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INTRODUCTION

The Student Handbook serves as a tool for navigating the MPH experience. It includes the answers to many of your questions and some tips to help you maximize your time in the Public Health Program. Please take the time to become familiar with our policies and procedures and remember to reference your handbook as you have questions throughout your tenure.

Your time in the program will go quickly. Amplify your experience by joining student organizations, participating in departmental, school, and campus educational events, governance opportunities, and applying what you learn in your classes, Applied Practice Experience, and other practice and community facing opportunities.

Here are some specific things you can do to be successful:

- Get involved outside of your classes by networking with classmates and faculty, participating in student organization activities and participating in the many educational offerings, seminars and activities provided on the UW-Madison campus.
- Sit on one of the MPH Program’s committees: Curriculum, Community Advisory or Steering Committee. To serve on one of these committees, email mph@mailplus.wisc.edu to learn more about this opportunity. We work closely with the MPH Student Organization (MPHSO) to ensure the opportunity is accessible and available to all students.
- Build your professional and personal networks in your course and Applied Practice Experience. The relationships you make today may result in the job of your dreams tomorrow! The courses are designed to teach you the core competencies of public health and to expose you to people working in the field of public health in many different ways.
- Customize your degree with one of our approved certificate programs.
- Reach out for help if you find yourself struggling in your classes or Applied Practice Experience. We are here to help you. We want you to succeed! Your TAs are there to help you understand your courses and assignments, remember – they were in the same place last year.
- The people you reach out to will vary based on what is happening, communicate with everyone who might be directly impacted by what is happening and when in doubt, the program is here to navigate process, protocol and problem solve with you.

KEY MPH PERSONNEL & CONTACT INFORMATION

The MPH faculty and staff members welcome the opportunity to meet with you and discuss your career goals, personalized educational plan for the program, and opportunities to stretch within and outside of campus.

Ajay Sethi, Faculty Director
(he/him/his)
601 WARF
608-263-1756
ajay.sethi@wisc.edu

The MPH Faculty Director provides overall leadership for the MPH Program, including admissions, instructional quality, faculty recruitment and collaboration, and student affairs and services.
Sweta Shrestha, Associate Director  
(she/her/hers)  
736 WARF  
608-263-4215  
sshrestha@wisc.edu  
The Associate Director provides general oversight to the MPH Program, by assuring that the Program operates smoothly through supervision of staff, curriculum oversight, monitoring the governance structure and accreditation status.

Tarakee Jackson, Community Engagement Faculty  
(she/her/hers)  
734 WARF  
608-263-3036  
tmjackson2@wisc.edu  
The MPH Community Engagement Coordinator helps students facilitate their Applied Practice Experience and provides guidance to students on the Integrative Learning Experience.

Mindy Schreiner, Academic Program Manager  
(she/her/hers)  
740A WARF  
608-263-2298  
schreiner3@wisc.edu  
The Academic Program Manager oversees the academic advising for the single and dual degree students, carries out recruiting and admissions efforts, serves as liaison to dual degree programs and undergraduate pipeline programs, and provides guidance for day-to-day program operations.

Terrie Howe, Administrative Program Coordinator/Curricular Services Representative  
(she/her/hers)  
740 WARF  
608-263-4889  
thowe2@wisc.edu  
The Administrative Program Coordinator is the first point of contact when students express interest in the MPH Program. She is responsible for maintaining student records, the MPH Program’s communication lists, the Student Database and she coordinates the Program’s meetings and events. As the Curricular Representative for the MPH Program, Global Health Certificate, and the Department of Population Health, she is responsible for maintaining the Schedule of Classes and facilitates class permissions, credit overrides, and grade changes. Students should contact her directly with questions or difficulty with enrollment or registration.
THE PROGRAM

MPH PROGRAM’S VISION, MISSION AND VALUES

MPH stakeholders, including the MPH Steering Committee, faculty, staff, preceptors, and students collaboratively developed the mission and vision statements for the MPH Program. The Program’s courses, activities, and events are planned and executed with these guiding principles in mind.

