



UNIVERSITY OF
ILLINOIS
SPRINGFIELD

College of Health, Science, and Technology
School of Integrated Science, Sustainability, and Public Health
Master of Public Health Program

2024-2025 Graduate Student Handbook



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Academic Calendar 2024-2025

Fall Semester 2024

August 23, 2024, Friday - Full-Term and First-Half Classes Begin
September 2, 2024, Monday - Labor Day, Campus Closed
October 19, 2024, Saturday - Mid-Point
November 27-29, 2024, Wednesday-Friday - Thanksgiving Recess
December 7, 2024, Saturday - Last Day of Classes
December 9-14, 2024, Monday-Saturday - Finals Week
December 14, 2024, Saturday - Semester Ends

Spring Semester 2025

January 13, 2025, Monday - Full-Term and First-Half Classes Begin
January 20, 2025, Monday - Martin Luther King, Jr. Day, Campus Closed
March 8, 2025, Saturday - Mid-Point
March 10-14, 2025, Monday-Friday - Spring Recess
March 17, 2025, Monday - Last-Half Classes Begin
May 3, 2025, Saturday - Last Day of Classes
May 5-10, 2025, Monday-Saturday - Finals Week
May 10, 2025, Saturday - Semester Ends/Commencement

Summer Semester 2025

June 2, 2025, Monday - Full-Term and First-Half Classes Begin
June 19, 2025, Thursday - Juneteenth, Campus Closed
June 28, 2025, Saturday - Mid-Point
July 4, 2025, Friday - Independence Day, Campus Closed
July 26, 2025, Saturday - Semester Ends

These are key dates for 2024-2025. Please reference the [UIS Academic Calendar](#) for more information.

Abbreviations

APE: applied practice experience

CEPH: Council on Education for Public Health

EH: Environmental Health

EHAC: National Environmental Health Science and Protection Accreditation Council

GA: graduate assistant/assistantship

GPA: grade point average

GPSI: Graduate Public Service Internship

MPH: Master of Public Health

STEM: Science, Technology, Engineering, Mathematics

TOEFL: Test of English as a Foreign Language

UIS: University of Illinois Springfield

WES: World Education Services

Contacts

MPH Administration

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MPH Faculty

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Junu Shrestha	Assistant Professor	PAC322	217-206-8519	jshre2@uis.edu

Safety & Campus support

Police Department	https://www.uis.edu/police	PDB1	Emergency: 217-206-7777 Non-Emergency: 217-206-6690
Health Services	http://www.uis.edu/healthservices/	BSB 20	217-206-6676
Counseling Center	https://www.uis.edu/counseling-center	HRB64	217-206-7122
Disability Services	http://www.uis.edu/disabilityservices/	HRB 80	217-206-6666
Office of Admissions	http://www.uis.edu/admissions-aid/	UHB 1080	217-206-4847
Office of Records and Registration	https://www.uis.edu/registrar	UHB 1076	217-206-6174
Office of International Student Services	http://www.uis.edu/iss/	HRB 52	217-206-6678
Office of Financial Aid	www.uis.edu/financialaid	UHB1015	217-206-6724
Information Technology Services	https://www.uis.edu/its	BRK 180	217-206-6000
Learning Hub	http://www.uis.edu/cas/learning-hub/	BRK 462	217-206-6503
Brookens Library	https://library.uis.edu/	BRK	217-206-6605
Career Development Center	http://www.uis.edu/career/	SAB 50	217-206-6508

Section I: Overview of the Master of Public Health Program

A. Program Vision and Mission

The **Vision** of the University of Illinois Springfield (UIS) Master of Public Health (MPH) Program is “Enhancing health among diverse communities in Springfield, Illinois, and beyond.”

Our **Mission** is to promote public health in the communities through professional education, public health scholarship, and community services.

The program's **goals** that describe strategies to accomplish the defined mission are as follows:

1. Provide professional education built on public health competencies for students.
2. Engage in scholarly activities and research that advance public health knowledge.
3. Participate in diverse community engagement through service, outreach, and partnerships.

UIS MPH Program has been fully accredited by the Council on Education for Public Health (CEPH). The program offers two degrees for graduate-level study in public health: “MPH General” with a strong interdisciplinary foundation for practice in public health and “MPH Environmental Health (EH),” within which students emphasize preparation in risk assessment, emergency preparedness, and environmental health policy. Our MPH-EH program provides cross-disciplinary education opportunities and intentional integration of science, technology, engineering, mathematics (STEM), and associated practices. UIS MPH-EH program is a STEM-designated degree and an accredited curriculum through the National Environmental Health Science and Protection Accreditation Council (EHAC).

The MPH Program also offers two options for joint study degrees: MPH with a Master of Human Services (MPH/HMS) and MPH with a Master of Public Administration (MPH/MPA).

B. Foundational Public Health Knowledge, Foundational Competencies, and Concentration Competencies

All MPH students are assessed on a total of 27 competencies throughout their courses of study. Twelve foundational public health knowledge and 22 foundational competencies are predetermined by CEPH. MPH concentration faculty members and CEPH have determined an additional five competencies for each concentration. All students must be competent in these 39 areas and pass the comprehensive exam to graduate.

Students are expected to track their progress in each competency as they complete the relevant coursework, as well as to synthesize them in the comprehensive exam and culminating projects such as MPH 581: Internship. In addition, one specific deliverable or series of deliverables will be used as the main point of assessment for relevant foundational competencies and concentration competencies to meet the CEPH accreditation standards.

