UNC
GILLINGS SCHOOL OF
GLOBAL PUBLIC HEALTH

Department of Environmental Sciences and Engineering

Student Handbook

Fall 2016

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I. Overview

Our department focuses on the interface between people and the environment.

Uniquely situated in a school of public health, our interdisciplinary programs in air quality and atmospheric processes, human exposure and health effects, and sustainable water resources draw from faculty expertise in the physical and life sciences, engineering and policy. Our research strengths include:

- Characterizing exposures to contaminants in air, water, soil and workplaces;
- Developing engineering and policy solutions to environmental risks;
- Molecular approaches to understanding diseases caused by toxic substances in the environment; and
- Overcoming environmental health challenges in developing countries.

This document is intended to provide a quick reference for students in our department.

Key Personnel

Name and Title	Room	Contact
Barbara J. Turpin *Professor and Chair*	Rosenau 166	
Stephen C. Whalen *Director of Graduate Studies*	Rosenau 166	
Louise M. Ball *Director of Undergraduate Studies*	Rosenau 158	
Jack L. Whaley *Student Services Director*	Rosenau 162A	
Wake Harper *Student Services Assistant*	Rosenau 161	

The Student Services Office is the first point of contact for any questions or concerns. A complete listing of faculty and staff is available online.

II. Degree Descriptions

The Gillings School maintains the Gillings Program Search, which outlines degree requirements, demographics, admissions information, and more. It does not supersede information on the Graduate School's website or departmental guidelines. Prospective and current students are highly encouraged to contact ESE directly if they have any questions.

BSPH Degree

The BSPH in Environmental Health Sciences is a four-year, undergraduate, residential program offered by the Department of Environmental Sciences and Engineering. Successful applicants will have spent two years in the General College before transitioning to the Gillings School of Global Public Health.

The program is small and selective (25-30 students are matriculated per year). Students can participate in research alongside graduate students and postdocs. Recent BSPH graduates have worked on water purification (chemical and microbiological); genetic tracking of malarial infections; aerosol formation in the atmosphere; dermal exposure to chemicals in work environments; food insecurity in migrant communities; and many more areas.

Typical destinations for our BSPH graduates include non-profit organizations; environmental consultancies; local, state and federal agencies; graduate study in environmental science; and medical, dental and other professional schools.

Our curriculum emphasizes rigorous preparation in the basic sciences, graduate-level course-work in Environmental Sciences (with the option of specializing in Environmental Biology, Environmental Chemistry or Environmental Physics tracks), and involvement in research.

Close to half our students participate in the Honors program and/or write a Senior Honors Thesis. This program offers the possibility of completing a Masters degree in Environmental Sciences and Engineering in one year beyond the undergraduate degree.

The curriculum is composed of six elements:

1. General education requirements: including BIOL 101+101L, CHEM 101+101L, MATH 231 and 232; these courses can also help fulfill general education requirements.

2. Basic science requirements in Biology, Chemistry, Physics and Mathematics: BIOL 201, 202; CHEM 102+102L, 261; MATH 233 if placed out of MATH 231 and 232; PHYS 118 and 119 [116 and 117] or PHYS 114 and 115 [104 and 105]. + For Chemistry Track: MATH383, CHEM241 & CHEM241L, CHEM481. + For Physics Track: MATH383. These courses provide grounding in the basic sciences equivalent to most fundamental science BA degrees.

3. Skills: COMP 116 (or approved alternatives) provides a marketable skill in computer programming for data analysis and model building

4. Public Health Core: Coursework in the central Public Health disciplines, Biostatistics, Epidemiology, Health Policy and Health Behavior, BIOS 600, EPID 600, HBEH 600, HPM 600

5. Environmental Health Core: ENVR 230, 430, and 698 or alternative (ENVR 593 may be substituted for the capstone) provide a broad perspective on environmental health problems and specific understanding of the scientific mechanisms underlying environment—related health effects.