Faculty and students affiliated with the Master of Public Health Program at the UW-Madison School of Medicine and Public Health value EVIDENCE; LEARNING through teaching and shared and interactive experiences; SERVICE through contributions to university, community, and professional settings; DISCOVERY through interprofessional research; a healthy and supportive ENVIRONMENT that cultivates professional development of its faculty, staff, and students; and DIVERSITY through inclusiveness and respect for individuals and groups of diverse backgrounds, interests, cultures, and practices, grounded in HUMAN RIGHTS. Moreover, they demonstrate a COMMITMENT to social and environmental justice, health equity, practice that is filled with the highest professional ethics, and optimizing health, especially for those most impacted by unfair policy and practice.

The vision of the University of Wisconsin-Madison’s Master of Public Health Program is:

Public health professionals optimizing population health and advancing social justice.

The mission is:

To build a high quality and diverse public health workforce through excellence and inclusivity in interprofessional education, professional development, research, and community engagement.

PROGRAM ACCREDITATION

The University of Wisconsin-Madison’s MPH Program is accredited by the Council on Education for Public Health (CEPH), a professional accrediting agency recognized by the U.S. Department of Education. The Program was initially accredited in July 2009 and reaccredited in September 2022. Accreditation materials (self-study and final accreditation report) are available on the MPH Program’s website. The University of Wisconsin-Madison School of Medicine and Public Health (SMPH) is accredited by American Association of Medical Colleges.
COMMITMENT TO RACISM AS A PUBLIC HEALTH CRISIS

As part of the MPH program’s commitment to *Racism is a Public Health Crisis* Sign-on initiative, the program’s leadership, core course faculty, staff, and others created the following Racism and Equity Statement in Summer 2020:

*The vision and mission of the Master of Public Health (MPH) program at the University of Wisconsin-Madison cannot be fulfilled without declaring that Racism is a Public Health Crisis and embracing our role to reduce systemic racism. Too many Black human beings (George Floyd, Breonna Tayler, Ahmaud Arbery, Rayshard Brooks, Dontre Hamilton, Tony Robinson, Renisha McBride, and Daunte Wright) have been wrongfully and unjustly killed and had their right to live taken from them. Racism and institutional racism continue to persist and harm our society. In the MPH curriculum, we will teach how racism fuels the inequities that lead to health disparities. We will work with partners to fortify the curriculum and look for learning opportunities outside the classroom to help students, staff, faculty, and the community to come together to tackle this vitally important issue. We will lift up the voices of students and help you to gain tools and knowledge to become agents of change. We will create a supportive and safe environment for your educational journey.*

UW MADISON MPH COMPETENCIES

Situated in the truly integrated campus of the University of Wisconsin-Madison, the Master of Public Health (MPH) Program takes an interprofessional, practice-oriented approach to provide education and training to students in the Schools of Medicine and Public Health, Pharmacy, Nursing, Veterinary Medicine, Public Affairs, and Law. The MPH Program works across all levels of community, government, health systems, private industry, and other institutional settings to achieve foundational competencies and promote health equity in Wisconsin communities and beyond. We are committed to advancing the Wisconsin Idea, a concept that espouses sharing university resources and knowledge beyond the campus, through didactic and experiential learning. For the MPH program, this means supporting initiatives throughout the state of Wisconsin and globally that promote equity, health and wellbeing across all communities. After completing the MPH program, students will be able to:

1. Utilize a global health perspective to confront the root causes of less than optimal health and promote wellness for all communities.
2. Engage theory and evidence-based methods to lead multidisciplinary and professional public health practice and research.
3. Employ a socio-ecological model to analyze dynamic interactions among human and social systems.
4. Identify strengths and limitations of current public health models and approaches and design innovative solutions for today's public health challenges.
5. Practice public health with honesty and integrity using a respectful and collaborative approach that responds to the needs of the communities we serve.

As graduates of the MPH Program, our alumni will employ the skills and knowledge they have gained to become community engaged citizens, positively promoting social change, and striving for excellence.
through lifelong learning. MPH graduates will leave the University of Wisconsin School of Medicine and Public Health with necessary training to make substantial contributions to a global society.

