University of Pittsburgh

Graduate School of Public Health

Orientation Manual

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Disclaimer: Due to the COVID-19 pandemic, some offices, organizations or locations listed in this manual may not be open and/or may have changed. Please refer to the corresponding website or phone number in the manual for the most up to date information.

Administration

For a list of Dean's Office and Student Affairs staff and their contact information, visit publichealth.pitt.edu/home/whos-who/staff-all.

Departments, Programs, Certificates, Centers, Organizations

Departments and Programs

For additional information about each department, visit the departmental webpages listed below.

Department of Behavioral and Community Health Sciences

publichealth.pitt.edu/bchs

BCHS seeks to improve and promote health and equity by engaging individuals, communities, and systems through research and teaching. Our strategic priorities include preparing the public health workforce for the 21st century,

engaging with communities in mutually beneficial and respectful ways, reducing health disparities and promoting health for all, ensuring that program and policy efforts lead to optimal results, leading efforts to promote health in lesbian, gay, bisexual, and transgender populations, and using novel applications of tools to advance research and improve health.

Department of Biostatistics

publichealth.pitt.edu/biostatistics

Increasingly biomedical research is becoming quantitative and inter-disciplinary. Biostatisticians are scientists involved in almost every aspect of biomedical research such as, formulating scientific hypotheses, designing scientifically valid and efficient studies, developing suitable methodologies and algorithms to analyze and process data, interpreting results and writing manuscripts. Thus, we are equal partners with a critical role in various aspects of a scientific investigation.

Department of Environmental and Occupational Health

publichealth.pitt.edu/eoh

From physical hazards like global warming and radiation to naturally occurring and manufactured chemical agents, pollution represents one of the greatest health threats to our world. EOH provides advanced service and training in the principles and practice of environmental and occupational health through classroom instruction, basic research, translational research, interactions with health professionals in the community, local industries, state and federal agencies, plus other organizations. Knowledge of the impact hazardous agents may have on exposed human populations is crucial to understanding how the damaging effects of such agents may be ameliorated.

Department of Epidemiology

publichealth.pitt.edu/epidemiology

Epidemiology is the study of trends, patterns, and causes related to disease in populations and how diseases spread among given populations. Our students learn fundamental clinical, behavioral, and epidemiological concepts, create complex analytic models, and develop critical communication and research skills. Through the mentorship of faculty in 16 areas of research emphasis, students acquire the applied epidemiology and research tools to address tomorrow's public health challenges today.

Department of Health Policy and Management

publichealth.pitt.edu/hpm

HPM is dedicated to improving individual and societal health through groundbreaking research and high-quality, graduate-level education. We develop scholars who conduct health policy research addressing the determinants of cost, quality, utilization, and outcomes of our health care system, and we educate the future executives who help transform the health industry of tomorrow.

Department of Human Genetics
publichealth.pitt.edu/hugen
Human genetics is the study of how genes influence human traits, diseases, and behaviors, including how genetic and non-genetic factors interact. Public health genetics applies advances in human genetics and genomics to

improve public health and prevent disease. Genetic counselors provide information and support to patients dealing with genetic disorders and those who may be at risk for inherited conditions.

Department of Infectious Diseases and Microbiology

publichealth.pitt.edu/idm

IDM is committed to training the next generation of scientists and public health professionals to enhance the control of infectious diseases in the human population. Our integrated microbiology programs are devoted to education and training in various molecular, immunologic, epidemiologic, and biologic aspects of microbial pathogenesis, as well as infectious disease control, prevention, and education.

Multidisciplinary Master of Public Health Program

publichealth.pitt.edu/mmph

This specialized MPH program prepares doctoral-level health professionals to blend clinical or other professional training with population-based approaches to improving health. This self-designed degree offers the flexibility to pursue customized competencies tailored to individual career goals.

Certificates

For additional information about the certificate programs, visit publichealth.pitt.edu/certificates.

Certificate: Community-Based Participatory Research and Practice

Community-based participatory research and practice has emerged as a core discipline in behavioral and social science departments within schools of public health. It is a collaborative process of research and practice that includes both researchers and community representatives. Upon completing this certificate, students pursuing will be able to (1) demonstrate and practice the basic tenets of community-based participatory research and practice, (2) identify methods for assessing community concerns and needs vis-à-vis specific health issues and assessing community resources, and potential community partners for addressing specific health issues in a community, and (3) develop strategies to work collaboratively with community members. Community-based participatory research and practice has emerged as a core discipline in behavioral and social science departments within schools of public health. It is a collaborative process of research and practice that includes both researchers and community representatives.

Certificate: Environmental Health Risk Assessment

This certificate trains students in the quantitative science-based approach to risk estimates, using the identifiable relationship between exposure and disease response as originally recommended by the National Research Council.

Certificate: Evaluation of Public Health Programs

This program links the University and community in practical applied evaluation initiatives at the community level. Students receive a range of skills and tools to enable them to participate in various types of evaluation projects in the public health arena.

Certificate: Global Health

The global health field faces unprecedented challenges brought on by issues such as shifting immigration patterns, climate change, conflict, and global commerce. This certificate features specially designed courses and co-curricular activities that prepare students to meet the challenges of today's complex health problems and work in settings that increasingly demand interdisciplinary and global thinking skills.

Certificate: Health Care Systems Engineering

Offered jointly by the University of Pittsburgh Swanson School of Engineering and Pitt Public Health, this certificate provides students with the competencies and analytical tools required for effective problem solving relevant to quality improvement and process engineering within the health industry. Students are equipped to serve as quality champions and change agents in addressing the challenges facing the health industry.

Certificate: Health Equity

Designed to increase cultural competency, this innovative certificate addresses the systemic root causes of health disparities. The certificate provides students with an academic foundation for achieving health equity through assessing inequities among diverse groups, mobilizing communities, developing tailored interventions, and advocating for healthy public policy.

Certificate: Health Systems Leadership and Management

This certificate program provides enhanced competencies in the domains of transformation, execution, and interpersonal skills, with a specific emphasis on becoming key leaders of health care delivery organizations. Students will complete foundational coursework in health care finance, health policy analysis, quality assessment, and strategic management of health care organizations.

