Icahn
School of
Medicine at
**Mount
Sinai**

Graduate Program in Public Health

GRADUATE PROGRAM IN PUBLIC HEALTH

STUDENT HANDBOOK

ACADEMIC YEAR 2021-2022

The Student Handbook is designed to guide current students in the Graduate Program in Public Health at the Icahn School of Medicine at Mount Sinai. It should be read carefully and used as a reference when any questions concerning relevant school policies, procedures, and programs arise. The Student Handbook serves to clarify the breadth of opportunities available to you. The Graduate Program in Public Health may review and modify procedures and programs to improve overall effectiveness and, when appropriate, in response to individual student needs. The Student Handbook is subject to review, and the Program reserves the right to make amendments to the contents without notice. Your suggestions and comments are welcomed and should be forwarded through individual members of the Faculty, Graduate Program in Public Health Academic Office, or through one of your various student representatives. The content of this handbook is not intended to and should not be construed to constitute a contract.

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

For questions about the handbook please reach out to:

Graduate Program in Public Health
CAM Building, 17 E 102nd St, 5th Floor
212-824-7292

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.

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.

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WELCOME TO THE ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI GRADUATE PROGRAM IN PUBLIC HEALTH!

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

Our Program is constantly evolving, making sure that our graduates have the skills, insights and compassion to make a difference in today's world. Public Health is about everything we do as a society to promote, improve and protect the health of all individuals and communities. We are continuing to expand our academic program and course offerings, and have recruited new outstanding faculty. Our training programs include a Master of Public Health (MPH), a Dual MD-MPH, MSW-MPH (with the Fordham University Graduate School of Social Service) and DPM-MPH (with New York College of Podiatric Medicine) degrees, a Master of Science in Epidemiology (MS in Epidemiology), and an Advanced Certificate in Public Health. We have firmly established eight MPH tracks rounding out what is a comprehensive and interdisciplinary set of specializations in public health education. The MPH tracks include General Public Health, Epidemiology, Biostatistics, Environmental Health Sciences, Outcomes Research, Health Promotion & Disease Prevention, Health Care Management, and Global Health. In partnership with the Council on Education for Public Health (CEPH), our accreditation agency, we are regularly adjusting our core curriculum and program competencies to meet future public health challenges.

I encourage all students to reach out to the Program Administration, 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 decade 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 ongoing challenges to enhance/improve vs. repeal/replace the Affordable Care Act here in the US, to achieving 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 in our program to make this a reality.

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

PROGRAM OVERVIEW, MISSION AND VALUES

Mission Statement of the Graduate School of Biomedical Sciences, ISMMS

The mission of the Graduate School of Biomedical Sciences is to train the next generation of leaders in scientific and clinical discovery, innovation, education, health policy, and advocacy in a diverse, equitable, and inclusive learning environment.

Graduate Program in Public Health Overview

The Graduate Program in Public Health offers an Advanced Certificate in Public Health, Master of Science in Epidemiology, Master of Public Health, and Dual-Degree Programs in Public Health alongside other training programs. The Program classes are conveniently offered in the evening, generally from 4 PM to 9 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.

The Graduate Program in Public Health was first accredited in 2005 by the Council on Education for Public Health. In 2015, the Program as reaccredited through July 1, 2024. Prior to 2003, our Program awarded graduates a Master of Science in Community Medicine.

The Student Handbook will help orient you to the Program by providing general Program information. Please contact Academic Program Office with questions regarding Program policies. Please refer to relevant Program resources for more information, such as the Curriculum Guide for information on course offerings, the Applied Practice Experience Guide for guidance regarding the required practice experience, and the Culminating Experience Guide for details regarding this degree milestone. These and other resources are available on Blackboard.

Mission Statement of the Graduate Program in Public Health

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.

<u>Goals for Service</u>

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.

STATEMENT OF ACCREDITATION

The Icahn School of Medicine at Mount Sinai is regionally accredited by Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104; 215-662-5606. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The Graduate Program in Public Health offers an MPH degree accredited by the Council on Education for Public Health. In 2015, the Program as reaccredited through July 1, 2024.

ACADEMIC PROGRAM OFFICE

Nils Hennig, MD, PhD, MPH, Program Director
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Jennifer Valdivia Espino, MS, Assistant Director (Interim)
jennifer.valdivia-espino@mssm.edu

Anita Ofosu-Appiah, Program Coordinator, Admissions and Recruitment
anita.ofosu-appiah@mssm.edu

Dania Valvi, MD MPH PhD, Co-Director, Master of Science in Epidemiology
dania.valvi@mssm.edu

Academic Program Office Contact Information

Website   www.icahn.mssm.edu/publichealth

Mailing Address   Graduate Program in Public Health
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                                 New York, New York 10029-6574

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   Nils Hennig   D5-110
   Jennifer Valdivia Espino   D5-141
   Anita Ofosu-Appiah   D5-118G
   Dania Valvi   D2-134

PROGRAM OFFERINGS

MASTER OF PUBLIC HEALTH

The Master of Public Health is a two-year course of study with classes conveniently offered in the evening, generally from 4 PM to 9 PM Monday through Thursday on a term basis - Fall, Spring I and Spring II. To complete the Master of Public Health degree, students are required to earn a minimum of 45 credits* maintaining a grade point average of B (3.0), complete a 150-hour Applied Practice Experience and write a Culminating Experience (Master's Thesis, First Author Manuscript, or Capstone).

*Students who matriculated in the MPH degree prior to Fall 2017 will be expected adhere to the degree requirements (42 credits, Practicum, and Culminating Experience) expected when they entered the Program.

Program Eligibility

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 are reviewed for demonstration of satisfactory performance in quantitative and qualitative methods and in social and biological sciences. Students are offered admission on the basis of demonstrated past academic achievement.

Navigating Through the MPH Degree

MPH students must read and continually reference the Student Handbook, Curriculum Guide, Applied Practice Experience Guide, Culminating Experience Guide, Track Checklists, and Sample Curriculum to understand the expectations of the Master of Public Health degree.

Students should contact the Academic Program Office with questions regarding policies and procedures, degree requirements, and questions or concerns regarding the Program.

Students are expected to seek guidance from their Specialty Track Advisor regarding their interest in specific topics in public health. Specialty Track Advisors can provide information and advice regarding elective courses, Applied Practice Experience and Culminating Experience opportunities, proposals, competencies, and development, as well as information on the public health profession.

First Contact Point for Questions - Academic Program Office
Jennifer Valdivia Espino, MS
Assistant Director (Interim)
Email: jennifer.valdivia-espino@mssm.edu

DUAL DEGREE TRAINING PROGRAMS

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 "Scholarly Year" in medical school.

Application Process

Medical students accepted to Icahn School of Medicine at Mount Sinai can apply to 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 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 complete a SOPHAS online application and should contact the Academic Program Office 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 must also submit an application via SOPHAS.

Four-Year Option

MD-MPH students choosing the Four Year Option take courses in the Graduate Program in Public Health beginning at 4 pm, after medical school classes have ended. Typically, four-year dual degree students complete all coursework and the Applied Practice Experience during the first two years of medical school and then complete the Culminating Experience during the last two years of medical school.

Five-Year Option

The five-year option allows current and new students to devote an entire year to MPH degree requirements. 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). Typically, during the fifth year, students will take a Scholarly Year to complete the MPH requirements. 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 Scholarly Year 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 MPH 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 Student Financial Services early on in their planning to ensure that all financial aid requirements are met.

Interested students should contact Academic Program Office to set up an appointment to discuss their individual interests and needs.

Dual MD-MPH Degree Expectations and Credit Benefits

<u>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 of coursework.</u> Students pursuing both degrees have special demands that require careful attention to planning their public health courses along with medical school curricula.

MD-MPH students benefit from pursuing both degrees simultaneously. MD-MPH students may earn a maximum value of 12 MPH credits by completing certain MD requirements. Please see the list of credit benefits below.

- Ambulatory Care Clerkship: 4 MPH 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.
- InFocus Weeks: Maximum of 8 MPH credits. InFocus weeks are innovative and immersive courses taught through all four years of the medical school curriculum. They provide learning in topics critical to medical practice and biomedical research in the 21st century.
- 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 Applied Practice Experience activities and Culminating Experience requirements prior to graduation from the medical school.

Please contact the Academic Program Office and the Medical School Administration for information on how to formally process these benefits and inquire about any additional waivers or exemptions that may exist.

Status Change in Medical School and/or Graduate School

Dual MD-MPH students whose status changes in the medical school (e.g., leave of absence, probation, dismissal) 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 should 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
Dual MD-MPH Academic Advisor
Email: elizabeth.garland@mssm.edu

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. Dual Degree MSW-MPH students take courses and complete required curricular activities simultaneously at each institution.

Application

Students who are interested in applying to the Dual MSW-MPH program must complete the admission requirements outlined by each institution. Applications can be submitted simultaneously (e.g., at the same time to each program), or sequentially (e.g., first to one school, followed by application to the other after successful matriculation). Applications to each program must be completed online and candidates are assessed on a rolling basis. A student must be accepted into both programs to hold dual degree status.

Any questions about admission to Fordham University's Graduate School of Social Service should be directed to Anne Kelly Treantafeles, LMSW, Assistant Director of Admissions at atreantafele@fordham.edu or (212) 636-6602.

Dual MSW-MPH Degree Expectations and Credit Benefits

<u>Students who are pursuing the MSW-MPH dual degree should meet with both academic programs at the start of the dual degree to outline a plan of coursework and training at both institutions.</u> This is an essential step in understanding the individualized approach to graduate-level training in the dual degree program. Alongside the academic program advisors, dual degree students will create a tailored plan to complete the coursework and curricular activities required for each degree.

Typically, pursuing the dual MSW-MPH program allows students to complete both degrees in 3 years, rather than the usual four years. Students must earn 99 credits to complete both degrees, instead of the 111 credits required had the degrees not be offered in a dual degree format. Please discuss the transfer credit process with both academic program advisors as you complete the coursework.

Students may start both degrees at the same time, or students may apply to the dual degree after starting a degree at either Icahn School of Medicine at Mount Sinai or Fordham University's Graduate School of Social Service. Students may also choose to pursue the degrees full-time or on a part-time basis. The academic program advisors play a crucial role in advising students as they tailor their coursework and training to their needs.

Please contact both Academic Program Advisors for Guidance:

Jennifer Valdivia Espino, MS
MSW-MPH Academic Program Advisor
Icahn School of Medicine at Mount Sinai, Graduate Program in Public Health
Jennifer.Valdivia-Espino@mssm.edu

Abigail M. Ross, LICSW, MPH, PhD
MSW-MPH Academic Program Advisor
Fordham University Graduate School of Social Service
aross28@fordham.edu

Dual Degree DPM-MPH
with New York College of Podiatric Medicine

The NYCPM and the ISMMS Graduate Program in Public Health 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 approval 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 Applied Practice Experience during the first two years of training and a Culminating Experience during the last two years of training.

Dual Degree DPM-MPH students may transfer a total of 3 credits from NYCPM to be applied to the MPH degree at ISMMS. The transfer credits are limited to DCHMD 2615 Medical Ethics and the Art of Doctoring and DCHMD 2602 Research Methodology and Epidemiology. Students must earn a grade of B or better in these courses to be eligible for transfer credits. The transfer credits will serve as general MPH elective credits.

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
- 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.

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 Academic Program Office.

MASTER OF SCIENCE IN EPIDEMIOLOGY

The Master of Science in Epidemiology provides students with a fundamental grounding in both the theory and practice of epidemiology, and emphasizes the development and application of quantitative research skills to real-world research in public health with the acquisition of skills in hypothesis formation; data collection and management; statistical computing and interpretation and presentation of results. Graduates of the program assume research positions in academic settings, government, hospitals, or private industries. They are also well-positioned for doctoral education in epidemiology and related fields.

Program Eligibility

Applicants must possess a bachelor's degree from an accredited college or university. We review official transcripts for demonstration of satisfactory performance in quantitative and qualitative methods and in social and biological sciences. We select students based on demonstrated past academic achievement, among other qualifications.

Degree Requirements

The program has a structured curriculum that can be completed in 12 months full time. To fulfill the requirements for the MS degree, students are expected to complete 34 credits with a minimum grade point average of B (3.0).

Navigating Through the MS in Epidemiology Degree

MS in Epidemiology students must read and continually reference the Student Handbook, Curriculum Guide, and other Guides and resources created for the program to understand the expectations of the degree. Students should contact the Academic Program Office with questions regarding policies and procedures, degree requirements, and questions or concerns regarding the Program.

Co-Director, MS in Epidemiology

Students should meet regularly with the Co-Director of the MS in Epidemiology Program regarding academic advising, career planning, and professional pursuits.

Dania Valvi, MD, PhD, MPH
Assistant Professor in the Department of Environmental Medicine and Public Health
Email: dania.valvi@mssm.edu
Tel: 212-824-7062
Mailing Address: One Gustave L. Levy Place, Box 1043, New York, NY 10029
Location: CAM Building, 17 E. 102 St., West Tower, 2nd floor - room D2-134

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 offers a foundation in public health training for students and practitioners in public health. Certificate students

attend courses alongside Master of Public Health students. 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 Academic Program Office and the Program Director. For any questions regarding the certificate program, please contact the Academic Program Office.

Jennifer Valdivia Espino, MS
Advisor of Certificate Programs
Email: Jennifer.Valdivia-Espino@mssm.edu

MASTER OF PUBLIC HEALTH DEGREE REQUIREMENTS

To complete the Master of Public Health degree, students are required to obtain a minimum of 45 credits, complete a 150-hour Applied Practice Experience, and complete a Culminating Experience (Thesis, First Author Manuscript, Capstone).

Advising

MPH students must read and continually reference the Student Handbook, Curriculum Guide, Applied Practice Experience Guide, Culminating Experience Guide, Track Checklist, and Sample Curricula to understand the expectations of the degree. These resources are available on Blackboard. Students should contact the Academic Program Office with questions regarding degree requirements.

Students are expected to seek guidance from their Specialty Track Advisor regarding their interest in specific topics in public health. Specialty Track Advisors can provide information and advice regarding elective courses, Applied Practice Experience and Culminating Experience opportunities, proposals, competencies, and development, as well as information on the public health profession.

PROGRAM COMPETENCIES

The Graduate Program in Public Health adopted the following 22 foundational public health competencies in January 2019. The foundational competencies are put forth by the Council on Education for Public Health. These competencies are informed by the traditional public health core knowledge areas, (biostatistics, epidemiology, social and behavioral sciences, health services administration and environmental health sciences), as well as cross-cutting and emerging public health areas. The Program also maintains a list of track-specific competencies and curriculum development.

The competencies shall be the primary guide against which student achievement is measured in the classroom, in the Applied Practice Experience, in the Culminating Experience, as well as in other service-learning opportunities. Going forward, the Program Competencies herein replace those in previous iterations of the Student Handbook and all other program materials.