**MPH FOUNDATIONAL COMPETENCIES**

In addition, the MPH Program provides courses and experiences that fulfill competencies established by The Council on Education for Public Health (CEPH), our accrediting body. The MPH Foundational Competencies were instituted nation-wide in 2016. These competencies are informed by the traditional public health core areas (biostatistics, epidemiology, social and behavioral health sciences, health services administration and environmental health sciences), as well as cross-cutting competencies and emerging public health areas. There are twenty-two competencies within eight core domains:

1. Evidence-based approaches to public health
2. Public health and health care systems
3. Planning and management to promote health
4. Policy in public health
5. Leadership
6. Communication
7. Interprofessional practice
8. Systems thinking

**MPH CURRICULUM**

The MPH degree is a 42-credit program. Students may enroll full-time or part-time. Full-time students complete the program in approximately two years. Part-time students may take up to five years to complete the Program. The Program may also be completed as part of an approved dual degree program.

All students are required to complete 30 credits of required core courses and seminars, 6 credits of electives and a 6-credit Applied Practice Experience. A non-credit Integrative Learning Experience is also required.

The curriculum is as follows:

**CORE COURSES (30 cr.)**

**DIDACTIC COURSES**

PUBHLTH 780 Evidence-based Decision-making
ELECTIVE COURSES (6 cr.)

MPH students expand their knowledge and skills through elective courses and graduate certificates. Students who wish to take an elective course outside of the MPH Program or Population Health Sciences may request approval from the MPH Program’s Academic Program Manager by submitting a syllabus for review. The elective must address public health throughout 50% of the course. Approval must be documented on the student’s Program Plan. Only graduate level courses (courses numbered 500-level or above) will be considered for possible elective credit.

Graduate Certificates
Courses taken as part of an approved graduate level certificate will count towards the MPH Program’s elective credits. All courses taken as part of the graduate certificates must be a 500-level course or above. More information on certificates can be found on the MPH Program’s website or you can ask the Academic Program Manager.

Independent Study
Students may choose to take Independent Study, Reading, or Research credits to fulfill elective credit requirements. Students should plan to complete an Independent Study Approval Form and have it signed by their Instructor. The form should include a description of the scope of the independent study, the products or projects, method of assessment, and how the independent study applies to the student’s MPH Program. Contact the Academic Program Manager to obtain this form. Students may count no more than three (3) credits of Independent Study coursework toward their degree requirements.

APPLIED PRACTICE EXPERIENCE (APEX) (6 cr.)

All MPH students complete 240 hours of Applied Practice Experience (APEX). Students must complete all first-year courses before they can begin their APEX. Specifically, these courses are 780, 781, 782, 783, 784, 785, 786, and 787. More information about the APEX can be found in the Applied Practice Experience and Integrative Learning Experience Student Handbook.

INTEGRATIVE LEARNING EXPERIENCE (ILE PROJECT)

The non-credit ILE is a requirement for graduation. Details about the ILE can be found in the Applied Practice Experience and Integrative Learning Experience Student Handbook.
GRADING

All courses taken for degree credit, regardless of the manner by which they are graded, must meet the requirements of the MPH Program. See MPH Program Policies and Procedures, Policies, Section 4 (pg. 18).

Courses for Degree Credit

It is strongly recommended that all courses taken for the purpose of meeting degree requirements for the MPH Program be taken for a letter grade (A-F). In some cases, approved electives or required seminars, such as independent study and research courses, may be offered for a grade of Credit/No Credit, or Satisfactory/Unsatisfactory. Students may take no more than 3 credits of elective coursework for degree credit which are graded in this manner.

Credit/No Credit Grades

Courses that have been designated in the Schedule of Classes as Credit/No Credit are entered on your transcript as CR if you earned the credits for which the course was offered, or N if you did not earn any credit, even though you were enrolled for the course.