Certificate: Lesbian, Gay, Bisexual, and Transgender Individuals' Health and Wellness

The first degree granting program focusing on LGBT health in the world, features an overview of LGBT health research, research methods in LGBT health that focuses on grant writing and intervention design.

Certificate: Public Health Genetics

Students enrolled in this certificate program are trained to incorporate knowledge of how genes, together with the environment and behavior, influence health and apply this insight into their area of practice or research.

Research and Practice Centers

Visit publichealth.pitt.edu/centers for information about these and other Pitt Public Health and University centers:

Aging and Population Health
Bioethics and Health Law
Comparative Effectiveness Research Core (CERC)
Concept Mapping Institute

Epidemiology Data

Evaluation Institute for Public Health

Global Health

Health Equity

Health Policy Institute

Healthy Environments and Communities

LGBT Health Research

Occupational Biostatistics and Epidemiology

Pennsylvania/MidAtlantic AIDS Education and Training

Pennsylvania Public Health Training Center

Public Health Dynamics Laboratory (PHDL)

Public Health Practice

Research on Health Care

Rural Health Practice

Governance Committees

Graduate School of Public Health students are encouraged to participate in school-wide governance through service on key committees, including the Pitt Public Health Council, Educational Policies and Curriculum Committee, the Diversity Committee, the Safety Committee, the Planning and Budget Committee, and the MPH Committee. Students are selected at the start of each academic year and serve one-year terms.

Those interested in committee service may email the Office of Student Affairs at stuaff@pitt.edu.

Student Organizations

All Pitt Public Health students are members of the Pitt Public Health **Student Government Association** (SGA). The governing board includes officers and representatives from each department in the school. All Pitt Public Health doctoral students are also members of the Pitt Public Health **Doctoral Student Organization** (DSO). More information follows on these and other student organizations. See publichealth.pitt.edu/student-orgs for additional information.

The **Graduate and Professional Student Government** (GPSG) (825 William Pitt Union) provides services and event programming and represents the concerns of all graduate and professional students. Interested students may contact any SGA representative or the GPSG (gpsg@pitt.edu) for further information.

The **Student Government Association** (SGA) is run by and for Pitt Public Health students to exercise a greater degree of participation within the school.

The **Doctoral Student Organization** (DSO) run by and for doctoral students, serves as a setting for interaction in matters of particular interest to doctoral students.

The **Health Policy and Management Association** (HPMA) is designed to bring students together for discussion of health administration issues and other matters important to their area of study and career field. All Pitt Public Health students are welcome.

The **Minority Student Organization** (MSO) was formed in 1996 to promote the welfare and interests of minority students at Pitt Public Health. The organization sponsors social events and community outreach activities throughout the school year.

The **Association of Women in Public Health** (AWPH) hosts conferences on timely public health and women's issues as well as dinners, receptions, and other events, often in collaboration with women's groups at other schools. Students have an opportunity to showcase their research and gain valuable professional skills. Participation by all genders is welcome.

The **Global Health Student Association** (GHSA) facilitates interests in global health among all Pitt Public Health students and provides a supportive environment for international students at the school.

The **Student Public Health Epidemic Response Effort** (SPHERE) is for those interested in epidemic response and community preparedness. The team participates in outbreak and disaster response activities with local and state health departments, engages in public health emergency management responses, and takes part in community health events and promotions. All Pitt Public Health master's, doctoral, and certificate students are eligible for membership.

The **Public Health Fitness and Recreational Organization** (PHFARO) is an organization promoting physical activity, psychological well-being, and social interactions among its members.

Professional Organizations

Students are encouraged to join the **American Public Health Association** (APHA). Members receive its monthly journal along with newsletters and other pertinent information. APHA holds an annual meeting every fall in a major U.S. city when students have the opportunity to present scholarly papers and take advantage of APHA's placement service. To join, go to apha.org/membership. Annual student membership is $85.

Toastmasters is an organization designed to support developing leaders and their communication skills. Members speak, listen, plan, lead, offer and accept feedback from fellow members. For more information, contact Ernesto Bedoy at ehb18@pitt.edu.

During graduate school, students may be able to join professional societies at a discounted rate. Students are encouraged to check with their departments about other professional organizations offering student memberships.

Sources of Information

Messages from Us: *Things to Know*, and *The Week Ahead*

Emailed to all students, *Things to Know* and *The Week Ahead* are primary ways that we disseminate information within the Pitt Public Health community. The emails contain information on upcoming events, policy changes, scholarships, internships and fellowships, student organizations, courses, career services, and graduation updates. They are also available on the web at publichealth.pitt.edu/things-to-know and publichealth.pitt.edu/week-ahead, along with news, photo, and social media feeds.

Listserv, Email

Every student is assigned an email address by the University which is officially added to the student listserv for all terms that the student is active. Both *Things to Know* and *The Week Ahead* are sent to this email address, as are other important messages from the school, your department, and the Office of Student Affairs.

Students are strongly advised to read their Pitt emails or to automatically forward them to a more frequently used email account. Find instructions at technology.pitt.edu.

Website

Visit publichealth.pitt.edu for academic requirements, policies, student services, current Pitt Public Health news and research, our calendar, the school directory, general information about the school, and news and information for applicants and alumni.

Social Media

Connect with us on Facebook, Twitter, YouTube, Flickr, and LinkedIn to engage with classmates and alumni, follow media coverage of our public advancements, watch lectures given by faculty, see photos of our events, and more. Visit publichealth.pitt.edu/socialmedia.

Academic Handbooks

School-wide and departmental handbooks include all of the administrative details of earning a degree. The Pitt Public Health Academic Handbook can be found at publichealth.pitt.edu/academichandbook. Departmental handbooks can also be found online within each department.

Career Services

University of Pittsburgh Talent Center: If you are interested in *on-campus* or *student* employment, visit join.pitt.edu, the official site for all job openings at the University of Pittsburgh.

Handshake: Handshake is an online job board and career management system that provides access to job, internship, fellowship, and postdoctoral opportunities from local, national, and international employers. The University-wide system contains a Pitt Public Health "career hub" with workshops, events, and resources specific to public health graduate students. Log in using your Pitt username and password at pitt.joinhandshake.com.