Students should understand that the Program 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. The foundational competencies 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 have demonstrated the student's ability to perform the foundational competencies.

COMPETENCY SURVEY

All matriculated students are required to complete a Competency Survey each academic year in the Program. Students are asked to self-evaluate their level of mastery of each Program Competency using the measures below. 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 because they provide an assessment of how well course, Applied Practice Experience, and Culminating Experience 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 achievement of the competencies.

FOUNDATIONAL PUBLIC HEALTH COMPETENCIES

Evidence-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

Public Health & Health Care Systems

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning & Management to Promote Health

7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

Policy in Public Health

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

Leadership

16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges

Communication

18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

Interprofessional Practice

21. Perform effectively on interprofessional teams

Systems Thinking

22. Apply systems thinking tools to a public health issue

SPECIALTY TRACK COURSEWORK & COMPETENCIES

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. Students are required to take the courses listed for the Specialty Track they choose to pursue. The credits accrued from required courses vary for each Specialty Track. In total, students must complete 45 credits to be eligible to earn the Master of Public Health.

Students will be asked to declare 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.

The Specialty Tracks are:

- General Public Health
- Health Promotion & Disease Prevention
- Environmental Health Sciences
- Global Health
- Outcomes Research
- Biostatistics
- Health Care Management
- Epidemiology

General Public Health Track

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.

- 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

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 Heath 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.

- 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

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.

- 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

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 residents 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.

- 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.

Environmental Health Sciences Specialty Track

The Environmental Health Sciences Specialty Track focuses on environmental exposures that affect human health that arise from air, water, food, work, and the built environment that affect the health of individuals and communities. This track also explores global environmental issues like climate change, and highlight emerging pollutants of concern and cutting-edge research on chemical exposures and fetal origins of adult diseases. Throughout the coursework and practical experiences, students will learn applicable principles of toxicology, environmental epidemiology, exposure and risk assessment, and strategies to prevent disease, as well as fundamentals of laws and regulation that address environmental and occupational hazards. Students also learn to recognize, address, and prevent common environmental and occupational health threats such as heavy metals, asthma triggers, pesticides, and solvents.

The Environmental Health Sciences Track is interdisciplinary and considers the broader context of environmental exposures and their contribution to health disparities on a local, national, and global scale. Students will gain a core skill set that will prepare them to become leaders in this important and growing field of public health.

- 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

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.

- 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

The Health Care Management Specialty Track prepares graduates for positions of leadership and management in public health, health, government and community service organizations.

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 Care Management specialty track curriculum provides competency-based learning in organizational development and organization behavior, including theory and application, team

leadership, relationship building, collaboration and community orientation, social marketing, public relations and communication and information systems management and assessment.

- 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

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.

- 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.

Specialty Track Advisors

Students in each Track are strongly encouraged to contact their Track Advisor early on and regularly throughout their time at ISMMS. Track Advisors are an important resource, and can provide information and advice regarding elective courses, Applied Practice Experience, and Culminating Experience opportunities, proposals, competencies, and development, as well as information on the public health profession.

General Public Health Track & Biostatistics Specialty Track

John T. Doucette, PhD
Email: john.doucette@mssm.edu
Location: CAM Building, 17 E. 102 St., West Tower, 2nd floor - D2-145

Health Promotion & Disease Prevention Specialty Track

Elizabeth J. Garland, MD, MS
Email: elizabeth.garland@mssm.edu
Location: CAM Building, 17 E. 102 St., West Tower, 2nd floor - D2-148

Environmental Health Sciences Specialty Track

Lauren M. Zajac, MD, MPH
Email: lauren.zajac@mssm.edu
Location: CAM Building, 17 E. 102 St., West Tower, 2nd floor - D2-140

Global Health Specialty Track

Diana Lee, MD
Email: diana.lee2 @mssm.edu
Location:

Outcomes Research Specialty Track

Jenny Lin, MD, MPH
Email: jenny.lin@mountsinai.org
Location: CAM Building, 17 E. 102 St., West Tower, 6th floor - D6-157

Health Care Management Track

Matthew Baney, MS
Email: matthew.baney@mountsinai.org
Location: 275 7th Ave., 15th Floor, Suite 1505
Executive Assistant: Shelita.Clark@mountsinai.org

Epidemiology Track

Stephanie Factor, MD, MPH
Email: stephanie.factor@mssm.edu
Location: CAM Building, 17 E. 102 St., West Tower, 4th floor - D4-110

APPLIED PRACTICE EXPERIENCE

The Applied Practice Experience (APE), formerly known as the Practicum, provides the student with an opportunity to translate theory into practice within a professional public health setting. Students will implement and practice lessons learned in the classroom, gaining exposure to new and exciting prospects for future professional development. It is a planned, supervised, and evaluated field-based experience that can take place at a variety of agencies and organizations, involving some level of community engagement. The Applied Practice Experience enables students to achieve many of the competencies necessary to be successful public health practitioners.

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; and at the 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.

The Program requires that the APE encompass a minimum time commitment of 150-hours. To satisfy the APE, students must achieve at least five program competencies (three of which must be foundational) through completion of two or more work products. Most students complete their work products at a single site as part of a practicum/internship. The work products are determined by the student and the preceptor, and should be mutually beneficial to both the student and the site. Examples of work products include written assignments, journal entries, projects, videos, presentations, spreadsheets, websites, or posters. Specifically, a work product might be a training manual, policy analysis, curriculum, grant proposal, needs assessment, educational materials, program evaluation, literature review, surveys, guidelines, etc.

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 Applied Practice Experience usually occur in the second or third term. Students are eligible to begin the Applied Practice Experience after completion of fifteen credits in the Program. It is strongly suggested (though not required) that the student consider the Applied Practice Experience as laying the groundwork for the Culminating Experience. Project ideas should be discussed with the Specialty Track Advisors.

All MPH students are required to complete an Applied Practice Experience. Students must obtain approval from the Preceptor, Track Advisor, and the Office of Public Health Practice prior to initiating the project to ensure relevancy to Public Health, to confirm the proposed experience will meet the criteria of the Applied Practice Experience requirement, and to assure that the student is able to maximize his/her learning opportunities. Students must complete all requirements, including submission of all necessary forms, for the Applied Practice Experience in order to receive credit for their experience. We do not grant waivers of the Applied Practice Experience.

Requirements for the Applied Practice Experience:
- Attendance at an APE Information Session
- Submission of the APE Proposal and Proposal Form
- Registration for MPH0092 Applied Practice Experience- 3 credits
  - Students who matriculated before Fall 2017 will register for MPH0090 Practicum- 0 credits
- Completion of a minimum of 150 hours at an approved practice site
- Completion of a minimum of two work products
- Attainment of at least 5 competencies

- - At least 3 competencies must be Foundational Competencies
  - Submission of the APE Postscript Report
  - Completion of Final Evaluation
    - ☐ Submission of the Preceptor Evaluation
    - ☐ Competency Assessment
    - ☐ Participation in a Checkout Meeting with the Office of Public Health Practice

This information, along with a more detailed description of the Applied Practice requirement, can be found in the Applied Practice Experience Guide on Blackboard > MPH Students Organization.

Office of Public Health Practice
Program Manager, Public Health Practice

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, First Author 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 ISMMS Faculty Advisor may or may not be the student's Specialty Track Advisor. Students can identify another ISMMS faculty member to serve as their ISMMS Faculty Advisor as appropriate. If a student is working closely with an offsite mentor, this mentor may serve as a co-advisor/second reader alongside an ISMMS Faculty Advisor.

Once an ISMMS Faculty Advisor has been determined, the student must submit the Statement of Support with an approved outline of the project to Academic Program Office. This Statement of Support must be submitted prior to initiating any research or project to ensure relevancy to public health.

The Culminating Experience requires:
- One written Thesis, First Author Manuscript or Capstone formatted according to applicable guidelines as outlined in the Culminating Experience Guide
- Two Oral Presentations
  - Public Health Research Day Poster Session in the Spring II term before graduation
  - 10-minute Oral Presentation to summarizing their Thesis, First Author Manuscript, or Capstone project to the ISMMS Faculty Advisor and Second Reader
- Forms documenting the experience
  - Statement of Support – submitted **before** beginning work
  - Evaluation – submitted after the Oral Presentation
  - Deposit Form - submitted after the Oral Presentation
  - Other documentation as detailed in the Culminating Experience Guide

Description of the Thesis, First Author Manuscript & Capstone

Below are general descriptions of each of the three types of projects. Please read the Culminating Experience Guide on Blackboard for all details regarding the Culminating Experience.

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.

First Author Manuscript

The First Author Manuscript must be written in publishable format for a selected scholarly journal. Students meet with their Specialty Track Advisor and Culminating Experience ISMMS Faculty 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 Applied Practice Experience (formerly known as the Practicum experience) in that the student produces a deliverable based on the needs of the Applied Practice Experience 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

Public Health Research Day

Public Health Research Day, held annually by the Graduate Program in Public Health, is a required event for all MPH students. All graduating MPH students are required to present posters during the Public Health Research Day. The Public Health Research Day Committee will select the 3 top-ranked abstracts for oral presentations, and each will receive a Blue Ribbon Award with an honorarium. All other students are required to attend the day's events. Public Health Research Day showcases MPH student thesis, manuscript, and capstone projects. In addition to the annual poster session, the event will include a keynote lecture, oral presentations, and a networking reception. This is an excellent opportunity for networking among students, faculty, alumni, and community stakeholders, and to gain experience in presenting your work to an audience with diverse professional interests.

All graduating students are encouraged to prepare in advance for Public Health Research Day. The Culminating Experience Abstract for Public Health Research Day will be due in early April, and the poster will be due in early May.

Culminating Experience Submission Deadlines

In order to earn the MPH degree by your intended degree conferral date, the documentation required for the Culminating Experience and all other outstanding degree requirements must be submitted by the following deadlines.

Intended Degree Conferral Date	Culminating Experience Submission Deadline
June 30	June 15
September 30	September 15
January 31	January 15

Please refer to the Culminating Experience Guide for detailed information, including step-by-step procedures, registration requirements and track-specific requirements. The Culminating Experience Guide can be accessed on Blackboard > MPH Students Organization.

GRADUATION

Graduation Application Form

All students intending to graduate in June or September must submit a Graduation Application Form no later than February 1 of the year that corresponds to their intended graduation. This ensures that students have adequate time to attend to any outstanding issues. Additionally, it ensures that the Academic Program Office has a record of the number of students wishing to obtain their diploma and those wishing to participate in the Commencement Ceremony.

By March 1, the list of students petitioning to earn the degree in June and September is sent to the Registrar, including those eligible students wishing to participate in the Commencement Ceremony.

Students intending to earn their degree in June must meet with the Academic Program Office by March 15 to ensure that all the requirements, including the Culminating Experience, are being fulfilled and that all appropriate forms are signed and submitted to the Academic Program Office.

Students intending to earn their degree in September must meet with the Academic Program Office by March 31.

Students intending to earn their degree in January must submit a Graduation Application Form by October 15 and must meet with the Academic Program Office by November 15.

Intended Degree Conferral Date	Graduation Application Due	Deadline for Graduation Checkout Meeting
June 30	February 1	March 15
September 30	February 1	March 31
January 31	October 15	November 15

Administrative Requirements

The Master's degree cannot be awarded until all of the student's outstanding accounts have been resolved or cleared in an approved manner. These may include the Library, the Bursar's Office, Office of Student Financial Services, Registrar's Office and any other service provided or account outstanding at Mount Sinai.

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

Degree Conferral

The Master's degree is awarded effective June 30, September 30, or January 31. After the degree is conferred, students can start using the MPH credential after their name. Students should refer to the Graduation Application and the Culminating Experience submission deadlines.

If necessary, prior to receipt of the diploma, students may 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.

Commencement Ceremony

The Icahn School of Medicine at Mount Sinai's annual Commencement Ceremony takes place in June each year. Students submitting all degree requirements by the June graduation deadline will be eligible to participate in the Commencement Ceremony. Students who completed the Master's degree in January prior to the June Ceremony, may participate in the Commencement Ceremony. Participation in the Commencement Ceremony is distinct from degree conferral (earning the degree). Final transcripts and the diploma will not be issued until all degree requirements are satisfactorily completed.

Students depositing by the September deadline may, at the discretion of the Academic Program Office, participate in the prior June Commencement Ceremony, but will not receive their degree or diploma until after completing the degree requirements in September.

Commencement information will be sent during the Spring I and Spring II terms to the student's school email address.

MASTER OF SCIENCE IN EPIDEMIOLOGY DEGREE REQUIREMENTS

To complete the Master of Science in Epidemiology degree, students are required to obtain a minimum of 34 credits and complete a Thesis or First-Author Manuscript.

Advising

MS in Epidemiology students must read and continually reference the Student Handbook, Curriculum Guide, and other Guides and resources created for the program to understand the expectations of the degree. Students should contact the Academic Program Office with questions regarding policies and procedures, degree requirements, and questions or concerns regarding the Program.

Students are expected to seek guidance from the MS in Epidemiology Program Co-Director, Dania Valvi, MD MPH PhD, regarding their academic advising, career planning, and professional pursuits.

COURSEWORK

The MS in Epidemiology degree can be completed in 12 months full time. Students will complete a solid foundation in the areas of biostatistics, epidemiology as well as advanced coursework in these quantitative methods. The program also requires students choose three Epidemiology elective courses. Resources for planning coursework are located on Blackboard in the MS in Epidemiology student organization.

THESIS OR FIRST AUTHOR MANUSCRIPT

All MS in Epidemiology students are required to complete a Thesis or First-Author Manuscript. The goal of the Thesis/Manuscript is for students to synthesize, integrate and apply the skills and competencies they have acquired to a public health epidemiological problem. The topic of the project will depend on the student's area of interest.

The Thesis aims 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.

The First Author Manuscript is a similar research pursuit, and must be written in publishable format for a selected scholarly journal appropriate for their topic. The format of the paper is based on the formatting guidelines for submission as outlined by the selected journal.

Please read the Thesis/First Author Manuscript Guide on Blackboard for all details and instructions.

The Thesis/Manuscript must be completed under the direction of an ISMMS Faculty Advisor. If a student is working closely with an offsite mentor, this mentor may serve as a co-advisor/second reader alongside an ISMMS Faculty Advisor.

Once an ISMMS Faculty Advisor has been determined, the student must submit the Statement of Support with an approved outline of the project to Academic Program Office.

This Statement of Support must be submitted prior to initiating any research or project to ensure relevancy to epidemiology.

