
Student Policies & Procedures

Operational policies and procedures that students should understand to streamline their degree progress and obtain approvals to take specific actions as they move forward are detailed below.

Required forms

[School](#) and [Department of Epidemiology](#) forms may be accessed via the Pitt Public Health or Department of Epidemiology Web sites.

1. ENROLLMENT, COURSE WITHDRAWALS / DROPS & ADDS

Graduate School of Public Health students may self-register for courses that are approved by their academic advisors (provided that instructors of any selected courses for which special permission is required to enter authorize enrollment).

Assistance with the course enrollment process

The Epidemiology Student Services staff can address student enrollment questions.

Student enrollment appointments

In fall and spring terms, students receive University designated *enrollment appointments*. Students may self-register **on or after** their enrollment appointment dates (through the end of the registration period for the term in question). There are no enrollment appointments assigned to students in summer term. These dates are indicated in each student's Student Center in PeopleSoft.

Removal of student advisement holds

Students cannot self enroll until they deliver/fax/e-mail Enrollment Forms signed by themselves and their academic advisors to the Epidemiology Student Services Office (smithl@pitt.edu or rhodesa@edc.pitt.edu). Receipt of these Forms by the Student Services staff represents advisor approval of the courses selected, and authorizes Student Services to remove each students' **University assigned Advisement Services Indicator hold**. This enables students to proceed with the self- enrollment process.

Registration for more than 15 credits (more than the customary full-time course credit load)

Students must obtain the approval of the Assistant Dean for Student Affairs to do so. For assistance with this process, contact Epidemiology Student Services.

When permission is required prior to enrollment

Enrollment in some courses is accepted only by special permission of the instructor(s). Courses requiring permission for enrollment are indicated as such in the online Pitt

Public Health course schedule by term, available at <http://www.publichealth.pitt.edu/home/academics/courses/printable-course-schedules>. Students must request a **permission number** to register for these courses. Refer to the **Admission to Closed Class or Restricted Class** section below for additional processing information.

Obtaining enrollment verification

Proof of enrollment may be obtained from the [University Registrar’s Office](#). Verification may be obtained by visiting the office in person, or requested electronically.

Enrollment in independent study courses

Students must complete an [Independent Study Form](#), in addition to an Enrollment Form, to enroll in an independent study course, after conferring with their advisors to formalize tasks and deliverables.

Undergraduate course enrollment

Pitt Public Health students may register for undergraduate courses with the permission of their academic advisors (indicated by advisor signatures on students’ Enrollment Forms). Students may, however, need to obtain permission from the instructor of the course in question, depending upon the course structure.

Formerly active Department of Epidemiology students returning to Pitt Public Health to complete degree programs

Individuals who have not enrolled in at least one course credit or Full-Time Dissertation Research (FTDR) within a one-year period automatically transition to inactive student status. Subsequently, they must reapply to their programs and be offered readmission to proceed with completing their degrees. **Those who reapply are subject to the program requirements in effect at the time they are readmitted.** As a result, program requirements might be different than those in place when a student originally matriculated. Contact the Epidemiology Student Services staff for more information concerning this departmental admissions policy.

Registration deadlines

Registration (enrollment) deadlines are posted to the [Pitt Public Health Web site](#). Access the **All Departments** link under the appropriate term section.

Additional information concerning student self-enrollment procedures
[University Registrar’s website](#)

ENROLLMENT (in Pitt Public Health or University of Pittsburgh courses)

RESPONSIBILITY	ACTION / POLICY
Student	Discusses course selection with advisor, obtains Enrollment Form , completes form and signs it.
Academic advisor	Signs Enrollment Form if student is on campus. May receive faxed Enrollment Forms from students, sign them and forward them to the Student Services Office on students’ behalf.