Career Services Webpage: The careers section of the Pitt Public Health website offers a range of resources for students, including sample resumes and CVs, a list of annually recurring fellowships, information about our alumni mentor program, a public health job search directory, and our annual graduate outcomes report. Find us at publichealth.pitt.edu/careers.

Career Services Social Media: For helpful tips and advice, and to stay informed of career-related workshops and events, follow career services on Facebook (GSPH Careers) or join the school's official LinkedIn group, Pitt Public Health Alumni & Student Network.

Office of Academic Career Development (OACD): OACD is dedicated to providing active and aspiring professionals in the health sciences with the tools, resources, and support they need to achieve their full potential as leaders in biomedical research, education, and clinical practice. Visit oacd.health.pitt.edu to learn more.

University-Wide Resources

Online Catalog: Visit catalog.upp.pitt.edu for the University's graduate school catalog consisting of general information about Pitt as well as more specific information about Pitt Public Health and its education and research programs. For questions on program requirements, students should consult their department's student services coordinator and their academic advisor.

PittFund$Me: Students should create a personal profile at my.pitt.edu to be considered for scholarships available to graduate students.

University Calendar: Academic calendars for current and future years are available at provost.pitt.edu/students/academic-calendar.

University-Wide Directory: Contact information for University students, faculty, and staff can be found at find.pitt.edu.

Registration Procedures

It is essential that students familiarize themselves with the following policies.

Advising

Advising: Every student should have a faculty advisor assigned by the department, and also a departmental student services coordinator. This team, in addition to the program director, will be the student's main resource for course advising, registration, and initial mentoring. Prior to registration, students are required to meet with their faculty advisors and it is also recommended that they meet with the departmental student services coordinator.

Conditional/Provisional Status: Applicants who do not qualify for full admission because of certain deficiencies may be admitted with conditional/provisional status. Students may not graduate with conditional/provisional status, nor may they take program examinations such as preliminary/qualifying, comprehensive, or other examinations. Students are notified of conditional/provisional status in the admission letter and are responsible for notifying the Pitt Public Health Office of Student Affairs when the terms of the condition/provision have been satisfied.

Statute of Limitations: Requirements for a master's degree must be completed within a period of four calendar years (MS) or five years (MPH, MHA), from the time of initial registration for graduate study.

Requirements for a doctoral degree must be fulfilled within ten calendar years from initial registration for graduate study, or eight years for those previously holding a master's degree.

In rare instances, a student may apply for an extension of the statute of limitations. The request must be approved by the departmental chair and submitted to the assistant dean for student affairs for final approval. A student making such a request must demonstrate proper preparation for the completion of all *current* degree requirements.

Grading: Most courses use the standard letter grades (A through F). Students may earn pass/fail grades (H, S, U) only if the instructor offers that option.

School-wide core courses: The following policy on grading applies to all students registered for Pitt Public Health school-wide core courses:

A grade of B or better is the expected grade for all school-wide core courses. If a student earns less than a B, the student and advisor should meet to discuss the grade, and the student will be strongly encouraged to re-take the course. If a student receives a grade of C- or lower, the student must repeat the course.

Audit: A student may request permission of the instructor to audit a course. Audited courses do not count toward the fulfillment of the credit requirement, and no credits are earned. To audit a course, a student registers and tuition is charged as usual.

Incomplete grades: The G grade is assigned when a student does not complete a course that would normally be completed by the end of the term. G grades must be resolved within one year of the assignment.

The I grade is used for incomplete research work, e.g. for special studies, thesis, essay, or dissertation credits, that extends beyond the end of the term.

Grade point average: All students are expected to maintain a grade point average (GPA) of 3.0 or better to remain in good standing. No student can graduate with a GPA of less than 3.0 or an unresolved F or U in a school core course. The procedure for the removal of a U grade is determined by the department offering the course for which that grade was received. Students have only two opportunities to pass a core course. Probation, normally resulting from a GPA of less than 3.0, may lead to dismissal from the school. Other standards for satisfactory performance may be obtained from faculty advisors or from the assistant dean for student affairs. (Read the Pitt Public Health probation and dismissal policy at publichealth.pitt.edu/academichandbook).

Registration

Registration: Materials may be obtained from each department, the Office of Student Affairs (room G009), or online. When registering, a student must first consult an advisor, then bring the signed registration form to the departmental student services coordinator for removal of any advising holds. The student can then self-register by logging in at my.pitt.edu. Non-degree students must process registration forms in the Office of Student Affairs.

Students must register by the University deadline date each term to avoid being charged a late registration fee. Students who have financial holds on their accounts must clear them before registration can be processed. Only after registering for classes can you obtain a permanent student ID card from Panther Central in the Litchfield Towers main lobby. See pc.pitt.edu/panther-card/photo-id for additional information. Students who wish to register

for a graduate course in another school at the University must first obtain written permission to register from the instructor of the course and then must obtain a permission number from the school offering the course.

Registration Requirement: Students must be registered for credits whenever they are using faculty time, and especially during the term of graduation and during any term when taking a master's or doctoral program exam (qualifying/preliminary, comprehensive, or defense). Students must take at least one credit in the term of graduation. Students with full appointments, such as a GSR/GSA/TA/TF, are required to register full-time, except in certain cases where they have already completed all required credits.

International students must be registered full-time in fall and spring terms unless permitted by the Office of International Services to register for less than full-time status.

Time Status: Student time status is a categorization used by the University for invoicing purposes and is determined by the number of credit hours for which a student is registered during a term:

Full-time status is 9 credits or more.
Part-time status is 8.5 credits or fewer.

Inactive status applies when a student has not been registered for a minimum of one credit in three consecutive terms. Such a student must reapply through the SOPHAS system to be re-admitted and reinstated in order to continue in the graduate degree program.

Fellowships, scholarships, or the granting or deferment of a loan to a student may be contingent upon a student's registration status as a full-time or part-time student.

Registration Holds: These will prevent a student from enrolling. Holds can be placed by the University or by Pitt Public Health. If a hold is on an account, the student must directly contact the office who applied the hold to discuss removal.

University holds can be placed by the offices of financial aid or University collections for failure to complete appropriate paperwork or for not paying tuition bills.

Advising holds are placed each term on every active student account to ensure that the student has spoken to an academic advisor before registering. Please see your departmental student services coordinator each term for removal of this hold.

