GRADUATE PROGRAM IN PUBLIC HEALTH

STUDENT HANDBOOK

ACADEMIC YEAR 2016-2017

Updated September 2016
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome from the Director</td>
<td>4</td>
</tr>
<tr>
<td>Program Administration Contact Information</td>
<td>5</td>
</tr>
<tr>
<td>Program Overview, Mission and Values</td>
<td>6</td>
</tr>
<tr>
<td>Program Competencies</td>
<td>8</td>
</tr>
<tr>
<td>Office of the Ombudsperson</td>
<td>13</td>
</tr>
<tr>
<td>Responsible Conduct in Research</td>
<td>14</td>
</tr>
<tr>
<td>Program Eligibility and Degree Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Specialty Tracks/Track Descriptions</td>
<td>19</td>
</tr>
<tr>
<td>Academic Advisors</td>
<td>23</td>
</tr>
<tr>
<td>Advanced Certificate Program</td>
<td>25</td>
</tr>
<tr>
<td>Dual Degree MD-MPH Program</td>
<td>26</td>
</tr>
<tr>
<td>Mount Sinai Residents and Fellow Physicians</td>
<td>28</td>
</tr>
<tr>
<td>New York College of Podiatric Medicine Students</td>
<td>28</td>
</tr>
<tr>
<td>Dual Degree MSW-MPH Program with Fordham University's Graduate School of Social Service</td>
<td>29</td>
</tr>
<tr>
<td>Practicum</td>
<td>30</td>
</tr>
<tr>
<td>Culminating Experience (Master's Thesis, Manuscript, Capstone)</td>
<td>31</td>
</tr>
<tr>
<td>Culminating Experience Deposit Deadlines</td>
<td>32</td>
</tr>
<tr>
<td>Independent Study</td>
<td>33</td>
</tr>
<tr>
<td>Electives</td>
<td>33</td>
</tr>
<tr>
<td>Travel Award</td>
<td>34</td>
</tr>
<tr>
<td>Registrar's Office (Holds, Transcripts, Credentials)</td>
<td>35</td>
</tr>
<tr>
<td>Registration Process</td>
<td>36</td>
</tr>
<tr>
<td>Non-Matriculating Status and Course Auditing</td>
<td>36</td>
</tr>
<tr>
<td>Grades</td>
<td>37</td>
</tr>
<tr>
<td>Incompletes</td>
<td>37</td>
</tr>
<tr>
<td>Retaking Courses</td>
<td>37</td>
</tr>
<tr>
<td>Failures</td>
<td>38</td>
</tr>
<tr>
<td>Grade Appeals Process</td>
<td>38</td>
</tr>
<tr>
<td>Calculation of GPA</td>
<td>38</td>
</tr>
<tr>
<td>Transferring Credits</td>
<td>39</td>
</tr>
<tr>
<td>Course Waiver</td>
<td>39</td>
</tr>
<tr>
<td>Time to Degree Completion</td>
<td>39</td>
</tr>
<tr>
<td>Matriculation Policy</td>
<td>40</td>
</tr>
<tr>
<td>Satisfactory Academic Progress</td>
<td>40</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>40</td>
</tr>
<tr>
<td>Suspension &amp; Dismissal</td>
<td>41</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>42</td>
</tr>
<tr>
<td>Withdrawal and Readmission</td>
<td>43</td>
</tr>
<tr>
<td>Course Evaluations</td>
<td>43</td>
</tr>
<tr>
<td>Graduation</td>
<td>44</td>
</tr>
<tr>
<td>Tuition and Financial Aid</td>
<td>44</td>
</tr>
<tr>
<td>Teaching Assistantship</td>
<td>46</td>
</tr>
<tr>
<td>Student Grievance Policy (Academic Advisory Committee, Grievance Procedure)</td>
<td>46</td>
</tr>
<tr>
<td>Service</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Gift Policy</td>
<td>48</td>
</tr>
<tr>
<td>Delta Omega, Honorary Public Health Society</td>
<td>48</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>48</td>
</tr>
<tr>
<td>Breastfeeding Lounge and Warmline</td>
<td>49</td>
</tr>
<tr>
<td>Immunization Policy</td>
<td>49</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>50</td>
</tr>
<tr>
<td>Student Mental Health Services</td>
<td>51</td>
</tr>
<tr>
<td>Disability Services</td>
<td>52</td>
</tr>
<tr>
<td>Housing</td>
<td>52</td>
</tr>
<tr>
<td>Library Services</td>
<td>53</td>
</tr>
<tr>
<td>Electronic Mail &amp; Archives</td>
<td>54</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>54</td>
</tr>
<tr>
<td>Student Life</td>
<td>56</td>
</tr>
<tr>
<td>Student Government</td>
<td>57</td>
</tr>
</tbody>
</table>
Welcome to the Icahn School of Medicine at Mount Sinai Graduate Program in Public Health!

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

Our Program has gone through some exciting new developments. We are thrilled to announce the Program’s full reaccreditation with the Council on Education for Public Health through July 1, 2023. We have continued to expand our academic programs and course offerings, and have recruited new outstanding faculty. We have firmly established our eight tracks rounding out what is a comprehensive and interdisciplinary set of specializations in public health education. Our tracks include general public health, epidemiology, biostatistics, occupational & environmental medicine, outcome research, health promotion & disease prevention, health care management, and global health. We are offering a dual MD-MPH, MPH-MSW (with the Fordham University Graduate School of Social Service) and DPM-MPH (with New York College of Podiatric Medicine) degrees, and an Advanced Certificate Program in Public Health.

I want to encourage all students to reach out to their track advisors and course directors early on to seek advice and mentorship. Meet with our outstanding and engaged faculty, staff and current students at ISMMS and become involved in public health research, advocacy and practice.

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

Nils Hennig, MD, PhD, MPH
Director, Graduate Program in Public Health
Associate Director, Global Health Center
Assistant Professor, Department of Preventive Medicine & Department of Pediatrics

N.B. Out of respect for our environment and doing whatever we can to reduce our carbon footprint, the Graduate Program in Public Health will not routinely print copies of the Student Handbook. We would like our students to refer to it online whenever possible. We will always be sure to notify you by email of substantive changes to the information contained herein.

Disclaimer. This handbook is meant to guide potential and current students in the Graduate Program in Public Health of Icahn School of Medicine at Mount Sinai. The Program reserves the right to make amendments to the contents without notice. The content of this handbook is not intended to be nor should it be regarded as a contract between the Program and any student or other person.

This handbook is meant to be read in conjunction with the Graduate School Student Handbook found on the Icahn School of Medicine at Mount Sinai website.
PROGRAM ADMINISTRATION

Nils Hennig, MD, PhD, MPH
Director
nils.hennig@mssm.edu

Elisabeth Brodbeck, MPH, MA 212-824-7322
Administrative Director
elisabeth.brodbeck@mssm.edu

Christine Cortalano, MPH, CHES 212-824-7365
Manager, Public Health Practice
christine.cortalano@mssm.edu

Jacob Keller 212-824-7174
Program Coordinator, Admissions and Recruitment
Jacob.keller@mssm.edu

Rose Vallines 212-824-7292
Administrative Assistant
rose.vallines@mssm.edu

Contact Information

Telephone 212-824-7292
Facsimile 212-824-2327
Website www.icahn.mssm.edu/publichealth

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

Administrative Offices
Center for Advanced Medicine (CAM) Building
5th Floor, West Tower
17 East 102nd Street, between Madison & Fifth Avenues

Dr. Hennig’s office D5-110
Ms. Brodbeck’s office D5-111
Ms. Cortalano’s office D5-141
Mr. Keller’s office D5-118G
Ms. Vallines’ office D5-118F
**Program Overview, Mission and Values**

**Program Overview**

The Graduate Program in Public Health is a two-year course of study with classes conveniently offered in the evening, generally from 4 PM to 8 PM Monday through Thursday on a term basis—Fall, Spring I and Spring II. We prepare students to promote health, prevent disease, and protect the environment with the understanding that, as health professionals, we work in partnership with a wider community.

To complete the Master of Public Health degree, students are required to obtain a minimum of 42 credits, complete a 150-hour Practicum and write a Master's Thesis or Capstone.

The Graduate Program in Public Health was first accredited in 2005 by the Council on Education for Public Health. In October 2008, the Program was reaccredited through 2015. Prior to 2003, our Program awarded graduates a Master of Science in Community Medicine.

This Handbook will help orient you to the Program and provide contact and general Program information. Please see the Curriculum Guide for information on specific courses. The guide is available in the MPH Student Folder on Blackboard.

**Mission Statement**

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

**Goals and Objectives**

**Goals for Instruction**

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

**Goals for Research**

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

**Goals for Service**

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

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

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

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

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

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

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

The Graduate Program in Public Health adheres to the Code of Ethics of the American Public Health Association and to the beliefs and values that underlie this code.
P R O G R A M  C O M P E T E N C I E S

The Graduate Program in Public Health adopted program competencies in 2007. The competencies were based on those promulgated by the Council on Linkages between Academia and Public Health Practice Core Competencies for Public Health Profession (the Council). The Council is a coalition of representatives from 17 national public health organizations. The Council updated and adopted a revised set of competencies in June 2014. These competencies are designed to foster workforce development by helping academic institutions and training providers to develop curricula and course content, and to evaluate public health education and training programs.

The Program uses competencies to guide overall program learning objectives, overall curriculum development, and course specific learning objectives. The Graduate Program in Public Health at ISMMS has reviewed and revised the core competencies and presents here updated Competencies devised specifically for our program. These competencies shall be the primary guide against which student achievement is measured in the classroom, in the practicum, in the culminating experience and in other service learning opportunities. Going forward the competencies herein replace those in previous iterations of the Student Handbook and all other program materials.

Students should understand that these competencies are not intended to represent an endpoint that is reached at the time of graduation or expect in every case a one-to-one correlation to a particular class or exercise. Rather these competencies provide a baseline overview of the knowledge, skills, and other attributes that might be expected for emerging public health professionals and serve as a framework for Program development, and for continual professional development that is driven by the student. Completion of the program will assure that all students are aware of the broad professional expectations, using these competencies as the model to drive dynamic, life-long learning in public health.

Competency Survey*

All matriculated students are required to complete a Competency Survey twice during the Program: once at the end of the first academic year and again prior to graduation.

As adult learners who are autonomous, self-directed, and goal oriented, students are encouraged to use the results of their competency surveys to monitor their own progress through the Program. Aggregate data from the competency surveys are useful to the Program by providing an assessment of how well course, practicum and master’s thesis competencies are transmitted to the students, and whether there is a need for revision of current courses or creation of new courses or experiences to enhance student achievement of the determined competencies.

Core Public Health Competencies

- Describe factors affecting the health of a community (e.g., equity, income, education, environment).
- Identify the behavioral determinants of contemporary public health problems, and apply behavioral theories to the development and implementation of policies and programs.
- Assess the impact of social, political, economic, and cultural forces on the development and implementation of health policies and programs.
- Evaluate the influence of social, cultural, political, economic, and environmental factors on the initiation and persistence of health disparities within communities both locally and globally.
- Analyze how population exposures to environmental risk factors interfere with human biological systems to produce disease in communities.
- Utilize descriptive and inferential statistical methods to critically evaluate and interpret scientific evidence from public health reports and published studies.
- Apply epidemiological methods to reveal casual associations between risk factors and disease and to measure and describe patterns of disease occurrence in populations.
- Analyze the validity and reliability of data.
- Clearly articulate a public health issue and formulate relevant research questions.
- Apply ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
- Demonstrate effective written and oral skills for communicating with a wide range of audiences and in a variety of public health practice settings.