The Thesis/Manuscript requires:
- One written Thesis/Manuscript formatted according to guidelines outlined in the Guide
- Two Oral Presentations
  - Public Health Research Day Poster Session in the Spring II term before graduation
  - 10-minute Oral Presentation to summarizing their project to the ISMMS Faculty Advisor and Second Reader
- Forms documenting the experience
  - Statement of Support – submitted before beginning work
  - Evaluation – submitted after the Oral Presentation
  - Deposit Form - submitted after the Oral Presentation
  - Other documentation as detailed in the Guide

Public Health Research Day

Public Health Research Day, held annually by the Graduate Program in Public Health, is a required event for all Master-level students. All graduating students are required to present posters during the Public Health Research Day. The Public Health Research Day Committee will select the top-ranked abstracts for oral presentations, and each will receive a Blue Ribbon Award with an honorarium. All other students are required to attend the day's events. In addition to the annual poster session, the event includes a keynote lecture, oral presentations, and a networking reception. This is an excellent opportunity for networking among students, faculty, alumni, and community stakeholders, and to gain experience in presenting your work to an audience with diverse professional interests.

All graduating students are encouraged to prepare in advance for Public Health Research Day. The abstract for Public Health Research Day will be due in early April, and the poster will be due in early May.

Thesis/Manuscript Submission Deadlines

In order to earn the MS in Epidemiology degree by your intended degree conferral date, the documentation required for the Thesis/Manuscript and all other outstanding degree requirements must be submitted by the following deadlines.

Intended Degree Conferral Date	Thesis/Manuscript Submission Deadline
June 30	June 15
September 30	September 15
January 31	January 15

Please refer to the Thesis/Manuscript Guide for detailed information, including step-by-step procedures, registration requirements and other requirements. The Thesis Guide can be accessed on Blackboard > MS in Epidemiology Organization.

GRADUATION

Graduation Application Form

All students intending to graduate in June or September must submit a Graduation Application Form no later than February 1 of the year that corresponds to their intended graduation. This ensures that students have adequate time to attend to any outstanding issues. Additionally, it ensures that the Academic Program Office has a record of the number of students wishing to obtain their diploma and those wishing to participate in the Commencement Ceremony.

By March 1, the list of students petitioning to earn the degree in June and September is sent to the Registrar, including those eligible students wishing to participate in the Commencement Ceremony.

Students intending to earn their degree in June must meet with the Academic Program Office by March 15 to ensure that all the requirements, including the Culminating Experience, are being fulfilled and that all appropriate forms are signed and submitted to the Academic Program Office.

Students intending to earn their degree in September must meet with the Academic Program Office by March 31.

Students intending to earn their degree in January must submit a Graduation Application Form by October 15 and must meet with the Academic Program Office by November 15.

Intended Degree Conferral Date	Graduation Application Due	Deadline for Graduation Checkout Meeting
June 30	February 1	March 11
September 30	February 1	March 29
January 31	October 15	November 16

Administrative Requirements

The Master's degree cannot be awarded until all of the student's outstanding accounts have been resolved or cleared in an approved manner. These may include the Library, the Bursar's Office, Office of Student Financial Services, Registrar's Office and any other service provided or account outstanding at Mount Sinai.

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

Degree Conferral

The MS degree is awarded effective June 30, September 30, or January 31. After the degree is conferred, students can start using the MS credential after their name. Students should refer to the Graduation Application and the Thesis/Manuscript submission deadlines.

If necessary, prior to receipt of the diploma, students may 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.

Commencement Ceremony

The Icahn School of Medicine at Mount Sinai's annual Commencement Ceremony takes place in June each year. Students submitting all degree requirements by the June graduation deadline will be eligible to participate in the Commencement Ceremony. Students who completed the Master's degree in January prior to the June Ceremony, may participate in the Commencement Ceremony. Participation in the Commencement Ceremony is distinct from degree conferral (earning the degree). Final transcripts and the diploma will not be issued until all degree requirements are satisfactorily completed.

Students depositing by the September deadline may, at the discretion of the Academic Program Office, participate in the prior June Commencement Ceremony, but will not receive their degree or diploma until after completing the degree requirements in September.

Commencement information will be sent during the Spring I and Spring II terms to the student's school email address.

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 academic, research and work 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. Course Directors and Faculty Advisors should familiarize their students with expected practices. Course Director may utilize the Honor Code for ISMMS Exams and Quizzes located on page 42.

ACADEMIC INTEGRITY

Failure to adhere to Icahn School of Medicine at 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. Breaches of academic integrity will be subject to disciplinary action, up to and including expulsion from the School. Some basic types of behavior that are unacceptable include, but are not limited to, the following examples:

A. 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.

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

C. 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.

D. 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.

E. 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.

F. 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, add/drop form, ID card, or any other official University document.

G. 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 Collating Experience Proposal or the Collating Experience, must be entirely the work of the individual student or referenced appropriately. 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 Academic Advisory Committee which has the authority to discipline students up to and including dismissal. 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 may 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). More detailed information can be accessed on the ISMMS Student Handbook and Policies website.

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.

AUTHORSHIP 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.

Students who wish to submit a manuscript to a journal from ISMMS or describe work conducted at ISMMS must review and obtain approval from 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. The Program adheres to the Authorship Policy, the Policy on Responsibilities of Authors and data Retention, and Policy and Procedures on Protecting Whistleblowers as established by the Graduate School and Department of Medical Education, outlined in the respective handbooks.

Assignment of authorship documents the contributions individuals have made to a published work. Thus, authorship constitutes a key criterion by which funding agencies, academic institutions, and the wider academic community judge the contributions of academics to their fields. Appropriate assignment of authorship is an essential component of ethical conduct for academics.

Authorship on a publication implies substantial contribution to work being reported, which entails critical intellectual and/or technical contributions without which the publication as it exists would not have been possible. Contributions that merit authorship include a significant role in planning the studies, writing the manuscript, and other essential roles involving unique skills. The International Committee of Medical Journal Editors guidelines recommend that each author have responsibility for at least one component of the work, and that all authors approve the final version. Listing the explicit contributions of each author, as many journals currently require, is indeed a valuable and recommended method for disclosing and clarifying the rationale for the inclusion and order of authors. The contributions of colleagues or collaborators whose participation does not warrant authorship should be acknowledged.

The requirement of substantial contribution clearly precludes unethical practices such as honorary authorships for senior colleagues who made minimum contributions to the work, colleagues whose role was solely to obtain funding or similar resources for the work, or contracted individuals who simply carried out routine services for hire. This same principle precludes omitting from authorship colleagues who did make substantial contributions. Ghostwriting, in which an individual takes credit as an author of a manuscript substantially written by an uncredited third party, is never permissible. In summary, authorship credit can be established by the following three criteria: (1) providing substantial contributions to study concept and design, or acquisition, analysis, and interpretation of data critical for the study; (2) drafting the article or revising its content critically; and (3) approving the final version to be published. All authors listed on an article must fulfill criteria (1) and/or (2), and must fulfill criterion (3).

It is expected that inclusion and order of authors will be discussed among all of the authors (including students and postdoctoral fellows). This should occur as early in the research process as possible, prior to drafting the manuscript when feasible and certainly prior to submission of the manuscript for initial peer review. Such dialogue is essential for all manuscripts and requires exceptional attention in collaborations involving multiple laboratories or institutions. Whether a contribution is substantial

enough to merit authorship may sometimes be a matter of judgment, usually decided by the senior author(s). After authorship and order of authorship have been assigned by the senior author(s), in consultation with, and preferably also in agreement with all authors, the senior author(s) should be able to defend the assignments based on the principles articulated above; final decision on authorship rests with the senior author(s). Members of the research team are strongly urged to resolve any disagreements concerning authorship as quickly and amicably as possible, in order to avoid ongoing disputes that could impede or prevent publication of a manuscript.

Policy on Financial Conflict 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.

HONOR CODE FOR ISMMS EXAMS & QUIZZES

Course Directors in the Graduate Program in Public Health may enforce the following honor code. Before taking all exams or quizzes, students must review and agree to abide by the following rules of conduct:

I will take this exam or quiz by myself, not in a group.

1. Unless a particular information source or a calculator is explicitly permitted by the Course Director, I will not use any material to assist me during this exam or quiz, including texts, online/web sources/sites, auditory information, study notes, or any other material. I may use a calculator for calculations but not to store equations.

2. I have not received feedback about the exam or quiz from students who have taken it earlier.

3. While I take my exam or quiz, I will not communicate to anyone about the exam or quiz content or questions. If I become aware of a problem with the exam or quiz while I am taking it, I may notify the Course Director immediately. Once I have completed the exam or quiz, I will not discuss exam or quiz questions or content with, or in the presence of, any student who has not completed the exam or quiz.

4. I will not copy, record, photograph or retain any lasting record of any of the questions from this exam or quiz. I will not provide information about this exam or quiz to any current or future ISMMS student.

5. If I encounter technical difficulty during an exam or quiz, I will contact the Course Director with information about the technical difficulty. If a second attempt at an exam or quiz is made available, the second attempt falls under the same Honor Code rules as a first attempt. I understand that logging in a second time for any reason other than technical difficulty and failing to send the required email before logging in to a second attempt constitute breaches of the Honor Code.

6. The Graduate Program in Public Health expects the study body to maintain professionalism by reporting breaches in ethical conduct by their colleagues. If I witness any student violating any of the terms of this Honor Code, I am responsible for reporting the incident to the Course Director within 48 hours.

7. I agree that a breach of the Honor Code is a serious ethical violation, and I understand that a student found not to be in compliance with the Honor Code will suffer serious consequences, including, but not limited to, the calling of an Academic Advisory Committee Meeting, suspension, or dismissal.

By continuing with this Exam or Quiz, I hereby intend to abide by this honor code.

OFFICE OF THE REGISTRAR

The Icahn School of Medicine at Mount Sinai 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 student records from application to degree conferral in perpetuity. 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 in order to provide definitive student status, and providing students with enrollment services necessary to pursue their educational goals.

To that end, below please find information pertaining to the policies and procedures under the purview of the Registrar's Office. For additional information about the Registrar's services, please contact the Registrar staff in Annenberg 12-70, (212) 241-5245.

ACADEMIC STANDING

Students may be terminated (i.e., administratively withdrawn or dismissed) from a degree program at any time if, in the judgment of the Graduate School or the School of Medicine, a student fails to make satisfactory progress towards the completion of the degree (regardless of grades). The definition of satisfactory progress toward completion of the degree program may differ among degree offering units. Examples of unsatisfactory progress may include, but are not limited to, inadequate grade point average (GPA), inadequate research and/or research skills, failure to obtain satisfactory grades in required courses, failure to maintain matriculation in the Program, and may also relate to the amount of time to complete the required milestones of the curriculum.

Program Specific Satisfactory Academic Progress Policy

Master of Public Health students maintain satisfactory academic progress by:
- Making progress toward core and track courses. This includes successfully completing required core courses within 2 attempts of taking the courses. Grades that are not considered a successful completion include: incomplete, missing grades, withdraws, and failing grades (F or below minimum).
- Successfully completing at least 50% of course credits attempted each semester.
- Resolving incomplete grades within the guidelines established by ISMMS.
- Attaining an overall grade point average of 3.0 is needed at the time of graduation to be eligible to earn the degree. Students who earn a GPA below 3.0 should raise their GPA within 3 consecutive terms to maintain Program Specific Satisfactory Academic Progress.
- Making progress toward degree requirements as outlined in the Applied Practice Experience Guide and Culminating Experience Guide.
- Demonstrating the ability to grow in professional skills.
- Students are expected to complete their degree program within the maximum time to earn degree prescribed for their degree, as outlined in the Graduate Program in Public Health Student Handbook.

Master of Science in Epidemiology students maintain satisfactory progress by:
- Making progress toward core and track courses. This includes successfully completing required core courses within 2 attempts of taking the courses. Grades that are not considered a successful completion include: incomplete, missing grades, withdraws, and failing grades (F or below minimum).

- Successfully completing at least 50% of course credits attempted each semester.
- Resolving incomplete grades within the guidelines established by ISMMS.
- Attaining an overall grade point average of 3.0 is needed at the time of graduation to be eligible to earn the degree. Students who earn a GPA below 3.0 should raise their GPA within 3 consecutive terms to maintain Satisfactory Academic Progress.
- Making progress toward degree requirements as outlined in the Culminating Experience Guide.
- Demonstrating the ability to grow in professional skills.
- Students are expected to complete their degree program within the maximum time to earn degree prescribed for their degree, as outlined in the Graduate Program in Public Health Student Handbook

Below are the categories of student standing:

Good Standing

A student will be considered in Good Standing if they meet minimal academic standards in terms of course performance and degree requirements, school standards and deadlines for health assessments, immunization status, PPD testing, pay all bills on time including tuition and fees, remain free of any academic or administrative holds, and are otherwise meeting the academic expectations of their degree program.

Probation

Students who do not meet the criteria for Good Standing may be placed on probation by the Program Director, Dean of the Graduate School, or their appointed representatives: including the Academic Advisory Committee and the Academic Program Office. Once a student is placed on academic probation, academic progress must be made within two terms. Dismissal 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). Students who fall below a GPA of 3.0 will be placed on academic probation. Anytime a student's GPA falls below 3.0, the Academic Program Office and the Academic Advisory Committee will be consulted and a plan for remediation developed. 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 they are 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 may be dismissed from the program.

Forward Feeding

Information regarding a student's academic status and any documented issues related to professionalism may be forwarded from the Graduate Program in Public Health to a course director, faculty advisor, or practice experience preceptor at the discretion of the Program leadership. Personal

information will not be forwarded except when requested by the student. The student will be notified that this transfer of information is taking place.

Forward feeding allows for monitoring of a student's performance and to provide support and remediation as necessary. The forwarding of any material to a subsequent course or clerkship directors will continue as long as monitoring is necessary for educational purposes.

WITHDRAWAL AND READMISSION

Voluntary Withdrawal

A student may voluntarily withdraw from school at any time, upon application to the Academic Program Office. The request must be made by submitting a Request for Withdrawal Form. A student who voluntarily withdraws may apply for readmission at a later time. Future reinstatement may be denied either at the time of the withdrawal or at the time of application for reinstatement for reasons deemed sufficient to the Admissions Committee. 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 the Program, refer to the Academic Program Office.

Administrative Withdrawal

In certain circumstances, a student may be administratively withdrawn from the school. Examples may include, but are not limited to: a student who has exceeded the limit of medical or personal leave; a student who fails to maintain matriculation in the degree program, a student who repeatedly fails a course; any student failing to pay tuition, fees, medical insurance, or housing bills by the required dates.

Dismissal

Dismissal is a withdrawal from the School for failing to maintain "Good Standing" or meet standard educational goals of the degree program. Students who are dismissed are not enrolled. The Program Director or Academic Program Office may administratively dismiss a student. Status of dismissal is permanently reflected on a student's academic record.

Dismissals will generally be imposed for students who exhibit the following: failure to meet academic milestones, failure to remediate academic probation status, positive toxicology result, disruptive behavior, illegal behavior, misconduct, or failure to meet administrative responsibilities (including financial obligations). Dismissal may result when a student is convicted of a misdemeanor or felony, exhibits a breach of academic or professional misconduct (including cheating). 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.