Student	Delivers, if possible, Enrollment Forms signed by themselves and academic advisors to the Student Services Office
	Students not on campus may contact Student Services Offices and inform staff that the signed form will be e-mailed or faxed to them at (412) 383-5325. Student Services staff may be able to obtain advisor signature on Enrollment Forms upon request. NOTE: New students may ask their assigned academic advisors to e-mail the Student Services staff a list of courses that have been approved for them. This will substitute for the advisor signature on an Enrollment Form. Students must still forward completed Enrollment Forms that they sign to Student Services.
Student Services staff	Receives forms from students. Receipt of signed forms (or new student advisors' e-mails) is indication to the department that students have received appropriate registration advisement from their academic advisors.
	Lifts PeopleSoft Advisement Services indicator following receipt of signed Enrollment Forms, enabling students to enter the University student self enrollment system.
	Provides students with permission numbers if required (after receiving e-mail authorization from course instructor(s)).
	Forwards Form to Pitt Public Health Student Affairs office after retaining copy.

ENROLLMENT (in courses outside the University of Pittsburgh)

The University of Pittsburgh has cross-registration agreements with several regional academic institutions regarding enrollment of Pitt students in their courses. More information about these types of registrations is available on the [Pitt Public Health Web site](#).

Students must be registered as **full time** (enrolled in 9 – 15 credits) at the University before cross-registration can be approved.

Students wishing to know more about how to proceed with their registration should contact the Student Services staff.

COURSE ADD/DROP

The [Enrollment Form](#) used to register for courses is also utilized to add or drop courses.

Students should determine the add/drop deadline identified for the [current term schedule](#) and attempt to drop or add courses before that date. The Student Services Manager forward an e-mail indicating all registration deadlines when the enrollment period for an upcoming academic term opens.

Students resign when they request withdrawal from **all** enrolled courses for the term. Resignation does not automatically result in a refund of all charges, but may only result in a partial refund depending upon the date in the term the resignation was processed.

All students requesting **late transactions** (after add/drop deadlines) must have the written approval of the Pitt Public Health Assistant Dean for Student Affairs. Approval is indicated by the dean’s signature on students’ Enrollment Forms.

RESPONSIBILITY	ACTION / POLICY
Student	<p><u>BEFORE ADD/DROP DEADLINE</u></p> <p>If it is before the add/drop deadline and student is already registered for one or more courses, completes and signs Enrollment Form to indicate courses to be added or dropped, and obtains academic advisor’s signature. Delivers or e-mails/faxes Form to Student Services staff. Student then completes self-enrollment process (see Enrollment section above).</p> <p><u>AFTER ADD/DROP DEADLINE</u></p> <p><u>Only if unavoidable, extenuating circumstances are involved,</u> students may attempt to either add or drop a class after a term’s add/drop deadline. In specific circumstances, processing of a Monitored Withdrawal may be a more appropriate alternative to a course drop transaction.</p> <p>Refer to the <u>Monitored Withdrawal</u> area of the Student Policies & Procedures section for additional information about this option.</p> <p><u>Course “adds” after add/drop deadline</u> Student requesting course <u>adds</u> must obtain written permission to enroll from course instructor. This written authorization should then be presented for review and signature, along with a signed Enrollment Form, to Mary Derkach, Pitt Public Health Assistant Dean for Student Affairs.</p> <p>If the add request is approved by the Dean, the University Registrar’s Office will consider and approve/disapprove it.</p> <p>NOTE: Permission numbers are not needed for late enrollments (beyond add/drop deadline) unless special permission is required to enter the course in question).</p> <p><u>Course “drops” after add/drop deadline</u> Student requesting course <u>drops</u> must obtain written permission to drop course from course instructor. This written authorization should then be presented for review and signature, along with a signed Enrollment Form, to the Pitt Public Health Assistant Dean for Student Affairs.</p> <p>If the drop request is approved by the Dean, the University Registrar’s Office will consider and approve/disapprove it.</p> <p>If the drop request is <u>not</u> approved, students may consider processing a Monitored Withdrawal Request form to withdrawal from (as opposed to</p>

	dropping) the course (see Monitored Withdrawal section below) if the term deadline for this process has not passed.
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MONITORED WITHDRAWALS

If a student's request to drop a course (via Enrollment Form) after the term's add/drop deadline is not approved or he/she wishes to withdraw from a course for other reasons, a Monitored Withdrawal Request form should be processed. A Monitored Withdrawal deadline is included in each academic term's schedule and is posted on the [Pitt Public Health Web site](#).

