colorado school of
public health

Health Services Research MS Program

2022-2023

Student and Advisor Handbook

Colorado School of Public Health
HSR MS Program | 2022-2023 Student and Advisor Handbook

Handbook Table of Contents

Message from the Associate Dean for Academic and Student Affairs

Welcome to the Colorado School of Public Health!

This is an extraordinary time to be working on community and population health. There is a rejuvenated realization that many of the determinants of health lay not in medical care, but in our social and physical communities, the exposures we receive from the environment, the health care systems that we have access to, and the choices we make in our daily behaviors.

We are a collaborative school of public health, with a strong partnership between three major public universities, and also with our ties to and belief in the importance of communities using scientific evidence to develop their own priorities and strategies for achieving health.

As you embark on your studies, I encourage you to reach out to faculty for mentorship. There are vast opportunities for you to be involved in education, research and practice. I encourage you to get involved beyond the classroom. It is our vision that together we will learn and work to allow all members of our communities to reach their highest potential for healthy, productive lives.

As the Associate Dean for Academic and Student Affairs, I encourage you to explore all of the opportunities that the Colorado School of Public Health has to offer.

Sincerely,

Danielle (Dani) R. Brittain, PhD
Associate Dean for Academic and Student Affairs

Policies Subject to Change

This handbook complements the policies of the Graduate School. It includes information specific to the Colorado School of Public Health and the Health Services Research MS Graduate Program. Please retain it for reference on academic policies, thesis, graduation, and other topics. This handbook was accurate and up to date when printed in July 2017. It does not constitute a contract with the University of Colorado Denver, either expressed or implied. The Graduate School and the Health Services Research Graduate Program reserves the right at any time to change, delete, or add to any of the provisions at their discretion. Furthermore, the provisions of this document are designed to serve as firm guidelines rather than absolute rules, and exceptions may be made on the basis of extenuating circumstances.

Websites

School Site:
https://coloradosph.cuanschutz.edu/

Program Site:
http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/departments/Biostatistics/Pages/welcome.aspx

ColoradoSPH Academic and Student Affairs Resources:
http://www.ucdenver.edu/academics/colleges/PublicHealth/resourcesfor/currentstudents/academics/Pages/index.aspx

Graduate School Policies and Resources:
http://www.ucdenver.edu/academics/colleges/Graduate-School/Pages/default.aspx

Colorado School of Public Health

Overview

The Colorado School of Public Health is a collaborative school of public health with the University of Colorado, Colorado State University, and the University of Northern Colorado. It is the first school of public health in a nine-state region of the Rocky Mountain West.

Emerging infectious diseases, chronic diseases, emergencies, lifestyles, the environment, disparities and various other factors impact the health of our communities. The Colorado School of Public Health aims to meet the challenges that our communities face by preparing a public health work force with the skills, research, knowledge, and values necessary to advance the health of our communities. The combined faculty, located at the three partner institutions, is at the forefront of various health issues and research, proactively addressing and improving the lives of our children, adults and aging populations.

As part of the commitment to meeting the training and research needs of the public health workforce, the Colorado School of Public Health offers educational programs that include masters, doctoral, residency, and certificate programs. Descriptions and materials are available through the Colorado School of Public Health website.

Mission Statement

The mission of the Colorado School of Public Health is to promote the physical, mental, social and environmental health of people and communities in the Rocky Mountain Region and globally. The mission will be accomplished through collaborations in education, population-based research, and community service that bring together institutions, agencies, and diverse populations.

Vision Statement

The Colorado School of Public Health, a collaborative, multi-disciplinary, multi-institutional, learning, research and service environment, will inspire academicians, practitioners and students of public health to work collaboratively to assure that all people and communities are healthy and their environment sustainable.

Diversity Statement

The Inclusion, Diversity and Health Equity mission of the Colorado School of Public Health is to build a diverse and representative academic community, which recognizes the importance of social and economic justice in relation to health. The Colorado School of Public Health will work to build an inclusive, culturally competent institution, which includes the environment, policies and procedures, faculty, staff, leadership and student body.

Accreditation

The Colorado School of Public Health received school-wide re-accreditation in June 2016 from the Council on Education for Public Health (CEPH). CEPH is an independent agency recognized by the U.S. Department of Education to accredit schools of public health and public health programs outside of schools of public health. As an accredited school of public health, graduates at the masters and doctoral levels are eligible to sit for the Public Health Certification examination.

Administration

University Leadership & Academic Partners

Donald M. Elliman Jr. Chancellor, University of Colorado Denver & Anschutz Medical Campuses	Andrew Feinstein, PhD President, University of Northern Colorado
Joyce McConnell, JD, LLM President, Colorado State University	

Colorado School of Public Health Leadership

Jonathan Samet, MD, MS Dean	Cathy Bradley, PhD Associate Dean of Research
Dani (Danielle) Brittain, PhD Associate Dean for Academic and Student Affairs	Ned Calonge, MD, MPH Associate Dean for Public Health Practice
Sam MaWhinney, ScD Associate Dean for Faculty Affairs	Teresa Sharp, PhD Director, University of Northern Colorado
Christine Gillen, MS Associate Dean for Finance and Administration	Tracy Nelson, PhD, MPH Director, Colorado State University
Cerise Hunt, PhD, MSW Associate Dean for Equity, Diversity & Inclusion	

Department Chairs

Lee Newman, MD, MA Interim Chair, Environmental and Occupational Health	Jill Norris, PhD, MPH Chair, Epidemiology
Jenn Leiferman, PhD Chair, Community and Behavioral Health	Glen Mays, PhD Chair, Health Systems, Management & Policy
Debashis Ghosh, PhD Chair, Biostatistics and Informatics	

Anschutz Medical Campus

Katherine Brumfield, MA Career Services Manager	Thuy Nguyen, MPS Assistant Director of Human Resources
Tonya Ewers Director of Marketing & Communications	Lindsey O'Reilly Admissions Processing Specialist
Kayla Gray Student Lifecycle Sr. Professional	Bobbi Ortega Executive Assistant to the Dean
Katie Guthmiller Recruitment & Outreach Sr. Professional	Tony Romero, MA Assistant Director, Evaluation & Accreditation
Laura Hager, MPA Assistant Director, Enrollment Operations	Brenda Witt Academic Affairs Sr. Professional