Clearance to Graduate, Begin Leaves of Absence, Withdraw, Transfer, or Otherwise Leave The School

Students who wish to graduate, begin a Leave of Absence, Withdraw, Transfer or otherwise leave the School must obtain clearance beforehand from the Graduate Program in Public Health. Students are required to meet with the Graduate Program in Public Health before filling out the appropriate forms. Students must complete the appropriate forms requiring the signatures of the requisite offices indicating that there are no outstanding debts or other encumbrances to the student's record. When all the signatures are obtained, the student must return the form to the Registrar's Office. Please contact the Academic Program Office for the appropriate forms.

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. No guarantee of readmission is made to any student.

ACADEMIC ADVISORY COMMITTEE

The Academic Advisory Committee consists of an appointed Chair and several Program Administration and faculty members. The goal of the Academic Advisory Committee is to monitor 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 dismissal and expulsion. Both students and/or faculty members with concerns about any of the above should contact the Academic Program Office or 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 or Academic Program Office.

HOLDS

The Icahn School of Medicine at Mount Sinai utilizes a system of holds when students fail to meet standard educational obligations. A "hold":
1. Prevents the release of a student's academic transcript or any school documentation, e.g., enrollment verification letter.
2. Freezes a student's registration status so that they may not register for courses until the hold is resolved.
3. Freezes a student's registration status so that they may not continue on to the next term until the hold is resolved by the student.

All financial obligations must be satisfied before a student can register for another term and continue their studies and/or research. Students with holds will not be eligible for financial aid refunds until the hold is appropriately addressed by the student. Types of ISMMS holds: Admissions, Academic, Administrative, Student Health, Housing, Financial, and Registrar.

TRANSCRIPTS

Official copies of your Icahn School of Medicine at Mount Sinai transcript can be requested when a stamped and sealed copy of your academic record is required. Requests for official transcripts require the verification of the identity of the student/alumnus requesting the transcript. Document requests can be submitted on the Office of the Registrar website, "Request a Document" link. Transcripts cannot be sent out for students who are not in "Good Standing." This includes but is not limited to academic, financial, library, and health holds.

To be considered "official" a transcript must:
- Bear the Registrar's signature.

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

The Office of the Registrar partners with Parchment, an authorized delivery vendor, to provide students and alumni with official e-transcripts within a turn-around time of usually 1-2 business days. It is your responsibility to make certain the intended recipient for your transcript is willing or able to receive an official e-transcript. Parchment does assess a fee for their service. E-transcripts can be requested you're the website linked above.

Students may request an unofficial copy of their transcript for their personal records. This will be stamped "Student Copy" and may not be used for official purposes. Students can also view and print an unofficial transcript from the Empower student web portal at student.mssm.edu.

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.

OFFICE OF STUDENT FINANCIAL SERVICES

Below are policies and procedures related to tuition, financial aid, and student health insurance. To learn more about tuition and fees, please visit the Office of Student Financial Services website.

STUDENT BILLING: TUITION

Students receive a tuition bill each term for the courses for which they register. This bill can be accessed in Empower (student.mssm.edu). Tuition for the 2019-2020 Academic Year is $1300.00 per credit. Costs for books and materials required in the various courses are not included in the tuition rate quoted above.

Payment may be made by personal check, bank draft, wire transfer or money order, **drawn to the order of Icahn School of Medicine at Mount Sinai.** If a student is not receiving financial aid then his/her tuition and fees must be paid upon receipt of their billing invoice, no later than two weeks after the first day of classes..

Domestic Students - Tuition Management System (TMS) payment plan and affordability counseling portal. For information, call 800-356-8329 or visit the website.

International Students - Icahn School of Medicine at Mount Sinai has partnered with PayMyTuition for international tuition payments. With PayMyTuition, you can pay your tuition payments from any bank, in any country, in any currency at better than bank exchange rates. PayMyTuition is fast, simple and cost effective.

The Board of Trustees reserves the right to revise tuition and fees each academic year.

All financial obligations must be cleared prior to the completion of each academic term. Students who have not cleared their account by the due date will not be allowed to register for upcoming terms, receive a transcript or letter of recommendation, have academic credits certified, receive a leave of absence, receive other student services, attend class/clerkship for the current academic term, or have a degree conferred. Late fees of $100 will be charged on balances, if deemed delinquent. Unpaid balances will be turned over to an outside collection agency at the end of each academic year.

Tuition Refund Policy

Students who withdraw from the Institution or from a course during an academic term will receive a tuition refund based on the below institutional schedule. Tuition refunds will be calculated based on the date the student submits their withdrawal form to the Registrar's Office.

Withdrawal through the first calendar week of the term	100 percent of Tuition Only
Second calendar week of the term	75 percent of Tuition Only
Third calendar week of the term	50 percent of Tuition Only
Fourth calendar week of the term	25 percent of Tuition Only
After the Fourth week of the term	No Refund

For students receiving federal financial aid processed through the Office of Student Financial Services, be advised that all funds from federal Title IV programs will be returned to the government according to federal regulations. Returned funds previously credited towards tuition will leave an outstanding balance that students are personally responsible for paying. Students are advised to understand the

above tuition schedule as withdrawing after the first week of class creates a financial obligation which, if not cleared by the end of the academic year, will be referred to an outside collection agency.

No refunds will be granted to students dismissed or suspended. The Institution reserves the right to dismiss a student whose academic standing or general conduct is considered unsatisfactory.

Repetition of Coursework

Students may retake a course with permission of the Academic Program Office. A student who has earned credit for a course may repeat it once upon approval, but will not receive additional academic credit. A student permitted to repeat a course must pay full tuition and other regular fees in effect at the time of the repetition. Students cannot receive financial aid to cover the tuition for retaking a course.

FINANCIAL AID

General Financial Aid Policy

The Icahn School of Medicine at Mount Sinai consistently provides as much financial assistance as possible to eligible students who are in good academic standing, maintain satisfactory academic progress, meet filing deadlines and require financial assistance in order to attend the School. Admission to ISMMS is completely independent of financial requirements. Financial aid decisions are made on the basis of documented need without discrimination due to age, race, color, language, religion, sex, sexual orientation, gender identity or expression, genetic disposition, ethnicity, culture, creed, national origin, citizenship physical or mental disability, socioeconomic status, veteran status, military status, marital status, being the victim of spousal abuse, or based on any other characteristic protected by law.

Financial Aid Application

Degree seeking students who are interested in applying for Federal Stafford loans to cover the cost of tuition and direct expense can supply FAFSA data on the Web at www.fafsa.ed.gov. Reapplication is required annually for all loan and scholarship recipients.

Determination of Need

The Icahn School of Medicine at Mount Sinai utilizes the standard federal formula for determining financial aid eligibility. The Icahn School of Medicine at Mount Sinai reserves the right to reconsider its offer and commitments of financial assistance in the event of a financial award made from an outside source. (Required adjustments will be applied to the loan portion of the financial aid package wherever possible.) All Cost of Attendance Budgets cover the student only. Federal law prohibits using federal funds for the support of anyone other than the student.

Required Entrance Counseling

As part of their financial aid package, all students requesting student loans must complete online entrance counseling on the website studentloans.gov. This requirement is imposed by the Department of Education as a form of financial literacy for first-time borrowers. This counselling will cover loan basics, type of federal student loans and loan limits. Students will have a clear understanding of their rights and responsibilities at the completion of online entrance counseling.

Required Exit Counseling

Student loan borrowers are required to complete exit counseling prior to separating from Icahn School of Medicine. Students who have been issued loans from the Icahn School of Medicine (Perkins, Mount Sinai Loan.) Students must complete online exit counseling on mycampusloan.com. Direct Loan borrowers must complete online exit counseling on studentloans.gov. Each exit counseling will provide loan balances; terms of repayment, deferment and forbearance options available to borrowers. Students must complete all required exit counseling prior to being cleared for graduation.

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. The extent that loan indebtedness will impact future expense budgeting can be considerable. In order to assist students in tracking loans, interest rates and various conditions of the loans, the Program suggests consulting online debt-management information.

- https://studentloans.gov/myDirectLoan/index.action
- http://www.finaid.org/
- http://gradsense.org/gradsense
- http://www.aspph.org/study/financing-your-degree/

Satisfactory Academic Progress for Financial Aid

Federal regulations require that students receiving federal aid make satisfactory academic progress (SAP). Satisfactory Academic Progress refers to the satisfactory completion of courses, Applied Practice Experience (Practicum), and Culminating Experience requirements according to established increments that lead to awarding the degree within published time limits. Please see the definition of Satisfactory Academic Progress in the Graduate Program in Public Health.

Failure to Meet the Requirements for SAP - A student who fails to meet one or more of the standards for SAP is ineligible for financial aid beginning with the term immediately following the term in which the SAP requirements were not met.

Appeals - Students who do not meet the minimum standards for Satisfactory Academic Progress may appeal to an ad hoc committee comprised of representatives from Enrollment Services and the Academic Program for reinstatement of financial aid eligibility. The appeal must first be submitted in writing to the Associate Dean for Enrollment Services within 10 days of notification of ineligibility. The appeal must include what has changed in the student's situation that will allow him or her to meet the requirements for SAP at the next evaluation. Circumstances which may be considered as a basis for an appeal may include family emergency, death in the student's immediate family, a student's medical illness or injury, or other undue hardships. If the committee determines that the student's appeal should be approved, the student's financial aid will be reinstated.

Financial Aid Probation - Once an appeal has been approved, a student is placed on financial aid probation and is eligible for financial aid. The Academic Program, and in some cases the Academic Advisory Committee, will develop an academic plan for the student that will ensure, if followed, that the student is able to meet SAP standards. A student shall become eligible again for financial aid when

he or she has successfully completed sufficient coursework to meet the standards of progress within the maximum time frames delineated above.

Loss of Financial Aid Eligibility - A student who does not meet the SAP requirements by the end of the financial aid probationary period is ineligible for financial aid. The loss of financial aid eligibility will continue until the student has met both the qualitative and quantitative standards established for their level of study.

Length of Time to Complete Degree for Financial Aid

A student will be permitted a maximum time limit to complete a degree:

Degree	Normal Length (Years)	Maximum Time to Complete Degree (Years)
MPH	2	5
Dual Degree with MPH	5	7
MS in Epidemiology	1	3
Advanced Certificate	1	2

These time limits include any time for personal or medical Leave of Absence.

In the Graduate Program in Public Health, benchmarks of satisfactory progress must be completed as outlined in the specific program requirements. Students who are approaching the time limit for completion will be reviewed with enough notice so that a plan is in place to enable the student to complete the requirements by the end of the time limit.

Please see the full Length of Time to Complete Degree Policy on page 59.

COURSE AND GRADING POLICIES

COURSE REGISTRATION & ENROLLMENT

Students enroll for courses on the student information system: **student.mssm.edu**

The **Late Registration (Add/Drop) 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 **Late Registration (Add/Drop) Deadline** is typically the first Friday of every academic term.

In AY 2020-2021, the registration deadlines are as follows:

Term	Registration Opens	Registration Deadline	Recommended Add/Drop Deadline	Late Registration, Final Add/Drop Deadline
Fall	June 1, 2021	June 30, 2021	Sept 10, 2021	Sept 17, 2021
Spring I	Nov 1, 2021	Nov 30, 2021	Jan 7, 2022	Jan 14, 2022
Spring II	Feb 1, 2022	Feb 25, 2022	April 8, 2022	April 15, 2022

After deciding to add or drop a course, any student who fails to change their initial online registration before the Late Registration Deadline will not be eligible to take a course (if not enrolled), and may not receive a full 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.

Course Withdrawal

After the Add/Drop Deadline, students may withdraw from a course by submitting a withdrawal form. All withdrawals are entered as "W" on the students' official transcript. A grade of W does not affect the overall GPA. Please see the Office of Student Financial Services section for more information about tuition refunds in the case of course withdrawal.

Course Cancellation

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

Individuals interested in registering courses in the Graduate Program in Public Health without pursing a degree program, may complete an application on SOPHAS Express for 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 request to officially audit a course by contacting the Registrar's Office prior to the end of the Add/Drop period. Students auditing a course usually 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. An audited course will appear on the student's transcript with the designation "AU". No academic credit is awarded and the course cannot be counted for determining full-time status for 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 rarely allowed. In these instances, students may unofficially audit with permission of the course director. No tuition will be charged and a transcript will not be provided.

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).

Course Evaluations and Grade Release

The Program uses Blackboard to collect student course evaluations. Grades will not be distributed until the course evaluation has been completed.

Before the end of every term the Academic Program Office 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.

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, A-, B+, B, B-, C+, C, C-, or F.

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

Grade	Quality Point Value
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00

C-	1.70
F	0.00

1. 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.

2. 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:

3. Add the quality point values for all the courses to determine the total quality points.

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

5. 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 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.

Incomplete Grades

Students are expected to take exams when they are scheduled and submit assignments on time. Under extraordinary circumstances (such as a medical emergency), a temporary grade of Incomplete (I) may be considered for a student who is unable to complete course requirements. 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 and submitted to the Academic Program Office. 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. Students have two academic terms to remediate an incomplete, after which time the incomplete is converted to a failing grade (F).

Retaking Courses

Students seeking to improve their grade point average (GPA) may retake a course, with permission from the Academic Program Office. 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

A student who fails 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 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 Academic Program Office 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.

ELECTIVES AT ISMMS AND ELSEWHERE

Students are permitted to take any course offered by the Graduate Program in Public Health. These may be considered general electives, not substituting any track-specifically or degree-specific requirements. Please see the Curriculum Guide for a complete list of course offerings and pre-requisites.

If a student wishes to take a course in a different degree program at ISMMS, an Elective Approval Request Form must be submitted and approved by the Academic Program Office prior to registering for the course. Without the necessary approval, the elective course may not be counted toward the credits required for a degree program. This is to ensure that the course meets the objectives of the Graduate Program in Public Health before a student make a time commitment or financial commitment to another Program or Institution. Approval, when granted, is conditional upon student completing all of the course requirements and earning a B or better grade. The student must then follow the procedures for transferring credits and/or course waiver to apply the elective to their degree program.

If a student is interested in enrolling in a course offered by another academic institution, a student must seek approval from the Academic Program Office. Please submit a course description and a syllabus from the Institution offering the elective course and an Elective Approval Request to the Academic Program Office. **Approval must be given from the Graduate Program in Public Health prior to enrolling in a course in another Institution**. Without the necessary approval, the student may not be eligible to transfer credits or course waivers. Approval, when granted, is conditional upon student completing all of the course requirements and earning a B or better grade. The student must follow the transfer credit or course waiver procedure to apply the elective to the degree program.

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 them. An Independent Study must be a unique experience and must involve mentorship from an ISMMS Faculty Sponsor. Material covered during an independent study project should be highly targeted and not simply a review of the regularly offered coursework. Each student may complete no more than two independent study projects.

