



Icahn  
School of  
Medicine at  
**Mount  
Sinai**

*Graduate School of  
Biomedical Sciences*

# GRADUATE PROGRAM IN PUBLIC HEALTH

SUPPLEMENTAL STUDENT HANDBOOK  
2023-2024



QUESTIONS? EMAIL [PUBLICHEALTH@MSSM.EDU](mailto:PUBLICHEALTH@MSSM.EDU)

September 2023

The Student Handbook is designed to guide current students in the Graduate Program in Public Health at the Icahn School of Medicine at Mount Sinai. It should be read carefully and used as a reference when any questions concerning relevant school policies, procedures, and programs arise. The Student Handbook serves to clarify the breadth of opportunities available to you. The Graduate Program in Public Health may review and modify procedures and programs to improve overall effectiveness and, when appropriate, in response to individual student needs. The Student Handbook is subject to review, and the Program reserves the right to make amendments to the contents without notice. Your suggestions and comments are welcomed and should be forwarded through individual members of the Faculty, Graduate Program in Public Health Academic Office, or through one of your various student representatives. The content of this handbook is not intended to and should not be construed to constitute a contract.

**This handbook is meant to be read in conjunction with the policies in the [Graduate School Student Handbook](#) and [Medical School Student Handbook](#) found on the [Icahn School of Medicine at Mount Sinai website](#).**

For questions about the handbook please reach out to:

**Graduate Program in Public Health**

CAM Building, 17 E 102<sup>nd</sup> St, 5<sup>th</sup> Floor

Administrative Team: <https://icahn.mssm.edu/education/masters/public-health/administration>

Out of respect for our environment and doing whatever we can to reduce our carbon footprint, the Graduate Program in Public Health will not routinely print copies of the Student Handbook. We would like our students to refer to it online whenever possible.

**The mission of the Graduate Program in Public Health at the Icahn School of Medicine at Mount Sinai is to educate our students to prevent disease, protect the environment, and promote good health in partnership with the populations they serve. Through interdisciplinary research and innovation, policy analysis, and advocacy, our students and graduates translate knowledge into practice to serve local, national, and global communities.**

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## WELCOME TO THE ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI GRADUATE PROGRAM IN PUBLIC HEALTH!

I warmly welcome our amazing new students and look forward to getting to know you over the coming years! The incoming students represent diverse backgrounds, strengths and interests and will continue to enhance the dynamic atmosphere that is the hallmark of our Program.

Our Program is constantly evolving, making sure that our graduates have the skills, insights and compassion to make a difference in today's world. Public Health is about everything we do as a society to promote, improve and protect the health of all individuals and communities. We are continuing to expand our academic program and course offerings, and have recruited new outstanding faculty. Our training programs include a Master of Public Health (MPH), a Dual MD-MPH, MSW-MPH (with the Fordham University Graduate School of Social Service) and DPM-MPH (with New York College of Podiatric Medicine) degrees, a Master of Science in Epidemiology (MS in Epidemiology), and an Advanced Certificate in Public Health. We have firmly established eight MPH tracks rounding out what is a comprehensive and interdisciplinary set of specializations in public health education. The MPH tracks include General Public Health, Epidemiology, Biostatistics, Environmental Health Sciences, Outcomes Research, Health Promotion & Disease Prevention, Health Care Management, and Global Health. In partnership with the Council on Education for Public Health (CEPH), our accreditation agency, we are regularly adjusting our core curriculum and program competencies to meet future public health challenges.

I encourage all students to reach out to the Program Administration, their Track Advisors and Course Directors early on to seek advice and mentorship. Meet with our outstanding and engaged faculty, staff and current students at ISMMS and become involved in public health research, advocacy and practice.

A decade ago I worked as a public health manager in Sierra Leone. I helped set up an epidemiological surveillance system, supervised a malaria resistance study, and trained underpaid and therefore unmotivated health workers. Contact with patients was not the priority; I was supposed to care for the national health policy and not for specific patients. Like all policies, national health policies are influenced by societal needs, economic capacities and, sometimes nationalistic sentiments. They do not aim to bring rapid relief to a suffering individual, but set conditions for a given society to become "healthier". Their slow evolution and implementation can often be tiring and frustrating. We all know of countless examples, from the ongoing challenges to enhance/improve vs. repeal/replace the Affordable Care Act here in the US, to achieving the Sustainable Development Goals, globally. My vision for everyone in the Graduate Program in Public Health at ISMMS is that, as public health practitioners, we will always remember that for a human being in distress it is the here and now. Improving the health of human beings is the essence of public health. Keeping the individual at the center of all our work also means that we can approach overwhelming or unimaginable problems without despair. By focusing on the suffering human being, public health goes beyond mere analysis and implementation of health policies. It offers choices where there were none; it provides a human touch in an inhumane environment; and it may ultimately help reestablish human dignity. I welcome everyone in our program to make this a reality.

### **Nils Hennig, MD, PhD, MPH**

Program Director, Graduate Program in Public Health

Associate Director, Global Health Center

Assistant Professor, Department of Preventive Medicine & Department of Pediatrics

## PROGRAM OVERVIEW, MISSION AND VALUES

### **Mission Statement of the Graduate School of Biomedical Sciences, ISMMS**

The mission of the Graduate School of Biomedical Sciences is to train the next generation of leaders in scientific and clinical discovery, innovation, education, health policy, and advocacy in a diverse, equitable, and inclusive learning environment.

### **Graduate School in Biomedical Sciences Student Handbook**

Please read the [Graduate School Student Handbook](#) in conjunction with the Graduate Program in Public Health Student Handbook.

### **Graduate Program in Public Health Overview**

The Graduate Program in Public Health offers an Advanced Certificate in Public Health, Master of Science in Epidemiology, Master of Public Health, and Dual-Degree Programs in Public Health alongside other training programs. The Program classes are conveniently offered in the evening, generally from 4 PM to 9 PM Monday through Thursday on a term basis - Fall, Spring I and Spring II. We prepare students to promote health, prevent disease, and protect the environment with the understanding that, as health professionals, we work in partnership with a wider community.

The Graduate Program in Public Health was first accredited in 2005 by the Council on Education for Public Health. In 2015, the Program was reaccredited through July 1, 2024. Prior to 2003, our Program awarded graduates a Master of Science in Community Medicine.

The Student Handbook will help orient you to the Program by providing general Program information. Please contact Academic Program Office with questions regarding Program policies. Please refer to relevant Program resources for more information, such as the Curriculum Guide for information on course offerings, the Applied Practice Experience Guide for guidance regarding the required practice experience, and the Culminating Experience Guide for details regarding this degree milestone. These and other resources are available on Blackboard.

### **Mission Statement of the Graduate Program in Public Health**

The mission of the Graduate Program in Public Health at the Icahn School of Medicine at Mount Sinai is to educate our students to prevent disease, protect the environment, and promote good health in partnership with the populations they serve. Through interdisciplinary research and innovation, policy analysis, and advocacy, our students and graduates translate knowledge into practice to serve local, national, and global communities.

### **Goals and Objectives**

#### Goals for Instruction

Educate our students to enhance the health of diverse populations, to consider the health of individuals within the context of the community and the environment, to work within an interdisciplinary milieu, and to be competent public health practitioners.



## Goals for Research

Equip our faculty and students with the skills and resources necessary to conduct and engage in interdisciplinary research that critically evaluates health issues of vulnerable populations and communities and which leads to the development of solutions to complex public health problems.

## Goals for Service

Provide public health-related service in collaboration with appropriate stakeholders to local and global communities, public health organizations and institutions.

## **Statement of Values**

The Graduate Program in Public Health is dedicated to improving the health of communities and individuals. The Program is based on the following core values:

**Community:** We value joint program-community participation in identifying and improving the health status of communities by enabling them to identify and address their unique public health problems.

**Sound Science:** We value the use of the scientific method to identify the basic conditions necessary for optimum public health, to protect the public health and to promote good health practices for populations and individuals.

**Diversity:** We value the recognition of the cultural context of individuals and populations and work to educate a public health professional workforce with the cultural competencies necessary to understand, respect and serve diverse populations.

**Social Justice:** We value fostering and advocating for public health resources and policies that reduce or eliminate health disparities.

**Engagement:** We value working with others through cooperation and collaboration using interdisciplinary, multidisciplinary and trans-disciplinary teams in education, research and service delivery.

## **STATEMENT OF ACCREDITATION**

The Icahn School of Medicine at Mount Sinai is regionally accredited by Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104; 215-662-5606. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The Graduate Program in Public Health offers an MPH degree accredited by the Council on Education for Public Health. In 2015, the Program was reaccredited through July 1, 2024.

## ACADEMIC PROGRAM OFFICE

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### Academic Program Office Contact Information

Website [www.ica hn.mssm.edu/publichealth](http://www.ica hn.mssm.edu/publichealth)

**Mailing Address** Graduate Program in Public Health  
Icahn School of Medicine at Mount Sinai  
One Gustave L. Levy Place, Box 1403  
New York, New York 10029-6574

**Administrative Offices** Center for Advanced Medicine (CAM) Building, 5th Fl, West Tower  
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## PROGRAM OFFERINGS

### MASTER OF PUBLIC HEALTH

The Master of Public Health is a two-year course of study with classes conveniently offered in the evening, generally from 4 PM to 9 PM Monday through Thursday on a term basis - Fall, Spring I and Spring II. To complete the Master of Public Health degree, students are required to earn a minimum of 45 credits\* maintaining a grade point average of B (3.0), complete a 150-hour Applied Practice Experience and write a Culminating Experience (Master's Thesis, First Author Manuscript, or Capstone).

\*Students who matriculated in the MPH degree prior to Fall 2017 will be expected adhere to the degree requirements (42 credits, Practicum, and Culminating Experience) expected when they entered the Program.

#### **Program Eligibility**

Applicants must possess a Bachelor's Degree from an accredited college or university. While there are no specific course requirements for many of the Specialty Tracks, official transcripts are reviewed for demonstration of satisfactory performance in quantitative and qualitative methods and in social and biological sciences. Students are offered admission on the basis of demonstrated past academic achievement.

#### **Navigating Through the Graduate Program in Public Health**

Students must read and continually reference the Student Handbook, Curriculum Guide, Applied Practice Experience Guide, Culminating Experience Guide, Track Checklists, and Sample Curriculum to understand the expectations of the Master of Public Health degree.

Students should contact the Academic Program Office with questions regarding policies and procedures, degree requirements, and questions or concerns regarding the Program.

Students are expected to seek guidance from their Specialty Track Advisors regarding their interest in specific topics in public health. Faculty Advisors can provide information and advice regarding elective courses, Applied Practice Experience and Culminating Experience opportunities, proposals, competencies, and development, as well as information on the public health profession.

## DUAL DEGREE TRAINING PROGRAMS

### Dual Degree MD-MPH Program

The Icahn School of Medicine at Mount Sinai and the Graduate Program in Public Health offer a Dual MD-MPH Program that can be completed either during the 4 years of medical school or over a 5-year period with a “Scholarly Year” in medical school.

#### Application Process

Medical students accepted to Icahn School of Medicine at Mount Sinai can apply to the Dual MD-MPH program. Interested students must complete a supplemental application, which consists of an essay describing their motivations for the Dual MD-MPH Degree Program. Accepted medical students do not need to submit a separate SOPHAS application online. We recommend, however, completing the essay at the earliest convenience upon acceptance to the ISMMS MD program.

Students who have applied to the Icahn School of Medicine at Mount Sinai and wish to be considered for admission to the MPH Program even if they are not admitted to the medical school will need to complete a SOPHAS online application and should contact the Academic Program Office for more information. Other healthcare workers or physicians who are interns, residents or fellows at Icahn School of Medicine at Mount Sinai or working in the Mount Sinai Hospital must also submit an application via SOPHAS.

#### Four-Year Option

MD-MPH students choosing the Four Year Option take courses in the Graduate Program in Public Health beginning at 4 pm, after medical school classes have ended. Typically, four-year dual degree students complete all coursework and the Applied Practice Experience during the first two years of medical school and then complete the Culminating Experience during the last two years of medical school.

#### Five-Year Option

The five-year option allows current and new students to devote an entire year to MPH degree requirements. Students will be expected to complete at least three core courses during their first year of medical school (Introduction to Biostatistics, Introduction to Epidemiology, and Introduction to Global Health or Public Health). Typically, during the fifth year, students will take a Scholarly Year to complete the MPH requirements. Complete information about how to arrange a Scholarly Year is in the Scholarly Year packet available from the Medical Student Research Office which is located in the Annenberg Building, 13<sup>th</sup> floor room 13-30. The timing of the Scholarly Year is flexible and up to each student, though many may choose to begin the MPH year after completion of their third year medical clerkships.

It is important to note that not all MPH specialty tracks can be completed in this five-year option. Careful and early planning with the Dual MD-MPH degree advisor is necessary in order to ensure completion of degree requirements.

Furthermore, it is important that students speak with the Student Financial Services early on in their planning to ensure that all financial aid requirements are met.

Interested students should contact Academic Program Office to set up an appointment to discuss their individual interests and needs.

### Dual MD-MPH Degree Expectations and Credit Benefits

Students who are pursuing a medical degree and a Master of Public Health degree *must* meet with the MD-MPH Academic Advisor at the beginning of the first year to plan for the next two years of coursework. Students pursuing both degrees have special demands that require careful attention to planning their public health courses along with medical school curricula.

MD-MPH students benefit from pursuing both degrees simultaneously. MD-MPH students may earn a maximum value of 12 MPH credits by completing certain MD requirements. Please see the list of credit benefits below.

- Ambulatory Care Clerkship: 4 MPH credits. This course is taken by medical students during Year 3 and has an emphasis on Clinical Preventive medicine as well as population medicine. Students incorporate population-based medicine and evidence-based medicine into direct patient care by analyzing and applying USPSTF Guidelines; socio-behavioral models of health and illness; and culturally sensitive models of care giving.
- InFocus Weeks: Maximum of 8 MPH credits. InFocus weeks are innovative and immersive courses taught through all four years of the medical school curriculum. They provide learning in topics critical to medical practice and biomedical research in the 21st century.
- Students should plan well ahead of time to ensure that they have ample time to finish MPH Applied Practice Experience activities and Culminating Experience requirements prior to graduation from the medical school.

Please contact the Academic Program Office and the Medical School Administration for information on how to formally process these benefits and inquire about any additional waivers or exemptions that may exist.