**Specialty Track Competencies**

**General Public Health Track**
- Demonstrate ability to employ a public health systems approach to assess the health status of populations, to identify determinants of health and illness, and to ascertain factors influencing the use of health services.
- Utilize basic biostatistical concepts and appropriate study design methodologies to address public health research questions and to evaluate community-based interventions.
- Apply descriptive and analytic epidemiology to population-based research, and develop disease control and prevention programs in conjunction with the community.
- Specify approaches for assessing, preventing and controlling environmental and occupational hazards that pose risks to human health and safety.
- Design, implement and evaluate public health programs and policies within a socio-ecological framework.
- Apply principles of cultural competency to health promotion/disease prevention programs, policies and research, to improve patient and community health, and to reduce health disparities.
- Support, promote and develop public health advocacy that informs, educates and empowers communities about public health issues and effects systems changes.

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

Outcomes Research Track
• Identify, analyze and interpret major clinical and public health problems and relevant clinical epidemiology, outcomes and health services research questions
• Identify, interpret and critique the state of knowledge regarding clinical epidemiology, outcomes, health services research questions and public health policy
• Explain the relative advantages and disadvantages of observational and experimental methods and study design used in clinical epidemiology, outcomes and health services research
• Specify the measurement of structure, process, and outcome in health and health care research and implications for improving outcomes
• Discuss the relative advantages and disadvantages between efficacy and effectiveness research

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

Occupational & Environmental Medicine Specialty Track
• Assess environmental and occupational exposures
• Prevent and control environmental and occupational hazards
• Identify the adverse effects of chemical, biological, and physical exposures on human health
• Interpret epidemiologic and other research findings related to environmental risks, and assist in designing and conducting research
• Synthesize relevant information in order to analyze EOH policy implications, participate in policy development, and assess and manage occupational risks
• Engage in public health communication and risk communication activities

Biostatistics Track
• Demonstrate ability to apply biostatistics and engage in collaborative public health research
• Apply the necessary quantitative, logical, and computational skills to successfully collaborate within clinical research teams
• Translate clinical questions into statistical hypotheses
• Effectively summarize public health data using both numerical and graphical techniques
• Utilize basic probability concepts and optimal study designs
• Devise effective means of data collection
• Develop analytical strategies that take account of the specific qualities of data to be analyzed, sources of variation, and assumptions required
• Interpret quantitative results and their implications for public health
• Effectively communicate complicated statistical concepts and results to clinical colleagues and community partners

Health Care Management Track
• Apply theories of organizational analysis, organizational behavior and financial analysis to managing and leading public health and health organizations.
• Design, implement and manage cost effective health programs and projects
• Apply, manage and implement human resource practices in an ethical, legally compliant and culturally responsive manner.
• Develop skills in team management, collaboration and leadership to effect change at multiple levels.
• Appropriately manages various health care payment methodologies for diverse at risk populations
• Develop market analyses of population based problems, and initiate community partnerships in service development and evaluation.

Epidemiology Track
• Describe a public health problem in terms of magnitude, person, time, and place.
• Calculate basic epidemiological measures.
• Evaluate the strengths and limitations of epidemiological studies.
• Interpret results of statistical analyses found in public health studies.
• Critically synthesize the public health research and practice literature for a selected health topic.
• Conduct an epidemiological and biostatistical data analysis.
• Distinguish between a statistical association and a causal relationship using appropriate principle of casual inference.
• Identify appropriate methods of study design, analysis, and data synthesis to address population-based health problems
• Identify circumstances under which non-randomized (observational) designs are the best approach to addressing important health-related knowledge gaps.
• Recognize the assumptions and limitations of common statistical methods and choose appropriate approaches for analysis.
• Use tabular and graphical methods to explain model results.

*Students will be asked to self-evaluate competencies using the following measures.

**Aware:**
Basic level of mastery of the competency. Individuals may be able to identify the concept or skill but have limited ability to perform the skill.

**Knowledgeable:**
Intermediate level of mastery of the competency. Individuals are able to apply and describe the skill.

**Advanced:**
Advanced level of mastery of the competency. Individuals are able to synthesize, critique or teach the skill. *(Formerly used "proficient.")*

**INSTITUTIONAL POLICIES**

The Graduate Program in Public health adheres to guidelines set forth by the Icahn School of Medicine at Mount Sinai, the Graduate School of Biomedical Sciences, and Human Resources policies regarding fair and ethical dealings to ensure non-discrimination, harassment-free and equal opportunities with respect to education, research, patient services and employment. The Program adheres to all institutional policies on affirmative action, alcohol and drugs, HIV/AIDS non-discrimination, acts of sexual and other forms of harassment and unacceptable behaviors, retaliation, family and medical leave, rules of conduct, student behavior, and faculty, staff, and student relations. These policies are described in both the Medical Education and Graduate School of Biomedical Sciences Student Handbooks found [here](#).

**Mount Sinai Diversity Statement**

Icahn School of Medicine at Mount Sinai is committed to promoting and supporting diversity and inclusion in the research, clinical, and educational realms, and to meeting the needs of our diverse students, faculty, staff, and the communities we serve. We are committed to increasing the representation of women, ethnic minorities, and individuals who are members of groups underrepresented in medicine and science among our trainees, research and clinical faculty and our leadership.

Diversity in the health professions and science benefits every aspect of health, healthcare and biomedical research by addressing the needs of the world’s diverse communities. In addition, a diverse professional and academic environment enhances the learning experiences of all students, trainees, and postdoctoral fellows and effectively impacts culturally diverse populations to achieve health equity and improve health outcomes.

Mount Sinai’s commitment to diversity is reflected in our continued determination to increase the diversity of our faculty and trainees. Our longstanding tradition of successfully attracting, retaining, and promoting a diverse student body has made us a national leader in the movement to train future physicians and scientists belonging to groups historically underrepresented in medicine and science.
Affirmative Action

It is the policy of the Icahn School of Medicine at Mount Sinai that all decisions regarding educational and employment opportunities and performance are made on the basis of merit and without discrimination because of race, gender, color, creed, age, religion, national origin, citizenship, disability, veteran status, marital status, sexual orientation, genetic predisposition, or any other characteristic protected by law. Sexual harassment is defined as a form of sex discrimination and, therefore, any sexual harassment at the school will constitute a violation of the ISMMS’s nondiscrimination policy. In keeping with our continuing efforts to achieve a broadening of the representation of women and minority groups throughout the medical school, we have:

1. Developed an Affirmative Action Program which details actions designed to realize the School’s commitment to equal educational and employment opportunities.

2. Insured our compliance with Federal, State and Local laws and regulations implementing equal opportunity objectives by meeting the spirit as well as the letter of the law and contractual requirements.

We cannot over-emphasize our commitment to the realization of these goals. Every decision affecting faculty, house staff, fellows, graduate students, employees, and medical students and other members of the medical school community rests solely on demonstrably valid criteria of merit, competence and experience.

Additional information concerning Mount Sinai’s Affirmative Action Program, its interpretation and/or application may be obtained from the Affirmative Action Office located at 1245 Park Avenue, Ground Floor.

Administrative Psychiatric Evaluation

The ISMMS reserves the right to request an administrative psychiatric evaluation at any time for any reason. The evaluation request will be discussed with the student. Specific questions will be sent to the Director of Student Mental Health or the Senior Consulting Psychiatrist for assessment. The Office for Student Affairs (Medical School) or Program Director (Graduate School) will receive a written response, in the form of a password protected electronic file, from the psychiatrist regarding the student. The response is password protected in the student's file. The purpose of the evaluation always stems from concern for the student and a request for information to help in academic counseling. Specific recommendations may be forwarded to the School administration, which can then impose certain requirements on the student. Examples (not all inclusive) might include required intervals for psychotherapy, mandated drug testing, repeat administrative evaluations, monitoring, and leave of absence. Refusal to comply with an administrative evaluation or with recommendations stemming from an administrative evaluation is grounds for dismissal. These evaluations are never shared with outside entities unless legally subpoenaed.

Office of the Ombudsperson

The Ombudsperson investigates problems, complaints, or disputes brought to the attention of our office. The Ombudsperson has broad powers of inquiry to undertake conflict
resolution, remediation, formal third-party intervention, or diplomacy as needed and can act independently and impartially to:

- mediate disputes with focus on productive resolution
- facilitate meetings, as needed, to maintain topic focus and draw participants into constructive dialogue
- offer information for referral or additional resources

The Ombudsperson has no formal decision-making authority, but can help you explore your options--from simply talking about the problem to pursuing a formal grievance proceeding.

**Ombuds Office**
212-659-8848

**George W. Huntley, PhD**
Professor of Neuroscience
212-824-8981
george.huntley@mssm.edu

**RESPONSIBLE CONDUCT IN RESEARCH**

**General Statement**

Students are expected to maintain the high standards of ethical and personal conduct that are the prerequisite for a productive research environment. Students are required to participate in special seminars about the ethical issues and dilemmas that arise in research environments, and are encouraged to seek guidance with respect to optimal forms of record keeping. Thesis advisors should familiarize their students with expected practices.

**Academic Integrity**

Failure to adhere to Mount Sinai’s standards of academic integrity will be treated as serious offenses that are inconsistent with the goals and activities of the academic environment. Some basic types of behavior that are unacceptable include, but are not limited to, the following examples:

1. Cheating: using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one’s work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

2. Plagiarism: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

3. Fabrication: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. Obtaining an Unfair Advantage: (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student’s academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students’ academic work.

5. Aiding and Abetting Academic Dishonesty: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.

6. Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

7. Unauthorized Access to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

All graded essays, papers, and problems, and all written materials submitted as part of the Thesis Proposal or the Thesis, must be entirely the work of the individual student or referenced appropriately. Even editing (e.g. syntax assistance for foreign students) should be sought only if explicit permission is obtained.

If faculty observe or have knowledge of students engaging in any of the above mentioned activities, the student should be confronted by the relevant faculty member at once. Students and faculty who believe that any of the above mentioned activities have occurred will contact the Program Director and/or the Academic Advisory Chair and/or Committee which has the authority to discipline students up to an including dismissal/expulsion. If necessary, the case will be elevated to the leadership of the Icahn School of Medicine at Mount Sinai.

If it is determined that the student has been involved in any form of academic misconduct, the student will receive an F for the assignment or course. Additional consequences, including dismissal from the program, are at the discretion of the Program Director. If the student wishes to appeal the decision of the Academic Advisory Committee, this must be put in writing to Academic Advisory Chair within two weeks of receiving notification of the consequences of the incident of academic misconduct. The issue will then be pursued, via an appropriate tribunal, in accord with institutional policy on the ethical conduct of research.

(Adapted from http://www.northwestern.edu/uacc/defines.html; used with permission, D. Garrison)
Policies and Procedures on Ethical Practices in Research

The School hereby affirms its commitment to the highest ethical standards in the conduct of scientific research, the promotion of original research of high quality, and the importance of academic freedom. It also acknowledges that unethical conduct in research is extremely serious and threatens these principles. The School is, therefore, committed to preventing unethical conduct in research from occurring and, should it occur, to dealing with it swiftly, fairly and thoroughly.

Procedures for handling allegations of misconduct in research are described in detail in the Faculty Handbook (Chapter VI).

Allegations of misconduct in research must be reported to the Institution’s Research Integrity Officer (RIO) who will have primary responsibility for implementation of the institution’s policies and procedures on unethical practices in research. The RIO has general responsibility for overseeing the investigation of all allegations of unethical conduct in research and shall be available to:

- Consult confidentially with persons uncertain about whether to submit an allegation of unethical research practices and if the allegations do not involve unethical practices in research, refer the individual to other offices with responsibility for resolving the issue.

- Receive allegations of suspected unethical research practices and work with the Research Integrity Committee to determine and pursue the appropriate method for investigating and resolving these allegations.