Foundational Public Health Knowledge

Ability to explain and apply knowledge of the Science and Practice of Public Health, including:

- CEPH F1. Explain public health history, philosophy, and values
- CEPH F2. Identify the core functions of public health and the 10 Essential Services
- CEPH F3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
- CEPH F4. List major causes and trends of morbidity and mortality in the U.S. or other community relevant to the program
- CEPH F5. Discuss the science of primary, secondary, and tertiary prevention in population health, including health promotion, screening, etc.
- CEPH F6. Explain the critical importance of evidence in advancing public health knowledge

Ability to explain and apply knowledge of the Factors Related to Human Health, including:

- CEPH F7. Explain effects of environmental factors on a population's health
- CEPH F8. Explain biological and genetic factors that affect a population's health
- CEPH F9. Explain behavioral and psychological factors that affect a population's health
- CEPH F10. Explain the social, political, and economic determinants of health and how they contribute to population health and health inequities
- CEPH F11. Explain how globalization affects global burdens of disease
- CEPH F12. Explain an ecological perspective on the connections among human health, animal health, and ecosystem health (e.g., One Health)

Foundational Competencies

Showing ability in Evidence-based Approaches to Public Health, including being able to:

- CEPH C1. Apply epidemiological methods to settings and situations in public health practice
- CEPH C2. Select quantitative and qualitative data collection methods appropriate for a given public health context
- CEPH C3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming, and software, as appropriate
- CEPH C4. Interpret results of data analysis for public health research, policy or practice

Showing ability in Public Health & Health Care Systems, including being able to:

- CEPH C5. Compare the organization, structure, and function of health care, public health, and regulatory systems across national and international settings
- CEPH C6. 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

Showing ability in Planning & Management to Promote Health, including being able to:

- CEPH C7. Assess population needs, assets, and capacities that affect communities' health
- CEPH C8. Apply awareness of cultural values and practices to the design, implementation, or critique of public health policies or programs

- CEPH C9. Design a population-based policy, program, project, or intervention
- CEPH C10. Explain basic principles and tools of budget and resource management
- CEPH C11. Select methods to evaluate public health programs

Showing ability in Policy in Public Health, including being able to:

- CEPH C12. Discuss the policy-making process, including the roles of ethics and evidence
- CEPH C13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
- CEPH C14. Advocate for political, social, or economic policies and programs that will improve health in diverse populations
- CEPH C15. Evaluate policies for their impact on public health and health equity

Showing ability in Leadership, including being able to:

- CEPH C16. Apply leadership and/or management principles to address a relevant issue
- CEPH C17. Apply negotiation and mediation skills to address organizational or community challenges

Showing ability in Communication, including being able to:

- CEPH C18. Select communication strategies for different audiences and sectors
- CEPH C19. Communicate audience-appropriate (i.e., non-academic, non-peer audience) public health content, both in writing and through oral presentation
- CEPH C20. Describe the importance of cultural competence in communicating public health content

Showing ability in Interprofessional Practice, including being able to:

- CEPH C21. Integrate perspectives from other sectors and/or professions to promote and advance population health

Showing ability in Systems Thinking, including being able to:

- CEPH C22. Apply a systems thinking tool to visually represent a public health issue in a format other than standard narrative

Concentration Competencies

Concentration competencies build upon and deepen foundational competencies. Students are expected to synthesize concentration competencies in culminating projects, as well as to weave them into the full course of study. As with the Foundational Competencies, one specific deliverable or series of deliverables will be used as the main point of assessment for relevant foundational competencies and concentration competencies in order to meet the CEPH standards.

Concentration Competencies: MPH-General, MPH/MPA, and MPH/HMS

- MPH-G1. Analyze data to prioritize public health and social issues and make decisions through social determinants of health
- MPH-G2. Create a multilevel framework to generate social determinants of health intervention strategies for targeted populations
- MPH-G3. Integrate concepts and methods in social epidemiology to assess differences

- between population and individual health
- MPH-G4. Propose an epidemiologic study design to address a public health research question and critique the strengths and limitations
 - MPH-G5. Design an impact evaluation plan on a health policy related to a public health program or practice

Concentration Competencies: MPH-EH

- MPH-EH#1. Evaluate chemical, biological, and radiological sources of concern to human health and identify methods to reduce exposure
- MPH-EH#2. Integrate the principles of risk analysis and risk communication into communication strategies for diverse target audiences
- MPH-EH#3. Develop information materials (e.g., brochure of fact sheets, technical report) for risk communication based on a risk analysis
- MPH-EH#4. Construct components of an environmental risk assessment that meets established federal guidelines
- MPH-EH#5. Assess an environmental risk through the lens of environmental justice and social determinants of health

Section II: Admissions Information

A. Admission Requirements

Applicants whose native language is not English will be expected to submit acceptable scores on the Test of English as a Foreign Language (TOEFL). You can check out the [UIS English Proficiency Requirements](#) webpage.

If you have international documents, the World Education Services (WES) evaluations of international transcripts are needed.

B. Degree Declaration

The degree of study must be declared at the time of application.