### Status Change in Medical School and/or Graduate School

Dual MD-MPH students whose status changes in the medical school (e.g., leave of absence, probation, dismissal) are considered to have the same status change in the Graduate Program in Public health until and unless the circumstances are presented to the Academic Advisory Committee for review. The same applies to all students in the Graduate School of Biomedical Sciences. The MPH Program reserves the right to determine the students' status in the MPH Program independently from Icahn School of Medicine at Mount Sinai and Mount Sinai Graduate School of Biomedical Sciences.

### Dual MD-MPH Academic Advisor

Dual MD-MPH students should meet with the dual MD-MPH Academic Advisor as early as possible during or prior to matriculating at Icahn School of Medicine at Mount Sinai. If an MD-MPH student chooses to pursue a specialty track, they must meet with the Specialty Track Advisor as well. The Dual MD-MPH Academic Advisor will offer insight in managing the demands of both degrees and ensuring that students complete all necessary requirements for both programs.

Elizabeth J. Garland, MD, MS  
Dual MD-MPH Academic Advisor  
Email: [elizabeth.garland@mssm.edu](mailto:elizabeth.garland@mssm.edu)

## **Dual Degree MSW-MPH Program with Fordham University's Graduate School of Social Service**

This collaborative program between the Icahn School of Medicine at Mount Sinai and Fordham University's Graduate School of Social Service enables students to earn both a Master of Social Work and a Master of Public Health degree. Dual Degree MSW-MPH students take courses and complete required curricular activities simultaneously at each institution.

### Application

Students who are interested in applying to the Dual MSW-MPH program must complete the admission requirements outlined by each institution. Applications can be submitted simultaneously (e.g., at the same time to each program), or sequentially (e.g., first to one school, followed by application to the other after successful matriculation). Applications to each program must be completed online and candidates are assessed on a rolling basis. A student must be accepted into both programs to hold dual degree status.

Any questions about admission to Fordham University's Graduate School of Social Service should be directed to Anne Kelly Treantafeles, LMSW, Assistant Director of Admissions at [atreantafele@fordham.edu](mailto:atreantafele@fordham.edu) or (212) 636-6602.

### Dual MSW-MPH Degree Expectations and Credit Benefits

Students who are pursuing the MSW-MPH dual degree should meet with both academic programs at the start of the dual degree to outline a plan of coursework and training at both institutions. This is an essential step in understanding the individualized approach to graduate-level training in the dual degree program. Alongside the academic program advisors, dual degree students will create a tailored plan to complete the coursework and curricular activities required for each degree.

Typically, pursuing the dual MSW-MPH program allows students to complete both degrees in 3 years, rather than the usual four years. Students must earn 99 credits to complete both degrees, instead of the 111 credits required had the degrees not be offered in a dual degree format. Please discuss the transfer credit process with both academic program advisors as you complete the coursework.

Students may start both degrees at the same time, or students may apply to the dual degree after starting a degree at either Icahn School of Medicine at Mount Sinai or Fordham University's Graduate School of Social Service. Students may also choose to pursue the degrees full-time or on a part-time basis. The academic program advisors play a crucial role in advising students as they tailor their coursework and training to their needs.

Please contact both the Academic Program and the Fordham Advisor for Guidance:

Abigail M. Ross, LICSW, MPH, PhD  
MSW-MPH Academic Program Advisor  
Fordham University Graduate School of Social Service  
[aross28@fordham.edu](mailto:aross28@fordham.edu)

## **Dual Degree DPM-MPH with New York College of Podiatric Medicine**

The NYCPM and the ISMMS Graduate Program in Public Health Program are working together to offer podiatric college students the opportunity to complete an MPH degree during their podiatric training. Podiatric students interested in this should first contact Dr. Eileen Chusid at the NYCPM. Students interested in applying for matriculation to ISMMS while they are NYCPM students must first obtain approval from Dr. Chusid to apply to ISMMS.

Eileen Chusid, PhD  
Dean, Pre-Clinical Sciences  
New York College of Podiatric Medicine  
53 East 124<sup>th</sup> Street  
New York, NY 10035  
212-410-8127  
EChusid@nycpm.edu

All financial aid is handled through the NYCPM. Podiatric students accepted into the ISMMS MPH Program complete the degree over the four years they are enrolled at NYCPM. Students typically complete course work and Applied Practice Experience during the first two years of training and a Culminating Experience during the last two years of training.

Dual Degree DPM-MPH students may transfer a total of 3 credits from NYCPM to be applied to the MPH degree at ISMMS. The transfer credits are limited to DCHMD 2615 Medical Ethics and the Art of Doctoring and DCHMD 2602 Research Methodology and Epidemiology. Students must earn a grade of B or better in these courses to be eligible for transfer credits. The transfer credits will serve as general MPH elective credits.

### **Mount Sinai Residents and Fellow Physicians**

The following residencies and fellowships include either MPH coursework or completion of the full MPH degree as part of the training:

- General Preventive Medicine Residency
- Occupational Medicine Residency
- General Internal Medicine Fellowship
- Pediatric Environmental Health Fellowship
- Family Planning Fellowship

Resident and fellow physicians in these programs should speak with their Program Directors about MPH course requirements and scheduling. Residency and Fellowship Directors have planned MPH curriculum that meets the requirements for MPH degree completion as well as the training requirements of each residency or fellowship program.

Mount Sinai resident and fellow physicians who are not part of these programs but would like to consider taking MPH courses or completing the MPH Degree should speak with their residency or fellowship Program Director as well as the Academic Program Office.

## MASTER OF SCIENCE IN EPIDEMIOLOGY

The Master of Science in Epidemiology provides students with a fundamental grounding in both the theory and practice of epidemiology, and emphasizes the development and application of quantitative research skills to real-world research in public health with the acquisition of skills in hypothesis formation; data collection and management; statistical computing and interpretation and presentation of results. Graduates of the program assume research positions in academic settings, government, hospitals, or private industries. They are also well-positioned for doctoral education in epidemiology and related fields.

### Program Eligibility

Applicants must possess a bachelor's degree from an accredited college or university. We review official transcripts for demonstration of satisfactory performance in quantitative and qualitative methods and in social and biological sciences. We select students based on demonstrated past academic achievement, among other qualifications.

### Degree Requirements

The program has a structured curriculum that can be completed in 12 months full time. To fulfill the requirements for the MS degree, students are expected to complete 34 credits with a minimum grade point average of B (3.0).

### Navigating Through the MS in Epidemiology Degree

MS in Epidemiology students must read and continually reference the Student Handbook, Curriculum Guide, and other Guides and resources created for the program to understand the expectations of the degree. Students should contact the Academic Program Office with questions regarding policies and procedures, degree requirements, and questions or concerns regarding the Program.

### Co-Director, MS in Epidemiology

Students should meet regularly with the Co-Director of the MS in Epidemiology Program regarding academic advising, career planning, and professional pursuits.

Dania Valvi, MD, PhD, MPH

Assistant Professor in the Department of Environmental Medicine and Public Health

Email: [danial.valvi@mssm.edu](mailto:danial.valvi@mssm.edu)

Tel: 212-824-7062

Mailing Address: One Gustave L. Levy Place, Box 1043, New York, NY 10029

Location: CAM Building, 17 E. 102 St., West Tower, 2<sup>nd</sup> floor - room D2-134



## **ADVANCED CERTIFICATE IN PUBLIC HEALTH PROGRAM**

The Graduate Program in Public Health offers an Advanced Certificate in Public Health. The certificate is a 15-credit hour program of study. Students can choose from three tracks of study: General Public Health, Global Health or Outcomes Research. The certificate program offers a foundation in public health training for students and practitioners in public health. Certificate students attend courses alongside Master of Public Health students. While enrolled in the certificate program, students may only register for the courses which are outlined in the advanced certificate program course requirements. Students in the certificate program may register for a maximum of 15 credits. Credits in this program may be used towards the MPH degree upon approval by Academic Program Office and the Program Director. For any questions regarding the certificate program, please contact the Academic Program Office.

## MASTER OF PUBLIC HEALTH DEGREE REQUIREMENTS

To complete the Master of Public Health degree, students are required to obtain a minimum of 45 credits, complete a 150-hour Applied Practice Experience, and complete a Culminating Experience (Thesis, First Author Manuscript, Capstone).

### Advising

MPH students must read and continually reference the Student Handbook, Curriculum Guide, Applied Practice Experience Guide, Culminating Experience Guide, Track Checklist, and Sample Curricula to understand the expectations of the degree. These resources are available on Blackboard. Students should contact the Academic Program Office with questions regarding degree requirements.

Students are expected to seek guidance from their Specialty Track Advisor regarding their interest in specific topics in public health. Specialty Track Advisors can provide information and advice regarding elective courses, Applied Practice Experience and Culminating Experience opportunities, proposals, competencies, and development, as well as information on the public health profession.

### PROGRAM COMPETENCIES

The Graduate Program in Public Health adopted the 22 foundational public health competencies in January 2019, and all updates since. The foundational competencies are put forth by the Council on Education for Public Health (CEPH). These **competencies** are informed by the traditional public health core knowledge areas, (biostatistics, epidemiology, social and behavioral sciences, health services administration and environmental health sciences), as well as cross-cutting and emerging public health areas. The Program also maintains a list of track-specific competencies and curriculum development.

The competencies shall be the primary guide against which student achievement is measured in the classroom, in the Applied Practice Experience, in the Culminating Experience, as well as in other service-learning opportunities. Going forward, the Program Competencies herein replace those in previous iterations of the Student Handbook and all other program materials.

Students should understand that the Program Competencies are not intended to represent an endpoint that is reached at the time of graduation, or expect in every case a one-to-one correlation to a particular class or exercise. Rather, these competencies provide a baseline overview of the knowledge, skills, and other attributes that might be expected for emerging public health professionals. The foundational competencies serve as a framework for Program development, and for continual professional development that is driven by the student. Completion of the program will assure that all students have demonstrated the student's ability to perform the foundational competencies.

### COMPETENCY SURVEY

All matriculated students are required to complete a Competency Survey each academic year in the Program. Students are asked to self-evaluate their level of mastery of each Program Competency using the measures below. As adult learners who are autonomous, self-directed, and goal oriented, students are encouraged to use the results of their Competency Surveys to monitor their own progress through the Program. Aggregate data from the Competency Surveys are useful to the Program because they provide an assessment of how well course, Applied Practice Experience, and Culminating Experience competencies are transmitted to the students, and whether there is a need for revision of current courses or creation of new courses or experiences to enhance achievement of the competencies.

## FOUNDATIONAL PUBLIC HEALTH COMPETENCIES

### Evidence-based Approaches to Public Health

1. Apply epidemiological methods to 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 & 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 systemic levels

### Planning & 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, implementation, or critique 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 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 leadership and/or management principles to address a relevant issue<sup>1</sup>
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 (i.e., non-academic, non-peer audience) 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. Integrate perspectives from other sectors and/or professions to promote and advance population health

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<sup>1</sup> Such principles may include creating a vision, empowering others, fostering collaboration, and guiding decision making.

## **Systems Thinking**

22. Apply a systems thinking tool to visually represent a public health issue in a format other than standard narrative

## **SPECIALTY TRACK COURSEWORK & COMPETENCIES**

In addition to the General Public Health Track, which gives students a solid foundation in the five core areas of public health (biostatistics, epidemiology, environmental health, health policy & management, and socio-behavioral health) the Graduate Program in Public Health provides students with an opportunity to specialize in a specific public health concentration. Students are required to take the courses listed for the Specialty Track they choose to pursue. The credits accrued from required courses vary for each Specialty Track. In total, students must complete 45 credits to be eligible to earn the Master of Public Health.

Students will be asked to declare which specialty track they are pursuing or whether they have decided to follow the General Public Health Track after their first term in the Program.

The Specialty Tracks are:

- General Public Health
- Health Promotion & Disease Prevention
- Environmental Health Sciences
- Global Health
- Outcomes Research
- Biostatistics
- Health Care Management
- Epidemiology

### **General Public Health Track**

Specialization is not required and students are free to pursue a general program of study consisting of an amalgamation of courses across all specialty tracks. General Track students, however, must still complete a set of required courses from each of the five areas of basic public health knowledge: biostatistics, epidemiology, environmental health sciences, health services administration, and social/behavioral sciences.

- Demonstrate ability to employ a public health systems approach to assess the health status of populations, to identify determinants of health and illness, and to ascertain factors influencing the use of health services.
- Use basic biostatistical concepts and appropriate study design methodologies to address public health research questions and evaluate community-based interventions.
- Apply descriptive and analytic epidemiology to population-based research, and develop disease control and prevention programs in conjunction with the community.
- Specify approaches for assessing, preventing, or controlling environmental and occupational hazards that pose risks to human health and safety.
- Design, implement and evaluate public health programs and policies within a socio-ecological framework.

- Apply principles of cultural competency to health promotion/disease prevention programs, policies or research, to improve patient and community health, and to reduce health disparities.

## **Health Promotion & Disease Prevention Track**

The Health Promotion & Disease Prevention track builds on the long and rich tradition of Mount Sinai's collaboration with the East Harlem community in the promotion of health and the prevention of disease. Students who pursue the Health Promotion & Disease Prevention Specialty Track will learn how to improve the public's health by working with individuals and their communities. This track emphasizes community level interventions through a curriculum developed to reflect the World Health Organization's 1986 Ottawa Charter for Health Promotion: "Health promotion is the process of enabling people to increase control over, and to improve, their health." Students in this track achieve the competencies necessary to assist communities in effective action in setting priorities, making decisions, planning strategies and implementing them to achieve better health. At the heart of this process is the empowerment of communities, their ownership and control of their own endeavors and destinies.

Additionally, this track looks at individual behavior as a major determinant of health and helps students develop into public health practitioners capable of influencing social norms that provide a framework for health promotion and disease prevention across life stages. Students in this track learn how to collaborate with agencies, institutions and community-based organizations that influence the social determinants of health to foster the development and implementation of policy and environmental strategies that enable healthy individual behaviors. Topics addressed include nutrition and physical activity, chronic disease prevention and control, health literacy, health communications, injury control and prevention, aging/health and disabilities, men's health and women's health, as well as children's health. Particular emphasis is placed on the elimination of disparities in health outcomes.

Examples of projects undertaken in this track over the past few years include: working on accurately recording all pediatric vaccinations given in New York City through collaboration with the New York City Department of Health and Mental Hygiene; creating educational tools and evaluating effectiveness of those tools in a population of HIV/hepatitis C infected substance abusers; working to establish an Arab-American clinic at Mount Sinai; developing an obesity education program for the East Harlem community.