Graduate School

Jennifer Richer, PhD	Teresa Bauer-Sogi
Dean	Director, Academic and Student Services
Carol Hadd	Madison Parker
Executive Assistant to the Dean	Academic Services Professional
Kathryn Wennerstrom	Patricia Goggans
Director, Finance and Administration	Events Coordinator

Frequently Used Phone Numbers

Name:	Phone Number	Room
ColoradoSPH Office of Student Affairs	303-724-4613	Bldg 500, Rm E3360
Richard Lindrooth- Program Director	303-724-5165	Bldg 500, Rm E3315
Lanee Bounds- HSMP Department Admin	303-724-6698	Bldg 500, Rm E3316
Bookstore	303-724-2665	Ed2 S, 1st Fl
Bursar's Office	303-556-2710	Ed2 N, 3rd Fl
Campus Information	303-724-6245	
CU Online Help Desk (Canvas)	303-315-3700	
Disability Resources and Services	303-724-5640	Bldg 500, Rm W110
Health Sciences Library	303-724-2152	12950 E. Montview Blvd.
Financial Aid Office	303-724-8039	Ed2 N, 3rd Fl
Graduate School	303-724-2915	Bldg 500, Rm C5000
Ombuds		
(Counseling Services/Conflict Resolution)	303-724-2950	Bldg 500, Rm C7005
Parking	303-724-2555	Bldg 500, 1st Fl West
Payroll	303-735-6500	Boulder Campus
Registrar	303 724-8059	Ed2 N, 3rd Fl
Student Assistance Office	303-724-7686	Ed2 N, 3rd Fl

General Information

Computer Labs

Research and study opportunities are enhanced through the various resources available to students, including: student computing labs (Ed1 CTL P26-1501, Ed2 N CTL P28-2201 & RC1 N CTL P18-1309) and student rooms in the Education 1, Education 2, and the Research 1 North Buildings.

Scheduling Rooms for Meetings or Defense

To schedule the conference rooms (Ward Darley, Teleconference Room, or Dean's Conference Room) on the 3rd Floor of Building 500 or another room at the Anschutz Medical Campus for a committee meeting or defense, please contact Brenda Witt at brenda.witt@cuanschutz.edu

Academic Policies

Family Educational Rights and Privacy (FERPA)

Purpose of FERPA

FERPA deals specifically with the education records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records, which are:

1. Directly related to a student and,
2. Maintained by an institution or a party acting for the institution.

FERPA gives students who reach the age of 18 or who attend a post-secondary institution the right to inspect and review their own education records. Furthermore, the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records, shift from the parent to the students at this time.

FERPA applies to the education records of persons who are or have been in attendance in post-secondary institutions, including students in cooperative and correspondence study programs, video conference, satellite, internet or other electronic forms. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.

Directory Information

FERPA directory information is information contained in your education record that generally would not be considered harmful or an invasion of privacy if disclosed. Under current CU Denver policy, the following information is designated as directory information:

1. name
2. address, telephone number, and email address
3. dates of attendance
4. registration status
5. class
6. major
7. awards
8. honors
9. degrees conferred

10. photos

Although these items are designated by CU Denver as directory information, only a limited amount of this information is routinely disclosed by CU Denver officials and the University retains the discretion to refuse to disclose directory information if it believes such disclosure would be an infringement of your privacy rights.

Nondisclosure of Directory Information

Students may ask the university not to publicly disclose directory information. Please note, however, that if you are seeking employment, the Registrar's Office cannot release your enrollment, degree status or major to anyone unless you come to the Registrar's Office with a photo ID.
Forms to prevent disclosure of directory information can be obtained at The Anschutz Medical Campus Registrar's Office or via the Registrar's website at http://www.ucdenver.edu/student-services/resources/registrar/Pages/default.aspx. Questions regarding your rights under FERPA should be directed to the Registrar's Office:

Anschutz Medical Campus:
Phone: 303-724-8059
Fax: 303-724-8060
Email: student.services@ucdenver.edu

For additional information regarding FERPA, please visit the complete policy on the Registrar's website at:
http://www.ucdenver.edu/anschutz/studentresources/Registrar/StudentServices/FERPA/Pages/default.aspx

Immunization Policy

To ensure that a minimum standard of public health and safety is provided for our faculty and students, all students matriculating into any ColoradoSPH program are required to provide proof of immunizations for measles, mumps, rubella, and tuberculosis through CastleBranch, in addition to official documentation of COVID-19 vaccination or medical exemption. The Office of Academic & Student Affairs must receive proof of COVID-19 vaccination or exemption in CastleBranch by August 15, 2022. Other immunizations via CastleBranch are due at least two weeks
prior to the start of a student's first term in the program. Students who do not submit immunization records at the specified time may experience a hold on future registration and/or be administratively withdrawn from classes until proof of immunizations has been received.

Health Insurance Requirement

Students enrolled in one or more credit hour are required to have a University student health insurance plan, unless proof of comparable coverage can be verified. Students are required to have insurance at their home campus only. If a student wishes to waive the insurance requirement due to comparable personal coverage, they may do so by submitting a waiver request the student health office at their home campus. Instructions for waiving this requirement can be found here:
http://www.ucdenver.edu/life/services/student-health/insurance/Pages/Waiving-Health-Insurance.aspx

Background Check Policy

Students matriculating into any ColoradoSPH program are required to pass a criminal background investigation. The background check is conducted during the admissions process. Students are required to pay a non-refundable processing fee for conducting the background check. Students who work at the university also need to submit the processing fee and complete the student background check, as additional criteria are specified beyond that required for employment. This must be completed before course registration can begin.

Student Academic Honor and Conduct Code

Education at the Colorado School of Public Health (ColoradoSPH) is conducted under the honor system. Matriculation at the Colorado School of Public Health implies the acceptance of, and adherence to, the Student Academic Honor and Conduct Code. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are expected also to have achieved a level of maturity reflected by appropriate conduct at all times. The Honor and Conduct Code of UC Denver, and the Academic Appeals Process of the Graduate School also govern health services research Graduate students. Please see the Graduate School academic honor code at the end of this handbook.