C. Transfer Credit at the Master's Level

1. Residency Requirement: UIS may accept up to 12 semester hours of graduate-level work
 - You must have taken the courses at an accredited institution;
 - You must have enrolled for the course at the graduate level;
 - You may not have used the course for any other degree you hold;
 - You must have earned at least a straight B in the course; and
 - You must have completed the course within five years of your first term of MPH Admission.
2. Time Limit on Transfer Credit: To apply transfer credit toward a master's degree, all credits must have been earned within five years prior to the first graduate course taken at UIS in pursuit of that degree. There is no guarantee that any of your work will transfer until the professor who will teach the course in question has approved it. Syllabi and transcripts will be required.
3. Action Steps:
 - a. Understand the University Policy: Consult with your faculty advisor and the Office of Register to see if your desired course is eligible for transfer.
 - b. Submit Relevant Documents: Fill out all required fields in the table below and send all required materials (including syllabus, transcript, and table) of your desired course to your advisor. Make sure you work with your advisor first to select a proper UIS MPH course that you plan to substitute.

Credit Transferring Plan for [your name] (UIN: xxxxxxxx)		
Course # and Name from [university name]	Substituted Course Number & Name at UIS	Attached Syllabus & Transcript
[SAMPLE]	[SAMPLE]	[SAMPLE]
PH600 - Foundations of Public & Health Education,	MPH 561 Pubic Health Education	See Attachment: PH600 syllabus fall 2017

South Smith College		
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- c. How the Review Process Works: Your advisor will send the completed table and all required documents to the instructor of record and MPH Program Lead. The instructor of record reviews each course syllabus individually to determine if it is equivalent to a course in our curriculum and if your situation meets the transferring policies of the MPH program. The instructor of record returns his/her decision to your academic advisor.
 - d. Receive Feedback from Your Advisor: Your academic advisor will notify you of the decision and help you move to the next step (student petition, continuation of your education plan, or both).
 - e. Submit Student Petition: **You are required to submit student petition(s) to get the approval from advisor and the MPH Program Lead. When you submit your petition(s), you MUST include syllabi, transcripts, the most up-to-date education plan (include how the credit hours deficits will be fulfilled via MPH 599 or other courses), and approval letter(s) from the course instructor(s).**
 - f. Check Your [Degree Audit](#) Report: The final step of the official approval will be done by the Office of Registrar. If the university accepts your transfer request, your Degree Audit report will reflect the corresponding results/records. If your request is rejected, you are required to follow the UIS MPH curriculum to take the necessary courses for graduation.
4. The UIS MPH courses are 4-credit hour courses. If the course you intend to transfer is a 3-credit hour course, there are typically two scenarios.
1. First situation: After the course instructor reviews the syllabus, the instructor can ask the student to take 1 credit hour to complete the required competency assessment and/or anything that the instructor requires.
 2. Second situation: If the instructor doesn't think the student needs to take one credit hour to meet the course requirement. Then, the student will need to consult with his/her advisor to resolve the issue by taking another course (outside the curriculum) or MPH 599 under the advisor's name and guidance on what to do. It will depend on his/her advisor's decision to make things work.

D. Course Waiver at the Master's Level

When you want to waive a course because you have already taken a similar course at the graduate level, and it is wrapped up in the completion of another degree, the course may be waived **ONLY** if you satisfy the instructor of record that you are competent in that area.

Remember that a waiver does not award credits for the course(s); it only removes the affected courses from those that you need to complete. Other courses that are approved by your advisor must be taken in place of any credits waived.

Students requesting consideration for a waiver of a required MPH course must submit a Student Petition Form, course syllabi, transcripts, or other documentation. Please note that there is no guarantee that any of your requests will be approved.

E. Graduate Assistantships

A limited number of graduate assistantships (GA) may be available on a competitive basis.

Section III: MPH Program Information

A. Academic Advising

Advising in the MPH Program provides an individual approach to the academic and professional development of each student. On admission, each student is assigned to an academic advisor to assist with academic planning from the MPH faculty. Students must prepare an educational plan before registering for courses to map out progress through the degree consistent with career and personal goals. Students are not allowed to register until this educational plan is approved.

In general, student and advisor roles and responsibilities are delineated as follows:

Student role and responsibilities:

1. Register for all courses each semester; this is best done as soon as registration becomes available.
2. Meet course deadlines to complete requirements, follow program sequence, and maintain a grade point average (GPA) of at least 3.0.
3. Consult with the advisor to assist with planning for important program milestones, including selecting core and elective courses.
4. Consult early with your advisor and MPH Coordinator to resolve academic or personal difficulties.
5. Consult early with instructors about difficulties related to coursework.
6. Keep your personal information, address, and telephone number up to date.
7. Be responsible for meeting University and Program requirements

Advisor role and responsibilities:

1. Clarify personal values and goals, gather all relevant decision-making information, and accept responsibility for the decision made
2. Familiarize and adhere to all academic policies, requirements, and procedures.
3. Help advisees understand academic policies as outlined in the UIS catalog
4. Assist course selections and curriculum planning.
5. Answer advisees' questions and provide guidance.
6. Monitor advisees' progress in the curriculum.

B. MPH Program Curriculum

MPH course list

There are four types of MPH courses offered:

1. Core Courses for All MPH students
 - MPH 501 Introduction to Public Health
 - MPH 503 Biostatistics
 - MPH 506 Research Methods in Public Health
 - MPH 511 Epidemiology
 - MPH 521 Introduction to Environmental Health
 - MPH 531 Public Health Policy
 - MPH 561 Public Health Education
 - MPH 579 Comprehensive Examination
 - MPH 581 Internship
2. EH Concentration Major-Specific Core Courses
 - MPH 449 Environmental Toxicology
 - MPH 526 Risk Management and Communication
 - MPH 527 Environmental Risk Assessment
3. General Concentration Required Elective Course
 - MPH 541 Social Determinants of Health
4. Electives
 - MPH 508 Program Evaluation for Public Health
 - MPH 512 Epidemiology of Infectious Diseases
 - MPH 513 Epidemiology of Chronic Diseases
 - MPH 514 Analytical Epidemiology
 - MPH 575 Health Economics
 - MPH 584 Air and Water Quality
 - MPH 585 Introduction to Health Services and Administration
 - MPH 586 Solid and Hazardous Waste
 - MPH 587 Food Safety Practice
 - MPH 588 Occupational Safety and Health
 - ENS 404 Fundamentals of GIS
 - ENS 485 Environmental Policies: Water Quality