Satisfactory/ Unsatisfactory

Satisfactory/Progress/Unsatisfactory are valid grades for graduate students in research courses, seminars and independent study classes. As of summer of 1999, graduate students enrolling in a research or thesis course can only be assigned S, P, or U. The use of letter grades (A through F) is encouraged and recommended whenever information on performance permits. Courses designated as research require grading on the S/U basis. In certain seminars and advanced topics courses, where lack of examinations and other performance criteria makes the A-F scale inappropriate, use of the S/U option is permissible. The top of the grade roster indicates that the course is to be graded on a Satisfactory/Unsatisfactory basis.

ADVISING

Students in the MPH Program receive advising in four ways:

MPH Programmatic/Academic Advising

Students are advised on academic issues (course requirements, electives, degree progress, graduation, transfer courses, dual degree process) and personal issues (leave of absence, withdrawal) by the MPH Program’s Academic Program Manager. The Academic Program Manager is available to help you with issues related to your success in the MPH Program. You should plan to check in with the Academic Program Manager at a minimum, once each semester. You will be asked to report your progress by completing and updating your MPH Program Plan and inform the Academic Program Manager about any issues you are encountering that may impede your progress in the program.

Faculty Advising

Faculty Advisors oversee and guide your educational experience and play a key role in advising, monitoring progress, and assessing accomplishments during your APEX and ILE process. Additionally, your Faculty
Advisor provides guidance regarding career paths, goals for your MPH, and serves as a mentor. Students are assigned a Primary Faculty Advisor during the online orientation, based on the student’s interests and goals. As you prepare for your APEX/ILE, you will choose a Secondary Faculty Advisor. This person is someone with a background or expertise in area of the student’s APEX. You should plan on meeting or checking in with your assigned Primary Faculty Advisor, once each semester. It is your responsibility as a student to regularly reach out and check-in with your advisors to update them on your progress.

Applied Practice Experience and Integrative Learning Experience Advising
The Community Engagement Coordinator advises students on APEX opportunities, APEX placement sites, and preceptors. They are also available to guide students to identify campus resources and can provide networking connections for the student to alums, community partners, and faculty who may have insight on the student’s intended career path.

The Community Engagement Coordinator, in collaboration with the student’s Faculty Advisors, provide input about the ILE written product and Portfolio.

ADVISING TIMELINE

Orientation (Prior to starting MPH):
The Online New Student Orientation is required of all incoming students and will provide detailed information needed to successfully complete your MPH.

The MPH Program also offers an optional, but highly recommended, in-person New Student Orientation. This an important time to meet your new cohort, professors, and Program staff. During the orientation we will provide you with information regarding the Applied Practice Experience, tips on how to be successful in the program, and hear from current students and faculty.

Academic advising (Year 1 through graduation):
Each semester, you will be asked to update your MPH Program Plan and submit it to the Program. You will update the Program Plan with your grades from the previous semester, current courses you are enrolled in, and courses you are planning to take in the future. It is recommended that you meet with the Academic Program Manager as needed to check in about your progress and to ascertain that you are completing all programmatic requirements.

APEX advising (PUBLHLTH 787 through Portfolio completion):
Students may begin the APEX once they have completed all first-year courses (specifically 780, 781, 782, 783, 784, 785, and 786). Students are expected to schedule a meeting with the Community Engagement Coordinator to discuss ideas for APEX during the latter half of the fall semester in the first year in the MPH Program. Advising and communication prior to and during APEX will ensure student success. See the APEX and ILE Handbook for details on advising timelines.

During PUBLHLTH 787, the student, with assistance from the Community Engagement Coordinator and the Primary Faculty Advisor, identifies a Secondary Faculty Advisor from the Public Health Program Faculty list. This Secondary Faculty Advisor assists in the review of the final ILE related documents and products. Both the Primary and Secondary Faculty Advisors should be updated on the progress you are making on your APEX, ILE, and Portfolio as they can provide valuable insight and guidance.
Portfolio advising:
Student’s will create their required ILE Portfolio during the Online Orientation, and they will be expected to update the Portfolio at the completion of each semester. The MPH Portfolio Guide includes all the details related to your Portfolio, including a chart that outlines assignments and activities from all MPH core courses that fulfil each competency. Students should include the link to their Portfolio each semester when they check in with their Faculty Advisors.