Manuscript Policy

In conformity with the principles of academic freedom, faculty and students are not required to obtain prior approval before submitting a manuscript for publication or to amend such manuscripts to comply with suggestions made by others. However, it is recommended they provide Department Chairpersons with copies of manuscripts prior to publication.

No graduate student may submit a manuscript to a journal from the ISMMS or describe work conducted in the Graduate School without review and approval by a faculty member. That review should include the appropriateness of the authorship(s) and acknowledgment(s) of grant support, as well as the substance of the report. Similarly, students are required to subject all extramural applications to faculty review.

Policy and Procedures on Protecting Whistleblowers

The ISMMS strongly believes in the importance of protecting whistleblowers from retaliation and addressing good faith allegations of such retaliation. Accordingly, the School affirms that it will adhere to any applicable policies and procedures promulgated by federal or other oversight agencies in dealing with such allegations. Whistleblower complaints or complaints of subsequent retaliation may be brought, as appropriate, to the School’s Faculty Relations Committee (see Faculty Handbook, Chapter III), Harassment Grievance Board (see Faculty Handbook, Chapter III), or Department of Human Resources, or Office of Compliance.
Policy on Financial Conflicts of Interest in Research

As an academic institution, ISMMS has an obligation to assure that its scientific and clinical research is conducted pursuant to the highest standards of ethical conduct free from any improper external bias. At the same time, ISMMS encourages scientific collaboration with industry and supports collaborative research geared towards developing new and improved diagnostic and therapeutic products. ISMMS appreciates, however, that these economic relationships with industry have the potential for directly and significantly affecting the approval, design, conduct, monitoring or reporting of a research study. Situations can occur in which an independent observer might reasonably conclude that the potential for individual or institutional profit could influence the outcome of a research study. Even in the absence of an actual conflict of interest, such situations may require actions to minimize the appearance of a conflict.

Therefore, to safeguard the academic integrity of both ISMMS and its investigators, the institution has adopted a rigorous conflicts policy predicated on full disclosure and appropriate management. The Policy sets out the requirements for disclosing potential conflicts of interest in research and specifies the procedures for reviewing such disclosures and determining what corrective measures, if any, should be instituted. Furthermore, the policy subjects clinical trials that evaluate the safety and efficacy of a drug, medical device or treatment, and research on technology in which the Investigator/Covered Person and/or the Institution has an ongoing financial interest, to the most rigorous review and stringent conditions.

This Policy is based on the standards set forth in the federal regulations governing research funded by the Public Health Service (PHS) or the National Science Foundation (NSF) (42 CFR Part 50 Subpart F) and the recommendations promulgated by the Association of Academic Medical Centers.

PROGRAM ELIGIBILITY AND DEGREE REQUIREMENTS

Applicants must possess a Bachelor’s Degree from an accredited college or university. While there are no specific course requirements for many of the specialty tracks (with the exception of Biostatistics), official transcripts will be reviewed for demonstration of satisfactory performance in quantitative and qualitative methods and in social and biological sciences. Students are selected on the basis of demonstrated past academic achievement.

Degree Requirements

To complete the Master of Public Health Degree students are required to obtain a minimum of 42 credits, complete a 150-hour practicum and complete a Culminating Experience. Please refer to the Curriculum Guide for descriptive information on individual courses offered during specific terms.
Specialty Tracks

In addition to the General Public Health Track, which gives students a solid foundation in the five core areas of public health (biostatistics, epidemiology, environmental health, health policy & management, and socio-behavioral health) the Graduate Program in Public Health provides students with an opportunity to specialize in a specific public health concentration. All students who wish to pursue one of the seven Specialty Tracks will be required to take the courses listed for that specialty track. The total number of credits accrued toward the total 42 required for Program completion from required courses would vary for each specialty track. The Specialty Tracks are:

- Health Promotion & Disease Prevention
- Occupational & Environmental Medicine
- Global Health
- Outcomes Research
- Biostatistics
- Health Care Management
- Epidemiology

Specialty Track Descriptions

Health Promotion & Disease Prevention

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

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

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

**Occupational & Environmental Medicine**

The Occupational & Environmental Medicine Specialty Track takes advantage of the world-renowned academic talent at Mount Sinai in the environmental and occupational health fields. From the Children’s Health Study to the World Trade Center Medical Monitoring and Treatment Program, Mount Sinai offers many opportunities for students interested in environmental and occupational health. Environmental factors are the predominant determinants of health in individuals and communities: providing a safe and clean water supply, cleaning the air, and getting the lead out of gasoline are all public health success stories. Still for many people around the world these advances are not yet a reality in their communities or even in their countries in general. In addition, new threats such as global climate change; new infectious agents and environmental pollutants that act as hormones and can disrupt normal human development, present new challenges for tomorrow’s public health practitioners.

The Occupational & Environmental Medicine Specialty Track focuses on environmental factors including biological, physical and chemical factors that affect the health of individuals and communities. Students in this track will learn to recognize the major environmental and occupational health threats such as organic solvents, heavy metals, pesticides, dusts, and physical hazards that can occur in all settings with special emphasis on the workplace, where such exposures are often the heaviest. The track teaches students to recognize these threats, understand their effects on health, and develop competencies in assessing and mitigating these threats through direct intervention and eventually through policy change. The track takes a special interest in social and environmental justice.

Examples of projects undertaken in this track over the past few years include: upper airway health effects of dust produced when the World Trade Center collapsed after the terrorist attacks on September 11, 2001; working in a major medical center employee health center; working in a private occupational medicine office; participating in surveillance for asbestos exposure at worksites; investigating deaths related to metal objects and oxygen canisters exploding in MRI scanner rooms; examining policy implications of OSHA regulations; working in the NYC Department of Health and Mental Hygiene Office of Radiological health.

**Global Health**

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

The Global Health Specialty Track includes both didactic and practical experience designed to allow students to accomplish the competencies determined necessary to be global health practitioners. Classes feature many world-renowned lecturers from the fields of medicine,
public health, social sciences, health economics and health management, as well as experts from NGOs and government policy makers. The courses are designed to give students a thorough understanding of the principles of public health, with special emphasis on globalization and human rights, and the arguments surrounding the interrelation of these fields of study.

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

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

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

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

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

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

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

**HealthCare Management**
The Health Management Specialty track prepares graduates for positions of leadership and management in public health, health, government and community service organizations. It shares with other specialty tracks the missions, core values and competencies of the Mount Sinai Master in Public Health Program.

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

The Health Management specialty track curriculum provides competency based learning in Organizational development/organization behavior including theory and application, team leadership, relationship building, collaboration and community orientation, social marketing, public relations and communication and in information systems management and assessment.

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

In addition to the MPH-required coursework in health policy and management, socio-behavioral health, and occupational and environmental health, students take epidemiology track-specific coursework in epidemiology, biostatistics, and clinical outcomes research. Students are required to take two elective classes in specialized areas of epidemiology. Electives are available in infectious disease, chronic disease, molecular, genetic, and environmental and occupational epidemiology.
In addition to coursework, students must register for at least two semesters of the Seminar in Epidemiology and Biostatistics. These seminars are used to demonstrate and discuss current research projects and current issues in epidemiologic and biostatistical methods. In the middle of the first year, students select a research project with a faculty research mentor.

Many faculty members have leading roles in major epidemiologic studies in many different areas. Faculty will present these projects formally to the student body during the Fall Semester. Students may choose to work with faculty members in faculty member's ongoing research projects or students may choose to develop their own independent projects under faculty guidance.

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

**STUDENTS WILL BE ASKED TO DECIDE WHICH SPECIALTY TRACK THEY ARE PURSUING OR WHETHER THEY HAVE DECIDED TO FOLLOW THE GENERAL PUBLIC HEALTH TRACK AFTER THEIR FIRST TERM IN THE PROGRAM.**

**ACADEMIC ADVISORS**

**General Public Health Track Academic Advisor**

Students who choose to pursue a General Track should meet with the General Track Advisor early on to ensure they plan appropriately for completion of the 42 required credits. The General Public Health Track Advisor is:

John T. Doucette, PhD  
Email: john.doucette@mssm.edu  
Tel: (212) 824-7072  
Fax: (212) 996-0407  
Mailing Address: One Gustave L. Levy Place, Box 1057, New York, NY 10029  
Office Location: CAM Building, 17 E. 102 St., West Tower, 2nd floor, D2-145

**Specialty Track Academic Advisors**

Each Specialty Track has an Advisor who will serve as an important resource providing information and advice on selecting a Master's Thesis Advisor, elective courses, Practicum development, competencies, and opportunities for research, as well as information on the public health profession. It is recommended that students interested in pursuing a specialty track contact the Specialty Track Advisor early on to help chart a course of action and plan for the coming two years.
Health Promotion & Disease Prevention Specialty Track
Elizabeth J. Garland, MD, MS  
Email: elizabeth.garland@mssm.edu  
Tel: (212) 824-7056  
Fax: (212) 824-2331  
Mailing Address: One Gustave L. Levy Place, Box 1043, New York, NY 10029  
Office Location: CAM Building, 17 E. 102 St., West Tower, 2nd floor - room D2-148

Occupational & Environmental Medicine Specialty Track
John Meyer, MD, MPH  
Email: john.meyer@mssm.edu  
Tel: (212) 824-7057  
Mailing Address: One Gustave L. Levy Place, Box 1043, New York, NY 10029  
Office Location: CAM Building, 17 E. 102 St., West Tower, 2nd floor - room D2-142

Global Health Specialty Track
Jonathan A. Ripp, MD  
Email: jonathan.ripp@mountsinai.org  
Tel: (212) 824-7464  
Fax: (212) 426-5108  
Mailing Address: One Gustave L. Levy Place, Box 1216, New York, NY 10029  
Office Location: CAM Building, 17 E. 102 St., West Tower, 6th floor - room D6-126

Outcomes Research Specialty Track
Jenny Lin, MD, MPH  
Email: jenny.lin@mountsinai.org  
Tel: (212) 824-7537  
Fax: (212) 824-2317  
Mailing Address: One Gustave L. Levy Place, Box 1087, New York, NY 10029  
Office Location: CAM Building, 17 E. 102 St., West Tower, 6th floor - room D6-157

Biostatistics Specialty Track
Emma K. T. Benn, DrPH  
Email: emma.benn@mountsinai.org  
Tel: (212) 659-9613  
Fax: (212) 423-2998  
Mailing Address: One Gustave L. Levy Place, Box 1077, New York, NY, 10029  
Office Location: Icahn Medical Institute, 1425 Madison Avenue, Floor 2 Rm. L2-70J

Health Care Management Track
Gary Rosenberg, PhD  
Email: gary.rosenberg@mssm.edu  
Tel: (212) 241-5473  
Fax: (212) 241-6648  
Mailing Address: One Gustave L. Levy Place, Box 1246, New York, NY 10029  
Office Location: 19 E. 98th Street Floor 11

24
**Epidemiology Track**

Stephanie Factor, MD, MPH  
Email: stephanie.factor@mssm.edu  
Tel: (212) 827-7385  
Fax: (212) 849-2566  
Mailing Address: One Gustave L. Levy Place, Box 1130, New York, NY, 10029  
Office Location: CAM Building, 17 E. 102 St., West Tower, 4th floor, room D4-110

**ADVANCED CERTIFICATE IN PUBLIC HEALTH PROGRAM**

The Graduate Program in Public Health offers an advanced certificate in Public Health. The certificate is a 15-credit hour program of study. Students can choose from three tracks of study: general public health, global health or outcomes research. The certificate program covers the core content of the Master of Public Health Degree and is a foundation in public health training for students and practitioners in public health. While enrolled in the certificate program, students may only register for the courses which are outlined in the advanced certificate program course requirements. Students in the certificate program may register for a maximum of 15 credits. Credits in this program may be used towards the MPH degree upon approval by MPH Administration and Program Director. For any questions regarding the certificate program, please contact the Advisor of the Certificate Programs, Elisabeth Brodbeck at elisabeth.brodbeck@mssm.edu.

