

UNC Gillings Global School of Public Health
Master of Public Health Program in Asheville
2021-2022 Handbook

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Welcome

Welcome to the UNC-Chapel Hill Gillings School of Global Public Health in Asheville and your Master of Public Health Degree Handbook! We look forward to working together with you to make your journey to a master's degree as productive and enriching as possible. This student handbook is designed to serve as a guide for students in the Asheville MPH program as you navigate your way toward the completion of your degree. In this handbook, we outline both opportunities and obligations of students, faculty, and staff, to contribute to your successful education in the Asheville MPH program. This guide is intended to complement the information contained in the [Graduate School Handbook](#). In instances of discrepancy between these guidelines and the Graduate School Handbook, the latter takes precedence.

The Master of Public Health is a competency-based, practice-oriented degree program, designed to provide you with a breadth and depth of knowledge and skills in public health principles and practice through didactic preparation and applied learning experiences.

In the Asheville MPH program, faculty will teach and assess you on public health foundational competencies in the integrated core courses. Faculty will teach and assess you on discipline-specific competencies with additional depth and breadth in your concentration courses. Your MPH practicum and culminating experiences will provide you with opportunities to practice MPH competencies in an applied setting.

Upon successful completion of the Asheville MPH program, you will be able to demonstrate to current or future employers a valuable set of public health competencies that will enhance your ability to achieve your professional goals while contributing to the organization. You are encouraged to note competencies on your resume and describe your applied learning experiences during interviews, as evidence of your marketable skills and knowledge.

COMPASS

COMPASS is an acronym for Core Online Modules to Promote and Accelerate Student Success. COMPASS was developed for students to help ensure you have the skills and background needed to hit the ground running on your first day of the MPH Degree program.

Ethics and Justice is a cornerstone of our MPH degree program. This module is the first introduction you'll have to these topics. We are also providing you with resources to help you navigate your degree, as well as free access to CITI Research Ethics certifications, which are required to do any research that involves people.

COMPASS includes the following topical modules:

- **Ethics, Justice, Diversity & Inclusion** – Increase awareness of ethical issues & potential injustices in Public Health policy and practice
- **Quantitative Skills & Stata** – Assess, strengthen, and build confidence in quantitative skills
- **Research Ethics** – Training & Certification for responsible conduct of research
- **Honor Code & Plagiarism** – Review the UNC Honor Code and identify types of plagiarism
- **UNC & Gillings Resources** – List of resources available to help students meet needs
- **Writing, Citing and Efficiently Using the Library** – Introduction to using library resources for research, evaluation of writing skills and recommended resources for skill-building
- **Leadership & Teamwork** – Deepen self-awareness and apply insights to more effective teamwork

COMPASS has approximately 15-20 hours of content; we strongly encourage students to begin COMPASS as soon as possible so they have enough time to move through the content and complete the assignments.

Some assignments in COMPASS carry points, which apply toward a student's final grade in MPH core classes. We strongly encourage students to complete these assignments ahead of time; they will contribute to some of the work you'll be asked to do in your courses and reduce your workload the first week of classes. Additionally, some assignments require a few hours of your time; we recommend students leave enough time to work on assignments before the semester begins.

The Master of Public Health (Asheville MPH Program)

Degree

Gillings faculty have thoughtfully designed the Gillings MPH integrated core curriculum, infusing their collective passion, expertise, and experience into the courses. You will develop the foundational public health knowledge—comprised of 12 public health foundational learning objectives and 22 MPH foundational competencies—defined by [Council on Education for Public Health](#) (CEPH), the specialized accrediting agency for public health education. While all students in CEPH-accredited MPH programs will learn this same foundational public health knowledge, only Gillings MPH students will receive this innovative and exceptional core training from Gillings faculty.

Asheville MPH Program Core Courses

The Gillings MPH Core is the centerpiece of the Master of Public Health program at Gillings. Since you are pursuing your MPH full time, this sequence is integrated and utilizes a 15-credit curriculum. Created by students, faculty and staff from across the Gillings School, the MPH Core gives students the opportunity to start solving big public health problems right away. Throughout the core course work students develop core competencies that they can apply in global and local contexts, including the importance of humility and cultural competency in addressing health disparities. In the Asheville MPH program, these core courses are co-taught by both UNC Gillings faculty and an interdisciplinary team of Asheville-based adjunct faculty, including public health practitioners in and around Western North Carolina. The Gillings MPH Core curriculum draws on essential public health principles, methods and evidence, spanning disciplines to teach students how to identify, understand and solve public health problems.