As part of the ILE requirements, students will complete a Portfolio Review with both their Primary and Secondary Faculty Advisors as the culmination of their experiences in the MPH Program.

MAXIMIZING YOUR MPH

COMMUNICATION:

EMAIL
All students are assigned a wisc.edu email address which will be used by the MPH Program to communicate with and update students. We limit our emails to information that is important and relevant to students. It is important to **read ALL emails** you receive from us and **respond as requested**.

MPH STUDENT TOOLKIT
The MPH Program is developing the MPH Student Toolkit, a Canvas course that is available in an ongoing basis. This course contains not only policies and procedures, information, deadlines, and documents relevant to our students, it also provides supplemental materials and tips and tricks on how to be successful in the Program. When you have a question regarding anything related to the Program, the Toolkit is the first place you should go to find the answer.

MPH STUDENT ORGANIZATION (MPHSO)
The MPH Student Organization (MPHSO) is a registered student organization on the University of Wisconsin-Madison campus. This organization meets once each month and is intended as a networking and social organization, while also giving students a voice in program issues and concerns. We strongly encourage students to participate with the student organization to develop relationships with classmates. **To serve in a leadership role or participate on any MPH Program Committee, students must be in good academic standing.** All MPH students are considered members of the MPHSO and are invited to participate in events and meetings.

GAMMA XI CHAPTER DELTA OMEGA HONORARY PUBLIC HEALTH SOCIETY
The UW-Madison MPH Program created a chapter (Gamma Xi) of the Delta Omega Honorary Society in Public Health in January 2013. Delta Omega is a national honor society existing to encourage research and scholarship among graduate students of public health and to recognize attainment and achievement in the field of public health. Students, faculty, alumni, and honorary members are elected each year based
on meeting high academic standards and outstanding performance in scholarship, teaching, research, and community service. Election of membership in Delta Omega is intended to recognize merit and to encourage and expand excellence in and devotion to public health work.

Eligibility

Students become eligible for Delta Omega after completing all first year MPH core courses (i.e. 780s courses) or being in the grading period to fulfill these courses. The student must also intend, so far as can be ascertained, to follow a career in public health. Students who meet this criteria are then nominated by MPH faculty and staff. Nominations will give particular attention to academic excellence and shall take into consideration commitment to the public health profession.

Further, UW-Madison’s Delta Omega Chapter guidelines include:

- Participation and engagement in the MPH Program (courses, APEX, MPHSO, etc.)
- Consistent professionalism and decorum as it relates to interactions with fellow students, faculty, staff, and the greater public health community

DUAL DEGREES

The MPH Program has several dual degree programs that are approved by the University. These programs are described in greater detail on the MPH Program’s website. Being a dual degree student provides additional complexities in planning an MPH degree. Students in the dual degree programs are encouraged to meet with Mindy Schreiner, Academic Program Manager and the Student Services personnel from the home program early and often throughout the degree completion. The dual degree programs are as follows:

- MD-MPH (Medicine)
- DPT-MPH (Physical Therapy)
- DVM-MPH (Veterinary Medicine)
- JD-MPH (Law School)
- MGCS-MPH (Genetic Counseling) – New in 2022
- MPA-MPH (Public Affairs)
- MPAS-MPH (Physician Assistant)
- PharmD-MPH (Pharmacy)
- BS Nursing to MPH Advanced Degree Option

FUNDING

FINANCIAL AID

Please contact the University of Wisconsin-Madison Financial Aid Office for information regarding loans and scholarships available to MPH students.
ASSISTANTSHIPS

Teaching, Project and Research Assistantships are the primary form of financial assistance for graduate/professional students outside of student loans. Teaching Assistants (TA), Project Assistants (PA), and Research Assistants (RA) are required to work a minimum of at least thirteen hours per week (a 33-1/3 percent appointment) to receive a waiver of tuition, comprehensive health insurance, and a stipend. Stipend values vary based on the type and percentage of appointment.