6. Advanced Electives:

General Track: Four advanced undergraduate or graduate level courses (400 or higher) relevant to Environmental Health allow in-depth study of specific aspects of Environmental Health.

Environmental Biology Track: Select 4 from: ENVR 411, ENVR 412, ENVR 421, ENVR 431, ENVR 433, ENVR 442, ENVR 468, ENVR 630, ENVR 640.

Environmental Chemistry Track: Select 4 from: ENVR 403, ENVR 416, ENVR 419, ENVR 451, ENVR 575, ENVR 650, ENVR 675

Environmental Physics Track: Select 4 from: ENVR 403, ENVR 416, ENVR 451, ENVR 452, ENVR 453, ENVR 666, ENVR 671, ENVR 672, ENVR 675

Students interested in substituting advanced elective courses from other departments or universities should contact the Director of Undergraduate Studies.

Graduate Degrees

Note: *At UNC-Chapel Hill, the Graduate School administers graduate degrees and is the official School for graduate students. Its regulations, as set out in the Graduate School handbook, are the authority on academic matters.*

MS Degree

The MS degree is intended for incoming students with a strong background in the sciences or engineering and prepares them for advanced education or careers in research, practice or management in the field of environmental sciences and engineering.

Learning Objectives:

Upon satisfactory completion of a MS degree in ESE, graduates will be able to:

- Identify sources of environmental contaminants and processes that affect the movement, fate, and health effects of such contaminants in environmental/human systems;
- Describe the rationale for and the approaches used to measure relevant properties of environmental/human systems;
- Develop and/or apply theoretical/computational models to represent important aspects of environmental/human systems and assess their uncertainty;
- Explain the relationships among scientific knowledge, exposure and risk assessment, and environmental management and policy; and
- Demonstrate written and oral communication skills related to environmental sciences and engineering issues.

The success of these learning objectives is measured by the successful completion of all degree requirements, including course work, and a comprehensive oral examination, at which time the thesis is presented and defended. Additionally, students may prepare technical reports, present their work at seminars and at national or international meetings, and publish in peer-reviewed literature.

Degree Requirements:

The requirements for the MS are governed by Graduate School requirements and include:

- A minimum of 30 semester hours of work, which can include no more than six semester hours of transferred credit, and an epidemiology requirement (this can be fulfilled by EPID 600 or ENVR 601, or another advanced EPID course). Students entering from Fall 2012 onward must also complete SPHG 600 (Introduction to Public Health), offered by the School.
- ENVR 400, the Departmental Seminar, must also be completed (15+ sessions must be attended) and is not included in these 30+ hours;
- A minimum of 24 hours of formal graduate-level course work, which includes at least 15 credit hours of course work from the Department;
- A minimum of three hours of ENVR 993 (Master's Thesis), which is credit earned for the preparation and defense of a thesis; and
- A comprehensive oral examination.

MSPH Degree

The MSPH is intended for incoming students with a strong background in the sciences or engineering. The MSPH is a terminal degree that prepares students for careers in practice, as well as for further studies and careers in advanced education, research or management in the field of public health with emphasis in environmental sciences and engineering.

Learning Objectives:

Upon satisfactory completion of a MSPH degree in ESE, graduates will be able to:

- Demonstrate broad knowledge in the core fields of public health;
- Identify sources of environmental contaminants, and processes that affect the movement, fate, and health effects of contaminants in environmental and human systems;
- Describe the rationale for and approaches used to measure and model properties of environmental or human systems;
- Explain the relationships between scientific knowledge, exposure, risk assessment, environmental management and environmental policy; and
- Demonstrate written and oral communication skills related to environmental sciences and engineering issues within a public health context.

Success in achieving these learning objectives is measured by the successful completion of all degree requirements, including core courses in the School of Public Health; departmental course work; and a comprehensive oral examination, at which time a technical report is presented and defended. Students may also prepare other technical reports; present their work at seminars and at national or international meetings; and publish in the peer-reviewed literature.