During the fall semester, students focus on identifying, describing and prioritizing public health issues. In the spring semester, students work on developing and communicating public health solutions. In both semesters, students take part in interdepartmental team projects, including a white paper and presentation in the fall and a proposing a solution to a public health problem in the spring. Please work with your academic coordinator/ student success advisor closely regarding the order and number of courses and any related questions.

SPHG 711 -Data Analysis for Public Health:

This introductory course is part of the MPH core curriculum and focuses on the biostatistics and analysis methods commonly found in public health. Students will learn to produce, interpret, and use straightforward data analyses. (2 credits)

SPHG 712 -Methods and Measures:

This course is part of the MPH core curriculum and introduces epidemiologic concepts and how to describe population patterns of health, inequities, and their determinants. (2 credits)

SPHG 713 -Understanding Public Health Issues:

This course is part of the MPH core curriculum and provides students with the skills to identify and describe public health issues in specific contexts. (2 credits)

SPHG 721 - Public Health Solutions: Systems, Policy and Advocacy:

This course explores how public health practitioners establish priorities for action, with context and community as crucial factors. We examine strategies for addressing public health problems at each level of the social-ecological framework. Builds on first semester MPH core courses. (2 credits)

SPHG 722 -Developing, Implementing & Evaluating Public Health Solutions:

Students will identify, analyze and prioritize potential public health solutions. In addition, students will learn to adapt evidence-based solutions, engage with stakeholders, and disseminate solutions. Builds on first semester MPH core courses. (4 credits)

SPHG 701 – Leading from the Inside-Out:

This course prepares students for public health practice by helping students examine, unpack, and mitigate their own biases, introducing fundamental leadership skills necessary to advance equity.

SPHG 702-Practicum Evaluation & Interprofessional Practice:

This course awards credit to required practicum assignments and a series of interprofessional practice activities designed to provide the foundational skills needed to work in teams to effectively collaborate and coordinate care in population health.

MPH Core Course Exemptions and Substitutes

Students may apply for exemption from SPHG 711, and/or SPHG 712. Students must demonstrate in the application that they have achieved the learning objectives and competencies covered in the required core course through other coursework completed in the past five years. Examples may include coursework completed at another university, through a different degree program, or not on the list of approved substitutes. In rare circumstances, coursework completed more than 5 years ago may be considered in combination with demonstration of competencies through professional work experience. It is important to note that an exemption does not reduce the number of credit hours required for your degree. Rather, receiving an exemption generally provides a student with more flexibility to take electives.

Practicum

Overview

A practicum is a planned, mentored, and evaluated work experience (paid or unpaid) that enables students to integrate and apply their Gillings MPH training in a professional public health setting. The practicum gives students an opportunity to:

- Explore areas of professional interest
- Apply and gain new public health skills
- Contribute to organizations advancing public health
- Network with public health professionals
- Demonstrate competency attainment
- Gain feedback on professional skills and performance

Our goal for the Gillings MPH practicum program is to facilitate high-quality, equitable, and consistent practicum supports for all Gillings MPH students with an ongoing commitment to:

- Ensuring all MPH students have a strong grounding in practice;
- Facilitating opportunities for students to develop skills that support their career goals and employability;
- Increasing the impact of MPH practice activities within the state and beyond;
- Strengthening campus-community partnerships; and
- Feasibly meeting and documenting Council on Education for Public Health (CEPH) accreditation requirements.

Requirements

To satisfy degree requirements, a Gillings MPH practicum must:

1. Be public health practice, research, and/or policy focused.
2. Allow for the application of graduate-level public health skills and demonstration of [CEPH MPH Foundational Competencies](#).
3. Yield at least two student-generated products, produced in the practicum setting for the practicum setting, that allow for demonstration of five [CEPH MPH Foundational Competencies](#).
4. Be mentored by a supervisor (preceptor) with an advanced degree in public health or related field or equivalent experience with expertise in the practicum project area.
5. Take place in a location approved for student travel ([UNC Travel Policy](#)), and the student must complete [UNC Gillings International Pre-Departure Travel Requirements](#) prior to travel if applicable.
6. Comprising a *minimum* of 200 hours (equivalent to five weeks of full-time work).

A student must complete SPHG 701, SPHG 711, SPHG 712, SPHG 713, SPHG 721, and SPHG 722 and have their learning agreement approved by their practicum manager prior to beginning their practicum.

For more information, please visit the [MPH Practicum webpage](#). Please direct practicum questions to mphpracticum@unc.edu.

Culminating Experience

Each student completes a 3-credit culminating experience and produces a high-quality written product that is completed near the end of the program of study. In the written product, students will be assessed on their attainment of four competencies, two foundational and two concentration specific. This culminating experience ideally is delivered in a manner that is useful to external stakeholders, such as non-profit or governmental organizations, and could take the form of a course-based capstone project or master's paper but will be tailored to the concentration a student chooses.