- Apply behavioral and social science theory in the development, implementation, and evaluation of health promotion interventions, programs, and policies.
- Design an intervention or program to effect change at multiple levels, including individual, community, and policy levels
- Develop a plan to monitor and evaluate the quality, impact and outcomes of public health interventions.
- Describe the health, economic, administrative, legal, social or political implications of policy options, and provide strategic advice on health promotion and disease prevention issues.
- Examine the psychosocial, historical, and environmental causes of health disparities in the planning, implementation, or evaluation of health promotion and intervention programs.

## **Outcomes Research Track**

The MPH Outcomes Research Specialty Track gives students the necessary tools to contribute to the body of knowledge that determines how health care practices and interventions affect end results. End results include effects that people experience and care about, such as change in the ability to function. In particular, for individuals with chronic conditions—where cure is not always possible—end results include quality of life as well as mortality. By linking the care people get to the outcomes they experience, outcomes research has become the key to developing better ways to monitor and improve the quality of care.

Time and again, studies have shown that medical practices as commonplace as hysterectomy and hernia repair were performed much more frequently in some areas than in others, even when there were no differences in the underlying rates of disease. Furthermore, there was often no information about the end results for the patients who received a particular procedure, and few comparative studies to show which interventions were most effective. These findings challenged researchers, clinicians, and health systems leaders to develop new tools to assess the impact of health care services. The Outcomes Research Specialty Track gives students the competencies necessary to develop new evidence about benefits, risks, and results of treatments so that patients, physicians, public health practitioners and policy makers can make more informed decisions.

Examples of projects undertaken in this track over the past few years include: evaluating role of persistent depression in adherence to secondary prevention behaviors after acute coronary syndromes; evaluating differences in preventive services offered by gynecologists and generalists; food allergy as a risk factor for asthma morbidity in adults; determining factors associated with adherence to influenza vaccine among inner city adults with persistent asthma; association between minor and major surgical complications after carotid endarterectomy.

- Analyze, major clinical and public health problems and relevant clinical epidemiology, outcomes and health services research questions.
- Critique the state of knowledge regarding clinical epidemiology, outcomes, health services research questions, or public health policy.
- Explain the relative advantages and disadvantages of observational and experimental methods and study design used in clinical epidemiology, outcomes, or health services research.
- Specify the measurement of structure, process, and outcome in health and health care research and their implications for improving outcomes.
- Discuss the relative advantages and disadvantages between efficacy and effectiveness research.

## **Global Health Track**

The MPH Global Health Track is designed for students interested in acquiring the competencies necessary to bring practical solutions to the health problems of underserved and neglected populations in resource poor settings worldwide. Many of the greatest challenges in public health are global. Experts in global health and individuals with a sense of responsibility towards populations lacking adequate access to health care are needed to help solve the many health problems these populations face. The MPH Global Health Specialty Track fosters the acquisition of the competencies necessary to bring positive, lasting change to challenged populations around the world.

The Global Health Specialty Track includes both didactic and practical experience designed to allow students to accomplish the competencies determined necessary to be global health practitioners. Classes feature many world-renowned lecturers from the fields of medicine, public health, social sciences, health economics and health management, as well as experts from NGOs and government

policy makers. The courses are designed to give students a thorough understanding of the principles of public health, with special emphasis on globalization and human rights, and the arguments surrounding the interrelation of these fields of study.

In addition to the core course work an MPH with a global health emphasis includes coursework that covers a wide variety of topics such as equitable distribution of life-saving drugs, the health impact of asylum seekers, global communicable diseases, global trade, humanitarian aid and the public health impact of military intervention. Students acquire practical skills that enable them to work successfully in a wide variety of settings with diverse populations both domestically and abroad. With constant interaction between students and instructors, discussion and debate are important features of this course of study. Students are encouraged to pursue locations and study topics that are of particular interest to them.

Examples of projects undertaken in this track over the past few years include: working to improve the health of residents in India through child health nutrition programs and community education; examining the role of alternative and complementary medicine in villagers in rural outpatient settings in India; designing and teaching a basic public health curriculum in a local college in the Spirit Lake Nation of the Native American Dakota Tribe; performing targeted needs assessments in rural Kenya through collaboration with the International Rescue Committee which serves refugees affected by violent conflict.

- Explain the global context in which public health problems occur including the social, political, and economic forces that shape these problems and their potential solutions.
- Apply social justice and human rights principles in the development of public health programs, interventions or policies.
- Describe the roles and relationships of the organizations and entities that influence global health.
- Identify the leadership & management skills needed to effectively lead local, national, & global public health systems and affect public health policies.
- Describe multi-agency policy-making in response to complex health emergencies.
- Design a community health needs assessment and plan an evidence-based intervention that meets an established health target.

### **Environmental Health Sciences Specialty Track**

The Environmental Health Sciences Specialty Track focuses on environmental exposures that affect human health that arise from air, water, food, work, and the built environment that affect the health of individuals and communities. This track also explores global environmental issues like climate change, and highlight emerging pollutants of concern and cutting-edge research on chemical exposures and fetal origins of adult diseases. Throughout the coursework and practical experiences, students will learn applicable principles of toxicology, environmental epidemiology, exposure and risk assessment, and strategies to prevent disease, as well as fundamentals of laws and regulation that address environmental and occupational hazards. Students also learn to recognize, address, and prevent common environmental and occupational health threats such as heavy metals, asthma triggers, pesticides, and solvents.

The Environmental Health Sciences Track is interdisciplinary and considers the broader context of environmental exposures and their contribution to health disparities on a local, national, and global scale. Students will gain a core skill set that will prepare them to become leaders in this important and growing field of public health.

- Assess environmental and occupational exposures.
- Prevent and control environmental and occupational hazards.
- Identify the adverse effects of chemical, biological, and physical exposures on human health.
- Interpret epidemiologic and other research findings related to environmental risks, and assist in designing and conducting research.
- Synthesize relevant information in order to assess and manage environmental or occupational risks.
- Engage in public health messaging and risk communication activities with a focus on the environment and health

### **Biostatistics Track**

The Biostatistics Track provides students the necessary statistical reasoning and methodology skills to effectively design, assess, and analyze studies of the effectiveness and safety of therapeutic interventions, the characteristics and distribution of diseases in populations, health services research, and programs of health care delivery.

The Biostatistics Track builds on the core curriculum in the MPH program to offer students a practical foundation in biostatistics through courses in important areas such as statistical inference, probability, multivariable models, analysis of longitudinal and time to event (or survival) data, genetics, and statistical computing. This foundation is meant to be a springboard to launching a successful career in clinical research, for both clinical researchers seeking quantitative skills and those seeking careers as biostatisticians.

- Demonstrate ability to apply biostatistics and engage in collaborative public health research.
- Apply the necessary quantitative, logical, and computational skills to successfully collaborate within clinical research teams.
- Translate clinical questions into statistical hypotheses.
- Effectively summarize public health data using both numerical and graphical techniques.
- Develop analytical strategies that take account of the specific qualities of data to be analyzed, sources of variation, and assumptions required.
- Effectively communicate complicated statistical concepts and results to clinical colleagues and community partners.

### **Health Care Management Track**

The Health Care Management Specialty Track prepares graduates for positions of leadership and management in public health, health, government and community service organizations.

Students will learn competencies in strategic, ethical and accountable management practices, in state of the art human resource management and supervision, in the techniques of finance and budgeting, the use of quantitative tools for management accountability and for managing cost effective health care and they will learn to design, implement and evaluate programs and projects.

The Health Care Management specialty track curriculum provides competency-based learning in organizational development and organization behavior, including theory and application, team



leadership, relationship building, collaboration and community orientation, social marketing, public relations and communication and information systems management and assessment.

- Apply theories of organizational analysis, organizational behavior, or financial analysis to managing and leading public health and health organizations.
- Design, implement, and manage cost-effective health programs and projects.
- Develop skills in team management, collaboration, and leadership to effect change at multiple levels.
- Appropriately manages various health care payment methodologies for diverse at risk populations.
- Develop market analyses of population-based problems and initiate community partnerships in service development, and evaluation.

### **Epidemiology Track**

The epidemiology track provides students with the skills necessary to analyze public health trends, design and implement studies, and interpret the results for policy and program development. They also learn to investigate disease origins, and prevention and intervention strategies at the individual and societal levels. The program prepares graduates to take on leadership roles in clinical and population-based health research in government, health care institutions, and private industry.

In addition to the MPH-required coursework in health policy and management, socio-behavioral health, and occupational and environmental health, students take epidemiology track-specific coursework in epidemiology, biostatistics, and clinical outcomes research. Students are required to take two elective classes in specialized areas of epidemiology. Electives are available in infectious disease, chronic disease, molecular, genetic, and environmental and occupational epidemiology.

- Describe a public health problem in terms of magnitude, person, time, and place.
- Critically synthesize the public health research and practice literature for a selected health topic.
- Conduct an epidemiological and biostatistical data analysis.
- Distinguish between a statistical association and a causal relationship using appropriate principles of causal inference.
- Identify circumstances under which non-randomized (observational) designs are the best approach to addressing important health-related knowledge gaps.
- Use tabular and graphical methods to explain model results.

### **Specialty Track Advisors**

Students in each Track are strongly encouraged to contact their Track Advisor early on and regularly throughout their time at ISMMS. Track Advisors are an important resource, and can provide information and advice regarding elective courses, Applied Practice Experience, and Culminating

Experience opportunities, proposals, competencies, and development, as well as information on the public health profession.

#### General Public Health Track & Biostatistics Specialty Track

John T. Doucette, PhD

Email: john.doucette@mssm.edu

Location: CAM Building, 17 E. 102 St., West Tower, 2<sup>nd</sup> floor - D2-145

#### Health Promotion & Disease Prevention Specialty Track

Elizabeth J. Garland, MD, MS

Email: elizabeth.garland@mssm.edu

Location: CAM Building, 17 E. 102 St., West Tower, 2<sup>nd</sup> floor - D2-148

#### Environmental Health Sciences Specialty Track

Lauren M. Zajac, MD, MPH

Email: lauren.zajac@mssm.edu

Location: CAM Building, 17 E. 102 St., West Tower, 2<sup>nd</sup> floor - D2-140

#### Global Health Specialty Track

Diana Lee, MD

Email: diana.lee2@mssm.edu

Location: New York Academy of Medicine, Office 556-B

#### Outcomes Research Specialty Track

Jenny Lin, MD, MPH

Email: jenny.lin@mountsinai.org

Location: CAM Building, 17 E. 102 St., West Tower, 6<sup>th</sup> floor - D6-157

#### Health Care Management Track

Matthew Baney, MS

Email: matthew.baney@mountsinai.org

Location: 275 7th Ave., 15<sup>th</sup> Floor, Suite 1505

Executive Assistant: nelson.ayala@mountsinai.org

#### Epidemiology Track

Stephanie Factor, MD, MPH

Email: stephanie.factor@mssm.edu

Location: CAM Building, 17 E. 102 St., West Tower, 4<sup>th</sup> floor - D4-110

## **FOUNDATIONAL PUBLIC HEALTH KNOWLEDGE**

The Graduate Program in Public Health adopted the 12 foundational public health knowledge put forth by the Council on Education for Public Health (CEPH). The Program ensures that all graduates are grounded in foundational public health knowledge.

## **Profession & Science of Public Health**

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 U.S. 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

## **Factors Related to Human Health**

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)

## **APPLIED PRACTICE EXPERIENCE**

The Applied Practice Experience (APE), formerly known as the Practicum, provides the student with an opportunity to translate theory into practice within a professional public health setting. Students will implement and practice lessons learned in the classroom, gaining exposure to new and exciting prospects for future professional development. It is a planned, supervised, and evaluated field-based experience that can take place at a variety of agencies and organizations, involving some level of community engagement. The Applied Practice Experience enables students to achieve many of the competencies necessary to be successful public health practitioners.

In the past, students have met this requirement by working at the community level, for example, in East Harlem; at the city level, working with the NYC Department of Health and Mental Hygiene; and at the international level, working on a disaster relief project in a foreign setting. Whatever the student's choice, the focus is on immersion into the setting selected.

The Program requires that the APE encompass a minimum time commitment of 150-hours. To satisfy the APE, students must achieve at least five program competencies (three of which must be foundational) through completion of two or more work products. Most students complete their work products at a single site as part of a practicum/internship. The work products are determined by the student and the preceptor, and should be mutually beneficial to both the student and the site. Examples of work products include written assignments, journal entries, projects, videos, presentations, spreadsheets, websites, or posters. Specifically, a work product might be a training manual, policy analysis, curriculum, grant proposal, needs assessment, educational materials, program evaluation, surveys, guidelines, etc.

Generally, the student is advised to begin thinking about areas of interest as early as the first term of the first year. Steps toward formalizing the Applied Practice Experience usually occur in the second or third term. Students are eligible to begin the Applied Practice Experience after completion of fifteen credits in the Program. It is strongly suggested (though not required) that the student consider the

Applied Practice Experience as laying the groundwork for the Culminating Experience. Project ideas should be discussed with the Specialty Track Advisors.

All MPH students are required to complete an Applied Practice Experience. Students must obtain approval from the Preceptor, Track Advisor, and the Office of Public Health Practice prior to initiating the project to ensure relevancy to Public Health, to confirm the proposed experience will meet the criteria of the Applied Practice Experience requirement, and to assure that the student is able to maximize his/her learning opportunities. Students must complete all requirements, including submission of all necessary forms, for the Applied Practice Experience in order to receive credit for their experience. We do not grant waivers of the Applied Practice Experience.

#### Requirements for the Applied Practice Experience:

- Attendance at an APE Information Session
- Submission of the APE Proposal and Proposal Form
- Registration for MPH0092 Applied Practice Experience- 3 credits
  - Students who matriculated before Fall 2017 will register for MPH0090 Practicum- 0 credits
- Completion of a minimum of 150 hours at an approved practice site
- Completion of a minimum of two work products
- Attainment of at least 5 competencies
  - At least 3 competencies must be Foundational Competencies
- Submission of the APE Postscript Report & Work Products
- Completion of Final Evaluation
  - Submission of the Preceptor Evaluation
  - Competency Assessment
  - Participation in a Checkout Meeting with the Office of Public Health Practice

**This information, along with a more detailed description of the Applied Practice requirement, can be found in the Applied Practice Experience Guide on Blackboard > MPH Students Organization.**

Tamanna Obyed, MPH, MHA  
Program Manager, Applied Practice Experience and Internships  
tamanna.obyed@mssm.edu

## **CULMINATING EXPERIENCE**

All MPH students are required to complete a Culminating Experience. The Culminating Experience is typically started towards the end of the student's first year and completed by the end of the second year. The goal is for students to synthesize, integrate and apply the skills and competencies they have acquired to a public health problem. Students may choose to complete a Master's Thesis, First Author Manuscript or Capstone to satisfy the Culminating Experience. The type of project completed will depend on the student's Specialty Track and topic of interest.

