell “b” to cell “c” (for the denominator) creates an “X” or “cross” on the two-by-two table. (Note that “Odds” refers to the probability of an event occurring divided by 1/probability of the event occurring. A simple way to calculate odds is: Odds = Probability (P) / (1 - P).

/*****

Fee for service:

The predominant form of financial reimbursement prior to the emergence of managed care, whereby providers are paid a fee for every service performed.

Graduate Medical Education (GME):

The system for training new physicians, funded substantially through Medicare and Medicaid payments to teaching hospitals for direct and indirect costs.

Gross Domestic Product (GDP):

The value of all goods and services produced by assets owned by a particular country in a particular year.

Health Insurance Portability and Accountability Act (HIPAA):

Also known as Kennedy-Kassebaum after the two principal Senate sponsors, this 1996 federal law-imposed standards on all health insurance and benefit plans to ensure portability from one job to the next and continuity of coverage.

Managed Care (MCO): Refers to any of several organizations in which measures are taken to provide care for a group of patients within a budget. Key examples are health maintenance organizations (HMOs), preferred provider organizations (PPOs), and point-of-service plans (POS). Over time, the distinctions among these forms have blurred.

Medicare:

The federal health program, created in 1965, to finance health care for people over the age of 65 and some disabled persons. Part A, funded largely through a payroll tax, funds primarily hospital care. Part B, funded through general federal revenues and recipient cost sharing, pays for physician, home health, and other kinds of care.

Medicaid:

The federal/state program that finances health services for some populations of low-income families, disabled, and elderly persons. The federal government pays between 50% and 77%, depending on a state's per capita income, and states administer the programs and pay the balance. Medicaid is the principal payer for nursing home and other long-term care services in the United States.

Medigap policies:

Supplemental insurance policies sold by private companies to Medicare recipients to cover things not covered by Medicare.

Modified community rating:

A version of community rating that allows some variation in premiums, within prescribed limits, for things like age and location.

Morbidity:

The extent of illness, injury, or disability in a defined population. It is usually expressed in general or specific rates of incidence or prevalence.

Portability:

The ability of an insured person to maintain health insurance coverage when moving from one job to another. The Health Insurance Portability and Accountability Act of 1996 was designed to provide portability protection to workers, though without assurances that the extended coverage would be affordable.

Prospective payment system:

The program used by the federal government to pay hospitals a lump sum for each inpatient episode of care according to the patient's principal diagnosis or "diagnosis related group" (DRG).

Public health:

A branch of health services that is focused on the health of populations as opposed to medical care focused on individual patients.

Safety net providers:

Hospitals, clinics, community health centers, and other healthcare providers that care for any and all individuals regardless of their ability to pay. Financial support often comes from federal, state, county, or local governments. These providers also tend to care for high proportions of Medicaid patients.

Nationally, 33% of safety net hospitals are public, 57% are private not-for-profit, and 10% are investor-owned.

Self-insurance:

The practice by many large employers (with more than 50 workers) of assuming the financial risk for employee health benefit programs.

Single payer:

A health care system financed exclusively or overwhelmingly by government, federal, and/or state, and generally associated with the systems in Canada and Great Britain. Coverage is universal, and spending is controlled by centralized budgeting. Such a structure eliminates the administrative costs associated with private, decentralized insurance coverage.

Title XXI/The State Children's Health Insurance Program (SCHIP):

Approved in 1997, this federal program provides more than \$24 billion in funding to states to expand health insurance coverage for uninsured children, primarily in families with incomes less than 200% of the federal poverty line.

Appendix C

MPH Student Checklist for Program Completion

Course Number	Course Title	F/S	Number of Credits	√	Date Completed
Required Courses					
PHP 900	Health Care Systems	F	3		
PHP 901	Epidemiology	S	3		
PHP 902	Environmental Health	F	3		
PHP 903	Biostatistics	S	3		
PHP 904	Social and Behavioral Health	F	3		
PHP 905	Public Health Administration	F	3		
PHP 907	Public Health Policy	F	3		
PHP 908	Public Health Ethics	F	3		
PHP 922	Public Health Economics	F	3		
PHP 990	Field Study	S	3		
PHP 998	Integrating Seminar	S	3		
Total Required Credits Completed – 33 Credits Required					
Elective Courses – 5 Courses are Required for 15 Credits					
PHP 912	Public Health Law		3		
PHP 914	Public Health Policy Analysis		3		
PHP 920	Social Marketing		3		
PHP 924	Community Health Assessment		3		
PHP 926	Evaluation in Public Health		3		
PHP 928	Principles of Toxicology		3		
PHP 932	Disease Ecology		3		
PHP 934	Work Environment Policy and Health of Workers		3		
PHP 936	Global Health		3		
PHP 938	Health Education and Promotion		3		
PHP 964	Applied Epidemiology		3		
PHP 985A			3		
Note:	*Elective courses are offered in the summer, with only a few offered fall or spring.				
	**Not all elective courses are offered each year				
Transfer Credit or Courses Taken in other UNH Graduate Programs					