Elisabeth Brodbeck, MPH, MA  
Email: elisabeth.brodbeck@mssm.edu  
Tel: (212) 824-7322  
Fax: (212) 824-2327  
Mailing Address: One Gustave L. Levy Place, Box 1130, New York, NY, 10029  
Office Location: CAM Building, 17 E. 102 St., West Tower, 5th floor - room D5-111
DUAL DEGREE MD-MPH PROGRAM

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

Dual MD-MPH Application Process

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

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

Dual MD-MPH: Four Year Option

Four year Dual degree students take courses in the Graduate Program in Public Health beginning at 4 pm after medical school classes have ended. Typically, 4-year dual degree students complete all coursework and the practicum during the first two years of medical school and then complete the Master's Thesis during the last two years of medical school.

Dual MD-MPH: Five Year Option

The 5-year option will allow current and new students to devote an entire year to completing the MPH Degree. However, students will be expected to complete at least three core courses during their first year of medical school (Introduction to Biostatistics, Introduction to Epidemiology, and Introduction to Global Health or Public Health). During the fifth year, students will take a Scholarly Year. Complete information about how to arrange a Scholarly Year is in the Scholarly Year packet available from the Medical Student Research Office which is located in the Annenberg Building, 13th floor room 13-30.

The timing of the year-out is flexible and up to each student, though many may choose to begin the MPH year after completion of their third year medical clerkships. It is important to note that not all specialty tracks can be completed in this five year option. Careful and early planning with the Dual MD-MPH degree advisor is necessary in order to ensure completion of degree requirements.

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

Interested students should contact Program Administration to set up an appointment to discuss their individual interests and needs.
Dual MD-MPH Degree Expectations and Exemptions

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

- **Ambulatory Care Clerkship**: 4 credits. This course is taken by medical students during Year 3 and has an emphasis on Clinical Preventive medicine as well as population medicine. Students incorporate population-based medicine and evidence-based medicine into direct patient care by analyzing and applying USPSTF Guidelines; socio-behavioral models of health and illness; and culturally sensitive models of care giving.

- **Receive 4 weeks of elective credit in the medical school for MPH activities during Years 3 & 4 of medical school**. Students should plan well ahead of time to ensure that they have ample time to finish MPH Practicum activities and master's thesis requirements prior to graduation from the medical school.

- There might be additional waivers or exemptions. The details have to be discussed with MD-MPH Academic Advisor and the Medical School Administration.

Status Change in Medical School and/or Graduate School

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

Dual MD-MPH Academic Advisor

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

Elizabeth J. Garland, MD, MS
Email: elizabeth.garland@mssm.edu
Tel: (212) 824-7056
Fax: (212) 824-2331
Mailing Address: One Gustave L. Levy Place, Box 1043, New York, NY 10029
Office Location: CAM Building, 17 E. 102 St., West Tower, 2nd floor - room D2-148
**Mount Sinai Residents and Fellow Physicians**

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

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

Resident and fellow physicians in these programs should speak with their Program Directors about MPH course requirements and scheduling. Residency and Fellowship Directors have planned MPH curriculum that meets the requirements for MPH degree completion as well as the training requirements of each residency or fellowship program. Residents and fellows in these programs are considered to be completing the General Public Health Specialty Track within the MPH Program. These fellowships and residency do not represent separate tracks within the MPH Program.

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

**New York College of Podiatric Medicine Students**

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

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

All financial aid is handled through the NYCPM. Podiatric students accepted into the ISMMS MPH Program complete the degree over the four years they are enrolled at NYCPM. Students typically complete course work and practicum during the first two years of training and a master’s thesis during the last two years of training.
DUAL DEGREE MSW-MPH PROGRAM WITH FORDHAM UNIVERSITY’S GRADUATE SCHOOL OF SOCIAL SERVICE

This collaborative program between the Icahn School of Medicine at Mount Sinai and Fordham University’s Graduate School of Social Service enables students to earn both a Master of Social Work and a Master of Public Health degree. Students can take courses simultaneously toward the Master of Social Work at Fordham University’s Graduate School of Social Service and the Master of Public Health at the Icahn School of Medicine at Mount Sinai.

Credits-

Students need 96 credits to complete both degrees. If they were to pursue both degree programs separately, 108 credits would be required. As students are enrolled and taking courses in each program at the same time, both degrees can be completed in three years rather than the usual four years.

Application-

Students who are interested in applying to the dual MSW/MPH program must complete the admission requirements outlined by each institution.

Questions-

Any questions about the program should be directed to Elisabeth Brodbeck, Assistant Director, Graduate Program in Public Health at Elisabeth.Brodbeck@mssm.edu or (212) 824-7322.

Any questions about admission to Fordham University’s Graduate School of Social Service should be directed to Anne Kelly Treantafeles, LMSW, Interim Director of Admissions at atreantafele@fordham.edu or (212) 636-6602.
The Practicum experience provides the student with an opportunity to implement and practice lessons learned in the classroom, offering the possibility to integrate knowledge and expose the student to new and exciting prospects for future professional development. The Practicum experience offers students an opportunity to achieve many of the competencies necessary to be successful public health practitioners. In addition, in many cases the Practicum provides students with the opportunity to serve a community. The Practicum experience is a planned, supervised, and evaluated practical experience that can take place at a variety of agencies and organizations.

Clearly, there are abundant opportunities for the student to meet the goals and objectives of this requirement. The only limit is the student’s ability to be creative, while, of course, ensuring applicability to the field of Public Health. In the past, students have met this requirement by working at the community level, for example, in East Harlem; at the city level, working with the NYC Department of Health and Mental Hygiene; on a national level, and on an international level, working on a disaster relief project in a foreign setting. Whatever the student’s choice, the focus is on immersion into the setting selected.

In order to assist the student in planning his/her Practicum, the Program requires that the project encompass a minimum time commitment of 150-hours. There are a variety of ways that this commitment can be designed: i.e., five days a week for several weeks, a few hours a week for several months, a concentrated block etc. What is important is that the commitment be configured and achieved according to the proposed outlined goals, objectives and competencies established between the student, the Specialty Track Advisor, the Practicum Preceptor, and when applicable the Thesis Advisor.

Generally, the student is advised to begin thinking about areas of interest as early as the first term of the first year. Steps toward formalizing the Practicum usually occur in the second or third term. It is strongly suggested (though not required) that the student consider the Practicum experience as laying the groundwork for his/her Master’s Thesis. Ideas should be discussed with the Specialty Track Advisors and if applicable, the Master’s Thesis Advisor.

All MPH students are required to complete a Practicum and must obtain approval from the Preceptor and the Track Advisor prior to initiating the project to ensure the relevancy to Public Health and to assure that the student is able to maximize his/her learning opportunities, address competencies, and when appropriate provide a service to a community. Completion of all forms for the Practicum experience is required. We do not grant waivers of the Practicum experience. However, residents in the Preventive Medicine and Occupational & Environmental Medicine residency programs may submit an Alternative Practicum Fulfillment Form, which is found on blackboard.

Steps towards formalizing and completing the Practicum:

1. Meet with Specialty Track Advisor to discuss and plan the Practicum.
2. Complete and submit the Practicum Proposal Form.
3. Register for MPH 0090 Practicum
4. Ensure Proposal is approved before embarking on the Practicum.
5. Fulfill the Practicum experience.
6. Complete and submit the Practicum Postscript Report.
7. Have the Practicum Preceptor complete the Evaluation Form

This information, along with more detailed description of the Practicum requirement, can be found in the Practicum Handbook on Blackboard.

**CULMINATING EXPERIENCE**

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

The Culminating Experience must be completed under the direction of an ISMMS faculty advisor. The advisor may or may not be the student’s specialty track advisor. Students can identify another ISMMS faculty member to serve as their advisor as appropriate. If a student is working closely with an offsite mentor, this mentor may serve as a co-advisor alongside an ISMMS faculty member. Once an advisor has been determined, the student must submit the Statement of Support to the Program Administration, which requires the approval of the faculty advisor and an approved outline of the project. This statement of support must be submitted prior to initiating any research or project to ensure relevancy to public health.

The Culminating Experience requires both written and oral components. In order to satisfy the written component, the student must write a paper formatted according to their specialty track’s guidelines. To satisfy the oral component, students will be required to give a 10-minute oral presentation summarizing their capstone project to their advisors. Additionally, participation in the Public Health Research Day poster session in the Spring II term is also required. In order to receive credit for the culminating experience, a hard copy of the final written document, Evaluation Report and Deposit Form must be submitted to the Program Administration.

**DESCRIPTION OF THE THESIS, MANUSCRIPT & CAPSTONE**

Below are general descriptions of each of the three types of projects:

**Master’s Thesis**

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

**Manuscript**

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

**Capstone**

This scholarly project is much more applied in nature. The capstone is a scholarly project developed for and with consultation of a public health organization or community agency. Generally, the capstone builds directly upon the practicum experience in that the student produces a deliverable based on the needs of the practicum site. The capstone can take on several forms, including:

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

**Culminating Experience Deposit Deadlines**

<table>
<thead>
<tr>
<th>For the degree to be awarded:</th>
<th>You must deposit by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30</td>
<td>September 15</td>
</tr>
<tr>
<td>January 31</td>
<td>January 15</td>
</tr>
<tr>
<td>June 30</td>
<td>May 1</td>
</tr>
<tr>
<td>(ISMMS Commencement Ceremony in May)</td>
<td></td>
</tr>
</tbody>
</table>

Please refer to the Culminating Experience Guide for detailed information, including step-by-step procedures, registration requirements, and track-specific requirements.
INDEPENDENT STUDY

An Independent Study is an elective option, providing the student with an opportunity to delve more thoroughly into an area of public health that is of specific interest to him/her.

Please note that an Independent Study Proposal must be submitted at least six weeks prior to the anticipated start of the proposed project/course of study. This is to ensure that the goals meet the overall objectives of the Graduate Program in Public Health before a student commits any time and energy. Approval of a form submitted less than six weeks of the anticipated start of the project/course of study will not be guaranteed and the student is responsible for assuming any risk that this may entail. Approval, when granted, is conditional upon the student completing all of the outlined requirements. The student must submit a Postscript Report and request that the faculty sponsoring the Independent Study submit an Evaluation Form.

Three credits are the maximum number of credits that may be awarded to any Independent Study. Please note that while the total hours committed to the pursuit of the Independent Study may be sufficient for more than three credits or more than one elective, students will not receive any more than three credits for one project/course of study. Each student may complete no more than two independent study projects. Please note: students with more than one outstanding Incomplete at the time of the proposal submission may not be eligible to complete an Independent Study.

An Independent Study must be a unique experience. Material covered during an independent study project should be highly targeted and not simply a review of the regularly offered coursework. It is important to note that independent study projects should not be attempts to take MPH courses that are offered routinely during the academic year at times that are more convenient for the student. Independent study projects cannot exempt students from core course requirements. Final credits are awarded at the end of the project by approval of the Program Director. One credit represents approximately 45 hours of work.

Steps towards formalizing an Independent Study:
1. Meet with your Academic Advisor to discuss and plan the Independent Study.
2. Complete the Independent Study Proposal Form.
3. Submit the Independent Study Form to Program Administration for approval.
4. Complete the project/course of study once approved.
6. Request that your Faculty Sponsor complete the Independent Study Evaluation Form and submit it to the Program Coordinator.