The Culminating Experience must be completed under the direction of an ISMMS Faculty Advisor. The ISMMS Faculty Advisor may or may not be the student's Specialty Track Advisor. Students can identify another ISMMS faculty member to serve as their ISMMS Faculty Advisor as appropriate. If a

student is working closely with an offsite mentor, this mentor may serve as a co-advisor/second reader alongside an ISMMS Faculty Advisor.

**Once an ISMMS Faculty Advisor has been determined, the student must submit the Statement of Support with an approved outline of the project to Academic Program Office.** This Statement of Support must be submitted prior to initiating any research or project to ensure relevancy to public health.

The Culminating Experience requires:

- One written Thesis, First Author Manuscript or Capstone formatted according to applicable guidelines as outlined in the Culminating Experience Guide
- Two Oral Presentations
  - Public Health Research Day Poster Session in the Spring II term before graduation
  - 10-minute Oral Presentation to summarizing their Thesis, First Author Manuscript, or Capstone project to the ISMMS Faculty Advisor and Second Reader
- Forms documenting the experience
  - Statement of Support – submitted **before** beginning work
  - Evaluation – submitted after the Oral Presentation
  - Deposit Form - submitted after the Oral Presentation
  - Other documentation as detailed in the Culminating Experience Guide

### **Description of the Thesis, First Author Manuscript & Capstone**

Below are general descriptions of each of the three types of projects. Please read the Culminating Experience Guide on Blackboard for all details regarding the Culminating Experience.

#### Master's Thesis

The goal of the Thesis is to advance or create new knowledge to an existing body of research. The student develops a research question and a hypothesis based on previous research on the topic. The student gathers data (either through primary or secondary data collection) and analyzes the data, usually with statistical analysis software, such as SAS or SPSS. The findings are then discussed as to whether or not they support the hypothesis. The study should be designed so that the results of the analysis are generalizable to a larger population, rather than the sample used in the student's data analysis.

#### First Author Manuscript

The First Author Manuscript must be written in publishable format for a selected scholarly journal. Students meet with their Specialty Track Advisor and Culminating Experience ISMMS Faculty Advisor to determine which journal is most appropriate for their topic. The format of the paper is based on the formatting guidelines for submission as outlined by the selected journal.

#### Capstone

This scholarly project is much more applied in nature. The Capstone is a scholarly project developed for and with consultation of a public health organization or community agency. Generally, the capstone builds directly upon the Applied Practice Experience (formerly known as the Practicum

experience) in that the student produces a deliverable based on the needs of the Applied Practice Experience site. The Capstone can take on several forms, including:

- Community Needs Assessment
- Public Health Program Plan
- Program Evaluation
- Training Manual
- Policy Analysis
- Systematic Literature Review
- Grant Proposal

### **Public Health Research Day**

Public Health Research Day, held annually by the Graduate Program in Public Health, is a required event for all MPH students. All graduating MPH students are required to present posters during the Public Health Research Day. The Public Health Research Day Committee will select the 3 top-ranked abstracts for oral presentations, and each will receive a Blue Ribbon Award with an honorarium. All other students are required to attend the day’s events. Public Health Research Day showcases MPH student thesis, manuscript, and capstone projects. In addition to the annual poster session, the event will include a keynote lecture, oral presentations, and a networking reception. This is an excellent opportunity for networking among students, faculty, alumni, and community stakeholders, and to gain experience in presenting your work to an audience with diverse professional interests.

All graduating students are encouraged to prepare in advance for Public Health Research Day. The Culminating Experience Abstract for Public Health Research Day will be due in early April, and the poster will be due in early May.

### **Culminating Experience Submission Deadlines**

In order to earn the MPH degree by your intended degree conferral date, the documentation required for the Culminating Experience and all other outstanding degree requirements must be submitted by the following deadlines.

<b>Intended Degree Conferral Date</b>	<b>Culminating Experience Submission Deadline</b>
June 30	June 10
September 30	September 10
January 31	January 10

Please refer to the Culminating Experience Guide for detailed information, including step-by-step procedures, registration requirements and track-specific requirements. The Culminating Experience Guide can be accessed on Blackboard > MPH Students Organization.

## GRADUATION

### Graduation Application Form

All students intending to graduate in June or September must submit a Graduation Application Form no later than February 1 of the year that corresponds to their intended graduation. This ensures that students have adequate time to attend to any outstanding issues. Additionally, it ensures that the Academic Program Office has a record of the number of students wishing to obtain their diploma and those wishing to participate in the Commencement Ceremony.

By March 1, the list of students petitioning to earn the degree in June and September is sent to the Registrar, including those eligible students wishing to participate in the Commencement Ceremony.

Students intending to earn their degree in June must meet with the Academic Program Office by March 15 to ensure that all the requirements, including the Culminating Experience, are being fulfilled and that all appropriate forms are signed and submitted to the Academic Program Office.

Students intending to earn their degree in September must meet with the Academic Program Office by March 31.

Students intending to earn their degree in January must submit a Graduation Application Form by October 15 and must meet with the Academic Program Office by November 15.

Intended Degree Conferral Date	Graduation Application Due	Deadline for Graduation Checkout Meeting
June 30	Communicated by GSBS & registrar's office	March 15
September 30	Communicated by GSBS & registrar's office	March 31
January 31	Communicated by GSBS & registrar's office	November 15

### Administrative Requirements

The Master's degree cannot be awarded until all of the student's outstanding accounts have been resolved or cleared in an approved manner. These may include the Library, the Bursar's Office, Office of Student Financial Services, Registrar's Office and any other service provided or account outstanding at Mount Sinai.

Upon satisfactory completion of the above-mentioned requirements and completion of the Student Checkout Form, the degree is awarded on the conferral date following the final Culminating Experience deposit and submission of all degree requirements.

### Degree Conferral

The Master's degree is awarded effective June 30, September 30, or January 31. After the degree is conferred, students can start using the MPH credential after their name. Students should refer to the Graduation Application and the Culminating Experience submission deadlines.

If necessary, prior to receipt of the diploma, students may request a letter from Icahn School of Medicine at Mount Sinai Registrar's Office verifying that they have completed the degree requirements and confirming that the degree has been conferred.

### **Commencement Ceremony**

The Icahn School of Medicine at Mount Sinai's annual Commencement Ceremony takes place in June each year. Students submitting all degree requirements by the June graduation deadline will be eligible to participate in the Commencement Ceremony. Students who completed the Master's degree in January prior to the June Ceremony, may participate in the Commencement Ceremony. Participation in the Commencement Ceremony is distinct from degree conferral (earning the degree). Final transcripts and the diploma will not be issued until all degree requirements are satisfactorily completed.

Students depositing by the September deadline may, at the discretion of the Academic Program Office, participate in the prior June Commencement Ceremony, but will not receive their degree or diploma until after completing the degree requirements in September.

Commencement information will be sent during the Spring I and Spring II terms to the student's school email address.



## MASTER OF SCIENCE IN EPIDEMIOLOGY DEGREE REQUIREMENTS

To complete the Master of Science in Epidemiology degree, students are required to obtain a minimum of 34 credits and complete a Thesis or First-Author Manuscript.

### Advising

MS in Epidemiology students must read and continually reference the Student Handbook, Curriculum Guide, and other Guides and resources created for the program to understand the expectations of the degree. Students should contact the Academic Program Office with questions regarding policies and procedures, degree requirements, and questions or concerns regarding the Program.

Students are expected to seek guidance from the MS in Epidemiology Program Co-Director, Dania Valvi, MD MPH PhD, regarding their academic advising, career planning, and professional pursuits.

### COURSEWORK

The MS in Epidemiology degree can be completed in 12 months full time. Students will complete a solid foundation in the areas of biostatistics, epidemiology as well as advanced coursework in these quantitative methods. The program also requires students choose three Epidemiology elective courses. Resources for planning coursework are located on Blackboard in the MS in Epidemiology student organization.

### FOUNDATIONAL PUBLIC HEALTH KNOWLEDGE

The Graduate Program in Public Health adopted the 12 foundational public health knowledge put forth by the Council on Education for Public Health (CEPH). The Program ensures that all graduates are grounded in foundational public health knowledge.

#### Profession & Science of Public Health

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 U.S. 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

#### Factors Related to Human Health

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)

## THESIS OR FIRST AUTHOR MANUSCRIPT

All MS in Epidemiology students are required to complete a Thesis or First-Author Manuscript. The goal of the Thesis/Manuscript is for students to synthesize, integrate and apply the skills and competencies they have acquired to a public health epidemiological problem. The topic of the project will depend on the student's area of interest.

The Thesis aims to advance or create new knowledge to an existing body of research. The student develops a research question and a hypothesis based on previous research on the topic. The student gathers data (either through primary or secondary data collection) and analyzes the data, usually with statistical analysis software, such as SAS or SPSS. The findings are then discussed as to whether or not they support the hypothesis. The study should be designed so that the results of the analysis are generalizable to a larger population, rather than the sample used in the student's data analysis.

The First Author Manuscript is a similar research pursuit, and must be written in publishable format for a selected scholarly journal appropriate for their topic. The format of the paper is based on the formatting guidelines for submission as outlined by the selected journal.

Please read the Thesis/First Author Manuscript Guide on Blackboard for all details and instructions.

The Thesis/Manuscript must be completed under the direction of an ISMMS Faculty Advisor. If a student is working closely with an offsite mentor, this mentor may serve as a co-advisor/second reader alongside an ISMMS Faculty Advisor.

**Once an ISMMS Faculty Advisor has been determined, the student must submit the Statement of Support with an approved outline of the project to Academic Program Office.** This Statement of Support must be submitted prior to initiating any research or project to ensure relevancy to epidemiology.

The Thesis/Manuscript requires:

- One written Thesis/Manuscript formatted according to guidelines outlined in the Guide
- Two Oral Presentations
  - Public Health Research Day Poster Session in the Spring II term before graduation
  - 10-minute Oral Presentation to summarizing their project to the ISMMS Faculty Advisor and Second Reader
- Forms documenting the experience
  - Statement of Support – submitted **before** beginning work
  - Evaluation – submitted after the Oral Presentation
  - Deposit Form - submitted after the Oral Presentation
  - Other documentation as detailed in the Guide

### Public Health Research Day

Public Health Research Day, held annually by the Graduate Program in Public Health, is a required event for all Master-level students. All graduating students are required to present posters during the Public Health Research Day. The Public Health Research Day Committee will select the top-ranked

abstracts for oral presentations, and each will receive a Blue Ribbon Award with an honorarium. All other students are required to attend the day's events. In addition to the annual poster session, the event includes a keynote lecture, oral presentations, and a networking reception. This is an excellent opportunity for networking among students, faculty, alumni, and community stakeholders, and to gain experience in presenting your work to an audience with diverse professional interests.

All graduating students are encouraged to prepare in advance for Public Health Research Day. The abstract for Public Health Research Day will be due in early April, and the poster will be due in early May.

### **Thesis/Manuscript Submission Deadlines**

In order to earn the MS in Epidemiology degree by your intended degree conferral date, the documentation required for the Thesis/Manuscript and all other outstanding degree requirements must be submitted by the following deadlines.

<b>Intended Degree Conferral Date</b>	<b>Thesis/Manuscript Submission Deadline</b>
June 30	June 10
September 30	September 10
January 31	January 10

Please refer to the Thesis/Manuscript Guide for detailed information, including step-by-step procedures, registration requirements and other requirements. The Thesis Guide can be accessed on Blackboard > MS in Epidemiology Organization.

## GRADUATION

### Graduation Application Form

All students intending to graduate in June or September must submit a Graduation Application Form no later than February 1 of the year that corresponds to their intended graduation. This ensures that students have adequate time to attend to any outstanding issues. Additionally, it ensures that the Academic Program Office has a record of the number of students wishing to obtain their diploma and those wishing to participate in the Commencement Ceremony.

By March 1, the list of students petitioning to earn the degree in June and September is sent to the Registrar, including those eligible students wishing to participate in the Commencement Ceremony.

Students intending to earn their degree in June must meet with the Academic Program Office by March 15 to ensure that all the requirements, including the Culminating Experience, are being fulfilled and that all appropriate forms are signed and submitted to the Academic Program Office.

Students intending to earn their degree in September must meet with the Academic Program Office by March 31.

Students intending to earn their degree in January must submit a Graduation Application Form by October 15 and must meet with the Academic Program Office by November 15.

Intended Degree Conferral Date	Graduation Application Due	Deadline for Graduation Checkout Meeting
June 30	February 1	March 11
September 30	February 1	March 29
January 31	October 15	November 16

### Administrative Requirements

The Master's degree cannot be awarded until all of the student's outstanding accounts have been resolved or cleared in an approved manner. These may include the Library, the Bursar's Office, Office of Student Financial Services, Registrar's Office and any other service provided or account outstanding at Mount Sinai.

Upon satisfactory completion of the above-mentioned requirements and completion of the Student Checkout Form, the degree is awarded on the conferral date following the final Culminating Experience deposit and submission of all degree requirements.

### Degree Conferral

The MS degree is awarded effective June 30, September 30, or January 31. After the degree is conferred, students can start using the MS credential after their name. Students should refer to the Graduation Application and the Thesis/Manuscript submission deadlines.

If necessary, prior to receipt of the diploma, students may request a letter from Icahn School of Medicine at Mount Sinai Registrar's Office verifying that they have completed the degree requirements and confirming that the degree has been conferred.

### **Commencement Ceremony**

The Icahn School of Medicine at Mount Sinai's annual Commencement Ceremony takes place in June each year. Students submitting all degree requirements by the June graduation deadline will be eligible to participate in the Commencement Ceremony. Students who completed the Master's degree in January prior to the June Ceremony, may participate in the Commencement Ceremony. Participation in the Commencement Ceremony is distinct from degree conferral (earning the degree). Final transcripts and the diploma will not be issued until all degree requirements are satisfactorily completed.

Students depositing by the September deadline may, at the discretion of the Academic Program Office, participate in the prior June Commencement Ceremony, but will not receive their degree or diploma until after completing the degree requirements in September.