Students withdrawing from a course in this manner receive a "W" for the course on their transcripts and receive no tuition reimbursement. This "W" grade has no impact on the Grade Point Average (GPA) earned, requirements toward student degree completion or academic progress for purposes of financial aid eligibility.

RESPONSIBILITY	ACTION / POLICY
Student	Obtains Monitored Withdrawal Request form from Pitt Public Health Student Affairs if choosing to withdrawal from course before the monitored withdrawal deadline.
	Completes and signs form and requests course instructor signature.
Instructor	Signs form to authorize withdrawal and returns form to student.
Student	Submits form to Pitt Public Health Assistant Dean for Student Affairs, Mary Derkach, and requests signature.
Pitt Public Health Assistant Dean for Student Affairs	Signs form to authorize withdrawal and forwards it to the University Registrar's Office for further processing.
Pitt Public Health Student Affairs staff	Forwards form copy to Student Services staff.

ADMISSION TO CLOSED CLASS OR RESTRICTED CLASSES (obtaining Permission Numbers)

RESPONSIBILITY	ACTION / POLICY
Student	Contacts course instructor to request permission to enter course.
	Requests instructor to forward an e-mail to Epidemiology Student Services Offices (see e-mail address list in Enrollment section above) to confirm registration permission, if granted. Student should be copied on e-mail.
Instructor	Forwards e-mail authorization to Student Services Office staff (refer to staff list in Enrollment section above) for Epidemiology course permission numbers. Contact the Student Services staff in other Pitt Public Health departments to obtain permission to enter courses in those areas, or comparable staff in other Pitt schools offering the courses in question.
Student Services	Forwards students permission numbers.

staff	
Student	Enters permission number while completing student self enrollment process .

REPEATING COURSES

RESPONSIBILITY	ACTION / POLICY
	Courses may be repeated if grade of “ B-“ or lower is received, with advisor permission.
	Grade earned in repeated course is used in calculating QPA, but former grade still appears on transcript.
	No course may be repeated more than twice.
	No sequence course may be repeated for credit after a more advanced course in the sequence has been passed with a “B” or higher grade.
	Course repeated must be same as that in which original grade was earned. In certain circumstances, department chair may authorize substitution of another course with similar content.
Student	Discusses desire to repeat course with advisor, obtains appropriate approvals, completes Enrollment Form and requests advisor signature.
Advisor	Signs Enrollment Form to indicate course repeat approval.
Student	Delivers Enrollment Form to Student Services Offices.
	Forwards Enrollment Form to Pitt Public Health Student Affairs after retaining copy.
Student	Submits completed Course Repeat Form to Pitt Public Health Student Affairs to request inclusion of only last course grade for GPA computational purposes.

2. COURSE EXEMPTIONS

PITT PUBLIC HEALTH CORE COURSE EXEMPTION

RESPONSIBILITY	ACTION / POLICY
Student	Discuss previously taken course justifying exemption with academic advisor & instructor.
	Obtain Request for Exemption from Pitt Public Health Core Courses form.
	Complete student section of form, explaining exemption request and attach
Academic advisor, course instructor, department chair	Sign Exemption form and return form to student if exemption request is approved.
Student	Return form to Pitt Public Health Student Affairs for final approval.
Pitt Public Health Student Affairs Assistant Dean	Approves or disapproves exemption request and forwards form copy to student services staff for retention.

DEPARTMENTAL CORE COURSE EXEMPTION

RESPONSIBILITY	ACTION / POLICY
Student	Discusses previously taken course justifying exemption with advisor & instructor.
	Obtains Request for Exemption from Departmental Core Courses form.
	Completes student section of form, explaining exemption request and attaching supporting documentation.
Academic advisor and instructor	Indicate reason for approval/disapproval, sign and return to student.
	If one faculty member disapproves, exemption is denied.
Student	Returns completed form to Student Services offices.
Student services staff	Retains form for student file and forwards copy to Pitt Public Health Student Affairs.