ELECTIVES

Students are permitted to take any course offered by the Graduate Program in Public Health as an elective. Please see the MPH Curriculum Guide for a complete list of MPH course offerings and pre-requisites.
If a student wishes to take a course in the Graduate Program at ISMMS outside of the Graduate Program in Public Health, prior approval from his or her track advisor is required. The track advisor should send an email approving the elective to the Program Administration prior to the student registering for the class. Without the necessary approval, the credits for the class will not be counted towards the 42 credits required to graduate from the program.

If a student is interested in enrolling in a course offered by another institution, a student must seek approval from both their Specialty Track Advisor and Program Administration. Please submit a course description and a syllabus from the Institution offering the elective course, together with a completed Elective Approval Form, to the Program Office. Approval must be given from the Graduate Program in Public Health prior to enrolling in a course in another Program or Institution.

An official transcript must be sent from the sponsoring institution upon the completion of the elective in order for it to appear on a student’s MPH transcript. Official transcripts must be sent directly from the Institution. Please be aware that other institutions often award credits in a manner not consistent with Mount Sinai credit policy. Students should not expect in every case to receive the exact number of credits given at another institution. Credits awarded for courses taken elsewhere are decided after review of the syllabus and on a case-by-case basis by the Director.

**Travel Award**

MPH Students are encouraged to apply for a competitive Travel Award from the Graduate Program in Public Health. Students who plan to attend a meeting and present a poster and/or talk are eligible to apply. The program will review and make recommendations based on the merit of the application. Awards will range from $200 to $600. Each student will be eligible for one award per calendar year with a limit of two travel awards during the student’s time in the program. The award is only applicable for travel taking place while the student maintains student status and is in good academic standing in the School. There are four deadlines for submission of applications each year. NB: The Graduate Program in Public Health reserves the right to change this schedule. All students and faculty will be notified of such changes, via e-mail, prior to the effective dates of such changes.

<table>
<thead>
<tr>
<th>Travel Period</th>
<th>Application Submission</th>
<th>Award Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 to October 31</td>
<td>July 15</td>
<td>August 1</td>
</tr>
<tr>
<td>November 1 to February 28</td>
<td>September 15</td>
<td>October 1</td>
</tr>
<tr>
<td>March 1 to May 31</td>
<td>January 15</td>
<td>February 1</td>
</tr>
<tr>
<td>June 1 to August 31</td>
<td>April 15</td>
<td>May 1</td>
</tr>
</tbody>
</table>

Applications that do not follow this schedule will only be considered under extenuating circumstances. It is the student’s responsibility to submit relevant information to be considered by the Committee. Incomplete applications will not be considered for funding and will be returned to the student following the notification date. The award application can be found on blackboard in the MPH Student organization.
Failure to submit all required paperwork in accordance with these established deadlines would void the award. Advance funds are not available prior to travel.

**Registrar’s Office**

The ISMMS Registrar’s Office supports teaching and learning by maintaining the integrity of academic policies and the student information system. The Registrar’s Office is the steward of ISMMS’s student records. The Registrar’s key functions in carrying out this mission focus on guarding the integrity and security of all student records in accordance with ethical and legal standards, maintaining accurate and timely records of academic progress, and providing students with enrollment services necessary to pursue their educational goals.

**Holds**

ISMMS utilizes a system of holds when students fail to meet standard educational obligations. A “hold” prevents the release of a student’s academic transcript and freezes a student’s registration status so that they may not continue to the next term until the student resolves the hold. All financial obligations must be satisfied before a student can register for another term and continue studies and/or research. Students with holds will not be eligible for financial aid refunds until the student resolves the hold.

Types of ISMMS Holds: Admissions, Academic, Administrative, Student Health, Housing, Financial, and Registrar.

**Transcripts**

Student/alumnus requesting an official transcript must complete the Document Request Form, which can be found [here](#).

Transcripts will not be sent out for any student with a hold on his/her account. To be considered “official” a transcript must:

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

Students may request an unofficial copy of their transcript for their personal records. This will be stamped “Student Copy”, not be printed on official transcript paper, or stamped, and may not be used for official purposes.

**Credentials**

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

REGISTRATION PROCESS

Course Registration & Enrollment

Students enroll for courses on the registration system: register.mssm.edu

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

In AY 2016-2017, the registration deadlines are as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Registration Deadline</th>
<th>Late Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>-</td>
<td>September 16</td>
</tr>
<tr>
<td>Spring I</td>
<td>November 31</td>
<td>January 6</td>
</tr>
<tr>
<td>Spring II</td>
<td>February 28</td>
<td>April 7</td>
</tr>
</tbody>
</table>

After deciding to add or drop a course, any student who fails to change his/her initial Registration on the Program’s website before the Registration Deadline will not be eligible to take a course (if not enrolled) or to receive a tuition refund (if not withdrawn) for that Term.

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

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

NON-MATRICULATING STATUS AND COURSE AUDITING

Non-matriculating Status

Non-matriculated students may register for courses in the Graduate Program in Public Health by filling out an application on SOPHAS Express as a non-matriculated student and paying the application fee. Students will be billed for the appropriate amount of tuition and will be entitled to receive a transcript. The number of course credits that a non-matriculated student can take from offerings in the Graduate Program in Public Health will be limited to a total of 12 credits.

Official Audits

A full-time matriculated student may audit a course with the permission of the course director. Students auditing a course do not write examinations or papers and do not necessarily participate in class discussions. However, auditors should clarify expectations...
at the start of the course with the course director and may be required to fully participate in the class. A completed Course Audit Form, with all required signatures, must be submitted to the Office of the Registrar prior to the end of the add/drop period. An audited course will appear on the student’s transcript with the designation “AU”. Credits for a course being audited will not be counted for determining full-time status (international students) or financial aid status.

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

Unofficial Audits

Unofficial auditing is only allowed with permission of the course director. No tuition will be charged and a transcript will not be provided. Limits are placed on the number of unofficial auditors permitted in each course.

Grades

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

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

Incompletes

Students are expected to take exams when they are scheduled and submit assignments on time. Under extraordinary circumstances (such as medical emergency), a temporary grade of Incomplete (I) may be recorded for a student who is unable to complete course requirements. The extension option is entirely at the discretion of the Course Director.

Students have one academic year to remediate an incomplete, after which time the incomplete is converted to a failing grade (F).

To receive an incomplete grade, the student must make a formal request using the Incomplete Grade Request Form. The form must be signed by both the student and the course director. The request will include the reason for the incomplete, the work yet to be completed, and the final date by which the work is to be completed. Final approval will be given by the Registrar.

Retaking Courses

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

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

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

GRADE APPEALS PROCESS

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

CALCULATION OF GPA

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

A. Determine the total number of credits completed by adding up all the credits with letter grades. This total must include any credits with “F” grades.

B. For each course with a letter grade, which counts toward the GPA, multiply the number of credits by the appropriate quality point value, as indicated below:
C. Add the quality point values for all the courses to determine the total quality points.

D. Divide the total quality points by the total number of credits (as computed in Step 1).

E. The resulting figure is the grade point average/cumulative index. Please note that the index is computed to two decimal points and the index is not rounded off.

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

**Transferring Credits**

Students may transfer up to 10 credits from courses taken at other institutions as long as they were not counted towards another degree. Students may be exempt from taking required courses in the Graduate Program in Public Health on the basis of having successfully taken equivalent courses elsewhere. The courses for transfer credit must be considered appropriate to public health and have been completed with a grade of B or better at an institution of established academic reputation. Courses taken on a pass/fail basis may be used for transfer credit; provided the student provides proof (a letter from the course director or previous Program Director) that a grade of B or better would have been given. Decisions regarding transfer credits are not made prior to matriculation. All transfer credits will be assigned a grade of SC.

*Credit transfers must be approved by the Program Director.*

**Course Waiver**

If the student successfully completed an equivalent course (nb: this generally means graduate level) to one required by the Graduate Program in Public Health and that course was used towards the attainment of another degree, students may be exempted from having to take the course in our Program but the student will not receive credit towards the Icahn School of Medicine at Mount Sinai Master of Public Health degree. The exemption from taking our required course will free the student to take an elective course in order to achieve the necessary 42-credit minimum required for the MPH degree. You should contact the MPH Administration Office for the Course Exemption Form.

**Time To Degree Completion**

Students have a maximum of five years to complete the Master of Public Health degree; students have a maximum of two years to complete the Advanced Certificate. Any leave of absence counts towards the cumulative time to degree. Students who do not complete the degree or certificate within this specified time frame will be withdrawn from the program.

MD-MPH students have a maximum time to degree completion of seven years for the MPH degree.
**Matriculation Policy**

The Graduate Program in Public Health is a dynamic, cutting edge public health program, and as such, the coursework for the MPH degree is designed to be completed in a full-time, two-year program. Students are permitted to take courses on a part-time basis. The MPH degree must be completed within five years of the student’s first matriculation date, including the completion of the Master’s Thesis.

Matriculated students must either register for at least one credit-bearing course or register for “Maintenance of Matriculation” for every semester up until graduation. Maintenance of Matriculation allows students continued access to essential academic and student services, such as access to the ISMMS network and email; however, students on Maintenance of Matriculation status will not be eligible for financial aid. Students with compelling circumstance who wish not to maintain their matriculation status but need to discontinue their studies for a period of time can apply for a Leave of Absence (LOA) from the program. The Maintenance of Matriculation fee is $333 per term for students in programs on trimesters. Students who fail to register for a semester or receive an approved LOA, will have a closed record, and will have to re-apply to the program to continue their master’s degree or certificate studies.

If a student does not complete their Master’s degree within two years, it is the responsibility of the student to contact their academic advisor to discuss their schedule to ensure completion of their degree. If a student has not completed their Master’s degree at the end of their 4th year, they are placed on registration hold, and required to meet with their advisor to insure that their Master’s degree is completed by the end of their fifth and final year. Students who do not complete their degree at the end of their 5th Year are dismissed from the program.

An appeal for an extension to the five year duration of the MPH program may be granted by the Program Director with the approval of the Dean of the Graduate Programs. If a student’s appeal for an extension is denied, the student may not reapply to the program. An appeal for extension must be received the semester before the final semester.

**Satisfactory Academic Progress**

Academic Progress refers to the satisfactory completion of courses, research, and thesis requirement as established by ISMMS. Additionally, federal regulations require that students receiving federal aid make satisfactory academic progress (SAP) in accordance with these standards set by the School.

Students must maintain a GPA of 3.0 or above to maintain good academic standing. Students who fall below a GPA of 3.0 will be placed on academic probation. Please see below for more information.

**Academic Standing**

Students may be terminated from a degree program at any time if, in the judgment of the Graduate School or the Medical School, a student fails to make satisfactory progress towards the completion of the degree (regardless of grades).
Status of suspension and dismissal are permanently reflected on a student’s academic record. Below are the categories of student standing:

**Good Standing** –
A student will be considered in good standing if he/she is meeting minimal academic standards in terms of course performance and other expectations of their degree program.

**Probation** –
Students in poor academic standing may be placed on academic probation by the Program Director, Dean of the Graduate School, or their appointed representatives: including the Academic Advisory Committee. Once a student is placed on academic probation, scholarly progress must be made within a specific time period. Academic expulsion is the likely consequence if performance continues to be unsatisfactory. Students on probation are considered enrolled.

Students are required to maintain a 3.0 Grade Point Average (GPA). Anytime a student’s GPA falls below 3.0, the Academic Advisory Committee will be consulted and a plan for remediation developed. In most cases the student will meet with a member of the Academic Advisory Committee, develop an individual plan of remediation, and sign a statement of understanding that he/she is on academic probation.

The Academic Advisory Committee meets at the end of each term and reviews the progress of each student on probation. If the GPA has not improved in the subsequent term, the student will continue to meet the Academic Advisory Committee member revising the remediation plan, as needed. If the student’s GPA has not reached 3.0 within two terms having been placed on probation, the student will be administratively withdrawn from the program. Notices of withdrawal are sent by certified mail.