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. An Independent Study Proposal submitted less than six weeks of the anticipated start of the project/course of study may not be approved 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 ISMMS Faculty Sponsor complete the Independent Study Evaluation Form. Final credits are awarded at the end of the project by approval of the Academic Program Office.

An Independent Study can be valued at one, two, or three credits. Each credit represents approximately 45 hours of work. 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.

Eligibility

Students with more than one outstanding Incomplete at the time of the proposal submission may not be eligible to complete an Independent Study.

Restrictions

It is important to note that independent study projects should not be attempts to take courses that are offered by the Graduate Program in Public Health routinely during the academic year at times that are more convenient for the student. Independent study projects cannot exempt students from core course requirements.

Steps towards formalizing an Independent Study

1. Identify and meet with your ISMMS Faculty Sponsor to propose the Independent Study.
2. Complete the Independent Study Proposal Form.
3. Submit the Independent Study Form to the Academic Program Office for approval.
4. Once approved, complete the project/course of study.
5. Complete the Independent Study Postscript Report.
6. Request that your Faculty Sponsor review the Postscript Report and complete the Independent Study Evaluation Form.
7. Submit completed Postscript Report and Evaluation form to the Academic Program Office.

TRANSFERRING CREDITS

Within specific guidelines, students in the Graduate Program in Public Health may apply for transfer credit for graduate-level courses or waiver of a specific degree requirement based on coursework taken outside the Program. The Transfer Credit and Course Waiver policy applies to courses taken in other programs within ISMMS and at external institutions. All requests for transfer credit will be considered on an individual basis by the Graduate Program in Public Health Academic Program Office.

Students may transfer a maximum of ten (10) whole course credits that meet specific criteria, as outlined in the following section. Credits for a course may not be split; the course credit is granted for

whole courses. Grades assigned to transfer credits will not be included in the calculation of the student's grade point average (GPA) at ISMMS.

Current students must have courses preapproved through the Graduate Program in Public Health. Please be aware that other institutions may award credits in a manner not consistent with ISMMS 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 Academic Program Office. As part of the preapproval process, students are informed of the number of credits they may be awarded; therefore, it is vital that the student apply for preapproval.

All courses for anticipated transfer credit must meet the following criteria:
- Courses must be officially documented as graduate-level courses.
- Transfer credit is contingent upon completion of the course with a B (3.0) 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 Program Director) that a grade of B or better would have been given. Decisions regarding transfer credits are not made prior to matriculation. Official transcripts documenting the final grade(s) must be sent to the Graduate Program in Public Health.
- Courses cannot have been used in the past or be used in the future toward another degree program.
- Courses must be taken at an accredited US institution or an institution accredited by the Council on Education for Public Health (CEPH).
- Courses must have significant, direct public health content. For example, foreign language courses would not be considered for transfer credit for the MPH degree, nor would an organic chemistry course.

Courses taken prior to matriculation must meet the above criteria, must have been taken, at a maximum, within the past five (5) years, and must not have been used toward the completion of another degree program. It is possible that completed courses may not be approved because the content in the field has changed.

Current students may petition to transfer select courses taken at other CEPH-accredited graduate-level institutions. 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. Equivalent courses may be determined by alignment with CEPH Foundational Competencies and the learning objectives outlined by the CEPH Foundational Public Health Knowledge areas.

COURSE WAIVER

Current students may petition to be waived from requirements based on previous coursework, specifically taken at CEPH-accredited graduate-level institutions. Students seeking to waive degree requirements must request the waiver 6 weeks in advance of the term that the course in question is offered. Students may be asked to demonstrate proficiency in addition to demonstrating course equivalency. Equivalent courses may be determined by alignment with CEPH Foundational Competencies and the learning objectives outlined by the CEPH Foundational Public Health Knowledge areas.

Relevant courses must have been taken within the past five years. It is possible that completed courses taken within five years may not be approved because the content in the field has changed.

The decision to grant a waiver is at the discretion of the faculty or Program representative.

In the case of a course waiver, 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 number of credits required for the degree program.

Students should contact the Academic Program Office for the Course Exemption Form.

ATTENDANCE, MATRICULATION, LEAVE OF ABSENCE, AND RELATED POLICIES

ATTENDANCE STANDARDS

Active participation in the Graduate Program in Public Health courses and activities is a critical component of the professional development of all students. Lack of attendance for any reason does not relieve a student from responsibility for material covered during that absence. Students should refer to the Academic Calendar for the Graduate Program in Public Health when planning any travel. Students should notify the Academic Program Office about any anticipated or sudden absence from a required activity (e.g., Public Health Research Day). Students should adhere to the attendance and absence policies outlined in each course syllabus.

Timely attendance is an expectation of performance for all Graduate Program in Public Health students. This shows respect for peers, faculty, staff, and other community members. Students will be held accountable for adhering to their course schedule and the lateness policies outlined in each course syllabus.

MATRICULATION POLICY

Once matriculated in the degree program offerings of the Graduate Program in Public Health at ISMMS, students are expected to maintain matriculation or request an alternative status (e.g., leave of absence, voluntary withdrawal, etc.), or may be placed in an alternate status by the Academic Program Office and Program Director (e.g., administrative withdrawal, etc.).

To maintain matriculation, students must either register for at least one credit-bearing course or register for MPH 8001 Maintenance of Matriculation for every term up until degree conferral. The Maintenance of Matriculation registration allows students continued eligibility to earn their degree while not pursuing coursework. Students on Maintenance of Matriculation will not be eligible for financial aid. The MPH 8001 Maintenance of Matriculation registration is $333 per term for students in trimester programs. 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. Students who fail to register for a term or receive an approved LOA, will be administratively withdrawn from the Program, and will have to re-apply in order to continue their degree or certificate studies.

LENGTH OF TIME TO COMPLETE DEGREE

The Graduate Program in Public Health is a dynamic, cutting edge public health program, and as such, the course work for the degree programs offered are designed to be completed in a full-time manner (two-year MPH program, one-year MS in Epidemiology program). Students are permitted to take courses on a part time basis. However, the MPH degree must be completed within five years of the student's first matriculation date, including the completion of the Culminating Experience. The MS in Epidemiology degree must be completed within 3 years of the student's first matriculation date, including the completion of the Thesis or Manuscript. Advanced Certificate students have a maximum of two years to complete the Advanced Certificate. Dual Degree MPH students have a maximum time to degree completion of seven years for the MPH degree. Students who do not complete the degree or certificate within this specified time frame will be withdrawn from the program.

A student will be permitted a maximum time limit to complete a degree:

Degree	Length as Designed (Years)	Maximum Time to Complete Degree (Years)
MPH	2	5
Dual Degree with MPH	5	7
MS in Epidemiology	1	3
Advanced Certificate	1	2

These time limits include any time for personal or medical leave of absence.

In the Graduate Program in Public Health, benchmarks of satisfactory progress must be completed as outlined in the specific program requirements. Students who are approaching the time limit for completion will be reviewed with enough notice so that a plan is in place to enable the student to complete the requirements by the end of the time limit.

If a student does not complete their degree within the Time to Compete Degree, it is the responsibility of the student to contact the Academic Program Office to discuss their plan to complete their degree. As students approach their maximum Time to Complete Degree they will be reminded of the Length of Time to Complete Degree policy. The student will be placed on a registration hold, and required to meet with the Academic Program Office to ensure that the degree is completed by the end of their maximum Time to Complete Degree. Students who do not complete their degree within the required time frame are administratively withdrawn from the program.

Under extenuating circumstances an extension of the Maximum Time to Complete Degree may be granted by the Academic Program Office and Program Director. If a student's appeal for an extension is denied, the student may not reapply to the program.

Validity of Coursework

Program Competencies and course content change over time. Course credit awarded within a student's maximum Time to Complete Degree will be honored and count toward the credits required for the degree. However, course credit awarded outside of the maximum Time to Complete Degree

specified for the degree may be assessed on a case by case basis to determine the relevance of course material to contemporary topics in the field of public health. Credit earned in courses that are considered no longer valid by the Academic Program Office will not count toward the degree or Advanced Certificate requirements.

LEAVE OF ABSENCE

Students may face situations where they have to balance the demands of graduate school with major life events or personal circumstances that also require attention, care and energy. These situations include the birth or adoption of a child, a major personal illness, or an illness of a loved one. How to balance personal demands and academics requires careful consideration and planning. The Graduate Program in Public Health is committed to engaging with students to create viable approaches to situations as needs arise. It is essential that students be open and proactive in these discussions, and the Graduate Program in Public Health will likewise strive to be fair and transparent. Any modified educational plans must involve discussion with and approval from the Academic Program Office. Plans may require input from Enrollment Services and Financial Aid, as well as from course directors when relevant.

At times, life circumstances may require students to take time away from courses or ISMMS. In these cases, a student may be eligible to take a leave of absence until they can more fully engage in the curriculum. A Leave of Absence (LOA) is a period of temporary non-enrollment. A LOA constitutes a mutual agreement between the School and a student with regard to utilization of time during the leave, as well as the requirements that must be met prior to reentering the curriculum. All requests for a LOA are made directly to and granted at the discretion of the Academic Program Office. LOA approval can only be obtained if the student maintains satisfactory academic progress (SAP as defined on page 43). Students who fail to follow the Leave of Absence procedure will be administratively withdrawn from the Program. If the student wishes to return at a later date, they must apply for admission.

International students should consult with the Office of International Personnel to discuss their eligibility for a Leave of Absence.

LOAs may be Medical, Personal, or Administrative.

Medical LOA

Either the student or Academic Program Office may initiate a medical LOA. A medical LOA may require a physician's endorsement and/or an administrative psychiatric or medical evaluation (see page 77). The term of the Leave may be up to one year. The Leave may be extended for a second and final year at the discretion of the Academic Program Office and Program Director upon recommendation of a physician. All students on medical LOA are required to have health insurance and are eligible to continue with the School's student health insurance plan.

Personal LOA

A personal LOA enables a student to take time off to address issues of a personal nature, including those related to the health and well-being of a family member or partner. A LOA may also be granted for issues related to childbirth, adoption, or other parental responsibilities.

Personal leaves for non-health or non-family related circumstances may not be taken at any time when the student is not in good academic standing.

Ordinarily, personal leaves may not exceed one year; however, requests to extend a personal leave into a second and final year will be considered under exceptional circumstances.

All students on personal LOA are required to have health insurance and are eligible to continue on the School's student health insurance plan.

Administrative LOA

A LOA can also be administrative. An Administrative LOA is mandated by the Graduate School at ISMMS and Program Director and is usually as the result of a student not complying with school's administrative requirements.

Documentation of LOAs

The dates for all LOAs will be noted on the Transcript. The reason for the LOA will not be included in these documents, with the exception of an Administrative LOA, which will be designated as such on the transcript.

Financial Implications of LOA

To be eligible to receive federal and institutional student aid, the student must meet and maintain the School's standards of satisfactory academic progress. (Please refer to the section entitled "Satisfactory Academic Progress for Financial Aid" page 42.)

A Leave of Absence status greater than 180 days will move students out of their loan deferment period. The last date of attendance before the LOA is the "Out of School" date. After 180 days, the grace period ends and all educational federal loans will go into repayment. Students are expected to meet with the Office of Enrollment Services before a LOA is finalized in order to fully understand the consequences of the LOA on loan repayment.

Additional Information

Students on a Leave of Absence are not eligible for any benefits associated with student status, such as a travel award for the duration of the Leave. While on LOA a student will have library privileges suspended. Students on LOA may not participate in any educational opportunities at the Icahn School of Medicine for credit. A student who resides in Aron Hall may be required to vacate Aron Hall while on LOA, based on the nature and anticipated length of the LOA.

Requests for an extension of a Leave of Absence must follow the same procedure as indicated above.

The period of an approve LOA is included in a student's Time to Complete Degree. A student who was on an approved LOA may request an extension of the Time to Complete Degree.

Clearance to Begin Leaves of Absence, Withdraw, Transfer, or Otherwise Leave The School

Students who go on a LOA must obtain clearance beforehand from the Academic Program Office and Program Director. The student will receive a letter of leave and individualized conditions will apply. All students must meet the criteria and confirm agreement with the terms of the leave in writing. In addition, students must complete a form requiring the signatures of the requisite offices indicating

that there are no outstanding debts or other encumbrances to the student's record. When all the signatures are obtained, the student must return the form to the Registrar's Office. There is a processing fee of $100.00 for leaves.

Please contact the Academic Program Office for the appropriate forms.

Return from LOA

The Program Leadership approves students for return from a LOA. The point person for the return process is the Academic Program Office. Students should refer to the individualized terms of their leave letter and must complete all required evaluations or testing prior to return. In general return from a medical leave of absence requires a physician's note that the student is cleared to return to school. At the end of a specified period of LOA, if the student does not notify the Academic Program Office of their intentions, it will be assumed the student no longer wishes to be considered enrolled and will be administratively withdrawn. If a student wishes to apply for reinstatement at a later date, a new application for admission must be completed.

STUDENT OPPORTUNITIES IN THE GRADUATE PROGRAM IN PUBLIC HEALTH

PUBLIC HEALTH RESEARCH DAY

Public Health Research Day, held annually by the Graduate Program in Public Health, is a required event for all Master-level students. All graduating students are required to present posters during the Public Health Research Day. All other students are required to attend the day's events. In addition to the annual poster session, the event includes a keynote lecture, oral presentations, and a networking reception. This is an excellent opportunity for networking among students, faculty, alumni, and community stakeholders, and to gain experience in presenting your work to an audience with diverse professional interests.

All graduating students are encouraged to prepare in advance for Public Health Research Day. The abstract for Public Health Research Day will be due in early April, and the poster will be due in early May.

The Public Health Research Day Committee will select the top-ranked abstracts for oral presentations, and each will receive a Blue Ribbon Award with an honorarium.

GLOBAL HEALTH SUMMER EXPERIENCE

The Global Health Summer Experience is a competitive fieldwork opportunity where MPH students travel to one of our project sites around the world to gain hands-on experience working in a global health setting. Under the guidance of an ISMMS faculty advisor and an on-site mentor, students tackle some of the most challenging public health issues facing our world today.

The application for the Global Health Summer Experience opens in the Fall Term, following a Global Health Summer Information Session. MPH students in all specialty tracks are welcome to apply. MPH students who participate in the Global Health Summer Experience with the Graduate Program in Public Health may use this experience to fulfill the APE requirement.

Students receive a stipend to assist with the cost of travel and accommodations. Students are responsible for all other expenses. In preparation for travel, students may be required to register for or participate in a Preparation for Global Health Fieldwork course/training, and complete various other requirements related to the Global Health Summer Experience. Students will be expected to adhere to all academic and travel, health and safety requirements. Should any unforeseeable circumstances significantly affect the project site, travel, or other components of the experience, students should engage directly with the Graduate Program in Public Health for guidance.