3. CREDIT TRANSFERS

In any course credit transfers, associated grades must be a “B” or higher. Grades (and quality points) are not recorded for credits accepted by transfer. Credits may be transferred from another university, a University of Pittsburgh school or another department in Pitt Public Health.

Credit transfers should be discussed with and approved by each student’s academic advisor.

Continuing Students - Completing Another Degree During or After Their Course of Study

Students already enrolled in the Epidemiology MPH/MS program who are accepted into the Epidemiology PhD/DrPH program may transfer all of their credits (with a grade of B or higher) toward their doctoral degree. Students who have already graduated with an MPH/MS in Epidemiology and are then accepted into the Epidemiology PhD/DrPH program may also transfer all of their master’s degree credits toward their doctoral degree **if the date of graduation was within 5 years of matriculation into the doctoral program**. If the MPH/MS graduation date was greater than 5 years before matriculation into the doctoral program, a maximum of 24 credits may be transferred.

Students enrolled in the Epidemiology PhD/DrPH program who would like to earn an MS or MPH Degree in Epidemiology during their course of study may apply credits already earned to their master’s degree. However, students must ensure that they fulfill all MS or MPH program requirements in this process, and first apply to be officially admitted to their program of choice.

Master’s Degree Credit Transfers

GSPH students enrolled in an MS program who earned prior graduate-level credits but no degree may transfer up to 6 credits to their current program, and GSPH MPH students who earned prior graduate-level credits but no degree may transfer up to 1/3 of the required credits for their MPH to their program.

A master’s program student (MPH or MS) who has earned a prior graduate degree may transfer only 6 credits to a master’s degree at GSPH.

Other Credit Transfer Policies

At the discretion of students’ academic advisors, up to 24 course credits may be transferred from a previously earned graduate degree or from graduate credits taken where no degree was earned towards a doctoral (PhD or DrPH) degree. Twenty-four credits may be transferred, with advisor approval, from a prior master’s degree, with a possibility of 12 more for post-master’s work done.

A doctoral student who was enrolled elsewhere in a doctoral program but didn’t earn the degree can transfer as many as 36 credits, with advisor authorization.

Course credit transfer acceptance does not automatically imply course exemption from Pitt Public Health or Departmental core requirements. Refer to Course Exemptions information at the beginning of the **Student Policies & Procedures** section.

RESPONSIBILITY	ACTION / POLICY
Student transferring credits within Pitt Public Health or University of Pittsburgh	Requests memo from Epidemiology advisor indicating approval of credits being transferred. Memo should be sent to Pitt Public Health Student Affairs, and copy should be forwarded to Student Services Office.
Student transferring credits from another university	Obtains Course Credits Accepted Form from the Pitt Public Health Web site and requests advisor approval & signature. Form should be delivered or forwarded to Student Services staff members who will retain a copy and forward original Form to Pitt Public Health Student Affairs.
Student transferring credits from master’s degree within Epidemiology Department to doctoral program within Epidemiology Dept.	No credit transfer request documentation is required, provided the student’s GSPH Epidemiology MPH/MS graduation date and the PhD/DrPH matriculation date are within 5 years. If more than 5 years have elapsed, students should communicate their transfer request to the Student Services staff and further instructions will be provided.
Pitt Public Health Student Affairs	Reviews/approves Course Credits Accepted Forms and advisor memos, and enters credits to be transferred as blocks, or as individual course credits (depending upon student preference indicated on the Course Credits Accepted Form). Individual course credit information is retained in student files.

4. EPIDEMIOLOGY SEMINAR

All Epidemiology students must register for the Epidemiology Seminar course (EPIDEM 2250) at least once prior to completing their degree programs, although all students and faculty are strongly encouraged by the Department of Epidemiology chair to attend seminar each fall and spring term it is offered.

Epidemiology seminars are a traditional gathering place and informal networking opportunity for students, faculty, and staff, where cutting-edge developments related to public health and epidemiology are presented, and student, faculty, and research area of concentration achievements are shared.

Grading is based upon attendance. Students may miss up to 4 seminar presentations to receive a satisfactory grade. Those registered for the course who miss more than 4 presentations must repeat the class the next term it is offered. Students with questions about attendance should contact the faculty seminar course director.