International student holds are placed on every international student account until the student has checked in with the Office of International Services. Additionally, if a new international student fails to provide proof of health insurance in the first term of study, a hold will be placed on the student's account.

Pitt Public Health may also place a hold on an account if a student does not complete the academic integrity module or submit required paperwork, including official transcripts, for their student files in their first term of enrollment.

Adding, Dropping Courses: These actions must be taken by the deadline date announced each term; the deadline applies even if a course begins in the second session of a term. The add/drop form must first be signed by the student's advisor, then brought to the department's student services administrator. Non-degree students must go to the Office of Student Affairs.

No changes in classes may be made after the end of the add/drop period. After that deadline, a student may process a monitored withdrawal form in the departmental student office and be given a W (withdrawal) grade; this should be done in consultation with a faculty advisor.

Students resigning from all classes in a particular term must initiate the formal resignation process through the University's registration hotline, 412-624-7668 (business hours) or 412-624-7585 (after hours). Visit payments.pitt.edu/tuition-adjustments for more information.

Appeals for late registration or add/drop must be approved in writing by the course instructor, advisor, and the Office of Student Affairs before they are directed to the Pitt Office of Student Appeals, G-9 Thackeray. Service fees will be charged.

Cross Registration: Official cross registration by *full-time* graduate students at the University of Pittsburgh, Carlow University, Carnegie Mellon University, Chatham University, Community College of Allegheny County, Duquesne University, La Roche College, Point Park University, Robert Morris University, and Pittsburgh Theological Seminary may be arranged through Pitt's Office of the University Registrar (220 Thackeray Hall, 412-624-7600). Cross registration is available only in the fall and spring terms. Forms are available online at registrar.pitt.edu/assets/pdf/PCHE_Cross_Registration_Form.pdf.

Inactive Status, Readmission: A student classified as inactive (i.e., not registered for three consecutive terms) must submit an application, including application fee, official transcripts, and new letters of recommendation through the SOPHAS system for readmission to graduate study before being permitted to register again. When re-admitted, the student must be prepared to meet all current admission and degree requirements.

Course Repeat: Students may repeat a course *one time* if the grade received is less than a B or S. The student must register for the course and complete a Course Repeat Form (available in room G009). Both grades will appear on the transcript with an indication that the course has been repeated. Students who twice fail a core or required course are subject to dismissal.

Leave of Absence: Under special conditions, graduate students may be granted one leave of absence. A maximum leave of two years may be granted to doctoral students or one year to master's students. The length and rationale for the leave of absence must be stated in writing in advance, recommended to the Office of Student Affairs by the student's department, and approved by the assistant dean. If approved, the time of the leave will not count against the total time allowed by statute of limitations for the degree sought. Students on leave who do not register for three consecutive terms will have to apply for readmission using the SOPHAS application system, but readmission following an approved leave of absence is a formality. In some cases the depart-ment may impose special conditions on return, e.g., a doctor's written approval, to resume studies.

Credit Sharing

Credit Sharing: Students wishing to pursue two or more programs simultaneously should consult with all programs and with the Office of Student Affairs, about credit requirements. Complex credit-sharing arrangements may require special approval from the provost. This does not apply to students enrolled in formal University dual or joint programs. See the academic handbook for additional information at publichealth.pitt.edu/academichandbook.

Advanced Standing, Transfer Credits: Students planning to request advanced standing or transfer credits for degrees previously earned or graduate credits taken should meet with the student services coordinator of their department (find email addresses on pages 4-7):

BCHS Paul Markgraf

BIOST Renee Nerozzi Valenti

EOH Bryanna Snyder

EPID Lori Smith

HPM Jessica Dornin

HUGEN Noel Harrie

IDM Chelsea Yonash

MMPH Renee Nerozzi Valenti

The provost has set limits on the number of credits that may be transferred from a prior degree or from graduate credits previously earned, and also on the number of credits that may be shared when two degrees are being earned simultaneously.

Requests for advanced standing must be submitted on the Course Credits Accepted form to the Office of Student Affairs, room G009, after approval by the student's advisor.

Dual-degree, Joint-degree, and Cooperative Programs: Pitt Public Health participates in several formal combined degree programs. Before registering for courses in pursuit of a dual-degree, joint-degree, or cooperative program, a student must be admitted to both programs.

Forms

Forms: Most forms that students need can be found at publichealth.pitt.edu/home/forms or from the Pitt Public Health Office of Student Affairs, room G009

Change of Name, Social Security Number, Address: All changes in name and social security number must be reported to the office of the registrar in Thackeray Hall (documentation will be required). Changes in address or telephone number can be processed online at my.pitt.edu.

Course Evaluations: Current students have access to the course evaluation portal where they can review past course evaluations. The portal can be found at publichealth.pitt.edu/courses.

Academic and Graduation Requirements

Program Requirements

Academic requirements are available on departmental webpages at publichealth.pitt.edu. They are not intended, however, to take the place of periodic meetings with academic advisors.

Master's degrees: For the *Master of Public Health* degree, approved programs of study require a total of at least forty-two (42) credits, including the required courses, electives, an essay or thesis, and a practicum/internship.

Approved programs of study for the *Master of Science* degree require a total of at least thirty (30) credits, including required courses, electives, and a thesis on a research problem in the area of the student's principal interest. Additionally, a comprehensive examination and final oral examination covering the subject of the thesis are required.

Doctoral degree: For advancement to candidacy for a doctoral degree, the student must pass certain examinations (qualifying/preliminary overview, comprehensive, and defense), fulfill the research tool requirement (the student's advisor confirms facility with use of the computer as a research tool), complete a certain period of residency and specific courses as determined by the department or school, and gain approval of the thesis topic by the student's thesis or dissertation advisory committee. The credit requirement generally is at least 72 credits; a limited number of credits may possibly be accepted from a previously earned master's degree at the discretion of the department.

Public health school-wide core courses: Students are expected to demonstrate competence in the fundamentals of public health with an understanding of human-environment relationships; techniques of investigation, measurement, and evaluation; and health services. The subject areas covering these fundamentals are currently defined as social and behavioral science, environmental health, biostatistics, epidemiology, and health policy and management. See the academic handbook at publichealth.pitt.edu/academichandbook for a list of the school-wide core courses. For the list of school-wide core courses required for your program, see your department's handbook.

