

## CRITERIA FOR MINORING IN EPIDEMIOLOGY

The department's Graduate Studies Committee has established a set of guidelines as to what constitutes a minor in this department. The following criteria must be met to declare a minor in Epidemiology:

- Doctoral level status
- Minimum of 15 credits hours in EPID
- EPID 710 **and** EPID 715/EPID 716 (co-requisites), with the remainder of credits in any **substantive** epidemiology courses.
  - EPID 705 is a pre-requisite for EPID 715, but does not count toward the minor.
  - **SAS competency is a pre-requisite of EPID 715/716 and must be demonstrated via the exemption exam offered every summer or successful completion of BIOS 511.**
  - BIOS 600 is a co-requisite for EPID 710 and BIOS 545 is a co-requisite for EPID 715/716.
  - EPID 718 is not required for the minor nor does it count towards the minor.

### Additional Criteria:

- EPID 600 hours will not count toward a minor in epidemiology.
- Neither independent study hours nor research hours will count toward an epidemiology minor.
- No transfer courses will count toward an epidemiology minor.
- The EPID Office of Student Services [MC 2106] can assist in the planning of appropriate courses.
- A minor advisor is not required.
- Approval of the minor must be verified by the Department of Epidemiology, Office of Student Services, prior to declaring the minor. A form required for declaring the minor is available from the Student Services Office. The form must be signed by the major advisor and the Department of Epidemiology's Academic Coordinator. **The student must file a copy with the Department of Epidemiology Student Services Office and the student's major department. The student is responsible for filing the original with The Graduate School.**
- Graduate School policy requires that the dissertation committee include at least one faculty member from the minor program.
- Effective Fall 2005, students must earn a grade of P or better in courses applying to the minor.
- **The Department's "L" grade policy applies to core methods courses for all minor students.**

### "L" Grade Policy:

The following policy applies to a grade of L in an Epidemiology "core methods" course (i.e., EPID 705, EPID 710, EPID 715, EPID 716, EPID 718, and EPID 722):

- A grade of L in a core methods course requires that a meeting among the student, the advisor, the course instructor, and the Student Services Office take place within two weeks. The purpose of the meeting is to ascertain the factors associated with the poor performance and to implement the steps described below. The student's advisor is responsible for initiating this meeting at the earliest convenience of all involved.
- Students who receive a grade of L in a core methods course must re-take the course and receive a minimum of a P, unless exempted as described below.
- The student is expected to retake the course – or to be granted an exemption by the GSC – within one year of taking the core methods course that resulted in an L grade. If this time line is not met the student must ask his/her advisor to present an alternative time line to the GSC.
- The time line for a student's Intradepartmental Review is not affected by an L grade.
- Students who take a core methods course as part of a minor in epidemiology are required to adhere to the L grade policy of the Department of Epidemiology.

### **Conditional advancement to a higher-level course for a student who receives a grade of L in a core methods course.**

- Students who receive a grade of L in a core methods course may advance to the pertinent higher-level methods course in epidemiology (prior to re-taking the course in which they received an L) only if approved by the instructor of the higher-level course and endorsed by the student's advisor.

### **Exemption from the requirement to re-take a core methods course.**

- A high performance in the higher-level course (above the 85<sup>th</sup> percentile) allows the student to submit a request to the GSC to be exempted from having to re-take the lower level course graded as 'low pass' (L).

### **Questions should be directed to:**

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