Students may not graduate with a GPA below 3.0.

**Suspension** –
Academic suspension may occur when the School withdraws the student for failing to maintain satisfactory academic progress or to meet standard educational goals of the degree program. Students who are suspended from the School are required to spend a defined period of time away from the School. During this period, the student may be required to successfully complete activities defined by the School’s Deans or Program Director if they are to be considered for readmission to ISMMS. Students on suspension are not considered enrolled. See specific sections related to Disciplinary processes in each specific program’s section of the handbook.

**Suspension and Dismissal**
The Program Director can administratively suspend a student pending committee review or may administratively dismiss a student. Suspensions and/or will generally be imposed for students who exhibit the following: failure to meet academic milestones, positive toxicology result, disruptive behavior, illegal behavior, egregious misconduct, or failure to meet administrative responsibilities (including financial obligations). Dismissal at the discretion of the Program Director may result when a student is convicted of a
misdemeanor or felony, exhibits a serious breach of academic or professional misconduct (including cheating) or following suspension. Any student who fails to comply with a directive to undergo an administrative evaluation or fails to fulfill the requirements that stems from this evaluation will be dismissed from the Graduate School.

**LEAVE OF ABSENCE**

A student who wishes to interrupt his/her graduate studies for not more than one academic year due to serious illness or compelling personal reasons, may request a leave of absence. If the leave is approved by the Dean of the Graduate School the student will be reassured of readmission at the end of the approved leave. Such approval can only be obtained if the student maintains satisfactory progress (as defined above) and has the approval of the thesis advisor and the Program Director. PhD and MD/PhD students must also inform their Advisory Committee and the MTA Director.

Students, who fail to follow any condition of the leave of absence, will be administratively withdrawn from the Program. If the student wishes to return at a later date, s/he must apply for readmission.

Students on a leave of absence are not eligible for any benefits associated with maintenance of student status, including the stipend, tuition, health insurance and travel award for the duration of the leave. Students on a medical leave of absence may request continuation of housing privileges. Students on a personal leave of absence may request student-housing privilege based on availability. Students may also continue health insurance coverage through the graduate school, but this will be provided at the student’s expense.

For financial aid purposes (loans), a student may be out of school on an approved leave of absence for up to 180 days with no repayment consequences. After 180 days, the last date that the student was matriculated as a full-time student will be reported to the lender as the “out of school” date. A student will then go into repayment status immediately. Once the student returns to full-time matriculated status, the loans could then be deferred. However, there would no longer be a 180 days grace period once the student graduates or leaves school for any other reason, including withdrawal or another approved leave of absence. If the student re-enrolls in school at least half time prior to the end of the 180-day grace period, the full grace period will be restored.

Students must submit a Leave of Absence Request Form with a letter stating the reasons for the leave. If the request is for medical reasons, a doctor’s letter must accompany the form. International students may only request a leave of absence for medical reasons because of visa requirements and should consult with Mount Sinai’s International Office personnel to discuss their status while on leave. Students should notify the Office of Enrollment Services and the Registrar when they return from a leave of absence. If the leave of absence is for medical reasons, a doctor’s letter should confirm that the student is eligible to return.

If the School approves a leave of absence, the student will be notified in writing of the approval, including conditions of the leave and the expected date for the student to return to the program.
NB The period of an authorized leave is formally included in the Program time limit. A student who was on an approved leave of absence may petition the Dean of the Graduate School for an extension of the Program time limit. This petition must have the support of the student's thesis advisor (where applicable) and program director.

Requests for an extension of a leave of absence must follow the same procedure as indicated above.

**Withdrawal and Readmission**

*Voluntary Withdrawal-*

A student may voluntarily withdraw from school at any time, upon application to the Program Director. The request must be made by submitting a **Request for Withdrawal Form**. The School may require an Administrative Evaluation prior to acceptance of a withdrawal. Failure to comply may result in dismissal. For further information on withdrawing from a specific program, refer to the program-specific chapter of this handbook.

*Administrative Withdrawal –*

In certain circumstances, a student may be administratively withdrawn from the school at the discretion of the Dean or his designees. Examples include a student who has exceeded two years on medical or personal leave, a student whose GPA falls below a 3.0, or a student who fails to meet satisfactory progress as defined for each program and detailed in other sections of this handbook. Students who have been administratively withdrawn from a program have the option to appeal the decision.

*Clearance –*

Clearance to withdraw is required. Students must complete the appropriate paperwork found in the Registrar’s Office. The request must be made by submitting a **Request for Withdrawal Form**.

*Readmission–*

Students who wish to reapply to a program following any type of withdrawal can do so by adhering to the same application protocols outlined by the admissions office for all applicants.

**Course Evaluations**

The Program uses Blackboard to collect student course evaluations.

Before the end of every term the Program Administration will post the Course Evaluation on the blackboard course sites. If the Course Director had outside speakers address the class during the term, this information will be evaluated on the same Course Evaluation. Evaluations are confidential and important tools for course development. Grades will not be distributed until the course evaluation has been completed.
GRADUATION

The Icahn School of Medicine at Mount Sinai’s annual Commencement ceremony takes place in May each year. Since the Spring II term of the MPH program does not end until June, students are offered the opportunity to walk in the commencement ceremony in May, but their diploma will not be conferred until June. To ensure that all academic requirements are met in time for June graduation, students must meet with Program Administration by March 1st to ensure that all the requirements to graduate, including the Culminating Experience, are being fulfilled and that all appropriate forms are signed and turned into the Program Administration.

The MPH degree is awarded on June 30, September 30, and January 31. Students depositing by the June graduation deadline will be eligible to participate in the Icahn School of Medicine at Mount Sinai’s annual Commencement in May. Students depositing by the September deadline, may, at the discretion of Program Administration, participate in the prior May Commencement exercise, but will not receive their diploma until after September. By March 1, the list of students to graduate and participate in the Commencement exercises of that year will be sent to the Registrar’s Office. Commencement information will be sent during the Spring II semester to the student’s last email address recorded with the Program office. If necessary, prior to receipt of the actual diploma, students can request a letter from Icahn School of Medicine at Mount Sinai Registrar’s office verifying that they have completed the degree requirements and confirming that the degree has been conferred.

Graduation Application Form

Any student (whether MPH student or Dual Degree student) intending to graduate in June must submit a Graduation Application Form no later than January 15th of the year that corresponds to their intended graduation. This form ensures that students have adequate time to attend to any outstanding issues. Additionally, it ensures that the Graduate Program in Public Health has a record of how many students wish to participate in the Graduation ceremonies.

Other Requirements Preceding Conferral of Degree

The Master of Public Health Degree cannot be awarded until all of the student’s outstanding accounts have been cleared. These may include the Library, Real Estate Office (for students living in Mount Sinai housing), Student Health Services, the Financial Aid Office, Registrar’s Office and any other service provided or account outstanding at Mount Sinai.

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

TUITION & FINANCIAL AID

Tuition for incoming students in the 2016-2017 Academic Year is $1100.00 per credit.
Students are billed each Term by Icahn School of Medicine at Mount Sinai Bursar’s office based upon the courses for which they register.

If a student has applied for financial aid, and has applied for enough to cover tuition and medical insurance, he/she should coordinate payment of the tuition due with the Bursar’s office.

If a student has not applied for financial aid, the tuition must be paid upon receipt of the invoice from the Bursar’s office. If the tuition is not paid promptly, the Bursar’s office will start charging the student late fees. Students may only receive academic credit for the courses they take if all balances due to Mount Sinai have been paid. Otherwise, Mount Sinai will put a hold on the student’s account and withhold the diploma or certification for completion of the degree until the outstanding amount is received.

Note: Costs for books and materials required in the various courses are not included in the tuition rate quoted above

**Tuition Refund Policy**

Students who withdraw from the institution during an academic term will receive a tuition refund based on the below institutional schedule. Tuition refunds will be calculated based on the date that the Registrar’s Office receives the withdrawal form.

<table>
<thead>
<tr>
<th>Institutional Withdrawal</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>prior to the end of Add/Drop Deadline</td>
<td>100% of Tuition Only</td>
</tr>
<tr>
<td>One week past the Add/Drop deadline</td>
<td>75% of Tuition Only</td>
</tr>
<tr>
<td>Two weeks past the Add/Drop deadline</td>
<td>50% of Tuition Only</td>
</tr>
<tr>
<td>Three weeks past the Add/Drop deadline</td>
<td>25% of Tuition Only</td>
</tr>
<tr>
<td>Four or more weeks past the Add/Drop deadline</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

Students whose tuition is charged per credit hour and who choose to drop course(s) after the approved drop/add period, will receive no refund of tuition for that course. Dropping classes might cause a status change from full-time to part-time. Changing the status or the number of credit hours in a program may have significant academic and/or financial consequences. Consider consulting the Office of Financial Services and your advisor before making any changes to your schedule.

For students receiving federal financial aid processed through the Office of Financial Services, be advised that all funds from federal Title IV programs will be returned to the government according to federal regulations.

No refunds will be granted to students who have been dismissed or suspended by the institution.

**Financial Aid**

*General Policy –*

ISMMS provides as much financial assistance as possible to eligible students who maintain satisfactory academic progress and meet filing deadlines. Admission to ISMMS is independent of financial requirements.
Applications –

Degree seeking students who are interested in applying for Federal Stafford loans to cover the cost of tuition and direct expense (up to annual totals of $20,500) can supply FAFSA data on the Web at http://www.fafsa.ed.gov. Reapplication is required annually for all loan and scholarship recipients.

Exit Interviews –

Students who have received any type of financial aid from ISMMS must meet with a representative of the Office of Student Financial Services prior to graduation or separation. Loans will be summarized; terms of repayment, deferment and responsibility will be discussed.

Debt Management and Counseling

Throughout the student’s education the Office of Student Financial Services is available to discuss indebtedness, career choices, and money management issues. Graduating students should be aware of the requirements of the various external student loan programs in which they may have participated. It is important to maintain contact with Icahn School of Medicine and the appropriate lending institutions, to understand the terms of each loan program, and to plan for repayment. Timely loan repayments are essential in establishing a good credit rating.

Teaching Assistantship

Many courses in the medical school and graduate school offer teaching assistantships to qualified students. Teaching assistantship activities may include recording of lectures, discussion-group leadership, holding review sessions, tutoring of students in course work, laboratory preparation, supervision, and cleanup and assisting in the preparation and grading of problem sets and/or examinations. The course director and student would work out the specifics of the assistantship together, and will vary from course to course.

Students may receive a stipend for being a teaching assistant. A TA Appointment Form must be completed with the instructor’s signature before the student can serve as a TA.

Student Grievance Policy

Students of the Graduate Program in Public Health are encouraged to bring forward grievances. Grievances are defined as dissatisfaction occurring when a student feels or thinks that an event or a condition affects him/her is unjust, inequitable, or creates unnecessary hardships. Grievances include, but are not limited to: academic problems that cannot be readily resolved with Course Directors (including but not exclusive: grading, coursework or degree requirement decisions); mistreatment by employees; wrongful assessment or processing of fees; records or registration errors; and discrimination because of race, national origin, sex, marital status, religion, age or handicap. The grievance procedures described here do not apply to actions of professional misconduct (dishonest, unethical or irresponsible behavior), sexual harassment, suspension and dismissal for cause.
Academic Advisory Committee

The Academic Advisory Committee consists of an appointed Chair and several faculty members with the goal of monitoring the academic progress of students in the program. The Committee meets regularly to review the academic standing of all students.