Public Health Grand Rounds: All degree-seeking students must register for and complete two terms of the Dean's Public Health Grand Rounds Course (PUBHLT 2022) during their first fall and spring terms. This is a course designed to expose students to the broader profession of public health.

Electronic theses, essays, and dissertations: Master's theses and essays, and doctoral dissertations must be submitted by ETD website upload rather than paper-based format. For more information go to etd.pitt.edu.

Research certification: All students involved in human or animal research are required to complete online training modules. See rcco.pitt.edu/training-researchers for more information.

Exit survey: Students must complete a brief online exit survey before certification for graduation. A link to the survey is posted on the Pitt Public Health website in the graduation section.

Exemptions

Exemptions from school-level required courses are made on a case-by-case basis. These are based on the completion of CEPH competencies embedded in prior coursework and may or may not be accompanied by advanced standing credits. Core Course Exemption forms must be completed, explicitly listing the coursework/ competencies for which the exemption is based, and must be signed by the student's advisor, the instructor of the course from which the exemption is desired. If advanced standing credit is being requested, an additional form must also be filed.

MS and PhD students with an MPH from an accredited school of public health can be exempted from Essentials of Public Health by submitting the Public Health Core Course Exemption form to the Office of Student Affairs.

Practicum Requirements

All MPH programs in Pitt Public Health require a practicum, usually at least 200 hours. Specific requirements vary by department. Additionally, other programs may also require practica or clinical experiences. Depending on the

practicum or clinical experience, appropriate clearances, specific site agreements, or other legal arrangements may be required. Students should discuss these require-ments with their advisor and practicum supervisor well in advance, as some processes are lengthy.

Non-Credit Requirements

Pitt Public Health students are responsible for completing several non-credit requirements before they can complete their degree. These include the online academic integrity module and an exit survey. Students who fail to comply with the non-credit requirements will have an academic hold placed on their account.

Conditional/Provisional Status

Students admitted with conditional/provisional status must remove all provisions in order to graduate. See page 13 of this manual.

Graduation Timetable

There are four graduation dates per academic year: April, June, August, and December. Deadlines are set each term for applications for graduation, generally due at least three months before the graduation date. Visit publichealth.pitt.edu/graduation for more information. **A late fee is assessed if the deadline date is not met**. Applications for graduation are valid for only one graduation date.

Certification for graduation requires documentation that course and credit requirements have been met, all required examinations have been passed satisfactorily, and all incomplete grades have been removed. The final thesis, essay, or dissertation must be submitted to student affairs. Students must follow the formatting guidelines available through the student affairs webpages on graduation information.

University of Pittsburgh commencement is generally held at the end of April. April graduates, as well as graduates from the previous June, August, or December, are invited to participate in that event. Diplomas are mailed to the student by the University registrar approximately six weeks after graduation. The Graduate School of Public Health began holding its own convocation for graduating students in April 1991. It is held in the same weekend as the University's graduate commencement exercises. The 2021 Pitt Public Health convocation is tentatively scheduled for May 2, 2021, at the Carnegie Music Hall in Oakland.

Students who apply for graduation but later find it necessary to postpone must submit a new application for the new date.

For detailed information on graduation requirements, go to publichealth.pitt.edu/graduation.

After Graduation

Once you graduate, access to resources does not stop, and additional opportunities open up to you.

Career Services

Pitt Public Health graduates can access many career services resources free of charge. These services include...

- career coaching
- documents review

- mock interviews
- access to Handshake, Pitt's premier career management system and job board
- and the opportunity to become an alumni mentor!

Please visit the Pitt Public Health career services website at publichealth.pitt.edu/careers/for-alumni for more information.

Career Outcomes

As part of our on-going attainment of accreditation by CEPH, we must report the career outcomes of our graduates. To do this, we need your help. Be on the look-out for a brief survey from the school approximately one year after graduation, then for a follow-up survey the next year. In addition to reporting to CEPH, the data is compiled, aggregately and anonymously, into an annual report to assist applicants and current students.

Stay Connected and Involved

There are many ways to stay connected and involved, and to give back to Pitt Public Health:

- Become an alumni mentor
- Join our LinkedIn group
- Complete continuing education credits for the CPH exam
- Attend alumni reunions

Visit publichealth.pitt.edu/alumni to learn more.

Requirements for Students from Abroad

English Language Testing

New students from outside the United States must first report to the Pitt Office of International Services, 708 William Pitt Union (412-624-7120, ois.pitt.edu) for initial document processing. Prior to their initial registration, all students whose native language is not English and who have not already earned a degree in the U.S. or from an accredited institution in a country where the official language is English must submit scores for the TOEFL or IELTS. Those whose TOEFL scores are not higher than 100 on the iBT, or above Band 7 on the IELTS must be tested for English proficiency by the University's English Language Institute (ELI). These students should make their own arrangements to schedule their tests. If the test results indicate the need for language training, the students should be guided by the recommendation from ELI. No new student can be officially registered with Pitt Public Health until there is compliance with these requirements.

Registration

All students from abroad must be registered as full-time students during the fall and spring term of each year if they are to maintain their enrollment status. This requirement facilitates the University's compliance with reporting procedures of the U.S. Immigration and Naturalization Service. Exceptions to this rule may be made for students who have completed most of their requirements and whose final term of study requires fewer than nine credits; however, permission must be obtained from Pitt's Office of International Services. Students should consult that office for answers to questions regarding registration status.

Departure Notification

All international students must submit an online form when they graduate or when they leave the school for any other reason. The form can be obtained at my.ois.pitt.edu. Students must forward confirmation of the completion of this form to their departmental student services coordinator.

Policies

Academic Integrity

Students are obliged to exhibit honesty in carrying out academic assignments. Violations of ethical standards may include (but are not limited to) presenting the ideas or words of another as one's own, referring to unauthorized materials during a test, providing unauthorized assistance to another during a test, allowing one's work to be submitted by another, engaging in disruptive behavior during a class or exam, attempting to change one's academic evaluation for reasons other than achievement or merit, and failing to cooperate in the investigation of any allegation of dishonesty. Any member of the University may bring to a faculty member's attention a complaint that a student has violated academic integrity. Violations will be documented, and sanctions may range from a reduced grade to expulsion from school. Sanctions may be imposed by the instructor, or in some cases a hearing will be held before the school's academic hearing board. For the formal University policy go to provost.pitt.edu/faculty/academic-integrity-freedom/academic-integrity-guidelines.