Although it is not possible to list every situation that violates the Student Academic Honor and Conduct Code, the following examples provide a frame of reference:

1. Academic Honesty

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior that violates these standards include: plagiarism (including the undocumented use of internet and web-based information), cheating, illegitimate possession and/or use of examinations, violation of the ethical standards for conducting research, and falsification of official records.

2. Professional Conduct

As future health professionals, students should also adhere to the highest standards of professionalism. Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either the academic or professional setting; any action that compromises the quality or safety of patients or study subjects; violation of patient or study subject confidentiality; IRB violations; and any other conduct unbefitting a professional public health practitioner, researcher, or educator.

3. Alcohol and Drug Use

Alcohol and/or drug abuse compromises the student's ability to learn and to practice as a public health professional and thus is considered unprofessional conduct. Students who have a problem with alcohol and/or drugs should seek assistance from services available on campus or elsewhere. The sale of drugs or the possession of narcotics is against the law. To minimize the potential for alcohol abuse at campus functions, students must adhere to current University policy governing the consumption of alcohol on campus. Please note that the new marijuana laws in Colorado do not change existing University of Colorado campus policies that prohibit the possession, use or distribution of marijuana by students, employees and all visitors on university property. For further information, please refer to this website:

https://graduateschool.ucdenver.edu/forms-resources/resources

4. Respect for the Rights and Property of Others

Students should always conduct themselves in a manner that recognizes the rights and property of others. Examples of inappropriate behavior include: theft, damages to University or personal property of others, disruption of educational or other activities on campus, illegal use of University facilities, sexual harassment, physical assault, and any conduct that threatens the health or safety of others.

Any student found to have committed acts of misconduct (including, but not limited to cheating, plagiarism, misconduct of research, breach of confidentiality, or illegal or unlawful acts) will be subject to the procedures outlined in the Honor Code.
Additional information regarding the ColoradoSPH Honor Code can be found online at:

https://coloradosph.cuanschutz.edu/education/calendars-policies

Academic Grievance Policy

The Colorado School of Public Health (ColoradoSPH) recognizes that a student may have grievances about different aspects of his or her academic program. ColoradoSPH is committed to addressing these grievances promptly and professionally and reaching a fair resolution through a formal and unbiased process. In the statements below, Associate Dean refers to the ColoradoSPH Associate Dean for Academic Affairs.

Student Rights

All ColoradoSPH students have the right to:

1. Competent instruction
2. Access to instructors outside of class during a specified set of office hours or by appointment
3. Clearly understand the grading system by which he or she will be judged, and expect that the grading system as determined by the instructor will be adhered to for the duration of the course
4. Be treated with respect and equality
5. Be treated fairly according to standards stated within the student handbook and each course syllabus

Formal Grievance Process

Step 1

Because the filing of an Academic Grievance is considered a serious matter, the student is strongly encouraged to seek informal resolution first by discussing the matter with the faculty member or administrator involved. The student and faculty/administrator should document the date, time, and outcome of the meeting for future reference. If the student feels he or she needs assistance in discussing or resolving the issue, a University of Colorado Denver Ombuds person is available to help students facilitate a resolution related to any type of grievance. That office can be reached at 303.724.2950. Additional information about the Ombuds Office can be found on their website:

http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages/OmbudsOffice.aspx.

Step 2

The student should contact the Chair of the Department to which the faculty member belongs. The Chair and the student will work together to resolve the grievance informally. At their election, the Associate Dean may be asked to facilitate these conversations. The student might seek guidance from the Associate Dean in this step. The Associate Dean will act as a mediator between the student and faculty member to help resolve any miscommunications between the parties.

Step 3

If an informal resolution cannot be reached, the Associate Dean will meet with the student to determine if the grievance is one that can be legitimately pursued through the official grievance process.

Step 4

If the Associate Dean and the student agree to move forward, the Hearing Committee must be constituted within 30 days of indication from the student or the chair that the grievance cannot be resolved at the department level.

Step 5

A report will be prepared by the Associate Dean to include a personal statement from the individual filing the grievance or appeal outlining the grievance or appeal, the date(s) of the alleged incident, and all supporting documentation and evidence. This report will be sent to the faculty member with whom the grievance has occurred.

Step 6

Hearing Committee members shall be contacted to schedule a hearing. All committee members shall commit to being present on the agreed date and time.

Step 7

One week in advance of the hearing, all Hearing Committee members will be informed in writing of the hearing committee composition, the Associate Dean's written report, any other evidence and testimony to be presented, and the resolutions each party believes to be acceptable.

Step 8

On the date of the hearing, the Hearing Committee will privately and separately interview each party. At that time, any additional information, documentation and testimony regarding the grievance can be introduced. All testimony will be audio recorded for accuracy. The recording will be destroyed at resolution of the grievance.

The Associate Dean, or his/her designee, shall be present at the hearing. The Associate Dean will not have voting power, but will oversee the hearing to ensure procedures are followed, proceedings are conducted with respect for all parties, and that all parties are satisfied that their testimony was presented.

Step 9

All testimony and documentation will be strictly confidential. This confidentiality will be waived only if the grievance hearing results in legal action to the extent that grievance testimony and documentation

need to be available to the court. All parties shall be advised that no hearing participant should use any information from the hearing in any way to affect future interactions among the parties.

Step 10

The Hearing Committee will send a formal written recommendation to the Associate Dean of the ColoradoSPH within five (5) working days. The Associate Dean will make a formal recommendation to the Dean based on all of the evidence and testimony within five (5) working days of receipt of the Hearing Committee's recommendation.

Step 11

All parties will consider the Dean's decision final and binding.