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

Grievance Procedure

All students and faculty are encouraged to resolve issues in an amiable and equitable manner as soon as they arise. Recognizing that this does not always happen, the following procedures are set forth for students to follow to seek resolution to grievances. All students enrolled in the Graduate Program in Public Health with grievances should follow these guidelines:

1. The initial step of the student grievance procedure is for the student to first try to seek an informal resolution or redress through discussions with the person(s) alleged to have caused the grievance. This meeting should be held as soon as the student first becomes aware of the act or conditions that are the basis for the grievance.

2. If, in the opinion of the student or faculty person, a satisfactory solution or relief has not been provided, the student or faculty person should discuss the grievance with the appropriate Track Advisor.

3. If the grievance is still not resolved, the student or faculty member should prepare a written narrative that describes details including the nature of the grievance, when it occurred and what steps have already been taken towards resolution. This information should be communicated promptly to the Program Director and/or the Assistant Program Director who will then bring it to the attention of the Chair of the Academic Advisory Committee.

4. The Chair of the Academic Advisory Committee, will review the information, meet with those involved, investigate to gather all pertinent information, and share this information to the Academic Advisory Committee for review and recommended action.

5. Recommendation from the Academic Advisory Committee will be communicated to the Program Director. Based on the recommendation, the Program Director makes a final decision.

All formal grievances will be tracked and every effort will be made to resolve them in a timely manner.
**Gift Policy**

According to the policy of the MPH program, faculty cannot accept any form of gift from the students. Likewise, students cannot accept any gift from the faculty.

**Delta Omega, Honorary Public Health Society**

The Icahn School of Medicine at Mount Sinai’s Graduate Program in Public Health annually inducts students in its chapter of the Honorary Public Health Society of Delta Omega (www.deltaomega.org), Beta Omicron. Delta Omega, founded in 1924, has established 48 chapters located at accredited schools of public health and programs in preventive medicine in North America. Delta Omega has a long history as the only honorary for public health students, alumni, faculty and professionals. Membership in Delta Omega is intended to not only recognize academic merit, but also to encourage excellence in, and devotion to, public health work. Some more well-known Delta Omega members include Dr. David Satcher and Dr Jonas Salk.

Chapters induct approximately 600 new student, alumni, faculty and honorary members each year. Induction to membership in Delta Omega is intended not only to recognize merit, but also to encourage further excellence in, and devotion to, public health work. Students in the graduating class who are in the top quartile in academic achievement qualify for this honor. Of these, only 10% are selected as inductees each year. Students cannot self-apply.

Mary Foley, MS, EdD 212-824-7062
President, Beta Omicron Chapter
mary.foley@mssm.edu

**Student Health Services**

**Student Health Center**

The Student Health Center (SHC) is located in the Center for Advanced Medicine (CAM) Building at 17 East 102nd Street, Fourth Floor, Room D4-246. The Student Health Center provides administrative services to the School to ensure compliance with Occupational Safety and Health Administration (OSHA), immunizations and patient safety. The Student Health Center provides medical care for all medical and graduate students, including primary and preventive care, reproductive health services, tuberculosis surveillance, travel medicine, and acute care. Students may come to Student Health for annual physicals, urgent sick visits, or subspecialty referrals or they may choose to access physicians independently. Students are encouraged to seek a primary care physician, especially for chronic disorders or the coordination of consultations.

The Student Health Center hours are posted on the school website and the office can be reached at 212-241-6023 (extension 4-6023). The staff consists of three physicians and one fulltime nurse. Appointments are scheduled via the MARC system in Blackboard and walk-ins are accepted as the schedule permits. For weekend or after-hours emergencies, students may be seen in the Mount Sinai Urgent Care or in the hospital Emergency Department. Students must bring their insurance information with them and make certain that the designated physician is in the

48
plan. Urgent Care or Emergency Department visits will be billed to the student's insurance, but the student remains responsible for any co-payments or for any services not covered by insurance.

All students are required to have a comprehensive physical examination performed by a physician prior to the start of their enrollment. Students are responsible for completing all mandatory health care forms on the enrollment website and submitting them to the Student Health Center prior to matriculation.

Student Health Center
Lori Zbar, MD
Director, Student Health Center
CAM Building, 17 E. 102 St., East Tower, 4th floor - room 246
Tel: (212) 241-6023
Fax:(212) 241-8008
Studenthealth@mssm.edu

Breastfeeding Lounge and Warmline

The Breastfeeding Lounge (1184 Fifth Avenue, Room 404) is available to employees and students needing to pump breast milk in a discrete space. Additionally there will be a private room available on the first floor of Annenberg for medical or graduate students for this purpose. Students will be able to reserve specific times. The Warmline is staffed by professional lactation consultants who assist with breastfeeding issues. Call 212-241-6578 for information.

Immunization Policy

Immunization requirements are outlined on the enrollment website. Immunizations are required for diphtheria, tetanus and pertussis (if not administered within the past 10 years) and polio (if initial series and booster have not been given and documented). If students do not have proof of immunity to measles, mumps and rubella, varicella, or Hepatitis B, the appropriate vaccine must be administered and follow-up titers will be performed to verify protection. Failure to adhere to the immunization requirements will result in an administrative leave of absence until the student is in compliance.

Upon enrollment at the Icahn School of Medicine, students must have an annual test to screen for exposure to tuberculosis. Annual PPD or IGRA testing is required of all students. Students can obtain their annual screening through the annual TB screening fairs, and it is the student’s responsibility to maintain compliance. Students with a history of a previously positive PPD or IGRA must submit a copy of a chest X-ray report dated within six months of enrollment. Annual screening of these individuals will subsequently be performed with a symptom-based checklist; annual chest X-rays are not required. Students who are recent converters will be managed appropriately with chest X-rays to rule out the presence of active disease and prophylaxis with medications. Failure to follow up with a medical provider and to discuss appropriate management may result in dismissal from the Institution.

Failure to adhere to tuberculosis screening will result in an administrative leave of absence. Students will not be allowed to continue in classes, clerkships, or perform research in their assigned labs.
Individual health information is confidential; however, non-compliance with the above regulations will be forwarded to the Registrar for a “student health hold,” and to the individual Program Directors for the Graduate School, or to the Senior Associate Dean of UME and Student Affairs for the School of Medicine.

**STUDENT HEALTH INSURANCE**

All students are required to retain basic health insurance. The Icahn School of Medicine provides insurance for students at both individual and family rates. Students may choose to add optional dental and/or vision plans. Election of the plans takes place upon enrollment and may be changed each June for the next academic year. Students who wish to waive enrollment in the Icahn School of Medicine insurance plan must register for a waiver and provide proof of insurance. Students are strongly encouraged to research the availability and ease of accessing insurance providers in the NY area (for instance, California’s Kaiser Insurance is not accepted locally).

The Icahn School of Medicine at Mount Sinai insurance plan provides coverage for physician and Hospital services through a network of participating physicians, laboratories, and diagnostic centers. The SHC will use the network physicians for consultation referrals but it is up to the student to verify that the provider is in network prior to the appointment (as physicians’ affiliations with insurance companies change frequently). There should not be any charge to students for laboratory tests or X-rays if a participating laboratory is used.

Prescriptions are available for generic and brand medications with co-payment in the Mount Sinai Employee Pharmacy, provided the medication prescribed is in the Pharmacy formulary. Students who receive prescriptions for medications not carried by the formulary can obtain prescriptions at a local drug store.

Each June, the open enrollment period for students takes place. During the month, students who wish to make adjustments to their insurance coverage will be able to update their benefit choices. During this time period, students enroll or disenroll in any combination of health, dental, and vision coverage. However, students must always carry basic health insurance. If a student disenrolls from the Icahn School of Medicine plan, they must file a waiver form in the Enrollment Services Office and present proof of insurance from another source. Students who anticipate an eminent change in insurance needs should consult with a member of the Enrollment Services staff for guidance. When a student marries, has a child, or goes off their parent's insurance policy he or she must notify the Enrollment Services Office immediately following that event so that the policy can be altered appropriately.

Coverage will be terminated by the School upon graduation or if a student does not re-enroll for the next academic year.

To address questions and concerns pertaining to the management of Aetna insurance, the following resources are available:

- 877-480-4161 (Toll Free)
- 855-821-9713 (Customer Service)
- [www.aetnastudenthealth.com/](http://www.aetnastudenthealth.com/)
Dental and Vision Care

Students have the option to elect dental and/or vision coverage at their expense. Policy information is available in the Office of Enrollment Services. The same annual enrollment dates for medical coverage enrollment also pertain to dental and vision coverage.

**STUDENT MENTAL HEALTH SERVICE**

Access to confidential mental health services is available to all students through the Student/Trainee Mental Health Service. Services include consultation, psychotherapy and counseling, medication management, and referral, and cover a wide range of mental health issues. Students most commonly seek treatment for adjustment difficulties, burn-out, depression, anxiety, and attentional symptoms. The Student/Trainee Mental Health Team will provide care for students on a short-term basis (up to 12 sessions per year). Treatment through Student/Trainee Mental Health will not incur a bill to the student regardless of his/her insurance plan. For students seeking long-term services, or for those who would prefer to see a provider outside of Mount Sinai, Student/Trainee Mental Health will perform initial assessments and provide referrals from a multi-disciplinary base. Any treatment outside of Student/Trainee Mental Health will require payment according to the student’s insurance plan or to a fee negotiated with the outside provider.

Services through the Student/Trainee Mental Health are treated with the same level of confidentiality as required for all patients by New York State Law and the ethics of the American Psychological Association. Confidentiality is strictly and carefully protected, and any personal medical or psychiatric information will not be released without written consent from the student. The only instance in which confidentiality can be broken is if a student is believed to be a danger to himself/herself or to someone else.

Students may request an initial appointment with Student/Trainee Mental Health by sending an email that briefly describes the reason for the request to the following address: stmh@mssm.edu.

Additionally, all members of the Student/Trainee Mental Health Team can be reached confidentially:

- Dr. Jeffrey Newcorn, Psychiatrist, Director of Student/Trainee Mental Health at jeffrey.newcorn@mssm.edu or 212-659-8705
- Dr. Sarah Hodulik, Psychiatrist, Student/Trainee Mental Health at sarah.hodulik@mssm.edu or 212-659-8851
- Dr. Evan Leibu, Psychiatrist, Student/Trainee Mental Health at evan.leibu@mssm.edu or 212-659-8726
- Dr. Maria Edman, Psychologist, Student/Trainee Mental Health at maria.edman@mssm.edu or 212-241-5420

Emergency psychiatric services can be initiated by contacting the psychiatrist on-call through the page operator at 212-241-5581, by calling the Psychiatric Emergency Service at 212-241-5637, or by direct presentation to the Emergency Room.

**DISABILITY SERVICES**
The Director of Disability Services, in conjunction with an advisory group from the Department of Medical Education and the Graduate School, works with all students of the Icahn School of Medicine at Mount Sinai to facilitate equal access for students with disabilities by coordinating reasonable accommodations through a variety of support services (i.e., access modification, learning-related technology, extended test times).

Disability Services provides a physically accessible educational environment so that each student is viewed on the basis of their ability—not disability. Individually designed accommodation plans and services are determined based on the documented needs of each student in conjunction with their program requirements.

Students who are seeking accommodations and services are required to submit documentation of their disability. The Director of Disability Services is responsible for determining the acceptability of documentation and reserves the right to require additional information. Students are asked to register by submitting the Application for Accommodations and Services along with disability documentation. Students requesting academic accommodation for a disabling condition must be approved for the academic accommodation prior to the date of exam(s) or course assignments and deadlines. Accommodations cannot be made retroactively once the Disability Officer grants approval.

For any questions or to make an appointment, please email the Disability Officer, Christine Low, MSW at christine.low@mountsinai.org.