All students are required to complete an online module on plagiarism and academic integrity during the first semester at Pitt Public Health. More information about this module will be emailed to new students at the start of the fall term.

Alcohol

The following guidelines regarding alcohol are to be observed for all University sponsored functions:

Employees, students, and agents of the University must fully comply with the laws of the Commonwealth of Pennsylvania regarding the possession and consumption of alcohol. Pennsylvania Law prohibits:

- The furnishing or provision of alcohol to anyone under the age of 21 or to anyone visibly intoxicated.
- The possession or consumption of alcoholic beverages under any circumstances by anyone under the age of 21.
- The presence of anyone under the age of 21 on licensed premises where alcohol is served, unless under proper supervision.
- The dispensing of alcoholic beverages by anyone under the age of 18.

At each University function, the host will be considered to be the most senior official present from the school, department, or other segment of the University that is sponsoring the function. The host of a function is responsible for the following:

- Ensuring that Pennsylvania law relating to alcoholic beverages is strictly observed.
- Compliance with these guidelines.

Drug-Free Schools

The University of Pittsburgh maintains a drug-free school and workplace in accordance with federal law and prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property or as part of any University activity. See studentaffairs.pitt.edu/conduct/drugfree for additional information.

Faculty-Student Relationships

The University's educational mission is promoted by professional relationships between members and students. Relationships of an intimate nature (that is, sexual and/or romantic) compromise the integrity of a faculty-student relationship whenever the faculty member has a responsibility for the student. The University prohibits intimate relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member.

If an intimate relationship should exist or develop between a faculty member and a student, the University requires the faculty member to remove himself/herself from all supervisory, evaluative, and/or formal advisory roles with respect to the student. Failure to do so may subject the faculty member to disciplinary action.

Definition note: In this policy, the definition of faculty member refers to anyone appointed by the University as a teacher, researcher, or academic administrator, including graduate and undergraduate students appointed to these roles.

Faculty and Staff Obligations to Students

Pitt Public Health is committed to fair treatment of students and to reasonable resolution of any issues that arise.

A faculty member is obliged to discharge his or her duties in a fair and conscientious manner (see academic integrity guidelines at cfo.pitt.edu/policies/policy/02/02-03-02.html).

If a student feels that a faculty member fails to meet the obligations set forth in the academic integrity guidelines section on faculty obligations or in the University's advising policy (provost.pitt.edu/students/graduate-studies/elements-good-academic-advising), she or he should first attempt to resolve the conflict with the faculty member involved. If this is unsuccessful, the student may initiate a grievance by bringing the complaint to the department chair. If the matter remains unresolved, the student may submit a written statement of charges to the associate dean for student affairs.

Similarly, if a student raises a complaint about actions taken by a member of the University staff in the course of official duty, and the matter cannot be resolved informally with the staff member, the student should meet with the department chair or staff supervisor. If necessary, the associate dean for student affairs will become involved.

FERPA, Student Privacy

The Federal Family Education Rights and Privacy Act of 1974, as amended, prohibits sharing information about students without authorization. Students who do not want their directory information released must submit a form (included at the end of this manual or found at publichealth.pitt.edu/home/academics/forms) to both the Pitt Public Health Office of Student Affairs in room G009 and to the Office of the University Registrar in G-3 Thackeray Hall.

For further information, contact the registrar's office at 412-624-7600, refer to their website at registrar.pitt.edu/ferpa.html, or read the online policy 09-08-01 at gradstudents.pitt.edu/parental-accommodations.

Graduate Student Parental Accommodation Guidelines

The University believes it is important to provide accommodation for graduate students who become new parents, whether by childbirth or adoption, so that they may contribute to their family responsibilities while continuing to make progress towards their degree. The Graduate Student Parental Accommodation Guidelines can be found at gradstudents.pitt.edu/parental-accommodations.

Non-Discrimination

As an educational institution and as an employer, the University of Pittsburgh does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, sexual orientation, or marital, veteran, or handicapped status.

Patent Policy

A University student, during his/her enrollment, may be responsible for new discoveries and inventions that could have commercial value and contribute to scientific, technological, social, and cultural progress. Those accomplishments should be patented in the best interest of the student, the University, the public, and the government. The University's policy on patents determines the rights and obligations of the student and the University in any technology the student may invent while enrolled in the University. Details are available from the Innovation Institute at innovation.pitt.edu or 412-383-7670.

Probation, Dismissal

The Pitt Public Health guidelines for academic performance, developed by the Educational Policies and Curriculum Committee, can be found at publichealth.pitt.edu/academichandbook. Student records are reviewed once per term, and any student who has failed to maintain good academic standing will be notified by the committee.

Regulations Governing Graduate Study

University policies and regulations pertaining to graduate study at the University of Pittsburgh are compiled in the Regulations Governing Graduate Study at provost.pitt.edu/students/graduate-studies/additional-graduate-resources. Pitt Public Health is required to adhere to these policies but is also permitted to impose its own

additional requirements. Students are therefore advised to also consult the academic handbook, their departmental student services coordinator, or the Office of Student Affairs when policy questions arise.

Research Integrity

See University policy 11-01-01 at cfo.pitt.edu/policies/policy/11/11-01-01.html. The Office of Research Integrity has compiled a practical set of guidelines to help researchers avoid research misconduct. This useful publication, which also contains a list of University offices supporting research, can be found at provost.pitt.edu/research.

Smoking

Smoking is prohibited in all University owned or leased facilities and vehicles (with a few limited, approved exceptions). Pitt Public Health has a designated smoking area on Bouquet Street near the parking garage. This is the only area where smoking is permitted.

Student and Faculty Service

Service is a responsibility of all students and faculty members. Student service is encouraged through extracurricular programs and opportunities that are regularly made available in the broader Pittsburgh community with partnering organizations and non-profit agencies. The school recognizes student service through various awards and stipends.