Commencement information will be sent during the Spring I and Spring II terms to the student's school email address.

## RESPONSIBLE CONDUCT IN RESEARCH

### General Statement

Students are expected to maintain the high standards of ethical and personal conduct that are the prerequisite for a productive academic, research and work environment. Students are required to participate in special seminars about the ethical issues and dilemmas that arise in research environments, and are encouraged to seek guidance with respect to optimal forms of record keeping. Course Directors and Faculty Advisors should familiarize their students with expected practices. Course Director may utilize the Honor Code for ISMMS Exams and Quizzes located below. Please see the [Graduate School Handbook](#) for more information on the Academic Policies regarding these policies.



## HONOR CODE FOR ISMMS EXAMS & QUIZZES

Course Directors in the Graduate Program in Public Health may enforce the following honor code. Before taking all exams or quizzes, students must review and agree to abide by the following rules of conduct:

I will take this exam or quiz by myself, not in a group.

1. Unless a particular information source or a calculator is explicitly permitted by the Course Director, I will not use any material to assist me during this exam or quiz, including texts, online/web sources/sites, auditory information, study notes, or any other material. I may use a calculator for calculations but not to store equations.
2. I have not received feedback about the exam or quiz from students who have taken it earlier.
3. While I take my exam or quiz, I will not communicate to anyone about the exam or quiz content or questions. If I become aware of a problem with the exam or quiz while I am taking it, I may notify the Course Director immediately. Once I have completed the exam or quiz, I will not discuss exam or quiz questions or content with, or in the presence of, any student who has not completed the exam or quiz.
4. I will not copy, record, photograph or retain any lasting record of any of the questions from this exam or quiz. I will not provide information about this exam or quiz to any current or future ISMMS student.
5. If I encounter technical difficulty during an exam or quiz, I will contact the Course Director with information about the technical difficulty. If a second attempt at an exam or quiz is made available, the second attempt falls under the same Honor Code rules as a first attempt. I understand that logging in a second time for any reason other than technical difficulty and failing to send the required email before logging in to a second attempt constitute breaches of the Honor Code.
6. The Graduate Program in Public Health expects the study body to maintain professionalism by reporting breaches in ethical conduct by their colleagues. If I witness any student violating any of the terms of this Honor Code, I am responsible for reporting the incident to the Course Director within 48 hours.
7. I agree that a breach of the Honor Code is a serious ethical violation, and I understand that a student found not to be in compliance with the Honor Code will suffer serious consequences, including, but not limited to, the calling of an Academic Advisory Committee Meeting, suspension, or dismissal.

By continuing with this Exam or Quiz, I hereby intend to abide by this honor code.

## OFFICE OF THE REGISTRAR

The Icahn School of Medicine at Mount Sinai Registrar's Office supports teaching and learning by maintaining the integrity of academic policies and the student information system. The Registrar's Office is the steward of student records from application to degree conferral in perpetuity. The Registrar's key functions in carrying out this mission focus on guarding the integrity and security of all student records in accordance with ethical and legal standards, maintaining accurate and timely records of academic progress in order to provide definitive student status, and providing students with enrollment services necessary to pursue their educational goals.

**Please see the [Graduate Student Handbook](#) for information on the policies and procedures related to enrollment and registration.** To that end, below please find information pertaining to the policies and procedures under the purview of the Registrar's Office. For additional information about the Registrar's services, please [contact the Registrar staff](#) in Annenberg 12-80, (212) 241-5245.

### ACADEMIC STANDING

Students may be terminated (i.e., administratively withdrawn or dismissed) from a degree program at any time if, in the judgment of the Graduate School or the School of Medicine, a student fails to make satisfactory progress towards the completion of the degree (regardless of grades). The definition of satisfactory progress toward completion of the degree program may differ among degree offering units. Examples of unsatisfactory progress may include, but are not limited to, inadequate grade point average (GPA), inadequate research and/or research skills, failure to obtain satisfactory grades in required courses, failure to maintain matriculation in the Program, and may also relate to the amount of time to complete the required milestones of the curriculum.

#### Program Specific Satisfactory Academic Progress Policy

Master of Public Health students maintain satisfactory academic progress by:

- Making progress toward core and track courses. This includes successfully completing required core courses within 2 attempts of taking the courses. Grades that are not considered a successful completion include: incomplete, missing grades, withdraws, and failing grades (F or below minimum).
- Successfully completing at least 50% of course credits attempted each semester.
- Resolving incomplete grades within the guidelines established by ISMMS.
- Attaining an overall grade point average of 3.0 is needed at the time of graduation to be eligible to earn the degree. Students who earn a GPA below 3.0 should raise their GPA within 3 consecutive terms to maintain Program Specific Satisfactory Academic Progress.
- Making progress toward degree requirements as outlined in the Applied Practice Experience Guide and Culminating Experience Guide.
- Demonstrating the ability to grow in professional skills.
- Students are expected to complete their degree program within the maximum time to earn degree prescribed for their degree, as outlined in the Graduate Program in Public Health Student Handbook.

Master of Science in Epidemiology students maintain satisfactory progress by:

- Making progress toward core and track courses. This includes successfully completing required core courses within 2 attempts of taking the courses. Grades that are not considered



a successful completion include: incomplete, missing grades, withdraws, and failing grades (F or below minimum).

- Successfully completing at least 50% of course credits attempted each semester.
- Resolving incomplete grades within the guidelines established by ISMMS.
- Attaining an overall grade point average of 3.0 is needed at the time of graduation to be eligible to earn the degree. Students who earn a GPA below 3.0 should raise their GPA within 3 consecutive terms to maintain Satisfactory Academic Progress.
- Making progress toward degree requirements as outlined in the Culminating Experience Guide.
- Demonstrating the ability to grow in professional skills.
- Students are expected to complete their degree program within the maximum time to earn degree prescribed for their degree, as outlined in the Graduate Program in Public Health Student Handbook

Below are the categories of student standing:

### **Good Standing**

A student will be considered in Good Standing if they meet minimal academic standards in terms of course performance and degree requirements, school standards and deadlines for health assessments, immunization status, PPD testing, pay all bills on time including tuition and fees, remain free of any academic or administrative holds, and are otherwise meeting the academic expectations of their degree program.

### **Probation**

Students who do not meet the criteria for Good Standing may be placed on probation by the Program Director, Dean of the Graduate School, or their appointed representatives: including the Academic Advisory Committee and the Academic Program Office. Once a student is placed on academic probation, academic progress must be made within two terms. Dismissal is the likely consequence if performance continues to be unsatisfactory. Students on probation are considered enrolled.

Students are required to maintain a 3.0 Grade Point Average (GPA). Students who fall below a GPA of 3.0 will be placed on academic probation. Anytime a student's GPA falls below 3.0, the Academic Program Office and the Academic Advisory Committee will be consulted and a plan for remediation developed. The student will meet with a member of the Academic Advisory Committee, develop an individual plan of remediation, and sign a statement of understanding that they are on academic probation.

The Academic Advisory Committee meets at the end of each term and reviews the progress of each student on probation. If the GPA has not improved in the subsequent term, the student will continue to meet the Academic Advisory Committee member revising the remediation plan, as needed. If the student's GPA has not reached 3.0 within two terms having been placed on probation, the student may be dismissed from the program.

### **Forward Feeding**

Information regarding a student's academic status and any documented issues related to professionalism may be forwarded from the Graduate Program in Public Health to a course director,

faculty advisor, or practice experience preceptor at the discretion of the Program leadership. Personal information will not be forwarded except when requested by the student. The student will be notified that this transfer of information is taking place.

Forward feeding allows for monitoring of a student's performance and to provide support and remediation as necessary. The forwarding of any material to a subsequent course or clerkship directors will continue as long as monitoring is necessary for educational purposes.

## **WITHDRAWAL AND READMISSION**

### **Voluntary Withdrawal**

A student may voluntarily withdraw from school at any time, upon application to the Academic Program Office. The request must be made by submitting a Request for Withdrawal Form. A student who voluntarily withdraws may apply for readmission at a later time. Future reinstatement may be denied either at the time of the withdrawal or at the time of application for reinstatement for reasons deemed sufficient to the Admissions Committee. The School may require an Administrative Evaluation prior to acceptance of a withdrawal. Failure to comply may result in dismissal. For further information on withdrawing from the Program, refer to the Academic Program Office.

### **Administrative Withdrawal**

In certain circumstances, a student may be administratively withdrawn from the school. Examples may include, but are not limited to: a student who has exceeded the limit of medical or personal leave; a student who fails to maintain matriculation in the degree program, a student who repeatedly fails a course; any student failing to pay tuition, fees, medical insurance, or housing bills by the required dates.

### **Dismissal**

Dismissal is a withdrawal from the School for failing to maintain "Good Standing" or meet standard educational goals of the degree program. Students who are dismissed are not enrolled. The Program Director or Academic Program Office may administratively dismiss a student. Status of dismissal is permanently reflected on a student's academic record.

Dismissals will generally be imposed for students who exhibit the following: failure to meet academic milestones, failure to remediate academic probation status, positive toxicology result, disruptive behavior, illegal behavior, misconduct, or failure to meet administrative responsibilities (including financial obligations). Dismissal may result when a student is convicted of a misdemeanor or felony, exhibits a breach of academic or professional misconduct (including cheating). Any student who fails to comply with a directive to undergo an administrative evaluation or fails to fulfill the requirements that stems from this evaluation will be dismissed from the Graduate School.

### **Clearance to Graduate, Begin Leaves of Absence, Withdraw, Transfer, or Otherwise Leave The School**

Students who wish to graduate, begin a Leave of Absence, Withdraw, Transfer or otherwise leave the School must obtain clearance beforehand from the Graduate Program in Public Health. Students are required to meet with the Graduate Program in Public Health before filling out the appropriate forms. Students must complete the appropriate forms requiring the signatures of the requisite offices indicating that there are no outstanding debts or other encumbrances to the student's record. When

all the signatures are obtained, the student must return the form to the Registrar's Office. Please contact the Academic Program Office for the appropriate forms.

## **Readmission**

Students who wish to reapply to a program following any type of withdrawal can do so by adhering to the same application protocols outlined by the admissions office for all applicants. No guarantee of readmission is made to any student.

## **ACADEMIC STANDING COMMITTEE**

The Academic Advisory Committee consists of an appointed Chair and several Program Administration and faculty members. The goal of the Academic Standing Committee is to monitor the academic progress of students in the Program. The Committee meets regularly to review the academic standing of all students.

The Academic Standing Committee also reviews cases of misconduct, unprofessional behavior and other grievances and has the authority to discipline students up to and including dismissal and expulsion. Both students and/or faculty members with concerns about any of the above should contact the Academic Program Office or the Chair of the Academic Standing Committee, who will review the information, meet with those involved, investigate to gather all pertinent information, and forward this information to the Academic Standing Committee for review and, if required, recommended action. Recommendation from the Academic Standing Committee will be communicated to the Program Director or Academic Program Office.

## **HOLDS**

The Icahn School of Medicine at Mount Sinai utilizes a system of holds when students fail to meet standard educational obligations. A "hold":

1. Prevents the release of a student's academic transcript or any school documentation, e.g., enrollment verification letter.
2. Freezes a student's registration status so that they may not register for courses until the hold is resolved.
3. Freezes a student's registration status so that they may not continue on to the next term until the hold is resolved by the student.

All financial obligations must be satisfied before a student can register for another term and continue their studies and/or research. Students with holds will not be eligible for financial aid refunds until the hold is appropriately addressed by the student. Types of ISMMS holds: Admissions, Academic, Administrative, Student Health, Housing, Financial, and Registrar.

## **TRANSCRIPTS**

Official copies of your Icahn School of Medicine at Mount Sinai transcript can be requested when a stamped and sealed copy of your academic record is required. Requests for official transcripts require the verification of the identity of the student/alumnus requesting the transcript. Document requests can be submitted on the Office of the Registrar [website](#), "Request a Document" link. Transcripts cannot be sent out for students who are not in "Good Standing." This includes but is not limited to academic, financial, library, and health holds.

To be considered "official" a transcript must:

- Bear the Registrar's signature.
- Be stamped with the Icahn School of Medicine at Mount Sinai Seal
- Be sent directly from the Registrar's Office to a designated person or institution.
- Be on official transcript paper.

The Office of the Registrar partners with Parchment, an authorized delivery vendor, to provide students and alumni with official e-transcripts within a turn-around time of usually 1-2 business days. It is your responsibility to make certain the intended recipient for your transcript is willing or able to receive an official e-transcript. Parchment does assess a fee for their service. E-transcripts can be requested you're the website linked above.

Students may request an unofficial copy of their transcript for their personal records. This will be stamped "Student Copy" and may not be used for official purposes. Students can also view and print an unofficial transcript from the Empower student web portal at [student.mssm.edu](http://student.mssm.edu).

## CREDENTIALS

All offers of admission are provisional, pending receipt and evaluation of final transcripts. Transcripts must be sent directly from the appropriate Registrar's Office to the Icahn School of Medicine at Mount Sinai Registrar's Office. These and all other materials requested by the Registrar in conjunction with the admissions process must be received to complete a student's enrollment. Submission of false or misleading information in the application materials or in connection with the application process will be considered by the Admissions Committee and/or the Academic Advisory Committee as grounds for withdrawal of the acceptance offer, dismissal, or rescission of degree.

## OFFICE OF STUDENT FINANCIAL SERVICES

Please see the [Graduate Student Handbook](#) for information on the policies and procedures related to tuition, financial aid, and student health insurance: To learn more about tuition and fees, please visit the [Office of Student Financial Services website](#).

### Repetition of Coursework

Students may retake a course with permission of the Academic Program Office. A student who has earned credit for a course may repeat it once upon approval, but will not receive additional academic credit. A student permitted to repeat a course must pay full tuition and other regular fees in effect at the time of the repetition. Students cannot receive financial aid to cover the tuition for retaking a course.

## COURSE AND GRADING POLICIES

### COURSE REGISTRATION & ENROLLMENT

Students enroll for courses on the student information system: [student.mssm.edu](http://student.mssm.edu)

The **Late Registration (Add/Drop) Deadline** is the final date for students to make changes to their selection of classes. Prior to this deadline, students are permitted to add or drop courses. The **Late Registration (Add/Drop) Deadline** is typically the first Friday of every academic term.