To offer transparency and opportunity for all students, the program will regularly send a survey to gauge interest in serving as a Teaching Assistant. This form guides the faculty in choosing TAs for their courses. Most other assistantships are filled through informal networking. To maximize your opportunity to acquire one, thoroughly pursue these channels:

- Network with faculty, mentors, staff support people and other graduate students in areas where you may possess appropriate skills, teaching experience, and/or technical expertise.
- Look outside of the MPH Program and Population Health Sciences Department. Your skills may be valuable in other departments. Reach out to departments or programs on campus that align with your previous degree(s) to inquire about potential opportunities.
- Check all sources of postings for campus positions, including the UW Student Job Center: [http://jobcenter.wisc.edu/](http://jobcenter.wisc.edu/), GradConnections newsletter, and professional listservs.

Faculty expect students to have taken the course previously, if course is in the same home program or have some background in the topic. Students cannot be simultaneously enrolled in the course that they are TAs for.

TRAVEL GRANTS

A limited amount of support (usually $100-$250) is available from the MPH Program for current students who will be traveling to conferences to present the results of public health research or practice. All recipients must be enrolled in the MPH Program (dual degree must be presenting work from their time in the MPH Program) at the time of the conference in order to be eligible to receive funding.
Preference will be given to students who:
1. Do not have a funded project assistant or research assistant position;
2. Have not received another scholarship; or
3. Have not previously received an MPH Travel Grant.

Travel Grant applications will be reviewed on a rolling basis with decisions being issued within two weeks of the request date. There is a limited amount of funding available and it will be awarded on a first come-first served basis. When funding has been allocated there will be no additional awards.

Travel Grant Application Process
To request funding for research or conference travel, please complete this application which will include the following information:

- Summary describing your need for travel and a brief overview of your research or conference paper
- Campus mailing address, phone number, and e-mail address
- Abstract of your paper or presentation
- Documentation that confirms the acceptance of your abstract by the conference sponsors
- Itemized budget that outlines your travel expenses and related conference costs
- Conference brochure

OPTIONAL RESOURCES

UWSMPH STUDENT LOUNGE IN 1207 HSLC

All SMPH students have access to a student lounge located at 1207 HSLC. This is a great place for students to play games, watch TV, and connect with friends. You can gain access to this space with your Wiscard.

STUDENT LOCKERS IN THE SCHOOL OF PHARMACY

There are a limited number of lockers available for MPH students in the School of Pharmacy. The School of Pharmacy is located adjacent to the WARF Building and is connected by walkway to the HSLC. Stop by Rennebohm Hall, Room 2220 and complete a request form.

STUDENT MAILBOXES

Student mailboxes are available in Room 729 WARF near the MPH and Department of Population Health Sciences administrative offices. If you would like a mailbox, please email your request to mph@mailplus.wisc.edu.
MPH PROGRAM POLICIES AND PROCEDURES

This section of the Student Handbook contains the MPH Programs policies and procedures. The MPH Program shares policies with the other Health Professional Programs in the School of Medicine and Public Health.

The policies included here are:

1. Student Identification Badges
2. Influenza Vaccines
3. Leave of Absence
4. Student Progress
5. Student Grievance Policy
6. Transfer Policy

STUDENT IDENTIFICATION BADGES

To enhance security and ensure that individuals in SMPH facilities are authorized to access these facilities, all SMPH faculty, staff, and students must have their Wiscard visible and displayed at chest-high level while in all SMPH facilities (e.g. HSLC and WARF), UW Health facilities and other non-SMPH facilities at which SMPH workforce members provide services (e.g. Meriter). The Wiscard will serve as an electronic access card for SMPH facilities that have electronic badge access control.

To obtain information about a Wiscard, visit https://wiscard.wisc.edu/get-your-wiscard.html

INFLUENZA VACCINATIONS

All employees and students are required to either receive an annual vaccine or provide a waiver by a deadline established at the beginning of the flu vaccine season.

I. All employees and students are required to receive an influenza vaccine annually or be granted an exemption by the deadline that is established and communicated by SMPH Human Resources at the beginning of the flu vaccine season.

II. Employees and students can receive their vaccine through University Health Services or any vaccine provider. The process for providing documentation of your vaccination will be communicated annually by SMPH Human Resources.