CONFERENCE AWARDS FOR PARTICIPATION OR TRAVEL

Students are encouraged to submit a Conference Award Application to the Graduate Program in Public Health to help contribute funding toward conference presentations. Students in good academic standing are eligible to apply. The Conference Award Application is a competitive process. Awards will range from $100 to a maximum of $600. If approved for a Conference Award, students will receive funds after the conference and/or travel takes place and receipts have been submitted. Conference Awards are not meant to reimburse the student for all costs associated with the conference. We hope that the Conference Award will help assist students in covering the cost of attending conferences so that they can take advantage of these great networking and career development opportunities.

The Conference Award application can be found on Blackboard. It is the student's responsibility to submit relevant information to be considered by the Committee (minimum: application, abstract, confirmation of conference acceptance). We determine the award amount by considering authorship level, type of presentation, and relevance of the work to public health. Incomplete applications will not be considered for funding and will be returned to the student following the notification date. Not all Conference Award Applications are approved. The most competitive applications are those in which the student is the first author and the presentation demonstrates excellence and innovation in the field of public health. The program will review and make recommendations based on the merit of the application.

Each student may be approved for up to 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 their student status and is in good academic standing in the School. There are four deadlines for submission of applications each year. 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. Applications that do not follow this schedule will only be considered under extenuating circumstances. Failure to submit all required paperwork in accordance with these established deadlines would void the award.

Travel Period	Application Submission	Award Notification
September 1 to October 31	July 15	August 1
November 1 to February 28	September 15	October 1
March 1 to May 31	January 15	February 1
June 1 to August 31	April 15	May 1

TEACHING ASSISTANTSHIPS

Many courses in the graduate school offer teaching assistantships to qualified students. The TA works under the guidance and supervision of the Course Director and duties will vary from course to course. 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. The TA experience will require careful planning and monitoring to ensure that the TA, the students, and the course director benefit from the relationship. Course Directors are encouraged to provide feedback and mentoring to the TA on an ongoing basis. Students may receive a stipend for being a teaching assistant.

Only students in good academic standing may be a TA. A TA Appointment Form must be completed with the instructor's signature before the student can serve as a TA. Within 2 weeks of TA appointment ending, the Course Directors must submit their evaluation of TA performance.

RESEARCH ASSISTANTSHIPS

Faculty at Mount Sinai may have positions for students to work as Research Assistants on their current projects. These may be volunteer opportunities, or opportunities funded through research grants, internship programs, or other sources. Students are encouraged to seek these opportunities by expressing interest in a faculty person's current projects, asking if a Research Assistant opportunity is available and if they might be considered for the position.

The Graduate Program in Public Health offers a limited number of research assistant positions funded through the federal work-study program. In order to be eligible for these positions, a student must be deemed eligible for federal financial aid based on the FAFSA (Free Application for Federal Student Aid) and the Office of Student Financial Services designations. Faculty and students are encouraged to contact the Academic Program Office for questions about the eligibility and availability of research assistantships. Faculty may identify an eligible student to serve as a Research Assistant, or may ask the Academic Program Office to advertise this opportunity through the email list.

AWARDS AND HONORS

Delta Omega, Honorary Society in Public Health

The Icahn School of Medicine at Mount Sinai's Graduate Program in Public Health annually inducts students, alumni, and faculty in its chapter of the Honorary Public Health Society of Delta Omega, Beta Omicron.

Delta Omega, founded in 1924, has established 100 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 students, alumni, faculty and honorary members each year. A committee selects notable alumni and faculty to induct. The committee is also granted the ability

to induct MPH students in the graduating class who are in the top quartile in academic achievement may qualify for this honor. Of these, up to 20% may be selected as inductees each year.

Delta Omega Inductees are honored at the annual Graduate Program in Public Health Delta Omega Induction Ceremony Breakfast and the annual ISMMS Achievement Ceremony.

Outstanding Culminating Experience

This award recognizes a graduating MPH student who demonstrates extraordinary academic achievement and makes a significant impact to the field of public health with their MPH Culminating Experience (thesis, manuscript, or capstone project). Every year, ISMMS Faculty Advisors and Track Advisors nominate students for consideration for the Outstanding Culminating Experience award(s). Nominations require an abstract of the students' Culminating Experience. Abstracts are reviewed by the Graduate Program in Public Health Achievement Ceremony Committee.

Excellence in Public Health Practice

This award is granted in recognition of a graduating MPH student who demonstrates commitment and excellence in their Applied Practice Experience. This student exceeds expectations in applying academic knowledge to public health practice, and has greatly contributed to the practice site.

Excellence in Public Health Service and Leadership

This award honors a graduating student who demonstrates leadership excellence and a strong commitment to service within a community.

Public Health Research Day Oral Presentation Award

ISMMS Faculty Advisors and Track Advisors nominate students for consideration for Oral Presentations at Public Health Research Day. The Public Health Research Day Committee will rank the abstract and select the 3 top-ranked abstracts for Oral Presentations. Students who deliver Oral Presentations receive an honorarium.

Public Health Research Day Blue Ribbon Poster Award

A committee of poster judges selects outstanding poster presenters at Public Health Research Day. Recipients of Blue Ribbon Awards also receive a monetary award.

INSTITUTIONAL RESOURCES

STUDENT HEALTH SERVICES & RESOURCES

Students at the Icahn School of Medicine at Mount Sinai (ISMMS) have access to our on-campus Student Health Center and Student/Trainee Mental Health Clinic. The School is dedicated to maintaining the well-being of all students and provides resources and programming for both medical and graduate students.

Student Health Center

The Student Health Center's mission is to provide high-quality care to all students. The Student Health Center offers physical exams, illness visits, vaccine administration, sexually transmitted infection and HIV testing, gynecologic exams, and medication refills. They also offer travel consultation (before your appointment, check with the Centers for Disease Control and Prevention for your vaccine and medication needs). See more information on the website regarding required forms. There is no co-pay; you will be seen no matter what insurance you have. If you are referred to specialists, you will need to inquire if they participate in your plan.

The Student Health Center hours are posted on the website. The Student Health Center (SHC) is located in the Center for Advanced Medicine (CAM) Building at 17 East 102nd Street, East Tower, Fourth Floor, Room D4-246, 212-241-6023. Students should use MyChart to check available hours and to make appointments. Students who are sick and do not see any open appointments should call Student Health at 212-241-6023 during office hours. The Student Health Center will work to accommodate you. For medical emergencies after hours or on weekends, please go to the emergency room. For urgent care after hours, you may go to one of these locations.

All incoming students must complete all of the documents in the Incoming Student Health Packet. 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.

The School may require that a student be seen by our Student Health physicians as part of an administrative evaluation (see page 77).

Student/Trainee Mental Health Service

All students and trainees have access to confidential mental health services through Student Trainee Mental Health. Services cover a wide range of mental health issues including consultation, psychotherapy and counseling, medication management, and referrals. Students and trainees most commonly seek treatment for adjustment difficulties, burn-out, depression, anxiety, and attentional symptoms.

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 a fee negotiated with the outside provider.

Services through Student Trainee Mental Health are treated with the same level of confidentiality as required for all patients by New York State Law. Confidentiality is strictly and carefully protected, and any personal medical or psychiatric information will not be released without clear and written consent from the student/trainee. The only instance in which confidentiality can be broken is if a student/trainee 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 calling 212-659-8805, through the online scheduling system in MARC, or by sending an email to STMH@mssm.edu. In order to increase your ability to attend clinical appointments, the STMH program has expanded the service to include evening hours multiple days each week.

For emergency psychiatric services, contact the psychiatrist on-call through the page operator at 212-241-5581, call the Psychiatric Emergency Service at 212-241-5637, or go to the Emergency Room.

Mount Sinai Center for Stress, Resilience, and Personal Growth

The Mount Sinai Center for Stress, Resilience, and Personal Growth takes a multi-disciplinary approach to address the psychosocial effects of COVID-19 on our health care workers, including doctors, nurses, trainees, students, chaplains, social workers and support staff. We understand the trauma and grief of losing patients, the anxiety over potentially exposing family members to the virus, and fears of contracting COVID-19 themselves. The goal of the Center is to help our workers recover and even become more resilient, helping to ensure the future of our health care system. We will focus on outreach, education, and research. Our programming includes Resilience Workshops equipping faculty, students, and staff with the tools they need to both prevent and mitigate the adverse mental health effects of fighting COVID-19, and Individualized Assessments, Planning and Coaching. We extend a personal invitation to every MSHS faculty member, staff, trainee, and student to be screened for stress and mental health. Personal interviews with our social workers include a confidential assessment of key mental health conditions and personal strengths, along with evaluation of new personal, occupational, and family stressors arising since the pandemic onset. We also offer confidential mental health self-assessments in a mobile app we are developing, called the Wellness Hub, which will be made available at no charge to MSHS workers.

Center for Stress, Resilience, and Personal Growth
Tel: 212-659-5564
MS-CSRPG@mountsinai.org
Monday - Sunday: 7 am - 9 pm

Parent and Family Resources

The Icahn School of Medicine at Mount Sinai (ISMMS) is committed to supporting its faculty, staff, and students as they manage the competing priorities of family and career or academics. This webpage provides information on child care resources, lactation rooms, parents' groups, and family-friendly activities offered by Mount Sinai as well as information about external resources available throughout New York City.

Additional information is provided by the Mount Sinai Parent Program run by the Division of Training and Education. You may also call 212-241-1944.

Immunization Policy

Immunization requirements are outlined in the admission and enrollment process. 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 or perform other activities related to the degree program. 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.

Student Health Insurance

Medical insurance is required for all full-time students at the Icahn School of Medicine at Mount Sinai. Dental and vision coverage is optional. ISMMS insurance enrollments, terminations, or changes in the student plan must be made in-person through the Office of Enrollment Services in Annenberg 12-70. Students opting out of the ISMMS Student Health Plan must provide proof that they are currently enrolled in a comprehensive medical insurance plan with basic prescription through an US-based insurance company. Students waiving insurance must email a photo copy of their insurance card or print out of their insurance coverage to studentfinancialservices@mssm.edu, with their name and effective date listed. Please see more information on open enrollment, qualifying events, and more on the Student Health Insurance website.

The Office of Well-Being and Resilience

The Office of Well-Being and Resilience is dedicated to the well-being and resilience of students, trainees, researchers, and clinical and non-clinical faculty within the Mount Sinai Health System. Our team is composed of national experts, advocates and leaders committed to our mission. Associate Deans for medical student, graduate student and resident/trainee wellbeing have been appointed to promote initiatives that address your well-being. Please visit the website for up to date information.

IcahnBeWell—Student Wellness Program

IcahnBeWell is a student-run group dedicated to improving the well-being of every medical student at the Icahn School of Medicine at Mount Sinai. IcahnBeWell hosts events and shares resources to support all aspects of wellness: spiritual, emotional, physical, professional, social, and financial. The group strives to bring together a community of students, staff, and faculty that supports holistic well-being following the six pillars of wellness. For more information and resources, please visit IcahnBeWell.

The Trainee Health and Wellness Committee

The Trainee Health and Wellness Committee (THAW) is committed to improving the well-being environment by identifying gaps and barriers, advocating for change, and implementing programs and resources for all trainees of the graduate school community.
For more information and resources, please visit THAW.

The Ombuds Office

The Ombuds Office for the Icahn School of Medicine at Mount Sinai is a confidential, informal, neutral, and independent resource where students and postdoctoral fellows in the Graduate School, medical students in the Icahn School of Medicine at Mount Sinai, residents and fellows in the Graduate Medical Education programs, and faculty across the Mount Sinai Health System can freely discuss any issue of concern. We are dedicated to promoting fair and equitable conflict resolutions for individuals and groups who have identified problems in their workplace or studies.

For Graduate Students and Postdoctoral Fellows
George W. Huntley, Ph.D
Professor
Department of Neuroscience and the Friedman Brain Institute
Tel: 212-824-8981
e-mail: george.huntley@mssm.edu

DISABILITY SERVICES

The Office of Student Disability Services (SDS) works with all students of the Icahn School of Medicine at Mount Sinai to facilitate equal access for students with physical, learning, psychological, sensory and chronic health disabilities by coordinating reasonable accommodations through a variety of support services (i.e., access modification, learning-related technology, extended test times). SDS provides access to all aspects of the student experience 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 register with the office and access accommodations by completing 3 steps; submitting the Application for Accommodations and Services, submitting documentation of the disability and meeting with SDS staff. The Director of Disability Services is responsible for determining the acceptability of documentation and reserves the right to require additional information. 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 approval is granted through SDS.

For any questions or to make an appointment, please email the Director of Disability Services, Christine Low, MSW at christine.low@mssm.edu. The SDS website has helpful information including the application and related policies.

Students who do not have documentation of their condition, and /or who believe they have an undiagnosed condition, should contact the Director of Disability Services to discuss their circumstances further. 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.

DIVERSITY AT THE ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI

Diversity Statement

At the Icahn School of Medicine at Mount Sinai (ISMMS) we center our approach to education, research, clinical care and service to society on the values of diversity, inclusion, and equity.

At ISMMS:
- Diversity embodies inclusiveness and values multiple perspectives. Diversity embraces and celebrates intersectional social identities including but not limited to race, ethnicity, gender, gender identity, sexual orientation, socioeconomic status, language, nationality, religion, geographic location, disability status, and age.
- Inclusion fosters belonging, "connectedness," respect and value for all. Inclusion considers differences in ideas, thoughts, opinions, experiences, beliefs and practices in all discussions and decision-making.
- Equity is the experience of freedom from bias or favoritism, where everyone has the opportunity to attain their full potential and no one is disadvantaged or favored due to social position or other socially-determined circumstances.

We believe diversity, inclusion and equity
- are imperative to achieving excellence in all our missions
- create an environment of respect and affirmation of intersecting social identities and lived experiences
- allow our community of learners, educators, providers and investigators to use medicine, science, and policy as platforms for advocacy and social justice

We are committed to increasing and sustaining the representation of individuals underrepresented in medicine and science. We will focus our recruitment and retention efforts on students, residents and trainees, faculty, and staff who identify as Black, Latino/a, educationally and economically disadvantaged, and women. We will also be intentional in our efforts to create an inclusive and welcoming environment for all LGBTQ identified students, faculty, residents and trainees, staff, and patients.

As individuals pursuing careers, or working in, medicine and science, we have the obligation to be agents of change. We are committed to providing an authentic and intentionally diverse, inclusive, and equitable environment for all patients, students, residents and trainees, staff and faculty. Our goal is to be a health system that is free from racism and bias, in which health care is a human right and is accessible to all.

Mount Sinai Health System Office for Diversity and Inclusion

The ODI has three divisions: Patricia S. Levinson Center for Multicultural and Community Affairs (CMCA), Corporate Health System Affairs (CHSA), and the Center for Excellence in Youth Education (CEYE). While each ODI division has a specific area of responsibility they are all involved with strategic thinking, planning, and management, and when appropriate, programmatic activity. Visit ODI to learn more about the resources, programs, and activities that support diversity and inclusion at MSHS.