In AY 2023-2024, the registration deadlines are as follows:

Term	Registration Opens	Registration Deadline	Recommended Add/Drop Deadline	Late Registration, Final Add/Drop Deadline
Fall	June 1, 2023	June 30, 2023	Sept 8, 2023	Sept 15, 2023
Spring I	Nov 1, 2023	Nov 30, 2023	Jan 2, 2024	Jan 12, 2024
Spring II	Feb 1, 2024	Feb 29, 2024	April 1, 2024	April 12, 2024

After deciding to add or drop a course, any student who fails to change their initial online registration before the Late Registration Deadline will not be eligible to take a course (if not enrolled), and may not receive a full tuition refund (if not withdrawn) for that term.

Students will not be able to take a particular course if they lack the required pre-requisites. Please refer to the course description in the Curriculum Guide for information on a course's pre-requisites.

#### Course Withdrawal

After the Add/Drop Deadline, students may withdraw from a course by submitting a withdrawal form. All withdrawals are entered as "W" on the students' official transcript. A grade of W does not affect the overall GPA. Please see the Office of Student Financial Services section for more information about tuition refunds in the case of course withdrawal.

#### Course Cancellation

Please note that if fewer than five students enroll in a particular course, the course will be subject to cancellation. In the case that the course is cancelled, the student will be allowed to register for another course.

### NON-MATRICULATING STATUS AND COURSE AUDITING

#### Non-matriculating Status

Individuals interested in registering courses in the Graduate Program in Public Health without pursuing a degree program, may complete an application on SOPHAS Express for non-matriculated student and paying the application fee. Students will be billed for the appropriate amount of tuition and will be entitled to receive a transcript. The number of course credits that a non-matriculated student can take from offerings in the Graduate Program in Public Health will be limited to a total of 12 credits.

## Official Audits

A full-time matriculated student may request to officially audit a course by contacting the Registrar's Office prior to the end of the Add/Drop period. Students auditing a course usually do not write examinations or papers and do not necessarily participate in class discussions. However, auditors should clarify expectations at the start of the course with the Course Director. An audited course will appear on the student's transcript with the designation "AU". No academic credit is awarded and the course cannot be counted for determining full-time status for international students or financial aid status.

Non-matriculated students, including employees, who wish to audit a course and have the audited course appear on a transcript as "AU" will be billed at the same rate as for courses taken for credit.

## Unofficial Audits

Unofficial auditing is rarely allowed. In these instances, students may unofficially audit with permission of the course director. No tuition will be charged and a transcript will not be provided.

## GRADES

Grades awarded in the Program are A, A-, B+, B, B-, C+, C, C-, or F.

Pass-Fail grades are permitted only for certain electives and are not used to calculate a student's grade point average (GPA).

### Graduate Program in Public Health Pass/Fail Policy

Effective Fall 2022, Graduate Program in Public Health (GPPH) students are permitted to request a grade of P/F (pass/fail) for some courses that are normally graded with letter grades (A through F). To make this request, the student must file a [Pass/Fail Grade Option Form](#) with the GPPH Program Office. If the form is approved, a student will receive a grade of P or F on the transcript.

While courses graded with a P will count for credit toward the degree, the grade of P will not be computed in the student's grade point average (GPA). On the other hand, if the instructor submits a final grade of F, the F will appear on the final transcript, and it will be computed in the student's GPA. Students may request this option up to three (3) times during their time in the Graduate Program in Public Health.

#### Who can file a pass/fail request?

All GPPH students may apply for a pass/fail option for certain courses by specified deadlines, as explained below.

Non-GPPH students taking GPPH courses should investigate their home program pass/fail grade option policy.

#### Which courses are eligible for a pass/fail grade option?

GPPH students may apply for a pass/fail option for most GPPH courses. Courses required for the student's Track or program of study are ineligible for the pass/fail option. Track electives may qualify.

#### What is the deadline to apply for a Pass/Fail?

GPPH students may apply for a pass/fail option no later than 50% through the completion of a term. Students may contact the GPPH Program Office for additional clarity regarding the deadline.

Can a student revoke a Pass/Fail?

Once filed, a pass/fail application may not be revoked.

How many times can a student file a Pass/Fail request?

GPPH students may only exercise the pass/fail option a total of three (3) times during their academic career while enrolled in the Program.

**Course Evaluations and Grade Release**

The Graduate School uses Blackboard to collect student course evaluations. Before the end of every term the Graduate School will post the Course Evaluation on the blackboard course sites. Evaluations are confidential and important tools for course development.

**Calculation of GPA**

In calculating the GPA, all credits with the following grades are counted in the total used to compute the grade point average/cumulative index: A, A-, B+, B, B-, C+, C, C-, or F.

To compute the grade point average, follow the steps below:

Grade	Quality Point Value
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
F	0.00

1. Determine the total number of credits completed by adding up all the credits with letter grades. This total must include any credits with “F” grades.
2. For each course with a letter grade, which counts toward the GPA, multiply the number of credits by the appropriate quality point value, as indicated below:
3. Add the quality point values for all the courses to determine the total quality points.
4. Divide the total quality points by the total number of credits (as computed in Step 1).
5. The resulting figure is the grade point average/cumulative index. Please note that the index is computed to two decimal points and the index is not rounded off.

Credits with grades of Pass (P), Satisfactory Progress (SP), or Satisfactorily Completed (SC) do not figure into the computation of the grade point average but do count toward the degree. Transfer credits count toward the degree but do not figure into the index. Credits for undergraduate courses are neither counted toward the degree nor computed into the average.

## **Incomplete Grades**

Students are expected to take exams when they are scheduled and submit assignments on time. Under extraordinary circumstances (such as a medical emergency), a temporary grade of Incomplete (I) may be considered for a student who is unable to complete course requirements. To receive an incomplete grade, the student must make a formal request using the Incomplete Grade Request Form. The form must be signed by both the student and the Course Director and submitted to the Academic Program Office. The request will include the reason for the incomplete, the work yet to be completed, and the final date by which the work is to be completed. Final approval will be given by the Registrar. Students have two academic terms to remediate an incomplete, after which time the incomplete is converted to a failing grade (F).

## **Retaking Courses**

Students seeking to improve their grade point average (GPA) may retake a course, with permission from the Academic Program Office. If a course is retaken, the original grade remains on the transcript but only the second (retake) grade will be counted in the determination of the student's GPA. A student who has earned credit for a course may repeat it once, but will not receive additional credit.

Students cannot receive financial aid to cover the tuition for retaking a course.

## **Failures**

A student who fails a course may repeat the course one time. A grade of C or better in the repeated course is required to maintain matriculation in the program. Students who fail the same course more than once will be automatically withdrawn from the program.

## **Grade Appeals Process**

A student has one (1) month from the date of receiving a course grade to make an appeal. The grade may be amended in either direction. Students must bring all course grade appeals to the course director. If there is still a discrepancy after the meeting of the course director and the student, the student should present the issue in writing to the Academic Program Office who will then bring the matter to the attention of Chair of the Academic Standing Committee. Information for the appeal should be solicited from both the student and the course director. In some cases, at the discretion of the Chair of the Academic Standing Committee, it may be appropriate to hold a meeting during which the student must state the appeal to the Committee. The Committee will investigate the issue and present its finding(s) to the Program Director for a final decision. The Chair of the Academic Standing Committee will inform the student of the decision.

## **ELECTIVES AT ISMMS AND ELSEWHERE**

Students are permitted to take any course offered by the Graduate Program in Public Health. These may be considered general electives, not substituting any track-specifically or degree-specific requirements. Please see the Curriculum Guide for a complete list of course offerings and pre-requisites.

If a student wishes to take a course in a different degree program at ISMMS, an Elective Approval Request Form must be submitted and approved by the Academic Program Office prior to registering for the course. Without the necessary approval, the elective course may not be counted toward the



credits required for a degree program. This is to ensure that the course meets the objectives of the Graduate Program in Public Health before a student make a time commitment or financial commitment to another Program or Institution. Approval, when granted, is conditional upon student completing all of the course requirements and earning a B or better grade. The student must then follow the procedures for transferring credits and/or course waiver to apply the elective to their degree program.

If a student is interested in enrolling in a course offered by another academic institution, a student must seek approval from the Academic Program Office. Please submit a course description and a syllabus from the Institution offering the elective course and an Elective Approval Request to the Academic Program Office. **Approval must be given from the Graduate Program in Public Health prior to enrolling in a course in another Institution.** Without the necessary approval, the student may not be eligible to transfer credits or course waivers. Approval, when granted, is conditional upon student completing all of the course requirements and earning a B or better grade. The student must follow the transfer credit or course waiver procedure to apply the elective to the degree program.

## INDEPENDENT STUDY

An Independent Study is an elective option providing the student with an opportunity to delve more thoroughly into an area of public health that is of specific interest to them. An Independent Study must be a unique experience and must involve mentorship from an ISMMS Faculty Sponsor. Material covered during an independent study project should be highly targeted and not simply a review of the regularly offered coursework. Each student may complete no more than two independent study projects.

An Independent Study Proposal **must** be submitted at least six weeks prior to the anticipated start of the proposed project/course of study. This is to ensure that the goals meet the overall objectives of the Graduate Program in Public Health before a student commits any time and energy. An Independent Study Proposal submitted less than six weeks of the anticipated start of the project/course of study may not be approved and the student is responsible for assuming any risk that this may entail. Approval, when granted, is conditional upon the student completing all of the outlined requirements. The student must submit a Postscript Report and request that the ISMMS Faculty Sponsor complete the Independent Study Evaluation Form. Final credits are awarded at the end of the project by approval of the Academic Program Office.

An Independent Study can be valued at one, two, or three credits. Each credit represents approximately 45 hours of work. Three credits are the maximum number of credits that may be awarded to any Independent Study. Please note that while the total hours committed to the pursuit of the Independent Study may be sufficient for more than three credits or more than one elective, students will not receive any more than three credits for one project/course of study.

### Eligibility

Students with more than one outstanding Incomplete at the time of the proposal submission may not be eligible to complete an Independent Study.

### Restrictions

It is important to note that independent study projects should not be attempts to take courses that are offered by the Graduate Program in Public Health routinely during the academic year at times that are

more convenient for the student. Independent study projects cannot exempt students from core course requirements.

### **Steps towards formalizing an Independent Study**

1. Identify and meet with your ISMMS Faculty Sponsor to propose the Independent Study.
2. Complete the Independent Study Proposal Form.
3. Submit the Independent Study Form to the Academic Program Office for approval.
4. Once approved, complete the project/course of study.
5. Complete the Independent Study Postscript Report.
6. Request that your Faculty Sponsor review the Postscript Report and complete the Independent Study Evaluation Form.
7. Submit completed Postscript Report and Evaluation form to the Academic Program Office.

### **TRANSFERRING CREDITS**

Within specific guidelines, students in the Graduate Program in Public Health may apply for transfer credit for graduate-level courses or waiver of a specific degree requirement based on coursework taken outside the Program. The Transfer Credit and Course Waiver policy applies to courses taken in other programs within ISMMS and at external institutions. All requests for transfer credit will be considered on an individual basis by the Graduate Program in Public Health Academic Program Office.

Students may transfer a maximum number of whole course credits into their specified degree program, listed below. Credits must meet specific criteria, as outlined in the next section. Maximum number of whole course credits that may be transferred:

- Master of Public Health – 12 credits
- Master of Science in Epidemiology – 9 credits
- Advanced Certificate in Public Health – 0 credits

Credits for a course may not be split; the course credit is granted for whole courses. Grades assigned to transfer credits will not be included in the calculation of the student's grade point average (GPA) at ISMMS.

Current students must have courses preapproved through the Graduate Program in Public Health. Please be aware that other institutions may award credits in a manner not consistent with ISMMS credit policy. Students should not expect in every case to receive the exact number of credits given at another institution. Credits awarded for courses taken elsewhere are decided after review of the syllabus and on a case-by-case basis by the Academic Program Office. As part of the preapproval process, students are informed of the number of credits they may be awarded; therefore, it is vital that the student apply for preapproval.

All courses for anticipated transfer credit must meet the following criteria:

- Courses must be officially documented as graduate-level courses. Courses from CEPH accredited graduate schools or programs may be most appropriate for consideration.
- Transfer credit is contingent upon completion of the course with a B (3.0) or better at an institution of established academic reputation. Courses taken on a pass/fail basis may be used for transfer credit; provided the student provides proof (a letter from the course director or Program Director) that a grade of B or better would have been given. Decisions regarding

transfer credits are not made prior to matriculation. Official transcripts documenting the final grade(s) must be sent to the Graduate Program in Public Health.

- Courses cannot have been used in the past or be used in the future toward another degree program.
- Courses must be taken at an accredited US institution or an institution accredited by the Council on Education for Public Health (CEPH) or Council for Higher Education Accreditation (CHEA).
- Courses must have significant, direct public health content. For example, foreign language courses would not be considered for transfer credit for the MPH degree, nor would an organic chemistry course.

Courses taken prior to matriculation must meet the above criteria, must have been taken, at a maximum, within the past five (5) years, and must not have been used toward the completion of another degree program. It is possible that completed courses may not be approved because the content in the field has changed.

Current students may petition to transfer select courses taken at other CEPH-accredited graduate-level institutions. Students may be exempt from taking required courses in the Graduate Program in Public Health on the basis of having successfully taken equivalent courses elsewhere. Equivalent courses may be determined by alignment with CEPH Foundational Competencies and the learning objectives outlined by the CEPH Foundational Public Health Knowledge areas.

## **COURSE WAIVER**

Current students may petition to be waived from requirements based on previous coursework, specifically taken at CEPH-accredited graduate-level institutions. Students seeking to waive degree requirements must request the waiver 6 weeks in advance of the term that the course in question is offered. Students may be asked to demonstrate proficiency in addition to demonstrating course equivalency. Equivalent courses may be determined by alignment with CEPH Foundational Competencies and the learning objectives outlined by the CEPH Foundational Public Health Knowledge areas.

Relevant courses must have been taken within the past five years. It is possible that completed courses taken within five years may not be approved because the content in the field has changed.

The decision to grant a waiver is at the discretion of the faculty or Program representative.

In the case of a course waiver, the student will not receive credit towards the Icahn School of Medicine at Mount Sinai Master of Public Health degree. The exemption from taking our required course will free the student to take an elective course in order to achieve the necessary number of credits required for the degree program.

Students should contact the Academic Program Office for the Course Exemption Form.