Course Offering and Rotation

All current MPH course offerings and rotations are subject to CHANGE based on faculty availability and course demand. Once the UIS Dynamic Course Schedule is released for a specific semester, students MUST register based on available courses. If your courses listed in

the Education Plan are not available in your desired semesters, you MUST complete your remaining required courses for graduation in later semesters. To respect the program policies, you are NOT allowed to request the program to open a specific course that is not offered in your desired semester. For example, if you plan to take MPH 561 in Spring 2023 and the course is not listed on the UIS Spring 2023 Dynamic Course Schedule, you cannot request to open the course for you. Students cannot change the MPH curriculum.

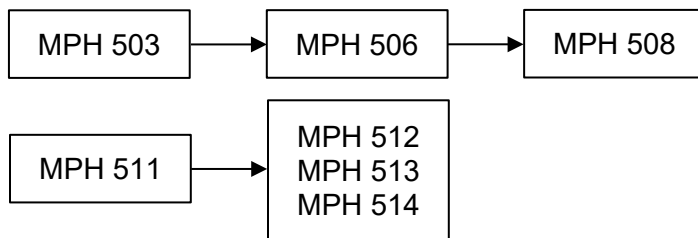
Based on the “Rotation” of the MPH course planning, it is suggested students pay attention to 3 specific courses (MPH 561, MPH 531, and electives). These courses are not offered every semester. If you miss any eligible semester to register for them, it might delay the time for your graduation.

Prerequisites and Special Approval Courses

Prerequisites, if any, are included in each course description and/or in the “Course Prerequisites” section for each program (if applicable). Students are responsible for completing all prerequisites. The student registration system will prevent students from registering if prerequisites have not been completed.

Examples:

Students must take MPH 503 first; then students can take MPH 506. After taking MPH 506, students can take MPH 508.



Regardless of whether the registration system prevents a student from enrolling in a course, the UIS will not be responsible for a student's failure to adhere to those prerequisites. Students who have not completed all prerequisites may be administratively withdrawn.

Some courses may have the notation “Instructor Approval Required” or “Departmental Approval Required” beneath the course title. In order to register for these courses, the student must contact the course instructor to obtain the appropriate permission. The approval must be entered electronically before the student will be allowed to register. Students MUST OFFICIALLY REGISTER for these types of courses. Students are NOT automatically registered for a course when electronic permission is entered.

Course-Taking Sequence

At least 9 credits per fall and spring semester (8 credits if they have a GA or Graduate Public Service Internship Program [GPSI]) are needed to remain full-time. It is required for all international students on a student visa.

Registration Procedures

Students should register through Student Self-Service (available via the [Office of Records and Registration's website](#)). Though all students are encouraged to use Student Self-Service, assistance with the registration process is available by contacting the [Office of Records and](#)

Registration. The dates and times of registration are posted each semester on the Office of Records and Registration's website (**NOTE**. students cannot add courses themselves during the late registration period; it is the student's responsibility to contact the Office of Records and Registration to add courses during late registration, realizing that instructor approval is required for all courses and late fees apply). This site also contains information regarding current courses and up-to-date information about registration procedures, tuition and fees, and relevant deadlines.

C. MPH Degree Requirements

1. MPH General

The MPH-General will require a minimum of 48 credit hours. The 48 hours of MPH-General coursework is comprised of 32 hours of core coursework and 16 hours of concentration courses for a total of 48 credit hours. The closure requirement for the MPH-General is the MPH Comprehensive Examination. **Please check the curriculum requirement based on your [UIS Catalog Year](#) and [UIS Dynamic Course Schedule](#).**

2. MPH Environmental Health

The MPH-EH will require a minimum of 48 credit hours. The 48 hours of MPH-EH coursework is comprised of 32 hours of core coursework, 12 hours of concentration-specific core courses, and 4 hours of elective coursework for a total of 48 credit hours. The closure requirement for the MPH-EH is the MPH Comprehensive Examination. **Please check the curriculum requirement based on your [UIS Catalog Year](#) and [UIS Dynamic Course Schedule](#).**

3. Joint Degrees (MPH/HMS)

The MPH/HMS joint degree is a 71-credit-hour master's degree option that requires students to take 40 credit hours from MPH and 28 credit hours from HMS, plus a 4-credit-hour internship from the MPH Program. Students take core classes from both MPH and HMS, as well as concentration and elective courses. Closure exercises from both departments are required. All prerequisites from each department apply. Interested students must meet with an academic advisor prior to enrolling. Students must submit a graduation application for each degree by the applicable deadline and will earn two separate degrees. **Please check the curriculum requirement based on your [UIS Catalog Year](#) and [UIS Dynamic Course Schedule](#).**

4. Joint Degree (MPH/MPA)

The MPH Program and the MPA Program have established a joint degree in accordance with university policy. Students interested in this joint degree can contact either the MPA program head or MPH program director. This joint degree requires two separate program applications. Students must meet entrance requirements for each. Students may complete a joint degree with a total of 74 credit hours, compared to a total of 84 for the two degrees separately. Students pursuing this joint degree will be required to complete an appropriate closure exercise in each of the two degree programs. Students must submit a graduation application for each degree by the applicable deadline and will earn two separate degrees. **Please check the curriculum**

requirement based on your [UIS Catalog Year](#) and [UIS Dynamic Course Schedule](#).