Student Assistantship Policies

For Pitt Public Health and University policies on student assistantships, please visit these sites:
- publichealth.pitt.edu/academichandbook
- gradstudents.pitt.edu/sites/default/files/GSRPolicyStatement.pdf
- gradstudents.pitt.edu/sites/default/files/TATFGSAPolicyStatement.pdf

These policies address questions on registration, scholarship and stipend, and work requirements. Students may also consult departmental student services staff as questions arise. Additional information can be found on page 35 of this manual.

Student Conduct

The Code of Student Conduct lays out the University's behavioral standards and basic expectations of student behavior. The University Judicial Board/Student Conduct provides the framework by which members of the University community may address alleged student violations of the Code of Student Conduct. The board adjudicates violations of the code and provides fair process and education for both parties. Members of the University community may direct complaints about behavior not covered by the Academic Integrity Policy to this body. Visit studentaffairs.pitt.edu/conduct for more information.

Title IX: Sexual Harassment and Assault Response

The University of Pittsburgh values the safety and health of all of the members of its community. Any behavior involving sexual assault or harassment, relationship violence, or stalking of another person is prohibited. If substantiated, such behavior may result in criminal charges or disciplinary action.

Title IX of the Education Amendments of 1972, a federal law, prohibits not only gender based discrimination, but also sexual violence and sexual misconduct which may affect the educational or campus environment. Individuals who feel that the Title IX statute has been violated have the right to file a complaint or to refuse to file a complaint. If an individual files a complaint, the school is required to report to the University's Title IX office. They may learn more about their options at titleix.pitt.edu.

Pitt's Office of Sexual Harassment and Assault Response and Education (SHARE) provides counseling to victims of sexual assault, and offers support in all aspects of the recovery process.

Victims of an incident are urged to call the Pitt Police at 412-624-2121, or the City of Pittsburgh Police at 911 to file a report. The SHARE coordinator can be reached at 412-648-7930 during normal business hours, or at 412-648-7856 after 5 p.m. and on weekends. The coordinator will advise victims on reporting options, guide them through the process of receiving a medical exam, and will assist them in notifying campus or local authorities if desired.

Students are strongly encouraged to visit the SHARE website at studentaffairs.pitt.edu/share to learn more about unlawful practices under Title IX, reporting sexual violence, support services, and confidentiality.

For more information and trainings, visit diversity.pitt.edu/education-training/online-trainings.

Student Services

Appeals: Tuition Status

Students who believe that they may be eligible for Pennsylvania tuition rates may appeal for PA status through the Office of Student Appeals. See payments.pitt.edu/pa-tuition-rate-eligibility for more information.

Books

Students can purchase books for all classes from the University Store on Fifth, located at 4000 Fifth Avenue near the Litchfield Towers. More information can be found at pittuniversitystore.com.

Building Access

Students, faculty, and staff may enter Pitt Public Health buildings during the following hours:
Monday through Friday: 7 a.m.–5 p.m. and 5–9 p.m. by signing in with the security guard
Saturday, Sunday, and holidays: 9 a.m.–3 p.m. by signing in with the security guard

Faculty, staff, and students using a security card may enter the building at any time. Others needing to enter the building outside of normal hours must contact campus police to request admission.

Security cards are issued by departments only to those faculty, staff, and students whose employment responsibilities require that they have regular access to the building at any time.

Students who are working in the lab pavilion will be granted card-based access via their departmental administrators.

Career Services

Pitt Public Health Career Services is dedicated to providing informative programs, individualized career counseling services, and networking opportunities to help masters and doctoral students effectively prepare for, develop and manage a career related to their field of study. We offer a broad range of resources to achieve those goals including participation in Handshake, Pitt's comprehensive career services platform and your hub for all things related to your career preparation journey – jobs, internships, fellowships, career fairs, events, and more. Career counselors are available to meet with students and alumni on a daily basis. Appointments can be scheduled online.

Learn more about what we can do for you at publichealth.pitt.edu/careers, or contact Kim Abraham, career services specialist, at kam418@pitt.edu.

Child Care Services

The University Child Development Center provides care and early childhood education to children of faculty, staff, and students of the University of Pittsburgh. Children range in age from six weeks through six years and participate in a wide range of programs including full and part-time infant, toddler, and preschool options as well as full-day kindergarten. There is a school-age summer program as well. The center serves the University as a laboratory school and the greater community as a model of early childhood excellence. There is a lengthy waiting list, and prospective parents are encouraged to get children on that list as soon as possible. Located at 635 Clyde Street, the center is open 7 a.m. to 6 p.m., Monday through Friday. Call 412-383-2100 or visit childdevelopment.pitt.edu.

Computer Labs, Printing Kiosk, Photocopying

Student computer labs are located throughout campus, including Falk Library and public health room A438. Several locations, including room A438 and the first floor of the building, have printing kiosks at which registered students can use up to 900 pages per term free of charge. Students can also print to the kiosks from their own devices. Find out more about lab and print kiosk locations at technology.pitt.edu.

Photocopy machines are located in Falk library, Copy Cat, and FedEx Kinko's on Forbes Avenue. Some departments have photocopy equipment available to students.

Counseling

The Pitt Counseling Center, located at the Wellness Center (second floor, Nordenberg Hall), offers the following professional services without charge:

Psychological services: Counseling psychologists, social workers, and consulting psychiatrists work with students through individual and group counseling sessions. People come to the center for various reasons: emotional or social difficulties, marital or other relationship problems, and concerns about academic progress or direction. For more information call 412-648-7930 during business hours or 412-648-7856 after hours.

Sexual assault services: The Counseling Center provides services designed to alleviate the trauma associated with sexual assault. Emergency medical, legal, and police support are provided. For more information call 412-648-7930 during business hours or 412-648-7856 after hours. Visit studentaffairs.pitt.edu/cc for more information.

Cross-Cultural and Leadership Development

The office of Cross-Cultural and Leadership Development (CCLD) is a multipurpose facility fostering cultural collaboration and communication, creating multi-cultural programming and workshops, and offering civic, personal, and organizational leadership training. See studentaffairs.pitt.edu/ccld for more information.

Cultural and Special Events

All concerts, plays, movies, special lectures, etc., given on campus are listed in the Pitt News and the University Times newspapers. Many other city events (e.g., symphony, dance) are also advertised through these two campus publications. *City Paper*, a free and independent weekly, lists many of the region's cultural events.