Step 12

Upon acceptance of the formal decision by the Dean, the Associate Dean will be notified and will inform all relevant parties of the decision. It is the intent of the Colorado School of Public Health that all individuals associated with the ColoradoSPH have the right to bring grievances to the appropriate School officials and that they be granted full opportunity to be heard, treated with respect, and due process as they seek redress of their grievances. The full Academic Grievance policy can be found online at:
https://coloradosph.cuanschutz.edu/education/calendars-policies

Non-Discrimination Policy Statement

The University of Colorado, including the Colorado School of Public Health, will not discriminate against any applicant, student or employee because of race, color, religion, sex, national origin, age, disability, creed, sexual orientation, or veteran status. The University of Colorado and the Colorado School of Public Health will take affirmative action to ensure that applicants, students and employees are treated without regard to their race, color, religion, sex, national origin, age, disability, creed, sexual orientation, or veteran status. The University of Colorado Non-Discrimination Policy can be found at:

https://www.cu.edu/regents/Policies/Policy10A.htm

Sexual Misconduct Policy Statement

It is the policy of ColoradoSPH to maintain the community as a place of work, study, and residence free of sexual harassment or exploitation of students, faculty, staff or administrators. All forms of sexual misconduct, including sexual harassment, are prohibited on campus and in any of the School's programs. ColoradoSPH is committed to taking appropriate action against any member of the University community who violates the policy. No retaliation will be taken against any individual for making a legitimate complaint. It is a violation of the ColoradoSPH policy to knowingly make a false accusation. For more information, please refer to the Title IX overview:

https://www1.ucdenver.edu/offices/equity/university-policies-procedures

Policy on Pregnancy and Parenting

The Colorado School of Public Health does not discriminate against any student on the basis of pregnancy, parenting status, or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by the student's doctor and the student will be given the opportunity, wherever possible, to make up missed work. Students needing

assistance can seek accommodations from the Office of Disability, Access, and Inclusion (disabilityaccess@cuanschutz.edu) or the Title IX Coordinator for ColoradoSPH (Dani Brittain, Danielle.Brittain@cuanschutz.edu).

Policy on Email

Email is an official means of communication for ColoradoSPH students.   All official email related to enrollment at ColoradoSPH (including, but not limited to, financial aid, billing, transcripts, school announcements.) will be sent to each student's assigned CU email address (name@ucdenver.edu), regardless of the student's home campus. Students are responsible for checking their CU email on a regular basis. The student Academic Honor and Conduct Code should be followed when using university email and other forms of university electronic communication and devices.

Students with a home campus of CSU or UNC should also frequently check their home campus email accounts, as any correspondence specifically from their home campus will be sent to that email address.

For questions regarding your CU email account, please contact the Anschutz Medical campus OIT Department at (303) 724-HELP or visit their website at:

https://www1.ucdenver.edu/offices/office-of-information-technology

Identification/Access Badges

Students are required to have an electronic security photo ID badge for the safety and protection of all faculty, staff, and students on campus. Additionally, this badge allows students access to buildings and computer labs after hours, as well as parking surfaces.

Badge applications for the CU Anschutz Medical Campus are issued prior to the start of a student's first semester in the program. Students should pick up their badges at one of the badging pickup days or make alternate arrangements with the Office of Academic and Student Affairs.

Students with a home campus of CSU or UNC should contact their campus education staff to inquire about ID badges on those campuses.

Establishing Residency

The requirements for establishing residency for tuition purposes are defined by Colorado law. The statutes require that a qualified individual must be domiciled in Colorado for the twelve (12) consecutive months immediately preceding the term for which resident status is claimed.

A person's tuition classification status is initially determined from the Verification of Residency form submitted during the application process for admission. If a person is classified as a "nonresident," he or she must wait until eligible for a change in tuition classification and then file a petition for the change. Petitions that are denied may be appealed.

For more information regarding establishing residency, please visit:

CU Anschutz Medical Campus Registrar's website:
https://www.cuanschutz.edu/registrar

Tuition and Fees

ColoradoSPH students receive a single bill for tuition and fees from the CU Anschutz Medical Campus Bursar's Office, regardless of their home campus affiliation. All students are charged the university matriculation fee, background check fee, and enrollment deposit (if applicable). Fees associated with the student's primary campus are also assessed. There are not additional general fees for taking courses outside of the primary campus, but course-specific fees may still apply. All students, regardless of their home campus, must follow university payment policies and deadlines. Additional information regarding fee and billing policies can be found on the bursar's website at:

https://www.cuanschutz.edu/student-finances/billing-payments

A breakdown of tuition and fees per campus can be found on the ColoradoSPH website:

https://coloradosph.cuanschutz.edu/admissions/tuition-aid/cost-of-attendance

Students must follow the published drop/add deadlines in order to receive a tuition refund for any dropped courses. For dropped courses processed before the semester's drop/add deadline, full tuition and fees will be refunded. ***Courses dropped after the semester's drop/add deadline will be considered withdrawals, and will not be refunded tuition and fees***. For more information on dropping or withdrawing from a course, see "Registration Policies" on page 18.

The Academic Calendar, which specifies deadlines, including the drop/add deadline, can be found on the ColoradoSPH website:

https://coloradosph.cuanschutz.edu/education/calendars-policies

For students who have been approved to take a course(s) at the downtown UCD campus, the ColoradoSPH tuition rate will be charged for those courses, unless the student is enrolled in a dual degree program with the downtown campus. The ColoradoSPH tuition rate may be different than the downtown UCD campus rate.

Employee Tuition Benefit

Employees of the University of Colorado and their dependents may be eligible for up to nine credit hours per year to be used towards courses on a space-available basis. When using the tuition benefit, registration can only occur on the first day of classes in order for tuition to be waived. Students who violate this policy are at risk of losing their tuition benefit. For the entire policy, restrictions and forms, please visit the Payroll and Benefit Services website:

https://www.cu.edu/pbs/tuition-benefit/

Employees on the CSU and UNC campuses using their employee tuition benefits may transfer in a maximum of 20 credits of approved public health coursework taken at a ColoradoSPH partner institution during the time of employment. Of these 20, a maximum of 10 non-degree credits are allowed prior to program matriculation.

Please note that CU Denver/ Anschutz Medical Campus waivers may only be applied to courses at CU Denver/Anschutz Medical Campus. ColoradoSPH's CU Denver students cannot use waivers for CSU and UNC courses. (Employees at CSU and UNC have their own system for tuition waivers.)