5. Degree/Concentration Shift

Students must reapply to change their degree options.

6. Grades Acceptable Toward Master's Degrees:

Campus policy allows master's degree students to apply a maximum of eight hours of C grade (grades of C- or lower are not allowed) toward a degree, provided they have earned a minimum of a 3.0 GPA at the time of graduation. To approve the use of C graded courses, students must complete a Student Petition and have it signed by the student's advisor and department chair/program director indicating the course(s) to be used. Individual academic programs may require a higher minimum grade for graduate credit, so graduate students should check with their academic advisor and/or department/program regarding individual program requirements to determine if a grade of C is acceptable. Credit for courses in which grades below C (including grades of C-) are earned will not count toward master's degree requirements.

D. MPH Internship

The course number of the MPH Internship is MPH 581.

The UIS MPH Program requires all MPH students to complete program-relevant applied practice experiences (APEs) through the MPH 581 Internship course. The APE is required of all students enrolled in a degree-seeking concentration based on CEPH recommendations.

Dr. Lenore Killam is the internship instructor/coordinator. The [Internship Manual](#) provides instructions and guidelines needed for the successful completion of your internship experience.

E. MPH Comprehensive Examination

The course number of the MPH Comprehensive Examination is MPH 579.

Students in all degree programs offered through the MPH Program take a comprehensive written examination based on a case study with questions designed to test students' ability to integrate the knowledge and skills they have gained from the curriculum. MPH students complete a Comprehensive Examination that demonstrates a synthesis of foundational and concentration competencies designed by CEPH.

The MPH 579 will be offered only in the fall and spring semesters. It is NOT available in summer. The program will create a Canvas course for delivering the orientation material for the exam, asking questions in preparation for the exam, and delivering the comprehensive exam itself through which you will submit your test. Make sure that you can access the "Comprehensive Exam Canvas Site." If not, email your advisor as soon as possible. Also, please read all documents and videos posted on the Exam Canvas site carefully.

A student takes the MPH 579 during their last semester of study. If the last semester falls during the summer semester, a student may request to take the Comprehensive Examination during

the prior spring semester with a Student Petition.

To be eligible for MPH 579, you must meet ALL the following criteria:

1. The semester that you fill out the “Comprehensive Exam Eligibility Survey” is your last semester
2. You have completed all the core courses and major-specific core courses in the MPH curriculum (MPH 581 Internship can be taken concurrently with the MPH Comprehensive Exam). More detailed criteria are as follows:
 - a. **MPH-EH students** must complete all core courses, with the exception of MPH 581, and **two** of the three EH major-specific core courses.
 - b. **MPH-General students** must complete the following core courses: MPH 501, 503, 506, 511, 521, 531, and 561.
3. Your most up-to-date Degree Audit report shows the final grades for all required courses before submitting the Comprehensive Exam Eligibility Survey.
4. Your advisor has confirmed that you have met all the conditions to take the Comprehensive Exam.

Please note that MPH Program will strictly follow the above criteria. It is students' responsibility to meet and understand the policies.

Failure to pass the Comprehensive Examination

Students who do not successfully complete this examination during their final semester of study must enroll in MPH 583 (zero credit hour, one billable credit hour) each regular semester (fall/spring) until they pass the exam. Students must pass this exam within one year of completing coursework with a maximum of three consecutive attempts.

To ensure the effectiveness of the MPH 583 policy in the UIS Catalog, students who are required to take MPH 583 must register for MPH 583 before they can access the Comp Exam Canvas site.

F. Time Limitation

All graduate credits earned at UIS to be applied toward the completion of a master's degree must be taken within six consecutive years of the first graduate course taken at UIS in pursuit of that degree. This does not include transfer credit earned before the first term of graduate enrollment, credit granted for prior learning, and prerequisites; however, it does include closure requirements. Exceptions may be granted by degree programs on a case-by-case basis, and programs may also grant leaves of absence.

G. General Requirements for Graduation

1. Earn the amount of graduate credit required by the chosen academic program, all but 12 semester hours of which must be earned at UIS.
2. Complete coursework with a UIS institutional GPA of at least 3.0 as well as a cumulative

GPA (including both institutional and transfer credit) of at least 3.0.

3. Complete the program closure requirements.
4. Complete a graduation application and pay the mandatory, non-refundable graduation application fee.

Section IV: MPH Program Graduate Certificates

The MPH Program offers five graduate certificates for specialized study in public health. These certificates, all of which are available either on-campus or online, may be taken by either degree or non-degree-seeking students (except as noted below) interested in advanced preparation.

These graduate certificates are designed to provide opportunities for continuing education for health professionals without formal public health training, for those interested in life-long learning, and for mid-career professionals.

Students in any MPH program degrees may apply coursework toward obtaining one or more of the certificates; however, students in the MPH-General or MPH-EH degrees are ineligible for the Environmental Health Graduate Certificate.

A. Graduate Certificate in Community Health Education

1. This certificate is available online and on campus.
2. Students completing this certificate will be able to apply theoretical foundations of health education to communicate effectively with various audiences in the community. The certificate requires successful completion of coursework in each of these areas: [Community Health Education Course Requirements](#).