Epidemiology Graduate Student Researchers (GSR) must attend seminar, whether or not they are registered for the course, during each fall and spring term of their appointments.

Students register their attendance by swiping their Pitt ID cards.

Forms for processing of Continuing Medical Education (CME) credits are available.

5. EPIDEMIOLOGY JOURNAL CLUBS

Departmental journal clubs are another venue for networking with colleagues and faculty, and delving more deeply into areas of specific research interest.

Students or faculty members who may be interested organizing and promoting a new journal club should contact the Student Services Manager.

6. CHANGING TO / ADDING ANOTHER DEGREE PROGRAM (CURRENT EPIDEMIOLOGY DEPARTMENT OR PITT PUBLIC HEALTH STUDENTS)

Students desiring enrollment in two independent degree programs must have Epidemiology Admissions Committee approval for each, be admitted into both programs, and must satisfy degree requirements of both.

RESPONSIBILITY	ACTION / POLICY
Student	E-mails Pitt Public Health Admissions Manager and Student Services staff of intention to change to /add another Epidemiology degree program. Student should forward 2 letters of recommendation and a current statement of purpose (rationale for applying to new degree program, career goals, etc.) to the Admissions Manager. One letter of recommendation should be from a GSPH faculty member.
Pitt Public Health Student Affairs	Forwards student original application and all supporting documents to student services offices for presentation to the Epidemiology Admissions Committee.
Epidemiology Admissions Committee	Reviews file and approves or disapproves request. Returns file to Student Services staff.
Student Services staff	Returns file to Pitt Public Health Student Affairs, and communicates the department's decision.
Pitt Public Health Student Affairs	Reviews departmental decision, approves or disapproves it and notifies student of his/her acceptance status.

7. CHANGING ADVISORS

Master's Degree Students

Students should contact the Director of Epidemiology Master's Degree Programs, Dr. Nancy Glynn glynn@edc.pitt.edu, concerning their desire to work with a different academic advisor.

Doctoral Degree Students

It is possible for students to change advisors, provided that both the current and new advisors concur that this would contribute to students' ability to successfully complete their programs of study.

RESPONSIBILITY	ACTION / POLICY
Student	Discusses advisor change request with both current and new advisor.
	Completes, signs and dates student section of Request to Change Academic Advisor form.
Current advisor	Signs & dates form.
New advisor	Signs & dates form.
Student	Returns form to Student Services staff.
Student Services staff	Retains form for student files and enters advisor change in PeopleSoft.

6. GRADING

A complete explanation of the University’s grading system is available on the [Registrar’s Office Web site](#).

Grades may be changed or entered electronically by faculty or authorized assistants only during grading periods designated by the University Registrar’s Office for each term. Once grading period deadlines have passed, paper Grade Change Request forms must be utilized to process changes. These forms may be downloaded and completed by faculty academic advisors and forwarded only by them or authorized staff to the Student Services staff for further processing. Student are not permitted to deliver Grade Change Request forms on behalf of their academic advisors.

Students may view their grades through their PeopleSoft Student Centers.

CHANGING PITT PUBLIC HEALTH GRADE OPTION - AUDIT REQUESTS

Any Pitt Public Health course may be audited on a space available basis. Students auditing a course will still be assessed tuition, but will not receive a traditional letter grade or credits for the course (an “N” grade will be received). Interested students should discuss this grade option with their course instructors, and must obtain instructor permission.

RESPONSIBILITY	ACTION / POLICY
Student	Verify with instructor that grade option selected is available for course.
	Complete middle portion of GSPH Grade Option/Audit Request form to request a grade option/basis change.
	Complete bottom of form to request course auditing (no grade/no credit – “N” appears on transcript) or the middle section to request a different grade option.
Advisor and instructor	Sign & date form to indicate approval. Instructor must remember to enter an “N” grade when electronic grade rosters open for the term in question.
Student	Returns form to Pitt Public Health Student Affairs staff.
Pitt Public Health Student Affairs	Forwards form copy to the Student Services staff.

GRADE CHANGE REQUESTS

Grade changes should be processed no later than one year after the initial grade was entered, with the exception of changes involving “I” (incomplete) grades.