At the Asheville campus, the culminating experience requires that students:

1. Work with an organization, group or community, preferably in Western North Carolina. Please note: community-based projects should include community perspectives and input in defining the problem and shaping the project – please build in sufficient time for this vital part of the process.
2. Deliver a 25-30 page (double-spaced) high-quality writing product that demonstrates critical thinking and attainment of at least two Council on Education for Public Health (CEPH) MPH Foundational Competencies and two concentration competencies
3. Provide a summary of the project including introduction, methods, results, conclusion, and lessons learned.
4. Work with their Asheville academic mentor as their first reader and preceptor from the host organization as their second reader. Preceptors should be experts with deep knowledge of the topic you are writing about, methods you are using, and/or expertise in the setting your paper addresses. Upon occasion, an alternate second reader is required. If this may be the case for you, discuss early on with your mentor.

Academic Advising/Your Academic Coordinator

We are committed to providing the advice, assistance, and support that you need to be successful during every step of your educational journey at Gillings. As a graduate student, you can expect a quality advising and mentoring experience from staff and faculty at Gillings. It is also important that you reach out to get what you need in terms of help and support. A successful system of academic advising and mentoring is highly dependent upon a shared commitment of students, staff, and faculty, as well as access to timely and accurate information. Your designated Academic Coordinator/Student Services Director can be located here: [Office of Student Affairs](#)

Below is a brief description of the advising/mentoring roles that these individuals play so that you know who to contact:

Academic Coordinators

They have expert knowledge of the degree requirements within your program of study and a working knowledge of academic options and resources at Gillings and throughout the University. Academic Coordinators are expected to involve students in decision-making about their program requirements and options, and will encourage you to ask questions, gather information and get the resources needed for a successful experience.

In the Asheville MPH program, students have access to a Student Services Director through the UNC Health Sciences department at the Mountain Area Health Education Center (MAHEC) and an Academic Coordinator at UNC Gillings. Your primary contact for day to day student needs will run through your Student Services Director, who you can expect to:

- Serve as your primary academic advisor and coordinate all student services within the program
- Be an expert on navigating academic policies, procedures, program requirements, and campus resources
- Be available via email, appointment, and/or group/cohort academic advising sessions.

Your Student Services Director will work in partnership with your Academic Coordinator at UNC Gillings to:

- Coordinate necessary paperwork including, but not limited to drop/add requests, policy exceptions, transfer requests, leave of absence, etc.

What can the Student Services Director help with?

- *Academic Success Strategies:* The Student Services Director will work with program faculty to help you develop strategies for success in the Asheville MPH program, including effective study habits, test-taking strategies, time management, and addressing test anxiety.
- *Academic Advising:* The Student Services Director will work with you to help you navigate degree requirements, clarify progress toward degree completion, and review graduation timelines.
- *Identify Resources:* Ever feel overwhelmed or stressed out? Your Student Services Director will work to connect you with the right resources to help clear a path to success.

Cohort Academic Advising

The Asheville MPH program's Student Services Director will facilitate general and/or concentration specific MPH cohort academic advising every semester. Cohort academic advising is an efficient mechanism for disseminating timely information (e.g., course registration, support services, professional development opportunities, graduation requirements, etc.) that is relevant to all students in the cohort. Cohort (concentration specific), advisement will typically be scheduled at least 4 weeks prior to the opening of registration for the coming semester.

Faculty Mentors

They help students develop professionally by suggesting opportunities based on their own expertise and experience in the field, connecting students to professional networks relevant to their interests, and providing guidance on career interests. Faculty Mentors stay current with trends in the field, conferences and professional development opportunities, and other valuable discipline-specific resources. Faculty Mentors often write letters of reference and support students who are seeking funding, awards or job opportunities.

Your Faculty Mentor:

- Your Gillings School Faculty Mentor is assigned by your concentration;
- Serves as an expert in a specific field of study within your concentration;
- Provides feedback regarding course selection to meet your overall academic goals and career interests;
- Suggests professional development and job or award opportunities;
- Is available by appointment (typically not drop-in). Contact your Faculty Mentor by email and request a meeting to introduce yourself (do not hesitate to email again if you do not receive a reply to the first message within 2 business days);

- Helps clarify practicum learning objectives and assists with making decisions among different practicum placement opportunities;
- Signs practicum learning agreements, assists with problem solving during the practicum (as needed), and, reviews and grades the final practicum products to ensure competencies are mastered; and
- Assists students in identifying professional and career goals; may provide advice and support for career decision-making.