B. Graduate Certificate in Emergency Preparedness and Homeland Security (EPHS)

1. This certificate is available both online and on campus.
2. The EPHS certificate is a 20-hour interdisciplinary certificate program. Courses for the certificate are offered by the following programs: Environmental Studies, Public Administration, Public Health, Criminology and Criminal Justice, Legal Studies, and Political Science.
3. The EPHS certificate provides interdisciplinary professional education to the administrators of governmental agencies and others who need to enhance their skills and abilities. This audience may include individuals in law enforcement and fire department administration, public health agencies, health care providers, and people in private industry. This unique program provides post-bachelors education for administrators rather than training for first responders. The three required core courses for the certificate provide students with the opportunity to gain substantial graduate-level expertise in risk assessment, risk communication, and program evaluation.
4. Students take three core courses and two elective courses to extend these skills to one or two disciplinary areas. The electives have been chosen to include courses on salient issues of public policy influenced by recent challenges in emergency preparedness and homeland security. [Emergency Preparedness and Homeland Security Course Requirements](#).

C. Graduate Certificate in Epidemiology

1. This certificate is available online and on campus.
2. Students completing this certificate will develop analytic and computer skills to quantitatively relate epidemiologic theories necessary for specialized roles in public health practice, such as infectious disease epidemiology. The certificate requires successful completion of coursework in each of these areas: [Epidemiology Course Requirements](#).

D. Graduate Certificate in Environmental Risk Assessment

1. This certificate is available online and on campus.
2. Risk assessment is a frequently used tool in environmental analysis. This certificate is for students who wish to acquire a level of competency in this science. The sequence of coursework is technically oriented to provide students with the professional education necessary to perform introductory-level risk assessments in their workplaces. Students learn to relate risk assessment methodologies, procedures, and results to environmental health policies.
3. To receive a certificate, students must take three core courses and complete the risk assessment practicum, for a total of 16 credit hours. [Environmental Risk Assessment Course Requirements](#)

E. Graduate Certificate in Environmental Health

1. This certificate is available online and on campus.
2. Students enrolled in the MPH-General or MPH-EH in the MPH Program are NOT eligible for the Graduate Certificate in Environmental Health.
3. Students interested in a graduate public health degree with an environmental health emphasis must apply for the MPH-EH degree and are NOT eligible for the Graduate Certificate in Environmental Health.
4. Graduation Certificate in Environmental Health will have the basic skills necessary to understand the scope, values, goals, and potential of environmental health and protection.
5. This certificate will help prepare students who plan to sit for the Licensed Environmental Health Practitioner exam. The certificate requires successful completion of coursework in each of these areas: [Environmental Health Course Requirements](#).

F. Entrance Requirements

1. There is no additional fee for enrolled MPH students to apply for a graduate certificate program.
2. The program requires a formal application for admission to the UIS (accompanied by official transcripts) followed by a review of the application by the faculty of the MPH Program.

3. Individuals who have bachelor's degrees from accredited colleges and universities are eligible to apply to the certificate programs.
4. A background in biological sciences demonstrated by transcript credit of at least three semester hours is required, along with a strong science background desirable. Admission will be based on a cumulative GPA of 3.0 on a 4.0-point scale or a 2.75 or better, with documentation of substantial professional experience in the field of the certificate.
5. Individuals wanting to apply for the certificate work to a graduate degree in public health must also meet all entrance requirements for degree study (refer to the MPH section of the UIS catalog). In addition, they must formally apply for admission to the graduate degree.

G. Fees and Completion

Students completing certificate coursework must submit a completed education plan for the signature of the faculty advisor. In addition to tuition, there is a \$25 fee at the time of certificate completion to cover administrative costs. The administrative fee will be charged at the time the student applies for graduation.

H. General Requirements for a Graduate Certificate

1. Earn the amount of graduate credit required by the chosen academic program, all of which must be earned at UIS.
2. Complete coursework with a UIS institutional grade point average in certificate courses of at least 3.0.
3. Complete a graduation application and pay the mandatory, non-refundable graduation application fee.
4. **No transfer credits can be accepted toward graduate certificates at UIS. All hours to be counted toward certificates must be completed at UIS.**

Section V: General Academic Information

A. Academic Integrity

The MPH program supports the UIS policy on Academic Integrity, which states, in part:

“Academic integrity is at the heart of the university’s commitment to academic excellence. The UIS community strives to communicate and support clear standards of integrity, so that undergraduate and graduate students can internalize those standards and carry them forward in their personal and professional lives. Living a life with integrity prepares students to assume leadership roles in their communities as well as in their chosen profession. Alumni can be proud of their education and the larger society will benefit from the University’s contribution to the development of ethical leaders. Violations of academic integrity demean the violator, degrade the learning process, deflate the meaning of grades, discredit the accomplishments of past and present students, and tarnish the reputation of the university for all its members.”

The UIS community of faculty, staff, students, and alumni is committed to academic excellence, which thrives on honesty, trust, and mutual respect. Academic integrity is at the heart of this commitment. Students are responsible for being aware of the UIS Academic Integrity Policy and for demonstrating behavior that is honest and ethical in their academic work.