“I” Grades

Changes in “I” grades are exempt from this University policy and may be processed after the one year period following their initial posting. Faculty will assign students an “I” grade in terms when work on master’s essays or theses, doctoral dissertations, internships or independent studies is in progress and not yet complete.

Faculty must change “I” grades to the appropriate grade as indicated below as a student nears graduation and work is completed. Refer to the **Graduation** section of the Student Handbook for more information.

“G” Grades

“G” grades are given when coursework is unfinished due to extenuating personal circumstances. This coursework must be completed no later than one year after the term or session in which the class was taken. Students should not request or be given “G” grades if they may instead, need to repeat the course. Faculty and students should discuss the most appropriate action based upon each student’s individual situation.

RESPONSIBILITY	ACTION / POLICY
Student	Requests instructor to change “I” grades to indicate work on master’s essays or theses, doctoral dissertations, internships or independent studies is completed.
	Requests instructor to change grades for other courses for other specified reasons.
	Requests instructor to change “G” grades (if any).
Advisor, instructor or authorized assistant	Downloads and completes Grade Change Request form available to faculty on PeopleSoft after logging into www.pitt.edu Web portal. Students are not permitted to access or transport blank or completed Grade Change Request forms.
	Forwards or delivers form to Student Services staff.
Student Services staff	Forwards form to Pitt Public Health Student Affairs Office after retaining copy for student file.
Pitt Public Health Student Affairs	Forwards form to University Registrar’s Office for final processing

7. FUNDING RESOURCES AND STUDENT JOBS

[University and Pitt Public Health scholarships](#)

Department of Epidemiology scholarships

[Other financial aid resources](#)

Student jobs

Students should talk with their academic advisors, the Master’s or Doctoral Program Directors, other members of the faculty, and/or the Student Services Manager about their desire to obtain hourly-paid employment.

Students may also check [Pitt Source, the University’s job posting system](#), to search descriptions of available positions and apply for them.

International students should focus on obtaining on-campus positions, as dictated by their student visa status. Questions about international student employment should be directed to the [University's Office of International Services \(OIS\)](#).

8. **STATUTE OF LIMITATION FOR DEGREE COMPLETION / LEAVES OF ABSENCE**

RESPONSIBILITY	ACTION / POLICY
	<u>STATUTE OF LIMITATIONS POLICY</u> - All doctoral degree program requirements must be completed within 10 years or 8 years if student has received credit for a master's degree. MS program requirements must be completed within 4 years and MPH requirements within 5 years.
	Requests for extensions of statute of limitations must be made in writing by students and their academic advisors, approved by department chair, and submitted to Pitt Public Health Assistant Dean for Student Affairs for final approval. There is no guarantee that extensions will be approved.
	Extension requests must include documented evidence of specific circumstances leading to current situation, and students must describe ongoing plans to complete all degree requirements. Contact the Student Services Manager to obtain instructions for proceeding with extension requests.
	<u>LEAVE OF ABSENCE POLICY</u> - One leave of absence may be granted to a student. A two year leave may be granted for doctoral degree students, and a one year leave is available to master's degree students.
	Leaves requests must specify the basis for the leave, and must first be approved by the academic advisor. Contact the Student Services Manager to obtain instructions for proceeding with leave of absence requests.
Pitt Public Health Assistant Dean for Student Affairs	Forwards student letter indicating final approval or disapproval of statute of limitations extension requests or leave of absence requests, and sends letter copies to Student Services staff.

9. **ENGLISH COMPREHENSIBILITY TEST**

RESPONSIBILITY	ACTION / POLICY
Doctoral students	PhD & DrPH students who are non-native speakers of English and whose undergraduate programs were not taught in English (as the official language of instruction) must take and pass this test prior to registering for EPIDEM 2215 (Teaching Practicum), a graduation requirement.
	Eligible students should follow instructions forwarded by the Student Services staff concerning the test, when it is scheduled by the University. Students will receive copies of their test score reports

Student Services staff	Receives and retains a copy of the test score report.
Student	Those with passing scores may register for EPIDEM 2215 in any future term. Those who did not pass should plan to take the test again the next time it is offered (announced by the Student Services staff).