Developing a Successful Relationship with Your Faculty Mentor

While each student is assigned an individual Faculty Mentor, you are also encouraged to reach out to other faculty members during your time in the Asheville MPH program. Faculty members and section instructors can serve as future references for you, connect you with future employers, and/or help you with networking and career planning in your area of study. The value of building relationships with the phenomenal teaching team members in the Asheville MPH program is worth your time and effort during your degree journey and long after.

Students are responsible for scheduling, preparing for, and keeping appointments with faculty members. Students should seek out contacts and information. Do your homework about program requirements before you meet with a faculty member to use your meeting time efficiently. Be clear in letting the Faculty Mentor know what you need – you can send agenda items in advance of your meeting. In graduate school, students are responsible for making their own decisions based on the best information and advice available.

Time Required for Degree Completion

In the Asheville MPH program, students normally follow a 21-month schedule to complete all program requirements and graduate. These 21 months are divided into 4 semesters and a summer practicum.

A master's student has five calendar years from the date of first registration in the master's program to complete the master's degree (e.g., if the date of first registration is August 2019, the five-year time limit expires August 2024). [Reapplication](#) is required to continue pursuit of the degree if the five-year limit expires.

If no course is taken during either Fall or Spring term, the student is considered inactive and will have to apply for readmission. Students who lapse enrollment lose official student status and recognized University affiliation. Relinquishing formal student status can disadvantage students by eliminating their eligibility for financial aid. Further registration is contingent on a final readmission decision by the Graduate School. The student must initiate the readmission process well in advance of the upcoming registration period. Additional details and forms are provided in The Graduate School Handbook (<https://handbook.unc.edu/admission.html>)

Elective Policy

Currently, there are 9 required elective hours in the Asheville MPH program. These courses are taught in the third and fourth semesters of a student's degree plan. As the Asheville MPH program is a residential program offered in WNC, these elective courses are selected annually by faculty from the Asheville MPH program and follow the standard guidelines put forward by UNC Gillings.

Elective courses in a Gillings School of Public graduate degree concentration courses must be at the 400 level and above. Electives outside of Gillings School of Public Health graduate degree concentration must be 500 level and above. For more detailed information speak with your Student Services Director.

Comprehensive Exam

The comprehensive exam is a required milestone for the MPH degree by the University of North Carolina at Chapel Hill Graduate School. The comprehensive exam will test student's MPH core foundational knowledge attained from taking the MPH Core courses: SPHG 701, 711, 712, 713, 721, and 722. Students will have an opportunity to demonstrate synthesis and higher order learning of the 22 core competencies achieved in the MPH Core courses during the exam. The exam will be administered and graded by Gillings faculty and clear instructions on how to prepare for and complete the comprehensive exam will be provided.

The comprehensive exam will typically be offered once in the Fall and once in the Spring for students in the Asheville MPH Program and cannot be completed by students until after all MPH core courses have been successfully completed. Should students not successfully pass the comprehensive exam a remediation plan will be developed. Students cannot retake the comprehensive exam for 90 days after the initial exam.

The Master of Public Health (MPH) Degree Requirements

All candidates for the Master of Public Health in the Gillings School of Global Public Health are required to successfully complete:

1. 15 MPH Core credits: SPHG 701, SPHG 702, SPHG 711, SPHG 712, SPHG 713, SPHG 721, and SPHG 722
2. 15 Concentration credits: A concentration in one of the departments or curricula of the School, by satisfying whatever requirements that department or curriculum may set.
3. 9 elective credits (see policy and guidelines for choosing electives below).
4. 3 culminating experience course credits
5. A minimum of 42 credit hours to meet CEPH requirements.
6. A minimum of 200 hours of supervised practicum field experience.
7. The MPH Comprehensive Exam
8. All degree requirements and milestones are set forth by the Gillings School and the UNC Graduate School.

Asheville MPH Program Concentration

In the Asheville MPH Program, we offer students the [Place-Based Health](#) concentration.

Place-Based Health Concentration Competencies:

- **PBH01** - *Analyze* the concept of place in a context of key public health issues locally in Western NC and adapt these concepts to communities in state, regional, national, and global settings.
- **PBH02** - *Integrate* place-based sociological, anthropological, educational, economic, environmental, and other theoretical perspectives with public health practice.
- **PBH03** - *Expand* personal leadership skills to engage and motivate individuals, teams, and communities for health.
- **PBH04** - *Design* applied research studies to investigate a question of public health importance.
- **PBH05** - *Apply* the principles of community change models to support and promote healthy and safe physical and social environments and advocate for health equity.
- **PBH06** - *Apply* the principles of systems and design thinking in the framework of local health systems to promote health and social equity.