Academic violations include plagiarism, cheating, misrepresentation, academic interference, unauthorized access, and facilitation. Violations of the Academic Integrity Policy may result in sanctions, including failing the assignment, failing the course, transcript notation, and/or referral for Academic Hearing. The policy and other academic integrity information can be found on the [UIS Academic Integrity](#) website. You are responsible for understanding and complying with the UIS Academic Integrity Policy available at <http://www.uis.edu/academicintegrity>

B. Academic Load/Enrollment Time Status

Students are classified into various time-status categories based on the number of hours in which they are enrolled for a particular semester. In the fall and spring semesters, a graduate student is considered to be full-time if enrolled in 9 credit hours. During the summer, graduate students are considered to be full-time if enrolled in six credit hours. Enrolled students not classified as full-time are considered to be part-time. Students with questions regarding academic load/enrollment time status (including enrollment verifications) should contact the UIS Office of Records and Registration.

A GA’s normal course load is eight to 12 hours per semester (16 to 24 hours per academic year). GAs who wish to enroll for more than 24 hours in any academic year must have the approval of the advisor, a department chair/program director, and the appropriate dean. The GA tuition waiver covers a maximum of 30 hours per academic year (fall, spring, and summer). GAs are not required to register for the summer term.

A graduate public service intern’s normal course load is 16-18 hours for the academic year, not to exceed nine hours in the fall or spring semesters. Interns who wish to register for more than nine hours for any given term must have the approval of the GPSI Director. Graduate Public

Service interns are not required to register for the summer term.

C. Network ID (NetID) and Email Information

Every enrolled student at UIS is assigned a Network ID (Net ID) and email address. The NetID is used to access information technology resources such as online courses, online library databases and journals, and email. Email from faculty, the Registrar, and important campus-wide announcements are sent to students via their official (University-assigned) email addresses. Students are required to check their official email throughout the semester. For questions about NetIDs and student email accounts, contact the UIS Technology Support Center at 217-206-6000 or toll-free within Illinois at 877-847-0443.

Section VI: Student Rights and Responsibilities

A. Records Policy for Students

In accordance with the [Family Educational Rights and Privacy Act](#) of 1974, students have the right to inspect and review their official UIS records, to request corrections, and to limit access to such records. Students have the right to withhold the disclosure of all directory information. For additional information, please see the Student Record Policy on the Office of Records and Registration's website.

B. Registration Holds/Enrollment Restrictions

Students who have "holds" are responsible for clearing them prior to registration. Examples of holds include parking, library, financial, short-term loan, health, admissions, and program restrictions. In addition, students must abide by the various enrollment restrictions listed below:

Overloads

Students registering for more than eight semester hours for summer or 18 semester hours for fall or spring must have approval of their academic programs.

Probation/Suspension

Students on academic probation must meet with their academic advisor each semester they are on probation. Students on probation are restricted to no more than six semester hours for summer and 12 semester hours for fall or spring. Students who have been academically suspended from UIS must complete an [Appeal of Academic Suspension form](#) to be reinstated. It is the responsibility of the student to file the appeal, which must be approved by the student's advisor, program chair, and academic dean. If approved, the conditions of probation apply.

C. Absence of Registered Student Due to Religious Beliefs

Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that s/he may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance, and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

D. Emergency Information for Registered Students

In the event of an unavoidable emergency, students should go to the [Emergencies page](#) on the UIS website to view important emergency information for the campus.

E. International Student Enrollment/Registration

Recently admitted students may register for classes before actually coming to UIS, provided they first submit all necessary documentation. Additional information regarding international student registration can be found on the [International Student Services](#) website. Please note that students are academically and financially responsible for any courses for which they register, even if their plans change and they do not attend UIS. All registration changes, including withdrawals, must be officially made using Student Self-Service (available via the [Office of Records and Registration's](#) website). Due to federal reporting regulations, international students must be enrolled full-time by the fifth day of the summer semester and by the tenth day of the fall and spring semesters.

Registering for an on-campus class but not physically attending the on-campus class is not how the F-1 Federal Regulations are intended to work. On-campus classes must have an on-campus presence. Thus, you must actually be on campus regularly and have a local address. The student should understand the current immigration policy and follow the Office of International Student Services guidance to comply with the F1 visa requirements.

F. How to File a Complaint

It is the policy of the University of Illinois Springfield campus to maintain an educational and work environment in which each member of the community may enjoy his or her rights as a human being free of discrimination or harassment.

Informal Grievance Procedure: An attempt should be made to resolve matters informally through discussion between the parties involved. In matters involving academic programs and/or faculty, informal resolution may be sought with the assistance of the program coordinator, chair or director or as provided for by program By-Laws. The Dean(s) of the appropriate College(s) or the Vice-Chancellor for Student Affairs or their designee may also be called upon by one or more of the parties to facilitate informal resolution. If matters cannot be resolved to the satisfaction of all parties, or if the student chooses to forego attempts of informal resolution, the following procedures shall apply.

Filing a Grievance: A student with a grievance against another member of the Campus community shall file a written grievance with the Vice-Chancellor for Student Affairs within 20 regular Campus class days of the contested action, of the date the action became known to the student, or of the date that informal efforts at resolution are ended. The grievance should contain as much of the following information as possible. The remaining information must be submitted in writing as soon thereafter as possible. The Vice-Chancellor for Student Affairs or his/her designee will assist the grievant in obtaining the necessary information.

1. The grievant's name, address, telephone number, or other means by which s/he can be

Contacted.

2. The respondent's name, title (if any), and address (if known.)
3. Description of the contested action.
4. Date of the contested action.
5. If a BOT/Campus policy, regulation, or rule is at issue, a specific reference should be made to it, if known.
6. A statement of the harm suffered.
7. A statement of the remedy sought.
8. The names and addresses, if known, of Grievant's proposed witnesses.
9. Copies of supporting documentation, if any (e.g., papers, tests, etc.)