Degree Requirements:

The requirements for the MSPH are governed by the Graduate School, the School of Public Health, and the Department. These requirements include:

- Formation of a three-member committee to guide the student's study and research;
- A minimum of 42 semester hours of work, which can include no more than eight semester hours of transferred credit;
- A minimum of 24 hours of formal graduate-level coursework, which includes at least 15 credit hours of coursework from the Department;
- Completion of ENVR 400, the Departmental Seminar. ENVR 400, the Departmental Seminar, must also be completed (15+ sessions must be attended) and is not included in these 42+ hours;
- School of Public Health core course requirements, which include courses or their equivalents in Epidemiology, Biostatistics, Health Behavior and Health Education, and Health Policy and Administration;
- Completion of ENVR 981, Practicum;
- A minimum of three hours of ENVR 992 (Master's Technical Report), earned for the
- preparation and defense of a technical report;
- A comprehensive oral examination.

MPH Degree

The MPH degree is a terminal degree intended for students with a background in health related areas (this could be a doctoral degree, or experience working in the public health field) and prepares graduates for careers in practice or management in the field of public health with emphasis in environmental sciences and engineering.

Learning Objectives

Upon satisfactory completion of a MPH degree in ESE, graduates will be able to:

- Demonstrate broad knowledge in the core fields of public health;
- Identify sources of environmental contaminants and processes that affect the movement, fate and health effects of such contaminants in environmental/human systems;
- Describe the rationale for and the approaches used to measure and model relevant properties of environmental/human systems;
- Understand the relationships among scientific knowledge, exposure and risk assessment, and environmental management and policy; and
- Demonstrate written and oral communication skills related to environmental sciences and engineering issues and place within a public health context.

The success of these learning objectives is measured by the successful completion of all degree requirements, including School core courses; departmental course work; and a comprehensive oral examination, at which time the technical report is presented and defended. Additionally, students may prepare other technical reports, present their work at seminars and at national or international meetings, and publish in peer-reviewed literature.

Degree Requirements

The requirements for the MPH are governed by Graduate School requirements, and School of Public Health requirements. These requirements include:

- A minimum of 42 semester hours of work, which can include no more than eight semester hours of transferred credit. ENVR 400, the Departmental Seminar, must also be completed (15+ sessions must be attended) and is not included in these 42+ hours;
- A minimum of 24 hours of formal graduate-level course work, which includes at least 15 credit hours of course work from the Department;
- The School core course requirements, which include courses in Epidemiology, Biostatistics, Health Policy and Management, and Health Behavior and Health Education;
- A minimum of three hours of ENVR 992 (Masters Technical Report), which is credit earned for the preparation and oral defense of a technical report;
- A minimum of one hour of ENVR 981 (Practicum in Environmental Sciences).

MSEE Degree

Learning Objectives

The MSEE degree is focused on engineering coursework and practice. Upon satisfactory completion of an MSEE degree in ESE, graduates will be able to:

- Identify environmental engineering problems, needs, and objectives;
- Evaluate problems quantitatively using measurements and models of environmental media (e.g., air, soil, and water);
- Develop and design appropriate controls and facilities to solve environmental engineering problems;
- Evaluate the success of environmental engineering designs and assess the uncertainty involved; and
- Demonstrate written and oral communication skills related to environmental engineering.

Success in achieving these learning objectives is measured by the successful completion of all degree requirements, including formal course work and a comprehensive oral examination, at which time the master's technical report is presented and defended. Students may also prepare other reports; present their work at seminars and at national or international meetings; and publish in the peer-reviewed literature.

More information on the MSEE degree, including a list of engineering courses in ESE, is available in the Department's MSEE Guidelines.

Degree Requirements

A minimum of 30 semester hours of work, which can include no more than six semester hours of transferred credit, and an epidemiology requirement (this can be fulfilled by EPID 600 or ENVR 601). Students entering from Fall 2013 onward must also complete SPHG 600 (Introduction to Public Health), offered by the School.