Financial Aid

All financial aid, regardless of a student's home campus, is processed through the CU Anschutz Medical Campus Financial Aid Office. All ColoradoSPH students interested in applying for financial aid should do so through the CU Anschutz Medical Campus. Detailed information can be found at:

https://coloradosph.cuanschutz.edu/admissions/tuition-aid/financing-your-education

For financial aid purposes, full-time status is considered five credits per term (summer, spring, and fall); part-time is considered 3 credits per term (fall and spring) or 2 credits per term (summer).

Advisors

The program director will serve as an advisor to each student upon entry into the program. This is not a permanent assignment. Students may request to change advisors, and often do so as they assemble their examination committees: the faculty member selected to supervise the thesis, research paper or dissertation automatically becomes the student's academic advisor/mentor as well. Students should meet with their advisor/mentor at least once per semester before starting work on a thesis/dissertation and should keep their advisor/mentor and the program director informed of study plans. Meetings with the advisor/mentor should occur at least weekly once work on the thesis/dissertation begins.

Grading Policy

The program adheres to the Graduate School grading policies as outlined in the Graduate School Policies and Procedures. They include the following grading policies:

1. All course work must be completed on time. A student may be assigned an "I" (incomplete) grade, with advance agreement from the instructor, which will convert to an F grade after one year, if the coursework has not been completed.
2. MS Thesis, MS Research Paper, and Dissertation credits are assigned the grade IP until the final written paper is complete. At that time, a letter grade will be assigned retroactively.
3. In order to maintain satisfactory academic progress, advance to candidacy, and earn a graduate degree, students are required to maintain at least a "B" (3.00) average in all course work attempted while enrolled in the Graduate School. Courses in which grades below "B-" (2.7) are received are not accepted for any MS or PhD degree. Students that receive such grades may repeat that course once within 24 months with the approval of the graduate program. All grades received will appear on the student's transcript and will be included in the GPA calculation. If the course is a prerequisite for other courses, the student must obtain special permission from the instructor to enroll in an advanced course in the sequence before retaking the prerequisite.

Leave of Absence Policy

Leaves of absence are arranged with and approved by the program director with the request, then forwarded to the Graduate School for final approval. A leave of absence may be approved for a maximum of one year. Students who fail to register or submit a Statement of Academic Intent after an absence of one academic year will be required to reapply for admission to the Graduate School through

their program and be considered with all other applicants. A leave of absence does not automatically extend the time limit set forth for graduation.

Academic Information

Academic Calendar

Please visit the website for the current academic calendar:

https://coloradosph.cuanschutz.edu/education/calendars-policies

ColoradoSPH Course Book

The ColoradoSPH Course Book, which provides descriptions of all approved courses at all three campuses, is available at:

https://coloradosph.cuanschutz.edu/education/courses-and-registration

Registration

Course offerings, course book, academic calendar and registration dates are available on the website:

https://coloradosph.cuanschutz.edu/education/courses-and-registration

All students of the Colorado School of Public Health register for courses through UCD Access. Students must have a CU email address to access the registration system.

https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html

Students enrolling for the first time must meet with the program director prior to fall semester for annual academic advising before they can utilize web based registration.

Dropping & Adding a Course

The drop/add period extends 1-2 weeks after the first day of the fall and spring semesters and one week after the start of the summer semester. To drop or add a class during the drop/add period, please log onto the registration portal – UCD Access – at:

https://portal.cusys.edu/UCDAccessFedAuthLogin.html

Dropping courses after the drop/add deadlines will result in 0% tuition and fee reimbursement and a corresponding grade of "W" (withdrawal) will be reflected on the transcript.

Permission to register or drop a course after the add/drop period will be granted only in extenuating circumstances and requires the approval of the Assistant Dean of the Graduate School.

The drop/add deadlines can be found on the Academic Calendar at:
https://coloradosph.cuanschutz.edu/education/calendars-policies

Course Withdrawal Policy & Timeframe

If a student wishes to withdraw from the university, he/she should obtain a withdrawal form from the CU Anschutz Medical Campus Registrar's office or website:

https://www1.ucdenver.edu/docs/librariesprovider266/forms/withdrawal-form_official-university.pdf?sfvrsn=add3a5b9_2

Withdrawal from a course is a formal discontinuation of the course after the drop/add period, and results in a grade of "W" on the student's official transcript. If attendance in a current course is discontinued without an official withdrawal, the student's transcript will reflect the grade earned for that course. **Withdrawals from courses are not eligible for tuition reimbursements.**
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- 100% reimbursement will be granted if a course is dropped before classes begin or during the drop/add period (see ColoradoSPH Academic Calendar for semester deadlines)
- There will be no reimbursement for withdrawal after the drop/add period and a grade of "W" (withdrawal) will be reflected on the transcript.

Auditing Courses

The CU Anschutz Medical Campus does not allow auditing of courses. Students may register for a course for "No Credit," but must pay the full tuition and fees. Students must designate "No Credit" by the appropriate deadlines as set forth by the Registrar's Office. No Credit forms are available from the CU Anschutz Medical Campus Registrar's Office:

https://www.cuanschutz.edu/registrar/student-resources/forms

Registering for Courses on Other CU Campuses

ColoradoSPH students are able to register for UC Denver (downtown) campus courses with the UCD Access registration system, given that any prerequisite requirements are met. Registration can only be conducted during the drop/add period at the host (downtown) campus. The ColoradoSPH tuition rate will be assessed for any courses taken downtown, unless the student is enrolled in a dual degree program with the downtown campus. If the student wishes to apply a course taken at UCD downtown toward program requirements, he or she must secure faculty advisor approval **prior** to taking the course. See "Electives outside ColoradoSPH" below.

Students who would like to enroll for a course on the Boulder or Colorado Springs campuses **do not** register on UCD Access. Instead, they must complete the *Intercampus Enrollment Form* found on the Anschutz Medical Campus Registrar's Office at:

https://www.cuanschutz.edu/registrar

Approval from both the host and home campuses is required. After all signatures have been obtained, the completed form should be return to the CU Anschutz Medical Campus Registrar's Office for processing. Students must be registered for at least one course on their home campus in order to add a concurrent class on either the Boulder or Colorado Springs campuses.