Requirements for the [Master of Public Health](#) degree in the [Place-Based Health](#) concentration for students matriculating in Fall 2020 and thereafter.

Course #	Course name	Credits
MPH Integrated Core		12
SPHG 711	Data Analysis for Public Health	2
SPHG 712	Methods and Measures for Public Health Practice	2
SPHG 713	Understanding Public Health Issues	2
SPHG 721	Conceptualizing Public Health Solutions	2
SPHG 722	Developing, Implementing, and Evaluating Public Health Solutions	4
	MPH Comprehensive Examination	
MPH Concentration		15
PBH 734	Place-Based Theory in Public Health	2
PBH 736	Individual Transformation Applied to Public Health and Place	2
PBH 737	Place-Based Research and Evaluation Methods	2

PBH 738	Place-Based Community Transformation	3
PHH 739	Place-Based Systems Transformation	3
PBH 740	Implementation of Place-Based Theory and Design in Public Health	3
	MPH Practicum	3
SPHG 701	MPH Practicum Preparation	2
	MPH Practicum hours: 200 (minimum)	
SPHG 702	MPH Practicum Reflection	1
	MPH Electives	9
	Elective (Graduate-level course)	3
	Elective (Graduate-level course)	3
	Elective (Graduate-level course)	3
	MPH Culminating Experience	3
PUBH 992.005	Place-Based Health MPH Culminating Experience	3
	MPH Degree Total	42

Asheville MPH Program Tuition and Fees Structure

Tuition and fee charges are per credit hour. Tuition/Fee Waivers are not allowed for this program. For the 2021 – 2022 Academic year, tuition rates per credit hour are as follows.

NC Resident Tuition- per credit hour	Mandatory Fees	Semester Max
\$ 1,023.23	\$ 1,008.32	\$ 9,209.00
NC Non-Resident Tuition	Fees	Total
\$ 1,997.40	\$ 1,008.32	\$ 17,976.50

Registration

Graduate and professional school students are randomly assigned appointment times. You may register any time after your enrollment appointment day and time. Appointments are randomly assigned from 8:30 AM–3:45 PM, Monday-Friday.

Remember that your enrollment appointment is only the beginning of your registration period, and you have through the term starting to add classes. Check registration dates each term (including the last dates to add and drop online at <https://registrar.unc.edu/academic-calendar/>).

To find out your enrollment appointment date/time for the term:

1. Log in to your ConnectCarolina Student Center.
2. Click on the link under “Enrollment Dates”.
3. Select the term to view your assigned enrollment appointment.

You will be able to start enrolling on the date and time of your enrollment appointment.

After this time, the registration system will operate on a 24/7 schedule (24 hours/day, 7 days/week), except for occasional times when the system is down for maintenance.

Please note that support from campus offices will only be available during normal business hours.

- Remember to check any holds you have that will prevent registration prior to your enrollment appointment starting and continue checking that section throughout the registration period! To check holds, go to the Holds section on your ConnectCarolina Student Center.
- Some students and departments require advising appointments prior to enrolling for the term. If this applied to you, you would see an Advising hold.
- If you are graduating at the end of the current semester and have not been officially admitted into a new program, you will not be activated to register.

- Review important University policies located at <https://registrar.unc.edu> , under “Registration” and then “Registration Policies.”
- Students expecting financial aid, departmental funding or other third-party support may request deferment of their term bill that is due prior to the start of each term.
- Deferment requests must be submitted by the due date on the first bill of each semester.

To DEFER your bill:

1. Log in to [ConnectCarolina](#) and access the Student Center through Self Service.
2. In the Student Financials section, select Request Deferment from the drop-down box.
3. Click/check the box for Financial Aid Deferment AND the Statement of Understanding and then click submit.
4. There will be a confirmation screen after you hit submit, click OK. You must request the deferment before the due date on the billing statement.

The new due date will be displayed under Charges/Bills in the Student Financials drop down list section of the Student Center. Once the new due date is less than 30 days away, the balance will show as DUE NOW instead of FUTURE DUE.

Please follow this link for the registration guide

(<https://registrar.unc.edu/guide/registration-tasks/registration-faqs/registration-faqs/>).

FERPA

Under the federal **Family Educational Rights and Privacy Act (FERPA)**, personally identifiable information may not be released from a student’s education records without their prior written consent. For more information please follow this link to the graduate school handbook. [FERPA](#)

Graduate Grading Scale

All master's programs administered through The Graduate School operate under the same grading system. The graduate grading scale in use at UNC-Chapel Hill is unique in that it cannot be converted to the more traditional ABC grading scale. Graduate students do not carry a numerical GPA. Grading at the graduate level is intended to offer feedback to students on their performance in a given course, including once students reach the thesis and dissertation stage. Faculty are encouraged to specify course requirements and grading expectations for students. Students enrolled in courses numbered 400 and above must receive one of the following grades.