- ENVR 400, the Departmental Seminar, must also be completed (15+ sessions must be attended) and is not included in these 30+ hours.
- A minimum of 24 hours of formal graduate-level course work, which includes at least 15
- credit hours of course work from the Department; of these 24 credit hours 12 must be engineering coursework. Students entering from Fall 2012 onward must also complete SPHG 600 (Introduction to Public Health), offered by the School. A course in epidemiology (such as ENVR 601) is strongly encouraged but not required.
- A minimum of three hours in ENVR 990 (engineering brief)
- A minimum of three hours of ENVR 992 (Master's Technical Report), which is credit earned for the preparation and defense of a thesis; and
- A comprehensive oral examination.

PhD Degree

The PhD, a terminal degree, is intended for students with a strong background in the sciences or engineering and prepares graduates for careers in basic and applied research, education, advanced practice, and management in the field of environmental sciences and engineering.

More information on the PhD degree is available in the Department's PhD Guidelines.

Learning Objectives

Upon satisfactory completion of a PhD degree in ESE, graduates will be able to:

- Conceive, develop, and conduct original research in environmental sciences and engineering;
- Develop new conceptual frameworks and new research methods that address problems in environmental sciences and engineering;
- Apply advanced methodologies to research projects in environmental sciences and engineering; and
- Demonstrate written and oral communication skills related to research issues in environmental sciences and engineering.

Success in achieving these learning objectives is measured by the successful completion of all degree requirements including formal course work; a comprehensive written examination; a preliminary oral examination; preparation of a dissertation; and final oral defense of the dissertation. All PhD students prepare a research proposal and present their work in the Departmental Seminar. Although not a requirement, most will present their work at national and international meetings and publish in the peer-reviewed literature.

Degree Requirements

The requirements for the PhD are governed primarily by the Graduate School and include:

- Formation of a five-member (or more) committee tailored to the student's area of interest that guides all aspects of the student's study and research. A majority of the committee must be regular faculty at ESE, though an exception may be requested from the Graduate School via a written request from the Director of Graduate Studies;
- Mastery of knowledge in the major area, for which the number of course hours will vary;
- Completion of a supporting program of study that consists of at least 15 semester hours of course work, or a formal minor;
- Completion of a research skill requirement, previously a foreign language, but now typically six semester hours in an area such as statistics, mathematics, or computer science;
- Completion of ENVR 400, the Departmental Seminar (for PhD students, this requires a seminar presentation);
- Completion of SPHG 600 (Introduction to Public Health), offered by the School, and an epidemiology requirement (fulfilled by EPID 600 or ENVR 601);
- Completion of a comprehensive examination consisting of written and oral components to examine the student's knowledge in the major and supporting or minor areas;
- Preparation, presentation, and defense of a dissertation proposal at the time of the oral component of the comprehensive examination; and

• Completion of a significant and original body of research, which requires a minimum of six semester hours of ENVR 991 (Research in ESE) and a minimum of six hours of ENVR 994 (Doctoral Dissertation), preparation of a dissertation, and a public, oral dissertation defense.

An *approximate* timeline for Ph.D. students at ESE is shown below:

	Semesters after matriculation
1. Admission	0
2. Appoint Advisor	0
3. Outline course program	1 – 2
4. Select dissertation topic	2
5. Select dissertation committee	2
6. Approve course program	2 – 3
7. Complete course work	3 – 4
8. Residency requirement met	4 (students are encouraged to apply earlier)
9. Doctoral written examination (qualifying)	3 – 5
10. Doctoral oral examination (qualifying)	4 – 6
11. Completion of research	7
12. Advisor approves dissertation draft	8
13. Final oral examination and dissertation defense	8
14. Graduation	8 – 10

Other Degrees (Dual Degrees)

Dual (or "Plus One") Master's Degrees

Any STEM student on campus is eligible to apply for a dual or "plus one" master's degree at ESE, a program that allows a student graduating from UNC-Chapel Hill to complete a master's degree in a single year beyond the bachelor's. To participate, a graduating UNC student must have:

- 9 (MS) or 12 (MSPH) graduate-level (400 or above) credits beyond the requirements for their bachelor's program to transfer into their master's program
- A willing research advisor for the master's. Typically, a student will have begun work on their thesis in their senior year or earlier before the start of the master's program
- A STEM major from UNC-Chapel Hill

A student should apply as early as they can in their senior year (preferably for Spring; the application is then deferred to Fall). They should also contact the Director of Graduate Studies to

Students are encouraged to get in touch with the Student Services Office if they are interested in the "Plus One" program.