Incomplete Coursework

In the case that a student cannot complete a course during the regular semester, the student may request an "incomplete" grade in the course, which will enable the student to complete the course during the following semester. Students who have been approved for an "incomplete" and need to continue the course should ***not*** re-register for the course on UCD Access or duplicate tuition will be charged. If an 'incomplete" grade has been approved and continued access to online materials (i.e., Canvas) is needed, please contact the Office of Academic Affairs. ***Students should not re-register for the course.***

Students have one year to finalize incomplete coursework and solidify their grade. If the coursework is not completed in that timeframe, a grade of "F" will automatically be applied to the student's transcript.

Transfer Credits

Graduate School rules allow students to transfer up to 12 semester credits towards a MS degree for courses taken either at another university or as a non-degree student at UCD. Courses taken at any CU campus by students enrolled in a program are not considered transfer credits.

Transfer of credit from other universities must meet the following criteria:

1. The course must be graduate level, i.e., offered within the degree program at the 5000-level or above.
2. If offered outside the degree program, (including transfer credits), are 5000- equivalent level or higher and are approved for a specific degree plan by the program.
3. The grade must be at least a B- for MS students and at least a B for PhD students.
4. The student must have at least a 3.0 GPA in our program after at least one semester in the program.
5. The work must have been completed within the past five years or validated by a Program Director to ensure that the content has not significantly changed since the courses were taken.
6. The student must submit an outline and/or syllabus from the course to a program director for content review.
7. The request for transfer must be made on a form obtained from the Graduate School. The form must be completed by the student, endorsed by the advisor and the program director, and sent to the Graduate School along with an official transcript showing the course.

Waiving Courses

If a student believes that he/she has covered the content of a required course in previous course work, he/she may request to waive the course. To waive a course, the student consults the instructor teaching the course, bringing evidence of his/her previous work in the subject. With approval from the Instructor, Program Director, and Associate Dean for Academic Affairs, the student can substitute the course requirement with an equivalent number of hours in an elective course or independent study.

Degree Plans

Coursework Requirements

Students who have had some of the required (or equivalent) courses prior to admission into the program may be allowed to substitute credit hours using those courses. The following tables list the credit hours required to complete the MS in Health Services Research.

MS Requirements

Coursework Prerequisites

Students are required to have taken one semester of calculus prior to entrance in the program. The following table lists the credit hours required to complete the program.

Course Title	Course Number	Credit Hours
Health Care Economics	HSMP 6604	3
Health Policy	HSMP 6605	3
Cost Benefit/Effectiveness	HSMP 6609	2
Health Policy Analysis and Communication	HSMP 6616	1
Foundations in HSR Seminar	HSMP 7010	2
Research Design and Proposal Preparation	HSMP 7601	3
Methods in HSR I	HSMP 7607	3
Methods in HSR II	HSMP 7609	3
Total HSR Core Credits		20
Biostatistical Methods I	BIOS 6611	3
Biostatistical Methods II	BIOS 6612	3
SAS Database Design & Management	BIOS 6680	3
Total BIOS Credits		9
Social & Behavioral Factors and Health	CBHS 6610	3
Total CBHS Credits		3
Ethics and Responsible Conduct of Research	CLSC 7150	1
Clinical Outcomes and Application	CLSC 7202	3
Total CLSC Credits		4
Epidemiology	EPID 6630	3
Total EPID Credits		3
Foundations in Public Health*	PUBH 6600	2
Public Health Concepts of Non-MPH*	EHOH 6601	1
Total PUBH Credits		3*
MS/HSR Thesis or Research Paper	HSMP 6950 or HSMP 6651	4
Total Credits		43 or 46

*Required for students without a prior CEPH-accredited graduate degree

MS Example Sequence

Year 1	
Fall	Social and Behavioral Factors in Health (CBHS 6610) (3 credits) Biostatistical Methods I (BIOS 6611) (3 credits) SAS Database Design & Management (BIOS 6680) (3 credits) Foundations in HSR Seminar (HSMP 7010) (1 credit) Intro to Health Policy Analysis (HSMP 6616) (1 credit)
Spring	Biostatistical Methods II (BIOS 6612) (3 credits) Health Care Economics (HSMP 6604) (3 credits) Cost Benefit/Effectiveness (HSMP 6609) (2 credits) Foundations in HSR Seminar (HSMP 7010) (1 credit)
Summer	Foundations in Public Health (PUBH 6600) (2 credits)
Year 2	
Fall	Methods in Health Services Research I (HSMP 7607) (3 credits) Clinical Outcomes & Applications (CLSC 7202) (3 credits) Epidemiology (EPID 6630) (3 credits)
Spring	Health Policy (HSMP 6605) (3 credits) Research Design and Proposal Preparation (HSMP 7601) (3 credits) Methods in Health Services Research II (HSMP 7609) (3 credits) Ethics in Research (CLSC 7151) (1 credit)
Year 3	
Summer/Fall/ Spring	MS HSR Thesis or Research paper (HSMP 6950 or 6651) (4 credits) Final MS Exam

MS Competencies

MS Health Services Research Competencies
MS HSR 1- Identify the main components and issues of the organization, financing, and delivery of health services and public health systems in the U.S.
MS HSR 2- Identify and measure clinically meaningful and/or policy relevant outcomes and apply evidence-based practice principles.
MS HSR 3- Critically appraise existing literature and evaluate manuscripts published in peer-reviewed journals
MS HSR 4- Demonstrate breadth of health services research theoretical and conceptual knowledge by applying alternative organizational and behavioral models from a range of relevant disciplines.
MS HSR 5- Pose innovative and important health service research questions, informed by systematic reviews of the literature, stakeholder needs, and relevant theoretical and conceptual models.
MS HSR 6- Select the appropriate econometric/statistical specification and estimation technique, including using specification tests and theoretical justifications for distributional assumptions, the choice of link function, and estimation approach for a variety of outcomes
MS HSR 7- Choose and define the appropriate unit of analysis and approach to computing standard errors for conducting hypothesis test.
MS HSR 8- Understand and apply methods for causal inference and identify the assumptions that may or may not hold for a causal interpretation.
MS HSR 9- Write and know how to submit grant proposals to federal, state, and non-governmental organizations.
MS HSR 10- Describe legal, ethical and regulatory issues related to clinical research.