Transmission of Grievance to the Student Hearing Board: Upon receipt of a grievance, the Office of the Vice-Chancellor for Student Affairs shall forward the grievance to the Chair of the Executive Panel of the Student Hearing Board by the end of the next working day. The Office of the Vice-Chancellor shall record the grievant's name, the date received, and the date transmitted to the Executive Panel. If the grievance involves the Vice Chancellor for Student Affairs, the grievance should be submitted to the Chancellor of the Campus. The Executive Panel shall maintain the official files and records of the proceeding.

Student Hearing Board: Upon receipt of a grievance, the Chair of Executive Panel will immediately send a copy of the grievance and this Procedure to the respondent. Within 7 calendar days of receipt, the Executive Panel will proceed as follows:

1. Dismiss a case as inappropriately filed or clearly frivolous, providing written reasons. Grievances that have been filed past the 20-day time limit will not be rejected if there is good cause for the delay.
2. Seek the agreement of the affected parties to attempt an informal resolution of the grievance by acting as a neutral mediator.
3. Hear a case that involves a time-sensitive emergency or that is considered minor in importance and make an appropriate determination.
4. Assign the case to an appropriately constituted hearing panel.

Hearing: Then, the Hearing Panel will schedule a hearing for the grievant and respondent to present relevant information, documents, and witnesses. The Panel members may pose questions and seek such information as is necessary for the fair and just resolution of the matter. Formal rules of legal evidence and procedure do not apply. Each party may bring to the hearing a non-witness friend or representative, who may be an attorney. Such non-witnesses may participate at the discretion of the panel. The Panel will make a determination based upon the evidence presented. Within 5 working days of the completion of the hearing, the Chairperson shall submit a report on behalf of the Panel to the Chair of the Board, the grievant, and the respondent. The report will include findings of fact, conclusions, and an order specifying the remedy and implementation.

Appeal and Implementation: The determination of the hearing panel is final and binding upon the parties unless either of the parties files an appeal with the Executive Panel Chair within 10 working days of the panel's decision.

Section VII: FAQ for Students

Is it possible to transfer graduate credit from another university and apply it to my degree requirements at UIS?

- UIS may accept up to 12 semester hours of eligible graduate-level work completed at another accredited institution. However, only hours earned with a grade of B or better and accepted by your UIS academic program will be accepted. All transfer credit must be earned within 5 years of the first graduate course taken at UIS in pursuit of the degree.

What is the maximum time period allowed for me to finish my Master's degree at UIS?

- All graduate credit earned at UIS toward a Master's degree must be taken within 6 consecutive years of the first graduate course taken at UIS in pursuit of that degree (this does not include transfer credit; however, it does include closure requirements).

Can I switch to a different academic advisor in my department/program?

- Yes, you can request a new advisor by contacting the chairperson of your academic department/program.

What are the grade point average requirements for a Master's degree at UIS?

- The general policy at UIS is that Master's degree candidates may apply a maximum of 8 credit hours of C grades toward a degree, provided that each hour of C is balanced by an hour of A and an approved petition is filed with the Office of Records and Registration. Credit for courses in which grades below C were earned will not count toward the Master's degree requirements. Students should also consult with their assigned academic advisors about the specific grade point average requirements of their degree program.

Where can I pay my student account bill?

- To pay your UIS bill online you must use your enterprise ID and password to log on to the [student self-service page](#). You may also pay your tuition at the Bursar's Office, located on the lower level of the PAC Building.

Where can I get information about public transportation?

- Information about public transportation is available at the [Springfield Department of Mass Transit](#) website.

What is the policy regarding when to take MPH 599 or MPH 499?

When students request the MPH 599/499, the following situations will make the students' request denied:

- If the course is offered in the on-campus format based on the UIS Dynamic Course Schedule, students cannot request the creation of MPH 499/MPH 599 or register for MPH 599/499
- If there is another on-campus course students can take, students cannot request the creation of MPH 499/MPH 599 or register for MPH 599/499
- The department chair/program director can deny students' requests for a number of reasons (e.g., department/university administration policies)

Action Steps:

1. Email your academic advisor with your most up-to-date Education Plan and briefly address your needs (e.g., F1 visa compliance) and questions.
2. Your advisor will evaluate your course-taking plan first. If there is NO on-campus course you can take, your advisor will be responsible for emailing the instructor to make an inquiry regarding the creation of MPH 599/MPH 499.
3. After the instructor of record approves the creation of MPH 599/MPH 499, your advisor needs to email the department chair/program director with an attachment of the student's education plan and the approval email from the instructor of record.
4. After the department chair's/program director's approval, the staff will create MPH 599/MPH499 for you to register. Please be aware that the department chair/program director is the gatekeeper for the ultimate decision of the permission/creation for MPH 599/MPH 499.
5. Your advisor will notify you that permission has been entered for you to register for MPH599/MPH499.

Use UIS Career Development Center (CDC) For Jobs!

Career Development Center (CDC)



Career Suite: Get help writing a resume and/or cover letter; Have your resume, cover letter, and personal statement critiqued; Find helpful career-building resources and tools, And much more!



Handshake: A career management system where students can find jobs and internships, sign up for workshops and events, and schedule counseling and document critiquing appointments with a counselor.

[Online Students & International Students](#)
* [Students with Unique Requirements Services](#):



Email

Kathy Battee-Freeman
Director |



Email

Angela Evans
Assistant Director |

Visual Outline of The MPH Completion Process

Graphics-based overview of the MPH program completion.

Structural Outline for MPH Completion

Created by Dr. Brian Chen