10. COMPETENCY IN COMMUNICATION REQUIREMENT

Department of Epidemiology policy specifies that prior to graduation, all degree-seeking students must demonstrate competency in oral communication through research presentation experiences as described below:

Masters and doctoral student requirement distinctions

MPH & MS students must complete at least one oral presentation or poster presentation during their tenure at Pitt Public Health.

PhD & DrPH students must complete at least two oral presentations or poster presentations during their tenure at Pitt Public Health.

Qualifying venues and presentations

Local, regional, national, or international professional or scientific conferences qualify as venues where the Competency in Communication requirement may be fulfilled. Presentations delivered at Department of Epidemiology or Pitt Public Health special events featuring student research, including the annual Epi in Action MPH Poster Presentation (fall term), the Epidemiology Holiday Research Symposium (fall term), or the school's Dean's Day Research Poster Competition (spring term) will also count towards this requirement.

Submission of competency records

- A [Communications Competency Requirement Record Form](#) must be submitted by students to the Epidemiology Student Services Offices prior to graduation as a record of the requirement's fulfillment. It is recommended that students submit their forms immediately following their presentations, instead of waiting until their graduation terms are approaching.

11. SUBMISSION OF DOCTORAL PROGRAM DEVELOPMENT PLANS

The Graduate School of Public Health requires that all doctoral students in the school receive guidance on their progress and development on an annual basis. Each department must document that this activity has taken place.

RESPONSIBILITY	ACTION / POLICY
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Students	Schedule meetings with their academic advisors in spring term. They should also schedule meetings with their GSR supervisors, if they are not their academic advisors.
	Complete the Individual Development Plan form prior to their meeting(s). The form will be forwarded to students by Student Services, or students will be directed to download it from the Department of Epidemiology Web site.
	Forward form copies to advisors/GSR supervisors before meetings.
Students and Advisors/GSR Supervisors	Discuss current skill levels and develop goals and/or a plan to address these skills in the coming year. Outline the agreed-upon goals on the Individual Development Plan form.
Students	Submit form copies to advisors/GSR supervisors, and retain copies for future reference. Submit original forms to the Student Services staff.
	Be prepared to discuss completion of prior year goals and new goals for the coming academic year when meeting with advisors/GSR supervisors in the following spring term.

12. DOCTORAL PROGRAM TEACHING PRACTICUM REQUIREMENT (EPIDEM 22125)

PhD and DrPH students are expected to fulfill a teaching experience requirement by enrolling in the Teaching Practicum course (EPIDEM 2215). Students must act as a Teaching Assistant (TA) in one of the following designated Department of Epidemiology required core courses.

NOTE: Although students may choose to serve as a TA in an elective Epidemiology course to obtain additional teaching experience, they may **not** serve as a TA in an elective class to fulfill their Teaching Practicum requirement.

COURSE CATALOG NUMBER	COURSE TITLE	TERM OFFERED
2110	Principles of Epidemiology	Fall & summer
2185	Introduction to SAS	Fall
2160	Epidemiology of Infectious Disease	Fall
2170	Chronic Disease Epidemiology	Fall
2181	Design & Conduct of Clinical Trials	Fall
2187	Epidemiological Methods 2	Fall
2260	Epidemiological Basis for Disease Control	Fall
2180	Epidemiological Methods 1	Spring
2230	Advanced Topics in Epidemiological Methods	Spring
2600	Introduction to Molecular Epidemiology	Spring

2920	Grant Writing	Spring
2183	Reading, Analyzing, & Interpreting Public Health / Medical Literature	Summer

In rare circumstances, a Teaching Practicum requirement waiver is granted. Students should discuss this with their advisors and be able to provide detailed justification for their request. If the teaching practicum exemption is approved by advisor, the student should ask the Epidemiology Student Services Manager for assistance with processing an official waiver request.

Additional details regarding the Teaching Practicum requirement are available in the Student Handbook **Program Descriptions** document in the [Doctoral Degree Programs \(PhD & DrPH\) section](#).