Dual Programs with City and Regional Planning

The Department offers dual degrees with UNC-Chapel Hill's Department of City and Regional Planning (CRP), one of the oldest and most distinguished of its kind in the country. This allows a

student to finish two master's degrees within three years. Students must fulfil the requirements of both degrees, though a single final research project can count for both departments, as long as it fulfils both sets of requirements. Any ESE master's degree can be taken as part of the joint degree. Typically, a student would spend one year in one department, the next in the other, and the last finishing off the requirements for both degrees. Nine credits (for the MS and MSEE) or twelve credits (for the MPH or MSPH) may be cross-credited. Students need not be admitted to both degrees simultaneously – i.e. a student could spend one year in one program before applying to the other.

Students are encouraged to get in touch with the Student Services Office if they are interested in the dual degree program with CRP.

Graduate Degree Requirements at a Glance

Degree	MSPH	MPH	MSEE	MS	PhD
Minimum Credits Required for Graduation	42	42	30	30	No minimum overall, includes research skill, research hours and dissertation
ENVR 400 (Does not count toward minimum credits)*	≥15 Seminars attended	≥15 Seminars attended	≥15 Seminars attended	≥15 Seminars attended	≥30 Seminars attended, plus a Seminar presentation
Formal Coursework	≥24 credits	≥24 credits	≥24 credits	≥24 credits	No minimum
Graduate Coursework in ENVR	≥15 credits	≥15 credits	≥15 credits	≥15 credits	No minimum
Engineering Coursework			≥12 credits		
Research Skill					≥6 credits
Formal Minor (Optional)**	≥9 credits	≥9 credits	≥9 credits	≥9 credits	≥15 credits
Public Health Core***	REQUIRED	REQUIRED			
Practicum (ENVR 981, 1+ credits)	REQUIRED	REQUIRED			
Introduction to Public Health Course†			REQUIRED	REQUIRED	REQUIRED
Coursework in Epidemiology‡				REQUIRED	REQUIRED
Engineering Brief (ENVR 990)			2x1.5 credit (typical) ≥3 credits		
Research Hours (ENVR 991)	≥3 credits	≥3 credits		≥3 credits	≥6 credits
Master's Technical Report (ENVR 992)	≥3 credits	≥3 credits	≥3 credits		
Master's Thesis (ENVR 993)				≥3 credits	
Doctoral Dissertation (ENVR 994)					≥6 credits
Committee	≥3 members	≥3 members	≥3 members	≥3 members	≥5 members

*Note feedback requirements on ENVR 400 website
**These credits are taken in addition to ENVR requirements
***Consists of ENVR 430, BIOS 600, EPID 600, HBEH 600, HPM 600
†This may be SPHG 600 or PUBH 680
‡This may be EPID 600, ENVR 601, or another advanced EPID course

III. Academic Reminders

ENVR 400

All ESE masters and doctoral students have the following seminar requirement for graduation:

- For students pursuing masters degrees - Receive credit for 15 seminars in the In-house Seminar Series within the time period to complete degree.
- For students pursuing doctoral degrees - Receive credit for 30 seminars in the In-house Seminar Series with at least 15 before admission to candidacy, and present a seminar in the series no later than the semester before the one in which you plan to defend your dissertation. Seminar credits received by students while on the Masters track in this department carry over to the PhD track. Students are strongly encouraged to begin meeting this requirement in the first semester of their program.

Note that there is a feedback requirement as well (please see the ENVR 400 website for details).