III. To request an exemption, employees and students must provide a waiver by the deadline that is established and communicated by SMPH Human Resources at the beginning of the flu vaccine season. Falsification of waivers, such as by providing false information about the basis for an exemption, may be cause for discipline up to and including termination.

IV. Employees and students who receive exemptions are required to wear surgical masks when working in a patient care area within 3 feet of patients during the flu vaccine season.

V. Employees and students who have been granted an exemption from this requirement may still obtain an influenza vaccination at any time. Those employees and students should provide documentation of vaccination by the deadline.
VI. Failure to comply with this policy by the deadline may result in disciplinary action up to and including termination. Through the disciplinary process, employees may be suspended (or, for students, removed from clinical rotation) until documentation of vaccination is received or an exemption is granted. The employee will be returned to work (or, for students, returned to clinical rotation) once the requirement is completed. Failure to comply with this policy after discipline, may result dismissal from employment (or, for students, dismissal from their academic program).

VII. Employees and students who join SMPH during the influenza season must comply within 7 days of the first day worked.

VIII. SMPH Human Resources will maintain records documenting vaccinations, and exemptions.

IX. If a national vaccine shortage occurs, SMPH leadership may modify, suspend or revoke all of part of this policy.

INCOMPLETE GRADES

Grades of Incomplete, Unsatisfactory, Fail/No Credit, or that otherwise fail to meet conditions set by the Health Professional Program may result in required remediation activities, academic probation, a hold on future enrollment, ineligibility for assistantship or suspension/dismissal from the Program. Students may not graduate with incomplete grades on their transcript.

a) Incomplete grades are considered “unsatisfactory” if they are not removed during the subsequent semester of enrollment (not including the Summer Semester). Students are expected to resolve their “incompletes” before the start of the subsequent semester. If students need the subsequent semester to complete the assignments, they are expected to draw up an MPH Course timeline and plan for completion that is subsequently agreed upon and signed by the course instructor and the MPH program advisor.

b) Incomplete (I) grades must be resolved before the start of the subsequent semester (MPH Program semester) or by the time specified by the course instructor and program if special circumstances warrant a formal extension. Extension of incompletes to an additional semester requires a course plan and detailed program plan to be submitted by the student that is signed off by course faculty and Program staff. Per the Graduate School policies, students will be placed on probation for failure to resolve incompletes in a timely fashion and will be considered ineligible for TA and other assistantships within the program. Students may not graduate with incomplete grades on their transcript. If working on your APEX project, the student must also develop an APEX course plan with the preceptor and Community Engagement Coordinator. The student can only extend one additional semester.

c) Incomplete (I) grades are considered to be unsatisfactory if they are not removed during the subsequent semester of enrollment; however, the instructor may impose an earlier deadline. A student will be placed on probation and may subsequently be dismissed from the Program and the SMPH for failing to resolve incompletes in a timely fashion and hold minimum academic standards. If students do not meet the designated deliverables as outlined in the agreement with the course director will result in the student be on probation and must meet with the Associate Director to design a new course timeline.
STUDENT PROGRESS

The MPH Program reviews the progress of students on a regular basis. Advancement to the next semester is dependent upon satisfactory academic performance and professional conduct. Failure to meet the above criteria will result in the student being: 1) placed on probation, 2) allowed to remediate by completing additional requirements or course work, 3) allowed to decelerate, or 4) dismissed from the program.

Probation
Academic probation is a very serious matter and acts as official notice to the student that improvement in performance is required for progression in the Program. A semester or cumulative GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the next semester of full-time enrollment (or 8 credits of enrollment if enrolled part-time) the student will be dismissed from the Program.

Academic Performance Review
At the end of each semester, the Academic Program Manager reviews the academic performance of all students on probation. Based on academic performance, the Academic Program Manager may: 1) remove probationary status, 2) continue probation, or 3) if a probationary student’s progress fails to adequately address the deficiency, may refer the student to the MPH Program’s Student Promotions Committee for further disciplinary action, including dismissal from the program.