MS Health Services Research Competencies
MS HSR 11- Demonstrate the ability to effectively communicate the findings and implications of health service research findings to technical and lay audiences.
MS HSR 12- Design and conduct research studies using health services research methods
MS-HSR 13- Discuss the policy process for improving the health status of populations.

MS Program Guidelines

Electives

No elective course are required for the MS in HSR. Students may opt to take additional elective course work at the Colorado School of Public Health and in other departments and campuses of the University of Colorado. Students should receive approval from their academic advisor and program director as to the appropriateness of courses for elective credit.

MS Thesis or Research Proposal

After completing the first year of coursework, students should assemble a thesis or research paper committee. The committee should have at least three members, and the majority of the members, including the chair, must be from the Health Systems, Management, and Policy core-training faculty. The student should arrange committee meetings at least twice a year to discuss progress and a timeline for completing the thesis or research paper, and should meet with their mentor/chair more often.

First, a proposal is developed based on the NIH format, outlining the background, significance and specific aims for the proposed research. In addition, a detailed methods section should be developed to demonstrate understanding of study design issues and the analytic approach along with any preliminary findings. The student then gives a presentation of the proposal to the committee (this is not a formal Graduate School exam). When the committee approves the proposal, the members of the committee sign the proposal acceptance form. The acceptance form is forwarded to the academic affairs specialist and placed in the student's file along with a copy of the proposal. Minutes of the regular committee meetings are forwarded to the academic affairs specialist for the student's file to document progress in their research.

Note: Students must receive approval of their committee from the Program Director at least 3 months prior to scheduling the final examination. Please see the Core Program Faculty policy included in this handbook.

All committee members must have, or be eligible for, a Graduate School faculty appointment. A Graduate School faculty appointment listing is posted on-line at:

https://gs.ucdenver.edu/tbl_gradfac_curr.php

The student must provide a current curriculum vitae (CV) for any committee member who requires a Graduate School faculty appointment to the Academic Affairs Specialist who will process the appointment.

Application for Admission to Candidacy

Students must complete the application for admission to candidacy for the MS degree. The student obtains signatures from their advisor .The student then forwards the form to the Program Director for verification of the courses listed that are to be applied towards the degree and signature. The student then submits the form to the academic affairs specialist **at least two weeks prior to the final exam date**. Once all signatures have been obtained the academic affairs specialist will submit the form to the Graduate School *at least two weeks* prior to the exam. The required form can be obtained from the Graduate School website:

https://graduateschool.ucdenver.edu/forms-resources/resources

In addition to the Application for Admission to Candidacy, students must also submit an application for graduation through the UCD Access student portal before the posted deadline for the graduation semester.

MS Degree Final Examination

All candidates for the MS degree are required to take a final examination after all other requirements for the degree have been completed and approval for graduation has been granted. The final examination is a presentation and defense of the thesis or research paper, as well as questions from the committee. The research paper or thesis must be submitted to and approved by the examining committee before scheduling the final examination. Students must submit the Request for Graduate Examination/Thesis Defense form. Students must also obtain the Program Director's signature on the form. Students then submit the form to the academic affairs specialist <u>at least two weeks</u> before the exam date. The Academic Affairs Specialist will submit the form to the Graduate School <u>at least two weeks</u> prior to the exam. The Request for Examination/Thesis Defense form can be found on the Graduate School website:

https://graduateschool.ucdenver.edu/forms-resources/resources

The examination committee will conduct the final examination orally. The defense consists of a seminar of 40-50 minutes, is generally open to the public unless otherwise specified, and is followed by an oral examination by the committee. All members of the committee must be present for the examination. One member, but not the chairperson or the student, may participate by interactive video. Below is a list of the possible outcomes:

Pass – You must receive the affirmative votes of the majority of the members of your committee in order to pass.

Pass with conditions – The committee may feel that although you have passed the examination you should complete additional work on the thesis. These conditions will be specified and must be satisfied within 4 months of the defense. Failure to satisfy these conditions will result in failure of the examination.

Fail – If you fail the examination, per Graduate School rules you may be subject to immediate dismissal from the program. At the program's discretion, you may be allowed to retake the examination once. The retake will be in a format designated by the committee and must be completed by the end of the next academic semester, excluding the summer term. It is important to note that students will be

required to meet registration and enrollment requirements for the semester in which they re-take the examination.

A MS thesis is submitted to the Graduate School according to their format. A MS research paper is submitted to a journal. Consult the Graduate School graduation deadlines calendar for the dates of submission.

Graduation

Students must apply for a diploma for their intended semester of graduation by submitting an "Apply to Graduate" form through the UCD Access student portal by the specified deadline for the graduation term.

Ceremonies

A campus-wide commencement ceremony is held once a year in May on the CU Anschutz Medical Campus. All graduates for that academic year, plus the following summer, are invited to attend. Students graduating in May or the previous August or December can attend the Graduate School graduation ceremony. The graduation ceremony is usually held on the last Friday in May. In addition, the Colorado School of Public Health offers a separate Convocation ceremony for its graduates. Official regalia must be worn to participate in these ceremonies. Additional details will be posted on the website and emailed to students prior to the event.

Time Limit

MS students have **five (5)** years to complete all degree requirements, including the filing of the thesis or submitting the research paper, for the degree. Students who fail to complete the degree requirements within the five-year time period are subject to termination from the Graduate School upon recommendation from the program director and concurrence of the Assistant Dean of the Graduate School. Requests for extension will be considered under extenuating circumstances only.

Departmental Copy of Thesis or Research Paper

The program requests that a professionally bound or electronic copy of the thesis or research paper be provided to the department.

Organization and Content of Courses

Core Courses

HSMP 6604 | Health Care Economics | 3.0 Credits | Campus: AMC – Spring

Uses economic theory to analyze and understand the U.S. health care system. Topics include: demand and supply of health and health care, health insurance, hospitals, pharmaceuticals, and physicians. Analyzes institutional and legal incentives that affect physician, patient, and insurer decision-making.

HSMP 6605 | Health Policy | 3.0 Credits | Campus: AMC – Spring

Course focuses on important U.S. health policy issues and the analysis, implementation, communication skills for the practice of health policy. Evaluation is based on in-class labs, group projects, and analysis paper of a health policy case example.