Graduate Permanent Grades

1. **H:** High Pass - Clear Excellence
2. **P:** Pass - Entirely Satisfactory Graduate Work
3. **L:** Low Pass - Inadequate Graduate work

4. **F:** Fail

Special Permanent Grades

1. **F*:** Fail-Administratively Assigned, equivalent to F
2. **NG:** No grade assigned; administratively assigned only
3. **XF:** Fail-Honor Court hearing outcome; equivalent to F

Temporary Grades

1. **AB:** Absent from final examination
2. **IN:** Work Incomplete
3. **NR:** Not recorded

Failure to remove temporary grades of IN, AB and NR by the last day of classes of the term in which a student plans to graduate will prevent graduation. A temporary grade converts to F* unless the grade is replaced with a permanent grade by the last day of classes for the same term one year later.

Temporary grades are not available as a graduate grade in thesis and dissertation research courses (992/993/994). Faculty advisors and instructors should use the permanent HPLF graduate grading scale for reflecting academic progress on research in each term. Exception requests should be directed to The Graduate School. When extenuating circumstances warrant, The Graduate School may grant a student a time extension to complete a course and replace a temporary grade. The student must first complete the [Request for Extension of Time Form](#) and receive approval from their academic program, after which time the program's director of graduate studies may forward a petition for extension to The Graduate School.

Absent (AB) Grade:

An AB grade must be given to a student who did not take a final exam regardless of the reason but might have passed the course had they done so. AB is a temporary grade that converts to F* unless the grade is replaced with a permanent grade by the last day of classes for the same term one year later.

If the absence is officially excused by the instructor, the student must take the final examination at a reasonable time designated by the course instructor, in no case to exceed one year from the original examination. Since the grade of AB is given after the deadline to change courses in that semester, a student may not retroactively drop a course where an AB was received. The student must complete the final exam in the timeframe expected or earn F*.

Incomplete (IN) Grade:

A grade of IN is given when the course instructor determines that exceptional circumstances warrant extending the time for the student to complete the course. Instructors should assign an IN when the student took the final examination but did not complete some other course requirement. IN is a temporary grade that converts to F* unless the grade is replaced with a permanent grade by the last day of classes for the same term one year later. An incomplete grade may not be submitted when a student is absent from the final examination; in such cases, AB is the appropriate grade.

The instructor may set the maximum allowable period for completing the course, but in no case will this extension exceed one year. If the time allowed is to be less than one year, this information should be transmitted in writing to the student and copied to The Graduate School. It is the sole responsibility of the student to complete the course and initiate the grade change prior to the one-year deadline.

Since the grade of IN is given after the deadline to change courses in that semester, a student may not retroactively drop a course where an IN was received. The student must complete the work in the timeframe expected or earn F*.

Not Recorded (NR) Grade:

A grade of NR is administratively assigned by the University when the deadline to assign grades in each term passes and the instructor has not finalized the grade roster. NR is a temporary grade that converts to F* unless the grade is replaced with a permanent grade by the last day of classes for the same term one year later.

Since the grade of NR is listed after the deadline to change courses in that semester, a student may not retroactively drop a course where an NR was received. The student must complete the work and work closely with their instructor to ensure a permanent grade is assigned.

Grade Change

Course grades of H, P, L, F, and F* are permanent grades. A permanent grade may be changed upon the initiative of the instructor, only in cases of arithmetic or clerical error, and then only with the approval of the director, chair or dean of the instructor's academic program and of The Graduate School.

Such grade changes may be made no later than the last day of classes of the next succeeding regular semester. The Graduate School can serve as the Dean's Office authorization for University Registrar forms. More information about graduate grade changes can be found in the [University Registrar's Policy Memo No. 24](#).

Grade Appeal

Before filing any appeal of a course grade, the student should first address his or her concerns to the instructor who assigned the grade. Should the instructor detect an arithmetic or clerical error that negatively influenced the grade assignment, a grade change form should be executed reflecting the corrected grade. An instructor may not initiate a change of a course grade as a result of reevaluating the quality of the student's performance or as a result of additional work performed by the student.

If, after consultation with the instructor, a satisfactory resolution cannot be reached, the student may appeal the grade to the instructor's chair or dean. Such an appeal should be lodged by the student in writing with the instructor's chair or dean, with a copy to be provided by the student to the instructor, and should cite the evidence by which the student judges

- that an impermissible element existed in the instructor's evaluation of the student's coursework and
- that it influenced the grade assignment to the detriment of the student.