**Informed Consent Agreement for
Students Participating in On-campus Programming
for the Fall Semester**

The University of New Hampshire (UNH) is looking forward to welcoming students, faculty and staff back to our campuses for in-person instruction. We will need the help, cooperation and participation of you and every other member of our university community to maintain a reasonably healthy and safe environment. While none of us can ensure each campus will be free from the risk of contracting COVID-19, by working together we can manage and mitigate the risk. We ask you to help reduce the risk of transmission by staying current on information about the virus provided by public health officials and experts. UNH has established and implemented public university-wide protocols COVID-19 website page designed to limit the spread of COVID-19 on its campuses and to help safeguard vulnerable persons on its campuses, in the Town of Durham, in the cities of Manchester and Concord, and in the wider community for the 2020-21 academic year.

Stay Informed

UNH has been following the directives of the governor of the state of New Hampshire, the U.S. Centers for Disease Control and Prevention (CDC), and New Hampshire's Department of Health and Human Services (DHHS) to guide us in our approach to delivering our curriculum to our students and opening our campuses for the fall semester.

- We refer you to our COVID-19 website page to reference useful and important public health resources and the school's prior communications on this topic.
- You may also access government resources as follows: o Governor of State of New Hampshire CDC's website on New Hampshire's DHHS website

Commitment to Health and Safety

UNH is developing protocols and policies for students' learning and activities both on and off of its campuses. These protocols and policies will include guidelines for students, faculty and staff to support UNH's efforts to maintain a safe and healthy campus environment, and will include:

- Wearing Masks or cloth face coverings – while in class, and in public common areas, community members will be required to wear a cloth face covering
- Physical Distancing – while wearing a mask, maintain six feet between you and others when possible
- Gatherings – according to NH DHHS guidance, avoid social gatherings involving large groups of people
- Hand Washing or Sanitizing – frequently throughout the day
- Immunization – students will be subject to UNH Health and Wellness immunization protocols

- Pre-Arrival Testing – all students, faculty and staff will be required to show proof of a negative COVID-19 test result before arriving for the fall semester COVID-19 website page
- Additional Testing – all students, faculty and staff will be subject to periodic COVID-19 testing COVID-19 website page
- Temperature screening – as established by NH DHHS, students, faculty and staff may be subject to temperature screening protocols
- Contact Tracing – all students, faculty and staff will be subject to contact tracing protocols COVID-19 website page
- Symptom Monitoring and Reporting – all students, faculty and staff will be expected to self-monitor their health and report any COVID-19 symptoms or exposure to individuals with COVID-19 or its symptoms to UNH Health & Wellness 603-862-9355
- Isolation and Quarantine – students, faculty and staff who test positive for COVID-19, are symptomatic or were in contact with those who test positive for COVID-19 may be subject to isolation and quarantine protocols
- Waivers – students may be required to execute waivers of liability if they desire to participate in certain extracurricular activities or in order to attend certain events or functions.
- Download and activate any required UNH approved public health applications

It is important that we work together to follow protocols, policies and guidelines that are established by UNH. Our protocols will be updated from time to time based on evolving guidance and directives from the State of New Hampshire and the CDC. We will notify you of these updates and will post them on our website. Failure to adhere to these protocols will be considered a violation of the Code of Conduct included in the Student Rights, Rules and Responsibilities and may result in discipline, to include removal from campuses.

If You Feel Sick

If you experience any COVID-19 symptoms (listed below), we may require you to be tested, remain quarantined until the test results are available, and, in the event of a positive test, remain in isolation until cleared by a health care professional for return to in-person classes and other on-campus activities. Students may be asked to return home if that is possible. UNH is establishing isolation and quarantine facilities on or near the Durham campus that will include access to online versions of your educational programs, food, and access to health care as needed.

According to the CDC, COVID-19 symptoms include (but may not be limited to):

- | | | |
|---|------------------------------|----------------------------|
| • Fever or chills | • Fatigue | • Sore throat |
| • Cough | • Muscle or body aches | • Congestion or runny nose |
| • Shortness of breath or difficulty breathing | • Headache | • Nausea or vomiting |
| | • New loss of taste or smell | • Diarrhea |

Tuition Obligations

Regardless of the learning environment for fall 2020, UNH tuition will be the same. The tuition you pay is in exchange for learning, academic credit, and certain non-academic services that will be provided whether in person, in a hybrid environment, or entirely remotely.