ODI Executive Leadership

Gary Butts, MD, Chief Diversity Officer and Dean for Diversity Policy, Programs, and Community Affairs leads the ODI. The executive leadership team includes Dr. Butts, Ann-Gel Palermo, DrPH, MPH, Chief Program Officer and Associate Dean for Diversity and Inclusion in Biomedical Education and Pamela Abner, MPA Vice President and Chief Administrative Officer.

For more information:
Office for Diversity and Inclusion
Tel: 646-605-8280
Fax: 646-605-3009
Email: diversity@mountsinai.org

The Patricia S. Levinson Center for Multicultural and Community Affairs (CMCA)

The Center for Multicultural and Community Affairs (CMCA) is the diversity center of the Icahn School of Medicine at Mount Sinai (ISMMS). The mission of CMCA is to eliminate health disparities through the use of innovative, integrative, and coordinated approaches in the areas of community, clinical care, education, and research to improve the health of all populations by diversifying the health care workforce and influencing health policy and research.

We carry out our mission by serving as the interface for educational pipeline programs, minority affairs, institution-wide diversity initiatives, and academic support for medical students, minority faculty development, and culture and medicine programs at ISMMS. Gary Butts, MD, Chief Diversity and Inclusion Officer for the Mount Sinai Health System, Professor of Pediatrics, Medical Education, and Preventive Medicine, and the Dean for Diversity Programs, Policy, and Community Affairs at ISMMS, directs CMCA.

As the primary hub for policies and initiatives, which relate to supporting and advancing diversity at ISMMS, we also monitor diversity trends for ISMMS's minority faculty, students, and trainees through our comprehensive database. CMCA was the only federally funded Health Resources and Services Administration (HRSA) Center of Excellence for Minority Health in New York State geared toward increasing the level of diversity in the health care workforce. CMCA has more than 40 years of success in education pipeline programs that engage and prepare students in high schools and colleges for careers in the health professions.

We are actively involved in other institutional research efforts, including: 1) the Center for Community and Academic Research Partnership (CCARP), a key program in ISMMS's Clinical and Translational Science (CTSA) program; 2) the CDC-initiated REACH to eliminate racial and ethnic health disparities in the United States; 3) the Mount Sinai Summer Institute for NeuroAIDS Disparities; 4) the Diversity in Biomedical Research Council of the Graduate School of Biological Sciences charged to assess and better utilize ISMMS's resources in addressing the diversity of the research workforce; 5) and the institution-wide Diversity Council which is currently co-chaired by Drs. Gary Butts and Elizabeth Howell.

What CMCA Offers Students
CMCA offers a variety of opportunities to ISMMS students, including:
- Strong, multi-faceted partnerships with local community organizations that allow integration of community-oriented care, research, and service learning
- Teaching and instructional opportunities to educationally and economically disadvantaged youth through our Center for Excellence in Youth Education

- Monthly lunch-hour CMCA Journal Club led by students
- Student Academic and Career Advisement, which supplement the existing faculty advisement program
- Faculty Advising for nearly all community service learning, education, and training programs and more than 20 medical and graduate student groups and extracurricular activities
- Research support and mentorship in collaboration with the Medical Student Research Office and the Arnhold Institute for Global Health in community-based, health disparities, and health services research
- Access to faculty mentors for research and career advisement
- Educational resources on the intersection of race, culture, sexual orientation and gender identify, spirituality, and medicine and health in medical education
- Student cubicle for students to check email and do limited printing and faxing
- Resources and advisement to students interested in service learning, community-based activities, policy and advocacy, and public and urban health issues
- ISMMS recruitment and outreach efforts to ensure a diverse applicant pool by coaching and mentoring for individuals interested in applying to ISMMS's MD and PhD programs; and for current students interested in graduate degree programs

Center for excellence in youth education (CEYE)

The CEYE division of the Mount Sinai Health System Office for Diversity and Inclusion and is located at the Icahn School of Medicine at Mount Sinai (ISMMS). Our center exposes and enriches hundreds youth from underrepresented and or economically disadvantaged backgrounds to careers in science and medicine through hands-on curriculum and internships. Founded by Lloyd R. Sherman, EdD, in 1975, we serve close to 300 students in grades 6 through the collegiate level each year. Since we are situated in ISMMS, CEYE students can participate in challenging learning experiences that prepare them for future careers in the health professions. CEYE offers students teaching and instructional opportunities to youth participating in their programs.

LIBRARY SERVICES

Academic Informatics and Technology

Academic Informatics and Technology (AIT), with the Gustave L. and Janet W. Levy Library at its core, serves as the information resources and technology hub for all students, residents, fellows, and the clinical and basic science faculty of the Icahn School of Medicine at Mount Sinai, regardless of where they are across the city and around the world.

Academic IT Support Center

The Academic IT Support Center provides technical support to Icahn School of Medicine faculty, students, and staff. The Support Center staff is available for consultation in person, via email, or by phone.

The Academic IT Support Center services include:
- Personalized assistance resolving hardware and software issues
- Support of Mount Sinai Wi-Fi and network access
- Online access for Library journals, Learning Management System and Empower (Student Information System)

- Google Apps for Education support (Student Email / Drive / Calendar)
- Configuring mobile and laptop devices for secure access (VPN & AirWatch)
- Distribution of academically discounted software

The Academic IT Support Center operating hours can be found online. Direct phone line - (212)241-7091.

Electronic Mail

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 their email daily. Access your student email at g.mssm.edu.

Instructional Technology Group

The Instructional Technology Group is a creative team: we partner with faculty and researchers to customize innovative course materials and develop didactic strategies. We promote best practices in teaching and learning to advance the academic and research missions of Icahn School of Medicine at Mount Sinai. In a wide range of platforms and teaching modalities we are driven to engage students by promoting and fostering new technologies. Contact this team at ITG@mssm.edu.

Levy Library

The Levy Library supports the education, research, and clinical information needs of the Mount Sinai Health System, including the Icahn School of Medicine at Mount Sinai. The Library provides an inviting environment designed to facilitate research, study, and collaboration. It offers an extensive collection of biomedical databases, e-journals, e-books, and print resources; and serves as a resource on information retrieval, information management and scholarly communication issues. Visit the Levy Library website for more information. This website contains specific information on the status of the Library reopening, virtual services, and more.

Arthur H. Aufses, Jr. MD Archives and Records Management

The Arthur H. Aufses, Jr. MD Archives and Mount Sinai Records Management Program, a unit of Mount Sinai's Academic Informatics and Technology Department, serves the Icahn School of Medicine at Mount Sinai community by:

- Identifying the appropriate retention period for all records created and maintained throughout the Mount Sinai Health System, regardless of their format.
- Helping departments to manage records throughout their lifecycle, including the appropriate disposition at the end of that cycle.
- Ensuring the permanent retention in The Arthur H. Aufses, Jr. MD Archives of all records of enduring value.
- Answering questions and providing resources related to the history of the Mount Sinai Health System in a variety of formats.

The Arthur H. Aufses, Jr. MD Archives houses historical collections from the Icahn School of Medicine and the seven hospitals within the Mount Sinai Health System, with collections comprised of paper records, photographs, artifacts, memorabilia, and digital records — measuring approximately 2,700 linear feet of historical materials. The oldest records date to the 1840s and new records are added every day. The hospitals represented in the collection are: The Mount Sinai Hospital, Mount

Sinai Beth Israel Hospital, Mount Sinai St. Luke's, Mount Sinai West, Mount Sinai Queens, Mount Sinai Brooklyn, and the New York Eye and Ear Infirmary of Mount Sinai. For more information, please visit the website.

HOUSING RESOURCES

The Icahn School of Medicine at Mount Sinai does not offer housing to incoming graduate students. We have compiled a few resources to assist you with your search. It is best practice to visit student residences and apartments firsthand whenever possible or look at pictures and virtual tours prior to signing any form of contract.

ISMMS Student Resource:
For students who may be exploring housing options in New York City, please consider visiting the following website below. Current students have created some resources and a facebook group to help connect students with housing opportunities and search tips.
http://gradschool.mssm.edu/sinai-student-housing/

Mount Sinai Health System Real Estate Division:
1249 Park Avenue, 1st Floor, 212-659-9630
New York City Apartment Resources Guide
Provides list of real estate management companies, landlord requirements of prospective tenants, and apartment rental dictionary

Non-Mount Sinai Student Residences:
Educational Housing Services (1760 Third Avenue, 800-297-4694)
International House (500 Riverside Drive, 212-316-8400)
92Y Residence (1395 Lexington Avenue, 212-415-5660)

Apartment Rental Databases include Streeteasy.com, Padmapper.com, Nakedapartments.com, Trulia.com, Nybits.com, Renthop.com and more.

OFFICE OF INTERNATIONAL PERSONNEL

The Office of International Personnel assists incoming and current international students with questions and concerns regarding visa status, international travel, and more. Walk-in hours are Wednesdays 2-4 pm at 19 E 98th Street, 1st floor. Appointments are available to schedule by phone (212-241-8300) or by email (nadia.hernandez2@mountsinai.org).

TITLE IX COORDINATOR

The School's Title IX Coordinator is responsible for coordinating the School's anti-Sexual Misconduct efforts, including training, education, and awareness initiatives and campaigns related to the prevention of Sexual Misconduct in the School Community. In addition, as described below, the Title IX Coordinator is responsible for assessing and investigating certain reports of Sexual Misconduct committed by members of the School Community, and for providing Reporting Individuals and/or victims with important information following disclosure of alleged incidents of Sexual Misconduct.

Questions and inquiries regarding Title IX, including reports of incidents or questions about Sexual Misconduct, may be referred to the Title IX Coordinator, whose contact information is as follows:

Sandra K. Masur, PhD
Title IX Coordinator
Chair, Committee on Special Awards (CoSA)
Director, Office for Women's Careers ISMMS Professor, Ophthalmology
Telephone: 212-241-0089
Mobile Phone: 646-245-5934 fax: 212-289-5945
Email: sandra.masur@mssm.edu

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 any emergency or when suspicious activities are observed. At other times, when the assistance of the Security Department is needed, dial ext. 46068 or 46069.

The Housing and Security Subcommittee of the Student Council serves on the ISMMS Advisory Committee on Campus Safety. The Advisory Committee is comprised of students, faculty and administrators and meets on a regular basis to discuss community safety and security issues.

Cleary Act

Copies of Crime Statistics for the Icahn School of Medicine area are available in the Security Office and the Office of Admissions, in Annenberg 13-90. 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 or on the Consumer Information web page.

ID Badges

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

Emergency Alert System

In order to allow for a more coordinated and rapid response to emergency or disaster situations at Mount Sinai, the Medical Center has a messaging system for faculty and students. The Emergency

Alert System has the capability of informing students of and delivering instructions regarding city-wide, hospital, or student specific 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. During the online registration process upon matriculation, 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.

> R = Rescue
> A = Alarm
> C = Confine
> E = Extinguish/evacuate

To use a fire extinguisher, the mnemonic is "PASS":
> P = Pull
> A = Aim
> S = Squeeze
> S = Sweep (at the base of the fire)

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 COUNCIL

The Icahn School of Medicine at Mount Sinai Student Council is composed of representatives from the Medical School and each Graduate School Program. The ISMMS Student Council aim is 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.

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 are encouraged to email studentc@mssm.edu.

Campus Amenities

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 stand is located in the Icahn Building parking garage. Bicycles cannot be kept overnight in the parking garage. For bicycle parking availability in Aron Hall, reach out to the Real Estate Division for questions.

Bookstore

At Posman Collegiate Bookstore students can order medical textbooks, popular books, supplies, and gifts. The Bookstore is located on the ground floor of the Annenberg Building.

Check Cashing

Students may cash personal checks up to $50.00 (for a fee of $1.00) at the Main Cashier window on the MC Level of Annenberg first floor of Guggenheim Pavilion between 9 am and 3 pm, Monday through Friday. A fee of $10.00 will be charged for any personal checks returned by the bank. Personal checks will no longer be cashed for individuals who have submitted a "bad" check on two prior occasions. Cash vouchers may be cashed between 9 am and 3 pm, Monday through Friday. The Main Cashier window is closed Saturdays, Sundays and holidays. An ID card is necessary for any transaction.

Shuttle Service

Shuttle bus service is provided to and from The Mount Sinai Hospital and the following Health System hospitals: Mount Sinai St. Luke's and Mount Sinai West. Shuttle service is also provided to affiliate sites (Bronx V.A. and Elmhurst Hospital Center), the Adolescent Health Center (320 East 94th Street) and the 125th Street Metro North train station.

Real time route locations of shuttle buses with the exception of the Bronx V.A. bus can be viewed by visiting the shuttle locator site.

Students riding the shuttle going to and from Elmhurst Hospital must obtain a sticker from the Office of Curriculum Support (Annenberg 13-40) for their MS security ID to ride that shuttle. Tickets for the Metro North Shuttle ($3.00 each way and available in either single ride or monthly passes) can be purchased at the Cashier Office located on the MC Level of Annenberg.

Food Service

A variety of hot and cold foods are available every day of the week throughout the campus. Additionally, there are vending machines throughout campus. Information about locations, menus and times of operation are posted on the Mount Sinai Intranet.

Plaza Café

The Plaza Cafe offers a variety of selections for breakfast, lunch, and dinner. The cafeteria is located on the first floor of Guggenheim Pavilion, 1468 Madison Avenue. The Kosher Kitchen at the Mount Sinai Medical Center is under the Religious Supervisor of The Union OD Orthodox Jewish Congregations of America and is fully Kosher for Passover. A Masgiah is on premises at all times,

from the time the kitchen opens to closing 7 days a week. Students can purchase these meals at the Plaza Café.

<u>Starbucks</u>

The Mount Sinai Medical Center Starbucks proudly brews Starbucks coffee with a wide variety of Lattes, Cappuccinos and other Starbucks beverages. Grab and Go Bakery items, salads, sandwiches, and Gourmet frozen meals "to-go" are also available for purchase. Starbucks is located on the first floor of Guggenheim Pavilion, 1468 Madison Avenue.

<u>Icahn Lobby Café</u>

The Icahn "Tossed Salad to Go" provides salads made to order along with soup, a hot breakfast and lunch sandwiches, an assorted variety of beverages and fresh brewed Seattle's Best coffee. The Icahn Lobby Café is located on the ground floor of the Icahn Building, 1428 Madison Avenue.

<u>Hess/CSM Café</u>

The Hess/CSM Cafe offers a variety of breakfast items including hot sandwiches. Lunch starts at 11 am and they have fresh tossed salads to order, specialty Panini sandwiches, as well as a variety of "Simply To Go" items assorted beverages and fresh brewed Seattle's Best coffee. The CSM Café is located on the ground floor of the Leon and Norma Hess Center for Science and Medicine, 1470 Madison Avenue.