Appeals should be submitted no later than the last day of classes of the next succeeding regular semester.

For an appeal of a course grade to be considered, it must be based upon one or more of the following grounds and upon allegation that the ground or grounds cited influenced the grade assignment to the student's detriment:

1. arithmetic or clerical error;
2. arbitrariness, possibly including discrimination or harassment based upon the race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression of the student;
3. personal malice; and/or
4. student conduct cognizable under the Instrument of Student Judicial Governance.

For additional information, please refer to the Graduate School Handbook: [The Graduate School Handbook](#).

Add/Drop Policy

Courses may be added only during the official add period. Please refer to the MPH@UNC Calendar for official add period dates. The Graduate School can serve as the Dean's Office authorization for University Registrar forms. A Graduate School signature is required to process and add after the census date in each term. Effective dates are not altered. For courses scheduled outside the standard term dates, proportional deadlines are similarly applied.

Dropping Courses

Drop deadlines are listed in the University Registrar's Calendar. To drop a course outside the close of the normal drop period (generally eight weeks after classes begin) and before the last two weeks of a semester, the student must complete and obtain the required signatures on the Registration Drop/Add Form, available through the student's academic program or the Office of the University Registrar.

The Graduate School can serve as the Dean's Office authorization for University Registrar forms. A Graduate School signature is required to process a drop in a regularly scheduled course after the normal drop period in each term. Effective dates are not altered. No regularly scheduled course may be dropped in the last two weeks of classes in a fall or spring semester or during the last week of a summer session. For courses scheduled outside the standard term dates, proportional deadlines are similarly applied.

IMPORTANT NOTE: Dropping a course may have financial and academic consequences. Please refer to the Academic and Financial Policy Regarding Tuition and Drop Dates.

A student registered for and wishing to drop an inter-institutional course follows the same procedures and deadlines as required for dropping courses at UNC-Chapel Hill.

Official Withdrawal

Official withdrawal from the University is required if a student wishes to drop all courses after a semester begins. The student must submit an electronic Withdrawal Form through their ConnectCarolina Student Center and complete the withdrawal steps as indicated. If at the time of withdrawal, the student is failing any course, a grade of F is assigned to the student's permanent record and the student becomes ineligible to continue in The Graduate School.

A student who withdraws during the first semester of enrollment in an academic program may request [Readmission](#) if later wishing to pursue the degree. After two years have passed, the student must submit a [Reapplication](#) to that program if later wishing to pursue the degree.

Withdrawal from the University is not equivalent to a formal leave of absence from The Graduate School.

Attendance Policy

See individual course syllabi for attendance policy and discuss any questions or concerns with the course instructor.

Asheville MPH Program Expectations

All students are encouraged to maintain a strong rapport with their fellow students, faculty members, program staff, and all WNC community members. Central to the Asheville MPH Program is the belief that, to be effective in their profession, public health practitioners need to build strong relationships, not just with members of their own teams, but also with individuals from other sectors, disciplines, and viewpoints. As such, students are encouraged to engage with program members (students, staff, faculty, etc.) in and outside of the classroom with respect and to make conduct choices that are supportive of students' thriving while in the Asheville MPH Program and beyond.

To encourage such thriving, students will be invited to set "group norms" at the beginning of their time in the Asheville MPH Program. These group norms will be posted in Sakai, syllabi, and in classroom space as applicable, and will be reviewed at the beginning of each semester.

Overload Policy

Students should register for no more than 16 hours in any semester. A student enrolled in the summer may not register for, and will not receive graduate credit for, more than eight hours per session. Overload requests are considered on an exceptional basis and should be initiated by the student's academic program and forwarded to The Graduate School for approval.

Course Overload Request

Generally, students should register for no more than 16 hours in any semester. A student enrolled in the summer may not register for, and will not receive graduate credit for, more than eight hours per session. Overload requests are considered on a case-by-case basis. Students should contact their academic department's Student Services Office for a course overload form. That form must include a valid reason for

taking more than 16 credit hours and must be signed by the student's academic adviser and student services manager. Once signed, the course overload form will be forwarded to the Graduate School and registrar's office for approval.

Adverse Weather Policy

Since the Asheville MPH Program is housed permanently in the UNC Health Sciences Building at the Mountain Area Health Education Center (MAHEC) main campus in Asheville, NC, all adverse weather policies will follow that of MAHEC. For this reason, classes are held on MAHEC's campus regardless of the weather in the Chapel Hill area; we do not follow the university calendar for weather-related closures.