Students with self-identified concerns or problems related to academic performance or learning may contact the Disability Officer to request accommodations. In general, students are welcome to seek evaluation on their own at their own expense. However, administrative referrals for students with academic challenges will be supported by the Office for Student Affairs at the School of Medicine; the Associate Dean supports referrals for Graduate School students.

### HOUSING

The Mount Sinai Real Estate Division can assist MPH students with finding off-campus housing. Guides to no-fee real estate management companies and referrals to real estate brokers that offer discounts to Mount Sinai employees are available through the Real Estate Division.

The Mount Sinai Real Estate Division  
1249 Park Avenue (at 97th Street), 1st Floor  
New York, NY 10029  
Phone: (212) 659-9630  
Fax: (212) 831-3093  
Email: housing@mountsinai.org

Although campus housing is not offered to students pursuing a master's degree, MPH students may sublet a room in the Aron Hall Residence Building for one year. For a listing of sublet opportunities, please visit www.RotatingRoom.com.
THE LIBRARY

Academic Informatics and Technology
Academic IT Support Center

The Academic IT Support Center (ASCIT) provides technical support to the Icahn School of Medicine. It is available for consultation in person on the eleventh floor of the Annenberg Building, Room 11-39, via email at ascit@mssm.edu and by phone at 212-241-7091, Monday through Friday from 8 am to 8 pm, Saturday from 9 am to 5 pm, and Sunday from noon to 8 pm. The Support Center assists students, faculty, and staff in many ways, including:

- Distribution of site-licensed software
- Assistance with resolving hardware and software computing issues
- Scheduling of work orders for hardware repairs
- Assignment of network logins and email accounts for users on the School’s computing network
- Reservation of classroom spaces
- Support to students living in Aron Hall as they connect to the School’s network

Instructional Technology Group

The Instructional Technology Group (ITG), as part of Academic Informatics and Technology, provides a variety of services to enhance teaching and learning for the advancement of the academic and research mission of the Icahn School of Medicine at Mount Sinai. ITG leverages its wide range of staff expertise in the areas of technology, pedagogy, and design to assist faculty, students, and researchers in effective utilization of instructional technology solutions.

ITG supports instructional technology solutions that contribute to the teaching, learning, and research excellence of the Icahn School of Medicine at Mount Sinai through the following services:

- Learning Management System (Blackboard)
- Lecture Capture (Echo360)
- Instructional Design (ISMMS)
- Instructional Design (Online)
- Academic Medical Illustration
- Imaging

LEVY LIBRARY

The Gustave L. and Janet W. Levy Library

The mission of the Gustave L. and Janet W. Levy Library is to support the clinical, educational, and research programs of Mount Sinai Health System. The Library, located on the eleventh floor of Annenberg, provides an inviting and modern environment designed to facilitate research, study, and collaboration. The Library offers 80 networked public workstations and two computer classrooms. Librarians work with students, faculty, and staff through their instructional program, by answering user questions and by making available an extensive array of materials to support education, patient care, and science.
Reference questions can be submitted via email to refdesk@mssm.edu, by phone at 212-241-7793 or in person.

The Library's collection of e-resources, available both on- and off-campus, consists of over 13,000 e-journals in the biomedical sciences, approximately 125 databases, and a rapidly growing collection of e-books. Off-campus access to electronic resources requires a login using your Icahn School of Medicine credentials. A core print collection of textbooks and monographs is also maintained. Course Reserve print materials are located at the circulation desk, and Course Reserve e-books can be accessed online.

Visit the Levy Library web page to access resources and for more information.

Mount Sinai Archives and Records Management Program

The Mount Sinai Archives and Records Management Program manages the records—in all formats—that are created or received across Mount Sinai Health System in the official course of business. This management spans the lifecycle of the record from creation/receipt until destruction. Records that are designated as historically important are deposited in the Mount Sinai Archives.

Documentation, including paper and electronic records, oral histories, video recordings, photographs, artifacts and memorabilia relating to the Mount Sinai Hospital, the Icahn School of Medicine at Mount Sinai, the Mount Sinai Health System and predecessor institutions are available in the Archives, with records dating back to 1852. Questions about the retention and storage of Mount Sinai’s active or inactive records can be answered by the Records Manager (212-241-8627). Questions about Mount Sinai’s history or to schedule an appointment to visit should be addressed to the Mount Sinai Archives (212-241-7239).

Electronic Mail

Email accounts are created by ASCIT and every student will be assigned an email address when they enroll at the Icahn School of Medicine. The official manner of communication between students, faculty, and administration is email and every student should check his/her email daily. Email can be accessed from computers in the library, the laboratories, or from home. Email class lists are created by ASCIT for use by class members and faculty. When students receive their email service, they must agree to the code of conduct for using email. All students must be aware of and abide by these policies, which are available online.

SAFETY AND SECURITY

The Security Office is located at the main entrance of the Medical Center (1468 Madison Avenue). Security Guard stations are located at the entrance to all buildings on the campus. Security measures at the Icahn School of Medicine are reviewed continuously to provide a secure environment for all who use its facilities. The policy requiring all students, faculty, and employees to wear Mount Sinai identification within the complex is implemented for protection and is enforced. The ID card must be displayed and worn upon entering all buildings and while on the premises. A student's personal security is of paramount importance. For this reason Security will, upon request, provide escorts within the Icahn School of Medicine and to on-campus residences. Call ext. 46068 or 46069 (from on campus phones), or 212-241-6068 / 212-241-6069, approximately 10 to 15 minutes prior to departure.
Security is a function that requires the cooperation of everyone associated with the Icahn School of Medicine. Students are requested to dial "60" on any in-house phone in the event of an emergency or when suspicious activities are observed. At other times, when the assistance of the Security Department is needed, dial ext. 46068 or 46069.

A committee of the Student Council addressing housing and security exists and meets on a regular basis with Security to discuss matters of concern.

Cleary Act

Copies of Crime Statistics for the Icahn School of Medicine area are available in the Security Office and the Office of the Associate Dean for Student Services. In addition, information concerning the regulations and Icahn School of Medicine at Mount Sinai crime statistic information is available through the U.S. Department of Education website for campus crime statistics.

ID Badges

ID Badges are issued by the Security Department and must be worn on Mount Sinai Health System grounds. Lost cards may be replaced at the student's expense. Access card fee is $15.00, paid at the Main Cashier. The receipt is presented to Security Administration for replacement.

Emergency Alert System “MessageOne”

In order to allow for a more coordinated and rapid response to emergency or disaster situations at Mount Sinai, the Medical Center has purchased a messaging system for faculty and students. The messaging system is called MessageOne. MessageOne has the capability of informing students of and delivering instructions regarding city-wide, hospital, or student specific (e.g. student housing intruder) emergencies requiring immediate attention.

Signing up for this system is mandatory for all medical students, as medical students are considered First Responders in the state of New York and are expected to aid in an emergency. Graduate students are highly encouraged to register as active members of the Mount Sinai community. During the online registration process, students are expected to provide their mobile device as the primary contact, but have the option of including a sequence of secondary contacts (e.g. home phone, email, etc.).

Fire Safety

It is critical to student safety as well as patients’ well-being that students know what to do in the event of a fire. There is a session during orientation on fire safety. CODE RED is the mnemonic used to alert the Mount Sinai Community to enact the “RACE” protocol for fire emergencies.

\[
\begin{align*}
R &= \text{Rescue} \\
A &= \text{Alarm} \\
C &= \text{Confine} \\
E &= \text{Extinguish/evacuate}
\end{align*}
\]

To use a fire extinguisher, the mnemonic is “PASS”:

\[
\begin{align*}
P &= \text{Pull} \\
A &= \text{Aim} \\
S &= \text{Squeeze} \\
S &= \text{Sweep (at the base of the fire)}
\end{align*}
\]
The number to call in event of a fire is "4-FIRE" (43473) and for other emergencies students should dial "60" from an in-house phone. On Blackboard, under Student Services is a section on emergency preparedness. This includes the fire bell codes for the twelfth and thirteenth floors of the Annenberg Building.

The Mount Sinai Intranet has a fire safety video that all students should review.

**STUDENT LIFE**

*Bicycles –*

Bicycle racks are provided for daily use. All bicycle parking is at the owner's risk. Students must provide a lock and/or chain to secure their bicycle to the rack. The bicycle stands are available in several locations around the institution. Bicycles will not be permitted in any Mount Sinai building.

*Bookstore –*

At Posman Collegiate Bookstore at Mount Sinai (www.posmancollegiate.com/mtsinai), you can order medical textbooks, popular books, supplies, and Mount Sinai gifts.

*Buses –*

The Medical Center provides a shuttle bus service for the Bronx V.A., Elmhurst, North General Hospital, Adolescent Health at 320 East 94th Street, and the 125 Street Metro North Train Station. Schedules are available in KCC 1 North and tickets may be purchased at the cashier's booth at the 98th Street garage.

*Food Service –*

The cafeteria offers a variety of selections for breakfast, lunch, and dinner. One can choose from a soup and salad bar, a deli sandwiches section, including popular wrap sandwiches, Kosher Corner, Main Fare, grilled selections, freshly-prepared pizza, and a variety of desserts and beverages, plus regularly scheduled “special menus,” candies, popcorn, and munchies. Vending machines offer a variety of hot and cold foods and are available for use 24 hours a day, every day of the week throughout the campus, with the main location being adjacent to the Plaza Cafeteria in the Guggenheim Pavilion Lobby. The cafeteria is located on the Atrium level of Guggenheim Pavilion. Information about menus and times of operation are posted at: http://intranet1.mountsinai.org/foodservice/
The Starbucks coffee kiosk is located in the Atrium of the Guggenheim Pavilion – hours are posted.

*Recreation –*

Recreational activities at ISMMS are determined by the student body and are administered jointly by the Recreation Office and two committees of the Student Council, one responsible for social activities and the other for athletic activities. Each committee is composed of one elected student from each of the four classes. At the beginning of the academic year, following discussion with their respective classes, the Committee members formulate a program of activities for the entire academic year and allocate the necessary funds. Individual students interested in a particular activity should consult appropriate class representative. Students are urged to coordinate as many activities as possible through the two Student Council committees and the Recreation Office.
In addition, the Recreation Office, (19 East 98 Street, Room 1E), also provides information about a wide range of activities. The Office offers discount tickets to Broadway and off-Broadway shows, concerts, operas, sports events and other events occurring in New York. For certain events such as the Metropolitan Opera a specific number of tickets are allocated for student purchase; each student is permitted to buy two tickets. Students may phone (ext. 49531) for daily listing of available events and (x47257) for future listings or check on the website. Discounts are available for health clubs, Circle Line, Great Adventure and other amusement parks. Discount buying services are available for hotels, restaurants, car rentals, travel, magazines, and many other items. The Recreation Office maintains listings of city recreational facilities available to students (ice skating, swimming pools, tennis courts, handball courts, and so on).

The Employee-Student Activities Committee schedules a number of activities. Check with the Student Activities Coordinator at the Recreation Office (ext. 46660) for more information. Students are invited to serve on this special committee.

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

**STUDENT GOVERNMENT**

In September 1988, a new governance of the School of Medicine was adopted. Election of student representatives to the Student Council is carried out in the beginning of the academic year.

Student Council represents the medical school, the graduate school, the Genetic Counseling program, and the Graduate program in Public Health and works to improve all aspects of student life. Student Council meets once a month to discuss ideas and promote new projects. Members also meet with the school administration monthly for updates. Student Council class representatives form various committees, including the Steering Committee, Financial Management Team, Alumni Association, and Board of Trustees/Student Affairs Committee. Student Council has a large budget that it allocates to student groups for events. Student groups can also receive funding for travel to conferences.

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

http://icahn.mssm.edu/education/students/government