## **ATTENDANCE, MATRICULATION, LEAVE OF ABSENCE, AND RELATED POLICIES**

### **ATTENDANCE STANDARDS**

Active participation in the Graduate Program in Public Health courses and activities is a critical component of the professional development of all students. Lack of attendance for any reason does not relieve a student from responsibility for material covered during that absence. Students should refer to the Academic Calendar for the Graduate Program in Public Health when planning any travel. Students should notify the Academic Program Office about any anticipated or sudden absence from a required activity (e.g., Public Health Research Day). Students should adhere to the attendance and absence policies outlined in each course syllabus.

Timely attendance is an expectation of performance for all Graduate Program in Public Health students. This shows respect for peers, faculty, staff, and other community members. Students will be held accountable for adhering to their course schedule and the lateness policies outlined in each course syllabus.

### **MATRICULATION POLICY**

Once matriculated in the degree program offerings of the Graduate Program in Public Health at ISMMS, students are expected to maintain matriculation or request an alternative status (e.g., leave of absence, voluntary withdrawal, etc.), or may be placed in an alternate status by the Academic Program Office and Program Director (e.g., administrative withdrawal, etc.).

To maintain matriculation, students must either register for at least one credit-bearing course or register for MPH 8001 Maintenance of Matriculation for every term up until degree conferral. The Maintenance of Matriculation registration allows students continued eligibility to earn their degree while not pursuing coursework. Students on Maintenance of Matriculation will not be eligible for financial aid. The MPH 8001 Maintenance of Matriculation registration is \$333 per term for students in trimester programs. Students with compelling circumstance who wish not to maintain their matriculation status but need to discontinue their studies for a period of time can apply for a Leave of Absence (LOA) from the program. Students who fail to register for a term or receive an approved LOA, will be administratively withdrawn from the Program, and will have to re-apply in order to continue their degree or certificate studies.

### **LENGTH OF TIME TO COMPLETE DEGREE**

The Graduate Program in Public Health is a dynamic, cutting edge public health program, and as such, the course work for the degree programs offered are designed to be completed in a full-time manner (two-year MPH program, one-year MS in Epidemiology program). Students are permitted to take courses on a part time basis. However, the MPH degree must be completed within five years of the student's first matriculation date, including the completion of the Culminating Experience. The MS in Epidemiology degree must be completed within 3 years of the student's first matriculation date, including the completion of the Thesis or Manuscript. Advanced Certificate students have a maximum of two years to complete the Advanced Certificate. Dual Degree MPH students have a maximum time to degree completion of seven years for the MPH degree. Students who do not complete the degree or certificate within this specified time frame will be withdrawn from the program.

A student will be permitted a maximum time limit to complete a degree:

<b>Degree</b>	<b>Length as Designed (Years)</b>	<b>Maximum Time to Complete Degree (Years)</b>
MPH	2	5
Dual Degree with MPH	5	7
MS in Epidemiology	1	3
Advanced Certificate	1	2

These time limits include any time for personal or medical leave of absence.

In the Graduate Program in Public Health, benchmarks of satisfactory progress must be completed as outlined in the specific program requirements. Students who are approaching the time limit for completion will be reviewed with enough notice so that a plan is in place to enable the student to complete the requirements by the end of the time limit.

If a student does not complete their degree within the Time to Complete Degree, it is the responsibility of the student to contact the Academic Program Office to discuss their plan to complete their degree. As students approach their maximum Time to Complete Degree they will be reminded of the Length of Time to Complete Degree policy. The student will be placed on a registration hold, and required to meet with the Academic Program Office to ensure that the degree is completed by the end of their maximum Time to Complete Degree. Students who do not complete their degree within the required time frame are administratively withdrawn from the program.

Under extenuating circumstances an extension of the Maximum Time to Complete Degree may be granted by the Academic Program Office and Program Director. If a student's appeal for an extension is denied, the student may not reapply to the program.

### **Validity of Coursework**

Program Competencies and course content change over time. Course credit awarded within a student's maximum Time to Complete Degree will be honored and count toward the credits required for the degree. However, course credit awarded outside of the maximum Time to Complete Degree specified for the degree may be assessed on a case by case basis to determine the relevance of course material to contemporary topics in the field of public health. Credit earned in courses that are considered no longer valid by the Academic Program Office will not count toward the degree or Advanced Certificate requirements.

### **LEAVE OF ABSENCE**

Students may face situations where they have to balance the demands of graduate school with major life events or personal circumstances that also require attention, care and energy. These situations include the birth or adoption of a child, a major personal illness, or an illness of a loved one. How to balance personal demands and academics requires careful consideration and planning. The Graduate Program in Public Health is committed to engaging with students to create viable approaches to situations as needs arise. It is essential that students be open and proactive in these discussions, and

the Graduate Program in Public Health will likewise strive to be fair and transparent. Any modified educational plans must involve discussion with and approval from the Academic Program Office. Plans may require input from Enrollment Services and Financial Aid, as well as from course directors when relevant.

At times, life circumstances may require students to take time away from courses or ISMMS. In these cases, a student may be eligible to take a leave of absence until they can more fully engage in the curriculum. A Leave of Absence (LOA) is a period of temporary non-enrollment. A LOA constitutes a mutual agreement between the School and a student with regard to utilization of time during the leave, as well as the requirements that must be met prior to reentering the curriculum. All requests for a LOA are made directly to and granted at the discretion of the Academic Program Office. LOA approval can only be obtained if the student maintains satisfactory academic progress (SAP as defined on page 43). Students who fail to follow the Leave of Absence procedure will be administratively withdrawn from the Program. If the student wishes to return at a later date, they must apply for admission.

International students should consult with the Office of International Personnel to discuss their eligibility for a Leave of Absence.

LOAs may be Medical, Personal, or Administrative.

### **Medical LOA**

Either the student or Academic Program Office may initiate a medical LOA. A medical LOA may require a physician's endorsement and/or an administrative psychiatric or medical evaluation (see page 77). The term of the Leave may be up to one year. The Leave may be extended for a second and final year at the discretion of the Academic Program Office and Program Director upon recommendation of a physician. All students on medical LOA are required to have health insurance and are eligible to continue with the School's student health insurance plan.

### **Personal LOA**

A personal LOA enables a student to take time off to address issues of a personal nature, including those related to the health and well-being of a family member or partner. A LOA may also be granted for issues related to childbirth, adoption, or other parental responsibilities.

Personal leaves for non-health or non-family related circumstances may not be taken at any time when the student is not in good academic standing.

Ordinarily, personal leaves may not exceed one year; however, requests to extend a personal leave into a second and final year will be considered under exceptional circumstances.

All students on personal LOA are required to have health insurance and are eligible to continue on the School's student health insurance plan.

### **Administrative LOA**

A LOA can also be administrative. An Administrative LOA is mandated by the Graduate School at ISMMS and Program Director and is usually as the result of a student not complying with school's administrative requirements.

## **Documentation of LOAs**

The dates for all LOAs will be noted on the Transcript. The reason for the LOA will not be included in these documents, with the exception of an Administrative LOA, which will be designated as such on the transcript.

## **Financial Implications of LOA**

To be eligible to receive federal and institutional student aid, the student must meet and maintain the School's standards of satisfactory academic progress. (Please refer to the section entitled "Satisfactory Academic Progress for Financial Aid" page 42.)

A Leave of Absence status greater than 180 days will move students out of their loan deferment period. The last date of attendance before the LOA is the "Out of School" date. After 180 days, the grace period ends and all educational federal loans will go into repayment. Students are expected to meet with the Office of Enrollment Services before a LOA is finalized in order to fully understand the consequences of the LOA on loan repayment.

## **Additional Information**

Students on a Leave of Absence are not eligible for any benefits associated with student status, such as a travel award for the duration of the Leave. While on LOA a student will have library privileges suspended. Students on LOA may not participate in any educational opportunities at the Icahn School of Medicine for credit. A student who resides in Aron Hall may be required to vacate Aron Hall while on LOA, based on the nature and anticipated length of the LOA.

Requests for an extension of a Leave of Absence must follow the same procedure as indicated above.

The period of an approved LOA is included in a student's Time to Complete Degree. A student who was on an approved LOA may request an extension of the Time to Complete Degree.

## **Clearance to Begin Leaves of Absence, Withdraw, Transfer, or Otherwise Leave The School**

Students who go on a LOA must obtain clearance beforehand from the Academic Program Office and Program Director. The student will receive a letter of leave and individualized conditions will apply. All students must meet the criteria and confirm agreement with the terms of the leave in writing. In addition, students must complete a form requiring the signatures of the requisite offices indicating that there are no outstanding debts or other encumbrances to the student's record. When all the signatures are obtained, the student must return the form to the Registrar's Office. There is a processing fee of \$100.00 for leaves.

Please contact the Academic Program Office for the appropriate forms.

## **Return from LOA**

The Program Leadership approves students for return from a LOA. The point person for the return process is the Academic Program Office. Students should refer to the individualized terms of their leave letter and must complete all required evaluations or testing prior to return. In general return from a medical leave of absence requires a physician's note that the student is cleared to return to school. At the end of a specified period of LOA, if the student does not notify the Academic Program

Office of their intentions, it will be assumed the student no longer wishes to be considered enrolled and will be administratively withdrawn. If a student wishes to apply for reinstatement at a later date, a new application for admission must be completed.

## **STUDENT OPPORTUNITIES IN THE GRADUATE PROGRAM IN PUBLIC HEALTH**

### **PUBLIC HEALTH RESEARCH DAY**

Public Health Research Day, held annually by the Graduate Program in Public Health, is a required event for all Master-level students. All graduating students are required to present posters during the Public Health Research Day. All other students are required to attend the day's events. In addition to the annual poster session, the event includes a keynote lecture, oral presentations, and a networking reception. This is an excellent opportunity for networking among students, faculty, alumni, and community stakeholders, and to gain experience in presenting your work to an audience with diverse professional interests.

All graduating students are encouraged to prepare in advance for Public Health Research Day. The abstract for Public Health Research Day will be due in early April, and the poster will be due in early May.

The Public Health Research Day Committee will select the top-ranked abstracts for oral presentations, and each will receive a Blue Ribbon Award with an honorarium.

### **GLOBAL HEALTH SUMMER EXPERIENCE**

The Global Health Summer Experience is a competitive fieldwork opportunity where MPH students travel to one of our project sites around the world to gain hands-on experience working in a global health setting. Under the guidance of an ISMMS faculty advisor and an on-site mentor, students tackle some of the most challenging public health issues facing our world today.

The application for the Global Health Summer Experience opens in the Fall Term, following a Global Health Summer Information Session. MPH students in all specialty tracks are welcome to apply. MPH students who participate in the Global Health Summer Experience with the Graduate Program in Public Health may use this experience to fulfill the APE requirement.

Students receive a stipend to assist with the cost of travel and accommodations. Students are responsible for all other expenses. In preparation for travel, students may be required to register for or participate in a Preparation for Global Health Fieldwork course/training, and complete various other requirements related to the Global Health Summer Experience. Students will be expected to adhere to all academic and travel, health and safety requirements. Should any unforeseeable circumstances significantly affect the project site, travel, or other components of the experience, students should engage directly with the Graduate Program in Public Health for guidance.

### **CONFERENCE AWARDS FOR PARTICIPATION OR TRAVEL**

Students are encouraged to submit a Conference Award Application to the Graduate Program in Public Health to help contribute funding toward conference presentations. Students in good academic standing are eligible to apply. The Conference Award Application is a competitive process. Awards will range from \$100 to a maximum of \$600. If approved for a Conference Award, students will receive



funds after the conference and/or travel takes place and receipts have been submitted. Conference Awards are not meant to reimburse the student for all costs associated with the conference. We hope that the Conference Award will help assist students in covering the cost of attending conferences so that they can take advantage of these great networking and career development opportunities.

The Conference Award application can be found on Blackboard. It is the student's responsibility to submit relevant information to be considered by the Committee (minimum: application, abstract, confirmation of conference acceptance). We determine the award amount by considering authorship level, type of presentation, and relevance of the work to public health. Incomplete applications will not be considered for funding and will be returned to the student following the notification date. Not all Conference Award Applications are approved. The most competitive applications are those in which the student is the first author and the presentation demonstrates excellence and innovation in the field of public health. The program will review and make recommendations based on the merit of the application.

Each student may be approved for up to one award per calendar year with a limit of two travel awards during the student's time in the program. The award is only applicable for travel taking place while the student maintains their student status and is in good academic standing in the School. There are four deadlines for submission of applications each year. The Graduate Program in Public Health reserves the right to change this schedule. All students and faculty will be notified of such changes, via e-mail, prior to the effective dates of such changes. Applications that do not follow this schedule will only be considered under extenuating circumstances. Failure to submit all required paperwork in accordance with these established deadlines would void the award.

<b>Travel Period</b>	<b>Application Submission</b>	<b>Award Notification</b>
September 1 to October 31	July 15	August 1
November 1 to February 28	September 15	October 1
March 1 to May 31	January 15	February 1
June 1 to August 31	April 15	May 1

## **TEACHING ASSISTANTSHIPS**

Many courses in the graduate school offer teaching assistantships to qualified students. The TA works under the guidance and supervision of the Course Director and duties will vary from course to course. Teaching assistantship activities may include recording of lectures, discussion-group leadership, holding review sessions, tutoring of students in course work, laboratory preparation, supervision, and cleanup and assisting in the preparation and grading of problem sets and/or examinations. The course director and student would work out the specifics of the assistantship together, and will vary from course to course. The TA experience will require careful planning and monitoring to ensure that the TA, the students, and the course director benefit from the relationship. Course Directors are encouraged to provide feedback and mentoring to the TA on an ongoing basis. Students may receive a stipend for being a teaching assistant.

Only students in good academic standing may be a TA. A TA Form must be completed and approved by the Graduate School before the student can serve as a TA. A TA timesheet must be submitted to the Graduate School and processed appropriately before payment is issued. Within 2 weeks of TA appointment ending, the Course Directors must submit their evaluation of TA performance.

## RESEARCH ASSISTANTSHIPS

Faculty at Mount Sinai may have positions for students to work as Research Assistants on their current projects. These may be volunteer opportunities, or opportunities funded through research grants, internship programs, or other sources. Students are encouraged to seek these opportunities by expressing interest in a faculty person's current projects, asking if a Research Assistant opportunity is available and if they might be considered for the position.

The Graduate Program in Public Health offers a limited number of research assistant positions funded through the federal work-study program. In order to be eligible for these positions, a student must be deemed eligible for federal financial aid based on the FAFSA (Free Application for Federal Student Aid) and the Office of Student Financial Services designations. Faculty and students are encouraged to contact the Academic Program Office for questions about the eligibility and availability of research assistantships. Faculty may identify an eligible student to serve as a Research Assistant, or may ask the Academic Program Office to advertise this opportunity through the email list.