Remediation and Deceleration
Remediation and/or deceleration will be recommended by the Student Promotions Committee as a result of academic or professional reasons or at the request of a student in the event of exceptional personal need. Any student required to remediate a course or to decelerate may be delayed in the timing of graduation.

Remediation: Retaking a course for a second time to replace a poor grade or taking a pre-requisite course in order to strengthen skills

Deceleration: Reducing number of credits from a full-time status to part-time status. Could be taking as few as one course per semester.

Dismissal from the Program
Dismissal is the immediate termination of student status. If a student has been dismissed, he/she has no active standing as an MPH student during the reconsideration process. A student who has been dismissed from the MPH Program may appeal the decision. Please refer to the Program Level Student Appeals procedure outlined below.

STUDENT GRIEVENCE POLICY

Any student in an SMPH graduate program who feels that they have been treated unfairly by a faculty member, staff member, postdoc, or student in regards to educational decisions and/or outcomes, or
issues specific to the graduate program—including academic standing, progress to degree, professional activities, appropriate advising, or the program’s community standards—has the right to complain about the treatment and receive a prompt hearing of the grievance following the grievance procedures in the procedure section below.

Any student who discusses, inquires about, or participates in the grievance procedure may do so openly and will not be subject to intimidation, discipline, or retaliation because of such activity.

Above policy is per SMPH Guidelines. More information on timeline, process and next steps are available here: https://policy.wisc.edu/library/SMPH-9001

TRANSFER CREDITS, WAIVERS, AND SUBSTITUTIONS PROCEDURE

Students may petition the Curriculum Committee through the MPH Student Services Coordinator in order to transfer credits, waive courses, or substitute courses.

The Curriculum Committee must approve the use of transfer credits, waivers and substitutions toward MPH degree requirements. Students will complete a Course Transfer, Waiver & Substitution Form and submit it to the MPH Student Services Coordinator. Students can obtain this form from the Student Services Coordinator.

The Curriculum Committee will review and consider the request where the student provides compelling evidence for wanting to substitute a course from another institution for one of the UW-Madison’s courses. Reasons such as scheduling conflicts are NOT considered to be compelling.

Core Courses:
The MPH Program strongly encourages all MPH students to take their core courses at UW-Madison. It is rare that the Curriculum Committee allows the substitution of one or more core courses. However, students who wish to substitute a core course may submit the paperwork for a previous course to be considered for approval.

Criteria for Consideration:
- Courses must have been taken within the past five years in order to be considered for transfer, substitution or waiver into the MPH Program
- Courses must have received a B or higher
- Total courses transferred into the MPH Program may not exceed 12 credits
- Courses must have been taken as a graduate student or special student

Approval Process:
- For each course being considered, submit the following to the MPH Program:
  - A cover letter
  - Request for Transfer Substitution or Waiver Course form
  - Copy of the syllabus for each course to be reviewed

  Core course transfer requests. Course transfer request documentation will be distributed to the core course instructor who will make a recommendation to the Curriculum Committee.
- **Elective course transfer requests.** Course transfer request documentation will be reviewed by the Curriculum Committee.
- **Course substitution requests.** Course substitutions will be considered by the Curriculum Committee.

**GRADUATION PROCEDURES**

Be sure to plan ahead for the completion of all your degree requirements, graduation paperwork, and signed ILE/Portfolio review tool. Students must notify the MPH Program office of anticipated graduation no later than 2 weeks after the start of the term in which they will complete all degree requirements.

At the time of graduation all degree requirements must be completed, including coursework, APEX, ILE/Portfolio review. A completed program plan and signed ILE/Portfolio review tool form must be filed with the MPH Program before paperwork to allow students to graduate will be issued. All incomplete grades (“I”) must be resolved and satisfactory grades received.

**SHARED POLICIES**

As part of the School of Medicine and Public Health (SMPH) and the larger UW-Madison campus, the MPH Program follows shared guidelines and policies outlined by SMPH and campus. These include:

- [Shared Guidelines for Professional Conduct](#)
- [School of Medicine and Public Health – Academic Standards for Health Professions Program (Non-MD)](#)
- [UW-Madison Policy Library](#)