Gym Access

<u>Aron Hall Gym</u>

There is a gym on the first floor of the Aron Residence Hall at 50 East 98th Street, as well as a stretch room. In the back of Aron Hall there are basketball courts and a handball court that are available for student use.
<u>92nd Street Y</u>

Membership passes for the 92nd Street Y are available to students. The "Y" has aerobic classes, basketball courts, a running track, handball courts, exercise rooms, a large swimming pool, as well as a weight room which is equipped with free weights, Nautilus, bikes, rowers and a stair machine. The passes may only be used by Icahn School of Medicine students (not their guests). The Mount Sinai ID card plus the pass gains students' admission to the "Y" for the use of facilities. Y-Passes are available through a link on Blackboard.

Recreation

The Recreation Office offers a wide range of discounts to promote work/life balance and the enjoyment of many of New York City's cultural events. The office provides discounted tickets, promotions, and services that include Broadway and Off-Broadway shows, museum admission, movies, sporting events, amusement parks, restaurants, health clubs and spas, hotels, cell phone service, car rentals. All discounts require a valid Mount Sinai Health System ID.
http://recreation.mountsinaihealth.org/
19 East 98 Street, Room 2F
212-241-6660
Website: recreation.mountsinaihealth.org

Student-run Social and Athletic Activities

Student Council has a committee for social activities and another 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 are encouraged to email studentc@mssm.edu.

ISMMS PHOTO/VIDEO RELEASE

Upon accepting the offer of admission to ISMMS, all students sign an acknowledgment regarding the ISMMS Photo/Video Release. This acknowledgement states: "I understand that at the Icahn School of Medicine at Mount Sinai, its agents and employees have the irrevocable and unrestricted right to photograph and/or video images of classrooms, labs and events where I may be standing or participating, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release the Icahn School of Medicine and its legal representatives for all claims and liability relating to said images or video. Futhermore, I grant permission to use my statements that were given during an interview or guest lecture, with or without my name, for the purpose of advertising and publicity without restriction. I waive my right to any compensation. I acknowledge that I am over the age of 18."

INSTITUTIONAL POLICIES

In accordance with the requirements of the Education Law of the State of New York, the Trustees of the Icahn School of Medicine at Mount Sinai have adopted rules and regulations for the maintenance of order and have established a program for their enforcement:

Violations of these policies and regulations by students shall be referred to the Dean of the Graduate School and be handled as set forth in this handbook.

PROGRAM STATEMENT

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 the following: rules of conduct, authorship policy, Family Education Rights and Privacy Act (FERPA), Directory Information, Records Kept by the Institution, Information Sharing and Confidentiality, Policy on Teaching and Evaluation, Guidelines for Interactions between the Icahn School of Medicine at Mount Sinai and Industry, Acquired Immune Deficiency, Alcohol and Drugs Policy, Drug Testing, Alcohol Policy – Levinson Student Center, Administrative Psychiatric Evaluation, Harassment Policy, Sexual Misconduct Policy, Student Mistreatment Guideline, Affirmative Action Policy, and the Mount Sinai Health System Social Media Guideline. These policies are described in both the Medical Education and Graduate School of Biomedical Sciences Student Handbooks found here.

RULES OF CONDUCT

1. All members of the School community, which for the purposes of these Rules and Regulations shall be defined as including faculty, students, organizations, members of the staff of the School, and all visitors and other licensees and invitees are expected to obey all national, state, and local laws.

2. All members of the School community are prohibited from conduct which is proximate cause of or does unreasonably and unduly impede, obstruct or interfere with the orderly and continuous administration and operation of the School in the use of its facilities and the achievement of its purposes as an educational institution, or in its rights as a campus proprietor. Such conduct shall include, but is not limited to, that which is the actual or proximate cause of any of the following:
   a. Unreasonable interference with the rights of others;
   b. Intentional injury to school property;
   c. Unauthorized occupancy of classrooms, laboratories, libraries, faculty and administrative offices, patient care facilities, auditoriums, public halls and stairways, recreational areas and any other facilities used by the School (unauthorized occupancy being defined as failure to vacate any such facility when duly requested by the Dean, an Associate Dean, Assistant Dean, Hospital Administrator of similar responsibility or chair of a department of the School);
   d. Malicious use of or intentional damage to personal property, including records, papers and writings of any member of the School community;
   e. Any action or situation which recklessly or intentionally endangers the mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. The penalties set forth in Part II

are in addition to any penalty pursuant to the penal law or any other chapter to which the violator or organization may be subject for violation of this paragraph.

f. Violations of these policies and regulations by students shall be referred to the Dean for Medical Education or Dean of the Graduate School.

g. Nothing contained in any of the foregoing Rules and Regulations is intended to nor shall it be construed to limit or restrict freedom of speech or of peaceful assembly, or other individual rights guaranteed by the Constitution.

h. The administration and faculty of the School are committed to providing a safe and healthy learning environment for all students. Students should conduct themselves appropriately everywhere on the campus of Icahn School of Medicine at Mount Sinai, Mount Sinai Health System, and at affiliated institutions. Appropriate behavior is mandatory when participating in patient care or attending any functions at which patients may be present. In small group seminars, as well as during clinical activities, students are evaluated not only on their fund of knowledge and ability to use this knowledge but also on their responsibility, dependability, reliability, maturity, motivation, attitude, honesty, integrity, and ability to relate and interact effectively with others.

i. Equally important is the realization that one's responsibilities do not end with individual behavior but also include not tolerating inappropriate behavior among others. While formal mechanisms, outlined in other sections, exist to provide due process for any specific allegations of inappropriate behavior, general issues should be able to be discussed freely among peers, faculty, and administration. Concerns requiring confidentiality should be discussed with the Dean of Medical Education, Dean of the Graduate School, individual faculty advisors, or through the School's Ombudsman Program.

MISCONDUCT AND LAPSES IN PROFESSIONALISM

Student misconduct includes, but is not limited to: cheating, plagiarism, breaches of confidentiality, falsification, unprofessional behavior toward staff, colleagues, and community members, use and abuse of illicit drugs, abuse or inappropriate use of alcohol, dishonesty, and failure to complete administrative, medical, and financial responsibilities. Administrative responsibilities include course evaluations, student health clearances, and other training as applicable.

AFFIRMATIVE ACTION

It is the policy of the Icahn School of Medicine at Mount Sinai to make all decisions regarding educational and employment opportunities and performance on the basis of merit and without discrimination because of age, race, color, language, religion, sex, sexual orientation, gender identity or expression, genetic disposition, ethnicity, culture, creed, national origin, citizenship physical or mental disability, socioeconomic status, veteran status, military status, marital status, being the victim of spousal abuse, or based on any other characteristic protected by law.

In keeping with our continuing efforts to achieve a broadening of the representation of women and minority groups throughout the medical school, we have:

A. Developed an Affirmative Action Program that details actions designed to realize the School's commitment to equal educational and employment opportunities.

B. 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 realizing these goals. Every decision affecting faculty, house staff, fellows, graduate students, employees, medical students, and other members of the medical school community rests solely on demonstrably valid criteria of merit, competence, and experience.

You can find additional information concerning the Icahn School of Medicine at Mount Sinai's Affirmative Action Program through the Human Resources Department of the Mount Sinai Health System.

MOUNT SINAI HEALTH SYSTEM SOCIAL MEDIA GUIDELINE

Social media are internet-based applications which support and promote the exchange of user-developed content. Some current examples include Facebook, Wikipedia, and YouTube. Posting personal images, experiences and information on these kinds of public sites poses a set of unique challenges for all members of the Mount Sinai community, including employees, faculty, house staff, fellows, volunteers, and students (collectively "Personnel"). All personnel have responsibility to the Institution regardless of where or when they post something that may reflect poorly on Mount Sinai. Mount Sinai is committed to supporting your right to interact knowledgeably and socially; however these electronic interactions have a potential impact on patients, colleagues, Mount Sinai, and future employers' opinions of you. The principal aim of this Guideline is to identify your responsibilities to Mount Sinai in relation to social media and to help you represent yourself and Mount Sinai in a responsible and professional manner.

Guideline

The following Guideline outlines appropriate standards of conduct related to all electronic information (text, image or auditory) that is created or posted externally on social media sites by Personnel affiliated with Mount Sinai. Examples include, but are not limited to: text messages, media messaging service (MMS), Twitter®, Facebook®, Linked-In®, YouTube®, and all other social networks, personal and organizational websites, blogs, wikis, and similar entities. This Guideline applies to future media with similar implications. It also applies whether Personnel are posting to: Mount Sinai-hosted sites; social media in which one's affiliation is known, identified, or presumed; or a self-hosted site, where the views and opinions expressed are not intended to represent the official views of Mount Sinai.

Reference to Other Policies-

All existing policies of the Mount Sinai Health System apply to Personnel in connection with their social media activities. A list of relevant policies is included at the end of this Guideline.

Best Practices-

Everyone who participates in social media activities should understand and follow these simple but important Best Practices:

Take Responsibility and Use Good Judgment. You are responsible for the material you post on personal blogs or other social media. Be courteous, respectful, and thoughtful about how other

Personnel may perceive or be affected by postings. Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded postings may be harmful to others. They may damage relationships, undermine Mount Sinai's brand or reputation, discourage teamwork, and negatively impact the institution's commitment to patient care, education, research, and community service.

Think Before You Post. Anything you post is highly likely to be permanently connected to you and your reputation through Internet and email archives. Future employers can often have access to this information and may use it to evaluate you. Take great care and be thoughtful before placing your identifiable comments in the public domain.

Protect Patient Privacy. Disclosing information about patients without written permission, including photographs or potentially identifiable information is strictly prohibited. These rules also apply to deceased patients and to posts in the secure section of your Facebook page that is accessible by approved friends only.

Protect Your Own Privacy. Make sure you understand how the privacy policies and security features work on the sites where you are posting material.

Respect Work Commitments. Ensure that your blogging, social networking, and other external media activities do not interfere with your work commitments.

Identify Yourself. If you communicate in social media about Mount Sinai, disclose your connection with Mount Sinai and your role at the Health System. Use good judgment and strive for accuracy in your communications. False and unsubstantiated claims and inaccurate or inflammatory postings may create liability for you.

Use a Disclaimer. Where your connection to Mount Sinai is apparent, make it clear that you are speaking for yourself and not on behalf of Mount Sinai. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of my employer," may be appropriate.

Respect Copyright and Fair Use Laws. For Mount Sinai's protection as well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including Mount Sinai's own copyrights and brands.

Protect Proprietary Information. Do not share confidential or proprietary information that may compromise Mount Sinai's business practices or security. Similarly, do not share information in violation of any laws or regulations.

Seek Expert Guidance. Consult with the Marketing & Communications Department if you have any questions about the appropriateness of materials you plan to publish or if you require clarification on whether specific information has been publicly disclosed before you disclose it publicly. Social media may generate interest from the press. If you are contacted by a member of the media about a Mount Sinai-related blog posting or Health System information of any kind, contact the Press Office, a division of the Marketing & Communications Department, at 212-241-9200 or newsmedia@mssm.edu.

Failure to abide by Mount Sinai policies may lead to disciplinary action, up to and including termination.

STUDENT MISTREATMENT GUIDELINE

This policy is meant to clarify expectations for educator actions and behaviors and to specify how learners can report mistreatment as well as how the relevant overseeing party in the School analyzes and acts upon reports.

The Icahn School of Medicine at Mount Sinai (ISMMS) is dedicated to providing its students, postdocs, residents, faculty, staff and patients with an environment of respect, dignity, inclusion, trust, support, and protection of civil and professional discourse, free of mistreatment, abuse, or coercion, and without fear of retaliation.

Educators (defined broadly to include anyone in a teaching or mentoring role, including faculty, postdocs, residents, fellows, nurses, staff, and students) bear significant responsibility in creating and maintaining this environment. As role models and evaluators, educators must practice appropriate professional behavior toward, and in the presence of, students and trainees, who are in a particularly vulnerable position due to the formative and dependent nature of their status.

These guidelines supplement the institutional policies on harassment, grievances and sexual misconduct; will assist in developing and maintaining optimal learning environments; and encourage educators, students and trainees alike to accept their responsibilities as representatives of the ISMMS in their interactions with their colleagues, patients, and staff.

Mistreatment interferes with the learning environment, adversely impacts well-being and the trainee-mentor relationship, and has the potential for negatively impacting patient care and research. Inappropriate and unacceptable behaviors promote an atmosphere in which mistreatment is accepted and perpetuated in medical and graduate education.

Everyone at the ISMMS deserves to experience a professional learning and working environment. This policy focuses on the mistreatment of students and trainees.

While individuals might perceive behaviors differently, examples of mistreatment include, but are not limited to being:
- Publicly embarrassed or humiliated
- Threatened with physical harm or physically harmed
- Required to perform personal services
- Subjected to offensive remarks related to gender, sexual orientation, nationality, race or ethnicity
- Denied opportunities for training or rewards based upon gender, sexual orientation, nationality, race or ethnicity
- Subjected to lower evaluations or grades solely because of gender, sexual orientation, nationality, race or ethnicity
- Subjected to unwanted sexual advances
- Asked to exchange sexual favors for grades or other rewards
- Subjected to the threat of revoking visa status for foreign nationals

ISMMS has a zero tolerance policy towards mistreatment. Zero tolerance means that all reported incidents are scrutinized and result in an action plan. Although egregious or persistent mistreatment may require disciplinary action, we recognize in episodes of mistreatment an opportunity to develop, improve, and remediate unprofessional behaviors that detract from a learning and working

environment we can all be proud of. Please see more information on the Institutional Policies website, including information on reporting mechanisms, triage, graded response policy, and more.

This mistreatment policy is closely aligned with our institution's Cultural Transformation efforts, the medical school's Racism and Bias Initiative, and related policies.

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 them 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.

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.

Depending upon the severity or complexity of the grievance, or at the request of the affected student, the case may be referred to an appropriate group or department at the Icahn School of Medicine, including the Title IX Coordinator, Office of the Ombudsperson, Program Director or the Deans.

GIFT POLICY

According to the policy of the Graduate Program in Public Health, faculty cannot accept any form of gift from the students. Likewise, students cannot accept any gift from the faculty.

ADMINISTRATIVE PSYCHIATRIC EVALUATION

The School of Medicine reserves the right to request an administrative psychiatric evaluation at any time for any reason. We will discuss the evaluation request with the student and send specific questions to the Director of Student Mental Health for assessment. The Office for Student Affairs (Medical School) or Program Director (Graduate School) will receive a written response 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. The evaluator may make specific recommendations to the School administration, which can then impose certain requirements on the student. Examples include required intervals for psychotherapy, mandated drug testing, or repeat administrative evaluations. Refusal to comply with an administrative evaluation or with recommendations stemming from an administrative evaluation is grounds for dismissal. We do not include these evaluations in the MSPE or share them with outside entities unless legally subpoenaed.