However, we are very aware that some of our students live in areas that may be impacted by weather or other natural disasters. Please stay in close contact with your instructors and your Student Services Director to discuss arrangements they may be able to offer.

Asheville MPH Program Transfer Credit Process

Students requesting transfer credit to count towards the following course should follow this process. Students must provide a transcript, showing the grade they received in the class, along with a syllabus of the course for consideration. Students can only transfer 8 total credits into the MPH program.

- **Core Courses:**
 - Must be reviewed and signed off on by the core faculty member
- **Concentration Courses:**
 - Must be reviewed and signed off on by the concentration lead
- **Elective Courses:**
 - Must be reviewed and signed off on by the Associate Director of the MPH Program (Karla Townley-Tilson).

Cancellation of Registration Policy

The University will only cancel registration for students who did not attend or participate in any courses. If a student attended or participated in any portion of courses, then [Dropping Courses](#) or official [Withdrawal from the University](#) processes should be followed. Appropriate justification and approval by the academic program should be included with the cancellation request prior to submission for electronic processing by The Graduate School.

Additionally, registration may be canceled under the following circumstances:

Academic Ineligibility

The Graduate School will automatically cancel the registration of those students who become academically ineligible. See [Academic Eligibility](#).

Nonpayment of Tuition and Fees

A student's registration will be canceled if tuition and fees are not paid (or properly arranged for deferment) by the payment deadline given in the [University Registrar's Calendar](#). To register subsequent to such cancellation, students must pay tuition and fees in advance and add courses no later than the last day for adding courses specified in the [University Registrar's Calendar](#).

Graduation

Applying for Graduation

Students must notify The Graduate School of their plan to graduate by submitting an Application for Graduation no later than the deadline shown in the [University Registrar's Calendar](#) for the semester in which they expect to graduate. Applications should only be submitted when the student realistically intends to graduate that semester and are valid for one semester only. If a student does not graduate in the semester expected, s/he must submit another application for graduation in a future semester.

Complete the Graduation check-out page in ConnectCarolina's Self Service area: Log in to [ConnectCarolina](#), then in your Student Center, under the "Academic" tab, choose "Apply for Graduation" in the drop-down box, and then click the double arrows. Degree requirements and milestones vary by academic program, and The Graduate School maintains the master listing of milestones required for degree clearance. Graduate School staff certify each degree candidate has met all requirements before clearing them to graduate.

Milestones include:

- Application(s) to graduate
- Minimum credit hours required for the degree
- Foreign language requirement, if required by the academic program
- Committee structure approved
- Certification of program degree requirements received (via PCDR form)
- Exam documentation approved
- Thesis/thesis substitute/dissertation enrollments
- Residence credit requirement
- Thesis/dissertation approved via ProQuest; OR, thesis substitute documentation
- All grades submitted
- Exit survey completed

Students can view the status of their degree milestones in their Student Center in ConnectCarolina. Graduate School staff endeavor to clear students efficiently and accurately. Even if all completed milestones are in order and submitted, it can still take several business days for degree clearance to be processed. Any requests for early graduation clearance due to extenuating circumstances (generally only for employment or visa requirements) should be submitted through the academic program and only after the census date for the given graduation term

During the internship or practicum, the student should have the opportunity to link key academic knowledge to practical work experiences. In most situations, the student and the preceptor outline a set of agreed upon internship objectives, against which the student is evaluated at the end of the opportunity.

Student Honor Code

Students are subject to the regulations of student government under the Honor Code. Students may become ineligible to continue studies at UNC-Chapel Hill for student code violations. Instances of suspected plagiarism, cheating on examinations, or other violations of the Honor Code should be reported either to the [Office of Student Conduct](#) or the [Office of the Dean of Students](#).

It shall be the responsibility of every student at the University of North Carolina at Chapel Hill to support and comply with the enforcement of the [Honor Code](#), which prohibits lying, cheating, or involving academic processes or interactions with University, student, or academic personnel acting in an official capacity.

It shall be the further responsibility of every student to hold themselves, as members of the Carolina community, to a high standard of academic and non-academic (i.e., teaching, research, and personal) conduct; namely, to conduct oneself so as not to impair significantly the welfare or the educational opportunities of others in the University community.

Accreditation

The University of North Carolina's Gillings School of Global Public Health is an Accredited School of Public Health under the Council on Education for Public Health (CEPH).

Career Services

Students in the Asheville MPH Program have access to career services through the UNC Gillings School of Global Public Health Career Services Office. You can schedule Career Appointments through [Handshake](#).

Additionally, students have access to career counseling, job boards, mock interviews, resume services, and other resources through the Asheville MPH program's Student Services Director.