The credit requirements for both Masters and Doctoral degrees are validated by the student enrolling in ENVR 400 one time during each degree as described under "Procedures" below. At the end of the semester of enrollment and provided all other requirements have been met, the credit sheet will show a "Y" in the two far right columns indicating you are cleared for graduation. Students are expected to attend seminars each semester. If you have a class conflict, notify the instructors.

ENVR students can now check their status in meeting the requirement throughout the semester by choosing "Credit" in the top menu and checking the line against their PIDs. This is a work in progress in response to student suggestions so please be patient with us as we try to update this perhaps every 2-3 weeks. At the end of each semester students will be reminded to check your status on this page and have 2-3 weeks to bring any errors to our attention. After that time, the record becomes permanent. At the beginning of the following semester, the page will bring forward the total number of credits from the previous semester to continue the ongoing tally.

The seminars are intended to provide the students with exposure to the breadth of the research activities in the Department. Graduate students, post-docs, and faculty members will present seminars on a variety of topics. The seminars also provide an opportunity for doctoral students to gain experience with oral presentations of their research aimed at a diverse audience. The enrollment requirement is in place to encourage students to support their colleagues in this endeavor, to provide feedback to them, and to ask questions to gain a better understanding of their work.

Each semester the department offers between 8 and 10 seminars in the ENVR 400 series at a fixed time and place. See the ENVR 400 webpage for location and time.

Students must bring their One Card and have it scanned in by the TA. NO CARD means NO ATTENDANCE CREDIT - NO EXCEPTIONS. Late arrival (i.e. after completion of the introduction of the speaker) or early departure invalidates the student's participation in a seminar. No substitutions of other seminars will be accepted.

Each student will enroll once for 1 credit of ENVR 400 in the semester they anticipate meeting the requirement (for masters students - attendance credit for at least 15 seminars; for doctoral students - a seminar presentation on their research plus attendance credits for at least 30

seminars not including their own presentation). If they do not meet the requirement in the semester they are enrolled, they will receive an incomplete that will require them to meet the seminar requirement within the next 12 months. If the student does not meet the requirement he/she will not be permitted to graduate. Please note that the credits obtained for ENVR 400 cannot be counted as part of the minimum number of credits required for graduation.

If you have any questions related to the course requirements, please contact Dr. Howard Weinberg.

Practicum

MSPH and MPH students must complete a practicum (ENVR 981) as part of their program. This can be anything from one to nine credits. A rough guide is that one credit is equal to 45 hours working at the practicum site.

The practicum is supervised by a preceptor at the site, and graded by the student's faculty advisor in consultation with the preceptor. More information is available on the Department's and School's websites.
BSPH students may also complete an undergraduate practicum (ENVR 593) as a substitute to the capstone (ENEC or ENVR 698).

Finishing and Graduation

All graduate programs offered by the Department of Environmental Sciences and Engineering require the completion of a project. Doctoral students write a dissertation, MS students a master's thesis, and MSPH, MPH and MSEE students complete a technical report. Submission guidelines as follows.

Thesis (MS) and Dissertation (PhD)

Please refer to the graduate school's submission instructions. After the thesis or dissertation is revised to the faculty advisor's satisfaction, the student will upload it to the ProQuest Theses and Dissertations database (note that there is a fee). The Graduate School will review it before it is published and may require some revisions (usually formatting) from the student.

The Department's student services office needs the confirmation email from the submission system, and notification from the advisor that it was ready to submit before any paperwork is processed.

Technical Report (MSPH, MPH, MSEE)

The Department requires that the student submit:

1) a digital (PDF) copy uploaded to the Carolina Digital Repository using this form. These will be checked by the student services office before being published on the CDR site. Embargoed reports will become "active" in the system after the embargo ends.

2) the student should check with their advisor to see whether they want a paper copy.

BSPH Honors students who write an honors thesis upload their thesis to the Carolina Digital Repository; they receive instructions on how to do this in due course.