Please Read Carefully Before Signing: By signing below, I understand the University of New Hampshire's approach to on-campus learning during the COVID-19 pandemic. I understand that my decision to return to on-campus programming is voluntary. I understand that UNH cannot guarantee my health or immunity from infection. I understand there are risks of exposure to the virus from symptomatic and asymptomatic carriers. I recognize that the risks of exposure to COVID-19 include sharing space with others and engaging in interpersonal communications. I assume the risks associated with being at the University of New Hampshire including the risk of exposure to COVID-19. I affirm my obligation to cooperate in making the campus reasonably safe, and consent to attending all university activities.

Yes, I agree to the terms to be on campus

Signature of Student

Date

Print Name

Signature of Parent/Guardian (if student under age 18)

Date

Print Name

No, I do not agree and wish to take all classes online

Signature of Student

Date

Print Name

Signature of Parent/Guardian (if student under age 18)

Date

Print Name

Dear Students,

We are writing to provide more details around a key component of our COVID-19 public health planning at UNH. Testing is going to be a critical component of our efforts to safely welcome you back to our campuses this fall. **Students (and faculty and staff) will be tested before returning to campus, again during the week of August 24 (Aug. 16 for UNH Law) as they arrive on campus, and then regularly throughout the semester.** We are building one of the most comprehensive testing programs of any university in the nation—we believe this will help us improve the health and safety for everyone.

All students who plan on being on one of our campuses (Durham, Manchester or Concord) will need to submit proof of a negative test prior to arrival . UNH has partnered with ConvenientMD and Quest to provide pre-semester testing for all UNH students at no charge to the students. Testing will be provided by ConvenientMD at a drive through site on each campus and at selected locations around NH, ME, and MA. For students that are outside of New England or that cannot get to one of these sites prior to arrival, UNH has partnered with Quest to provide pre-semester testing. Options for testing will include use of a mail-in kit or in-person testing at one of Quest’s nationwide test centers or at one of their partner laboratories.

Students should be tested **no earlier than eight days prior to arrival on campus.** We are aware that there are significant delays in testing nationally, but we have received a commitment from ConvenientMD and Quest that test results will be available for UNH students within 3-5 days after they receive the sample. Convenient MD and Quest will send the results directly to the student and UNH. Students with a positive test must remain at home until released to come back to campus. All diagnostic testing results whether generated by our UNH lab or external lab partners will be managed in a secure and confidential manner that meets HIPAA requirements. Positive and negative cases will be reported to NH Department of Health and Human Services, who will follow up with contact tracing to identify those who have been in close contact and need to quarantine.

UNH is also developing its own state-of-the-art testing lab and COVID-19 screening program that will serve all students, faculty and staff in Durham, Manchester and Concord. We plan to be operational by the time students arrive back for the fall semester, and will begin testing all students, faculty and staff starting August 24. Students will be tested as soon as they arrive to campus that week, with the expectation that all students will have been tested by Aug. 30. The UNH lab is using an RT-PCR test similar to that used by NH DHHS. The testing process involves screening of the entire university community regularly (with students as often as twice per week in the first few weeks). This will require individuals to swab their noses with a nasal swab (this is not the nasal cavity swab) and deposit samples in selected secure drop-off locations at designated dates and times.

UNH staff will assist N.H. Department of Health and Human Services in contact tracing. For [details of what is involved in tracing](#), visit the NH DHHS website. UNH Health & Wellness

staff will notify students who may be infected with COVID-19 and ask them to come to Health & Wellness for evaluation. Additionally, any students who are exhibiting symptoms of COVID-19 should contact Health & Wellness immediately. Trained personnel will provide assistance to NH DHHS to identify close contacts [as defined on the NH DHHS website](#) . Individuals testing positive or diagnosed with COVID-19 should plan to isolate at home or in a location where they can avoid shared/common spaces. Close contacts (roommates and other individuals who have been within 6 ft. for a period of 10 min. or longer) of those who have either tested positive or are presumed COVID-positive will be expected to quarantine at home or another location where they can avoid shared/common spaces until 14 days have passed since exposure. Students should develop an isolation/quarantine plan prior to arriving to one of our campuses. Isolation and quarantine space is available on the Durham campus for students that do not have another location.

Thank you for your cooperation. We will send a follow-up email next with information about how to access pre-arrival testing through ConvenientMD and Quest. The cost of all testing will be paid for if students use the resources provided by UNH.

Sincerely,

Paul Dean

Chief of Police /Associate VP for Public Safety and Risk Management and Co-Chair of UNH Testing and Tracing Committee

Marian McCord

Senior Vice Provost for Research, Economic Engagement and Outreach; and Co-Chair of UNH Testing and Tracing Committee



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