HSMP 6609 | Cost Benefit and Effectiveness in Health| 2.0 Credits | Campus: AMC – Spring

(Prereq: HSMP 6604 or permission of instructor required) Introduces students to the basics of economic evaluations of health care interventions or technology. Economic evaluations provide a method to assimilate different cost and health outcomes associated with medical treatments into a common metric.

HSMP 6616 | Introduction to Health Policy Analysis and Communication | 1.0 Credit | Campus: AMC – Fall

(Students take one section for five weeks during the semester) Introduces a framework for systemically and critically evaluating the health policy literature. Reviews effective oral and written communication skills for presenting policy analyses. Evaluation is based on a written analysis of a policy paper of the student's choosing.

HSMP 7010 | Foundations in HSR (seminar) | 1.0 Credit | Campus: AMC – Fall, Spring (permission of instructor required)

Introduces students to the academic health services research literature. This seminar course requires students to participate in small seminars led by faculty on different health services research topics plus attending larger HSMP departmental seminars. Evaluation is based on weekly papers.

HSMP 7601 | Research Design and Proposal Preparation | 3.0 Credits | Campus: AMC – Spring

Research as a systemic method for examining questions derived from related theory and/or health service practice. Major focus is on the logic of causal inference, including the formation of testable hypotheses relating to health services organization and management, the design of methods and measures to facilitate study.

HSMP 7607 | Methods in Health Services Research I | 3.0 Credits | Campus: AMC – Fall (Prereq: BIOS 6611)

The first of a 2-course sequence in empirical methods in health services research. The statistical theory underlying basic empirical methods and the thoughtful implementation/practice of these methods are emphasized. Topics covered include: OLS, Gauss-Markov assumptions, logit/probit. Stata will be used.

HSMP 7609 | Methods in Health Services Research II | 3.0 Credits | Campus: AMC – Spring (Prereq: HSMP 7607)

Students will learn how to specify and estimate econometric models to test theory-driven hypotheses. The course builds on HSMP 7607 and covers advanced methods related to panel/longitudinal, multinomial, survival, and count data models. Stata software will be used.

Other Courses

BIOS 6611 | Biostatistical Methods I | 3.0 Credits | Campus: AMC – Fall

This is a course in applied statistics covering elementary probability, descriptive, parametric and non-parametric methods for one and two sample estimation/testing and some common simple cases of the univariate general linear model. The statistical package SAS used extensively.

BIOS 6612 | Biostatistical Methods II | 3.0 Credits | Campus: AMC – Spring

The is a continuation of BIOS 6611, covering univariate linear modeling and emphasizing multiple regression and analysis of variance. Logistic regression and methods for correlated data are also covered. Matrix algebra and statistical package SAS will be used.

BIOS 6680 | SAS Database Design and Management | 3.0 Credits | Campus: AMC - Fall

Course introduces students to how SAS can be used to manipulate data and prepare it for analysis: inputting, recoding, reformatting, subsetting, merging data, and simple reports and SAS Macros. Principles and implementation of database design will also be discussed.

CBHS 6610 | Social and Community Factors in Health | 3.0 Credits | Campus: AMC – Spring, Summer, Fall

Considers social, behavioral, and cultural factors that affect the health of individuals and populations, and contribute to health disparities. Development, implementation and evaluation of programs and policies to promote and sustain healthy environments and lifestyles are examined. Online in the summer.

CLSC 7151 | Ethics in Research | 1.0 Credit | Campus: AMC – Fall, Spring, Summer (check online course book for availability)

This course provides an overview of the field of ethics in clinical research. Participants learn the historical background, current regulations, and IRB requirements. Hands-on experiences will develop approaches to address conducting ethical research in an optimal manner. In addition, participants will learn the essentials of responsible research conduct.

CLSC 7202 | Clinical Outcomes and Applications | 3.0 Credits | Campus: AMC – Fall

This course focuses on methodologies used in clinical care, costs, health systems, policy and health outcomes, as well as an overview of major issues in clinical outcomes research. Students are provided with both theory and application through case studies.

EPID 6630 | Epidemiology | 3.0 Credits | Campus: AMC – Fall, Spring

Introduction to approaches/methods used in describing the natural history of disease in the community and for locating clues to causes of disease and analytical epidemiology used in the study of disease etiology and critical review of the public health literature.

PUBH 6600 | Foundations in Public Health | 2.0 Credits | Campus: AMC – Fall, Spring, Summer =

This course examines the historical and conceptual bases of public health, the key issues and problems faced by the public health system, and the tools available for the protection and enhancement of the public's health.

EHOH 6601 | Public Health Concepts for Non-MPH | 1.0 Credits| Campus: AMC- Fall, alternate years
This course is for MS, PhD, and DrPH students without a prior graduate degree from a CEPH-accredited school, and addresses additional foundational public health knowledge not covered in Epidemiology or Foundations in Public Health.

HSR Core Program Faculty Policy

To be listed on the Graduate School HSR List, the Graduate School requires that the faculty member listed as a Core Program Faculty. Graduate School rules require that the majority of the thesis committee members are Core Program faculty.

Below is the policy used to define Core Program Faculty members for the Graduate Programs in HSR:

1. Faculty with a primary appointment in the Department of Health Systems, Management and Policy at the rank of Assistant Professor or above, with a terminal degree in Health Services Research or equivalent. Such faculty may serve as chairs, mentors or regular members of thesis committees.

2. Faculty with a secondary appointment in HSMP or with a primary appointment in another Department at the Colorado School of Public Health, at the rank of Assistant Professor or above, with a terminal degree or equivalent who are demonstrating strong commitment to graduate student education. Such faculty may serve as mentors or regular members of thesis committees.

Strong commitment to graduate student education is demonstrated in the form of ongoing or anticipated involvement in at least two of the following activities:

- Direct thesis research as principal mentor.
- Teaching graduate course(s) as the director (or co-director).
- Serve on graduate student examination and/or thesis committees.

Appointment Requests need to be approved by the Director of the Graduate Program and the Department of Health Systems, Management and Policy at ColoradoSPH before submission to the Graduate School Review Committee.