IV. Helpful Information

Waiving School of Public Health Requirements

Students may petition to waive School of Public Health course requirements if they possess the appropriate background, or they may substitute other courses in certain circumstances. More information is available on the Academic Forms and Policies website.

MS, MSEE and PhD students with previous public health degrees do not need to meet the SPHG 600/PUBH 680 requirement.

Declaring a Minor or a Second Major

To declare a minor, **undergraduate students** at the Gillings School of Global Public Health must fill out the form on the Office of Student Affairs' website, and bring it to the ESE Student Services Office. The procedure for declaring a second major is quite different, and it is also located this page (note that this should be completed before the beginning of the student's junior year).

To request a minor, **graduate students** must fill out the appropriate form ("Minor Declaration Form" on the Graduate School's forms page, and bring it into the student services office. Note that the courses in the minor field must be completed *in addition* to ESE requirements for the graduate degree, as per the Graduate School's handbook.

Inter-Institutional Registration

UNC-Chapel Hill has inter-institutional agreements with Duke University, North Carolina State University, North Carolina Central University, and the UNC Campuses in Charlotte and Greensboro. More information is located here on the registrar's website. The form must be signed by the student and their advisor before being submitted to the Student Services Office.

Residency and Tuition Remission

The state of North Carolina distinguishes between residents and non-residents for tuition purposes. Non-residents must pay an out-of-state portion of tuition.

Information on residency is located here on the Graduate School's website. Non-residents are strongly encouraged by the Department to apply for residency as soon as they can. It is possible to obtain residency shortly after a year of living in North Carolina, but only if a substantial amount of tasks (e.g. registering a vehicle, registering to vote, paying taxes in North Carolina) are completed within a short period of time after moving to the state.

International students cannot apply for residency, though permanent residents of the United

States can (see the North Carolina State Residence Manual linked to from the Graduate School's website for more information).

Insurance

If a student is on the RA/TA/Fellow (GSHIP) plan, they must waive the compulsory UNC insurance every semester. If a student is on other insurance (e.g. a spouse's) they must waive the compulsory UNC insurance every semester.

Otherwise, the student will be enrolled in the regular student plan (and be billed accordingly - $1000+/semester for 2016/17).

RAs, TAs and Fellows who are on the GSHIP should fill out the 1112.1.1f UNC-CH Graduate Student Health Insurance Program form and submit to the Student Services Office as soon as they can, preferably before August.

Note that for students graduating, the GSHIP is cancelled quite soon afterward (the end of May for May graduates), so they should make other arrangements as soon as they can, whether through an employer or through the marketplace.

Fees Payroll Deduction

Students on Payroll (not that this does not include students who are being funded through training grants) may request that their fees be deducted from their salaries in Fall and Spring.

Guidelines for Formatting Theses, Dissertations and Technical Reports

Theses, Dissertations and Technical Reports should follow the formatting guidelines as laid out in the Graduate School's Thesis and Dissertation Guide.

Guidelines for Submitting Theses, Dissertations and Technical Reports

These are currently outlined on the Submission of Final Work webpage. Currently, technical reports (MSEE, MSPH, MPH) are submitted to the Carolina Digital Repository; theses and dissertations (MS, PhD) are uploaded to the ProQuest database through the Graduate School.

Policies for Changing Degree Programs and Advisors

Current students may change their master's degree program with the permission of their advisor.

Master's students interested in moving from a master's to a doctoral program should consult with their faculty advisor and the student services office. The Graduate School offers two options: bypassing the master's and proceeding beyond the master's.

Students may change their academic or research advisor if they find a willing new advisor to take them on. There is no formal process for this, but students should consult with their current advisor, particularly if they are being funded through a research assistantship with that advisor.

Room and AV Reservations

More information is located on the Gillings website.

Poster Printing

ESE owns a poster printer available for the use of ESE-affiliated students, staff and faculty. It is located in Rosenau 149. Information on booking the printer is available.

Courses

A current listing of courses is available on our department's course page.

Faculty Research Interests

Please see our faculty research page here.