## AWARDS AND HONORS

### **Delta Omega, Honorary Society in Public Health**

The Icahn School of Medicine at Mount Sinai's Graduate Program in Public Health annually inducts students, alumni, and faculty in its chapter of the Honorary Public Health Society of [Delta Omega](#), Beta Omicron.

Delta Omega, founded in 1924, has established 100 chapters located at accredited schools of public health and programs in preventive medicine in North America. Delta Omega has a long history as the only honorary for public health students, alumni, faculty and professionals. Membership in Delta Omega is intended to not only recognize academic merit, but also to encourage excellence in, and devotion to, public health work. Some more well-known Delta Omega members include Dr. David Satcher and Dr. Jonas Salk.

Chapters induct approximately 600 new students, alumni, faculty and honorary members each year. A committee selects notable alumni and faculty to induct. The committee is also granted the ability to induct up to 20% of the MPH student graduating class each year.

Delta Omega Inductees are honored at the annual Graduate Program in Public Health Delta Omega Induction Ceremony Breakfast and the annual ISMMS Achievement Ceremony.

### **Outstanding Culminating Experience**

This award recognizes a graduating Masters student who demonstrates extraordinary academic achievement and makes a significant impact to the field of public health with their Masters Culminating Experience (thesis, manuscript, or capstone project). Every year, ISMMS Faculty Advisors and Track Advisors nominate students for consideration for the Outstanding Culminating Experience award(s). Nominations require an abstract of the students' Culminating Experience.

Abstracts are reviewed by the Graduate Program in Public Health Achievement Ceremony Committee.

### **Excellence in Public Health Practice**

This award is granted in recognition of a graduating MPH student who demonstrates commitment and excellence in their Applied Practice Experience. This student exceeds expectations in applying academic knowledge to public health practice, and has greatly contributed to the practice site.

### **Excellence in Public Health Service and Leadership**

This award honors a graduating student who demonstrates leadership excellence and a strong commitment to service within a community.

### **Public Health Research Day Oral Presentation Award**

ISMMS Faculty Advisors and Track Advisors nominate students for consideration for Oral Presentations at Public Health Research Day. The Public Health Research Day Committee will rank the abstract and select the 3 top-ranked abstracts for Oral Presentations. Students who deliver Oral Presentations receive an honorarium.

### **Public Health Research Day Blue Ribbon Poster Award**

A committee of poster judges selects outstanding poster presenters at Public Health Research Day. Recipients of Blue Ribbon Awards also receive a monetary award.

## **INSTITUTIONAL RESOURCES**

### **STUDENT AFFAIRS AND SERVICES FOR GRADUATE STUDENTS**

Please see the [Graduate School Handbook](#) for information on the student affairs and services such as Career Services and Strategy, International Student Services, Student Health Services, Student Trainee Mental Health, Disability Services, Academic Informatics and Technology, Levy Library, Affirmative Action, Safety and Security, Office of the Ombudsperson, Rules of Conduct, FERPA, Social Media Guideline, and more.

### **HOUSING RESOURCES**

The Icahn School of Medicine at Mount Sinai does not offer housing to incoming graduate students. We have compiled a few resources to assist you with your search. It is best practice to visit student residences and apartments firsthand whenever possible or look at pictures and virtual tours prior to signing any form of contract.

ISMMS Student Resource:

For students who may be exploring housing options in New York City, please consider visiting the following website below. Current students have created some resources and a facebook group to help connect students with housing opportunities and search tips.

<http://gradschool.mssm.edu/sinai-student-housing/>

Mount Sinai Health System Real Estate Division:

1249 Park Avenue, 1<sup>st</sup> Floor, 212-659-9630

[New York City Apartment Resources Guide](#)

Provides list of real estate management companies, landlord requirements of prospective tenants, and apartment rental dictionary

Non-Mount Sinai Student Residences:

[Educational Housing Services](#) (1760 Third Avenue, 800-297-4694)

[International House](#) (500 Riverside Drive, 212-316-8400)

[92Y Residence](#) (1395 Lexington Avenue, 212-415-5660)

Apartment Rental Databases include [Streeteasy.com](#), [Padmapper.com](#), [Nakedapartments.com](#), [Trulia.com](#), [Nybits.com](#), [Renthop.com](#) and more.

## OFFICE OF INTERNATIONAL PERSONNEL

The Office of International Personnel assists incoming and current international students with questions and concerns regarding visa status, international travel, and more. Walk-in hours are Wednesdays 2-4 pm at 19 E 98<sup>th</sup> Street, 1<sup>st</sup> floor. Appointments are available to schedule by phone (212-241-8300) or by email ([martha.siri@mountsinai.org](mailto:martha.siri@mountsinai.org)).

## STUDENT COUNCIL

The Icahn School of Medicine at Mount Sinai Student Council is composed of representatives from the Medical School and each Graduate School Program. The ISMMS Student Council aim is to improve all aspects of student life. Student Council meets once a month to discuss ideas and promote new projects. Members also meet with the school administration monthly for updates.

Student Council class representatives form various committees, including the Steering Committee, Financial Management Team, Alumni Association, and Board of Trustees/Student Affairs Committee. Student Council has a large budget that it allocates to student groups for events.

Subcommittee members are elected from each class to work on more specific issues. There are a variety of subcommittees, which act anywhere from the school level to the community level to the national level. There are many ways to be involved in Student Council, and monthly meetings are open to all students.

Current students looking for more information are encouraged to email [studentc@mssm.edu](mailto:studentc@mssm.edu).

## CAMPUS AMENITIES

### Bicycles

Bicycle racks are provided for daily use. All bicycle parking is at the owner's risk. Students must provide a lock and/or chain to secure their bicycle to the rack. The bicycle stand is located in the Icahn Building parking garage. Bicycles cannot be kept overnight in the parking garage. For bicycle parking availability in Aron Hall, reach out to the Real Estate Division for questions.

### Bookstore

At Posman Collegiate Bookstore students can order medical textbooks, popular books, supplies, and gifts. The Bookstore is located on the ground floor of the Annenberg Building.

### **Check Cashing**

Students may cash personal checks up to \$50.00 (for a fee of \$1.00) at the Main Cashier window on the MC Level of Annenberg first floor of Guggenheim Pavilion between 9 am and 3 pm, Monday through Friday. A fee of \$10.00 will be charged for any personal checks returned by the bank. Personal checks will no longer be cashed for individuals who have submitted a "bad" check on two prior occasions. Cash vouchers may be cashed between 9 am and 3 pm, Monday through Friday. The Main Cashier window is closed Saturdays, Sundays and holidays. An ID card is necessary for any transaction.

### **Shuttle Service**

Shuttle bus service is provided to and from The Mount Sinai Hospital and the following Health System hospitals: Mount Sinai St. Luke's and Mount Sinai West. Shuttle service is also provided to affiliate sites (Bronx V.A. and Elmhurst Hospital Center), the Adolescent Health Center (320 East 94th Street) and the 125th Street Metro North train station.

Real time route locations of shuttle buses with the exception of the Bronx V.A. bus can be viewed by visiting the [shuttle locator site](#).

Students riding the shuttle going to and from Elmhurst Hospital must obtain a sticker from the Office of Curriculum Support (Annenberg 13-40) for their MS security ID to ride that shuttle. Tickets for the Metro North Shuttle (\$3.00 each way and available in either single ride or monthly passes) can be purchased at the Cashier Office located on the MC Level of Annenberg.

### **Food Service**

A variety of hot and cold foods are available every day of the week throughout the campus. Additionally, there are vending machines throughout campus. Information about locations, menus and times of operation are posted on the Mount Sinai [Intranet](#).

#### Plaza Café

The Plaza Cafe offers a variety of selections for breakfast, lunch, and dinner. The cafeteria is located on the first floor of Guggenheim Pavilion, 1468 Madison Avenue. The Kosher Kitchen at the Mount Sinai Medical Center is under the Religious Supervisor of The Union OD Orthodox Jewish Congregations of America and is fully Kosher for Passover. A Masgiah is on premises at all times, from the time the kitchen opens to closing 7 days a week. Students can purchase these meals at the Plaza Café.

#### Starbucks

The Mount Sinai Medical Center Starbucks proudly brews Starbucks coffee with a wide variety of Lattes, Cappuccinos and other Starbucks beverages. Grab and Go Bakery items, salads, sandwiches, and Gourmet frozen meals "to-go" are also available for purchase. Starbucks is located on the first floor of Guggenheim Pavilion, 1468 Madison Avenue.

#### Icahn Lobby Café

The Icahn "Tossed Salad to Go" provides salads made to order along with soup, a hot breakfast and lunch sandwiches, an assorted variety of beverages and fresh brewed Seattle's Best coffee. The Icahn Lobby Café is located on the ground floor of the Icahn Building, 1428 Madison Avenue.

#### Hess/CSM Café

The Hess/CSM Cafe offers a variety of breakfast items including hot sandwiches. Lunch starts at 11 am and they have fresh tossed salads to order, specialty Panini sandwiches, as well as a variety of "Simply To Go" items assorted beverages and fresh brewed Seattle's Best coffee. The CSM Café is located on the ground floor of the Leon and Norma Hess Center for Science and Medicine, 1470 Madison Avenue.

### **Gym Access**

#### Aron Hall Gym

There is a gym on the first floor of the Aron Residence Hall at 50 East 98th Street, as well as a stretch room. In the back of Aron Hall there are basketball courts and a handball court that are available for student use.

#### 92nd Street Y

Membership passes for the 92nd Street Y are available to students. The "Y" has aerobic classes, basketball courts, a running track, handball courts, exercise rooms, a large swimming pool, as well as a weight room which is equipped with free weights, Nautilus, bikes, rowers and a stair machine. The passes may only be used by Icahn School of Medicine students (not their guests). The Mount Sinai ID card plus the pass gains students' admission to the "Y" for the use of facilities. Y-Passes are available through a link on Blackboard.

### **Recreation**

The Recreation Office offers a wide range of discounts to promote work/life balance and the enjoyment of many of New York City's cultural events. The office provides discounted tickets, promotions, and services that include Broadway and Off-Broadway shows, museum admission, movies, sporting events, amusement parks, restaurants, health clubs and spas, hotels, cell phone service, car rentals. All discounts require a valid Mount Sinai Health System ID.

<http://recreation.mountsinaihealth.org/>

19 East 98 Street, Room 2F

212-241-6660

Website: [recreation.mountsinaihealth.org](http://recreation.mountsinaihealth.org)

### **Student-run Social and Athletic Activities**

Student Council has a committee for social activities and another for athletic activities. Each committee is composed of one elected student from each of the four classes. At the beginning of the academic year, following discussion with their respective classes, the Committee members formulate a program of activities for the entire academic year and allocate the necessary funds. Individual students interested in a particular activity are encouraged to email [studentc@mssm.edu](mailto:studentc@mssm.edu).

## ISMMS PHOTO/VIDEO RELEASE

Upon accepting the offer of admission to ISMMS, all students sign an acknowledgment regarding the ISMMS Photo/Video Release. This acknowledgement states: “I understand that at the Icahn School of Medicine at Mount Sinai, its agents and employees have the irrevocable and unrestricted right to photograph and/or video images of classrooms, labs and events where I may be standing or participating, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release the Icahn School of Medicine and its legal representatives for all claims and liability relating to said images or video. Furthermore, I grant permission to use my statements that were given during an interview or guest lecture, with or without my name, for the purpose of advertising and publicity without restriction. I waive my right to any compensation. I acknowledge that I am over the age of 18.”

## STUDENT MISTREATMENT GUIDELINE

This policy is meant to clarify expectations for educator actions and behaviors and to specify how learners can report mistreatment as well as how the relevant overseeing party in the School analyzes and acts upon reports.

The Icahn School of Medicine at Mount Sinai (ISMMS) is dedicated to providing its students, postdocs, residents, faculty, staff and patients with an environment of respect, dignity, inclusion, trust, support, and protection of civil and professional discourse, free of mistreatment, abuse, or coercion, and without fear of retaliation.

Educators (defined broadly to include anyone in a teaching or mentoring role, including faculty, postdocs, residents, fellows, nurses, staff, and students) bear significant responsibility in creating and maintaining this environment. As role models and evaluators, educators must practice appropriate professional behavior toward, and in the presence of, students and trainees, who are in a particularly vulnerable position due to the formative and dependent nature of their status.

[These guidelines](#) supplement the institutional policies on harassment, grievances and sexual misconduct; will assist in developing and maintaining optimal learning environments; and encourage educators, students and trainees alike to accept their responsibilities as representatives of the ISMMS in their interactions with their colleagues, patients, and staff.

Mistreatment interferes with the learning environment, adversely impacts well-being and the trainee-mentor relationship, and has the potential for negatively impacting patient care and research. Inappropriate and unacceptable behaviors promote an atmosphere in which mistreatment is accepted and perpetuated in medical and graduate education.

Everyone at the ISMMS deserves to experience a professional learning and working environment. This policy focuses on the mistreatment of students and trainees.

While individuals might perceive behaviors differently, examples of mistreatment include, but are not limited to being:

- Publicly embarrassed or humiliated
- Threatened with physical harm or physically harmed
- Required to perform personal services
- Subjected to offensive remarks related to gender, sexual orientation, nationality, race or ethnicity

- Denied opportunities for training or rewards based upon gender, sexual orientation, nationality, race or ethnicity
- Subjected to lower evaluations or grades solely because of gender, sexual orientation, nationality, race or ethnicity
- Subjected to unwanted sexual advances
- Asked to exchange sexual favors for grades or other rewards
- Subjected to the threat of revoking visa status for foreign nationals

ISMMS has a zero tolerance policy towards mistreatment. Zero tolerance means that all reported incidents are scrutinized and result in an action plan. Although egregious or persistent mistreatment may require disciplinary action, we recognize in episodes of mistreatment an opportunity to develop, improve, and remediate unprofessional behaviors that detract from a learning and working environment we can all be proud of. Please see more information on the Institutional Policies [website](#), including information on reporting mechanisms, triage, graded response policy, and more.

This mistreatment policy is closely aligned with our institution's Cultural Transformation efforts, the medical school's Racism and Bias Initiative, and related policies.

## **GIFT POLICY**

According to the policy of the Graduate Program in Public Health, faculty cannot accept any form of gift from the students. Likewise, students cannot accept any gift from the faculty.