Since 1997 the **Pitt Arts** program has enriched the quality of life for students through engagement of the arts. Discounted or free tickets to concerts, ballet, plays, and exhibitions are made available. For more information, visit studentaffairs.pitt.edu/pittarts.

Disability Services

The University of Pittsburgh is committed to providing equal opportunities in education to academically qualified students with disabilities. Students who require accommodation should register with the Office of Disability Resources and Services as soon as possible. Go to studentaffairs.pitt.edu/drs for more information.

Diversity and inclusion

The Pitt Office of Diversity and Inclusion has overall responsibility for providing leadership, resources, coordination, and oversight for the University's voluntary diversity initiatives as well as ensuring equal opportunity and compliance with related governmental requirements. For more information, go to diversity.pitt.edu.

Pitt Public Health considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. We are committed to creating and fostering inclusive learning environments that value human dignity and equity. Every member of our community is expected to be respectful of the individual perspectives, experiences, behaviors, worldviews, and backgrounds of others. While intellectual disagreement may be constructive, no derogatory statements, or demeaning or discriminatory behavior will be permitted.

For more information, contact Associate Dean for Diversity and Inclusion Noble A-W Maseru at nam137@pitt.edu or 412-624-3506.

English Language Institute (ELI)

The ELI offers English support to international students in a variety of ways. English language classes, housing and arrival tips, Pittsburgh activities, and health care and insurance advice are all available. For more information about ELI and what it offers, visit eli.pitt.edu.

Graduate Student Resources

See gradstudents.pitt.edu for resources available to graduate students, including academic resources, teaching support, research, career preparation, student life, and health/wellness.

Health Facilities, Insurance

The Student Health Services clinic is located in the Wellness Center on the second floor of Nordenberg Hall (412-383-1800). It provides primary care diagnosis and treatment, specialist referral, and health education services. A wellness fee is assessed in fall and spring terms for every student (FT $130, PT $65), and the fee is a one-time-per-term co-payment for use of Student Health Services. Detailed information on services and cost of services is contained in the health service brochure available at the clinic. **Please note: The Student Health Service does not take the place of health insurance coverage!**

In accordance with the Affordable Care Act, students are expected to maintain adequate medical insurance during their enrollment at the University. Students will have to present proof of health insurance when they use the services of the Student Health Service Clinic, and their insurance provider will be billed for services which the student receives.

Students who need health insurance can contact the University Benefits Office at 412-624-8160 or visit hr.pitt.edu/students/graduate-plan to inquire about the UPMC Health Plan for students. International students will not be able to register for subsequent terms without proof of insurance during their first term at Pitt.

The hospitals of the University of Pittsburgh Medical Center (UPMC) are adjacent to the Pitt campus. Emergency health problems can be treated in their emergency rooms, and excellent medical and surgical care is available for serious illness. The dental clinic of the School of Dental Medicine, located on the first floor of Salk Hall, 3501 Terrace Street, provides comprehensive dental care at reasonable rates.

The University Pharmacy is located at Nordenberg Hall, 103 University Place. The hours are M, W, Th 8:30 a.m.–7 p.m. and Tu, F 8:30 a.m.–5 p.m. Prescriptions can be filled ahead of time by calling 412-383-1850. If the prescriber is outside of Student Health, contact information will need to be provided.

Housing

Pittsburgh has a number of pleasant residential neighborhoods. Many graduate and professional students live in Oakland, where the University is located, or in the surrounding neighborhoods of Shadyside, Squirrel Hill, Highland Park, and Mt. Washington. All these areas are within walking distance or an easy commute to the University. Public bus transportation is widely available and is free (inside Allegheny County limits) to those riders with a Pitt ID.

The Housing Resource Center helps students identify, rent, lease, or purchase suitable living accommodations. The center provides information on University owned apartments, an apartment-roommate matching service, a sublet service, neighborhood maps, rental tips, campus shuttle schedules, free local telephone service to contact landlords, and a listing of apartments inspected and approved by the city of Pittsburgh. For more information call 412-624-6998, or go to ocl.pitt.edu.

ID Cards

To obtain a University ID card, students must be registered for current term classes and must present a photo ID such as a driver's license, passport, or school or work ID. If you do not have a photo ID, at least two (2) forms of signature ID, such as a social security, bank, or credit card, will be accepted. If you do not have any type of identification, you will need to obtain a notarized affidavit before you come to the ID center at Panther Central in the Litchfield Towers lobby.

There is no charge for the initial Pitt ID; however, a $20 replacement fee will be levied when cards are lost, stolen, or damaged. Go to pc.pitt.edu/card/photoid.php for more information.

International Services

The Pitt Office of International Services complements the academic mission of the University by assisting with immigration services and cultural programming. International students are encouraged to consult OIS with questions about visas, travel, employment authorization, and more. Visit ois.pitt.edu to learn more.

International Studies, Study Abroad

The University Center for International Studies (UCIS) is the central coordinating and support mechanism for the international activities of the University of Pittsburgh. As a University-wide center, UCIS supports multidisciplinary programs of research and instruction in international and area studies, linking departments and schools to the wider University community. It also connects the University with private and public sector institutions, other universities, and institutions in other countries to strengthen the international dimension of teaching, research, and public service. UCIS helps students acquire international understanding through certificate programs, study abroad programs, curriculum developments, and seminars; assists faculty in their international research, teaching, and service; and develops and manages international programs and projects. The center offers graduate certificate programs through its six centers/programs (African, Asian, Latin American, Global, European, and Russian and East European), four of which are designated by the federal government as National Resource Centers. These certificates give evidence of language proficiency and regional knowledge, useful for international careers or advanced degrees with a focus in a particular works area. For more information, contact UCIS at 412-648-7390, or go to ucis.pitt.edu.

Lactation Room

A lactation room is available in room A448. Students may request the door combination number from Ann Ostroski at ostroski@pitt.edu.

Legal Services

The Graduate and Professional Student Government has arranged for an attorney to provide free half-hour appointments for students on Fridays through the Student Government Board office in the William Pitt Union. Students should call 412-648-7970 to make an appointment.

LGBTQIA+ Resources

Sponsored by the Division of Student Affairs, the University of Pittsburgh aims to improve visibility and support for LGBTQIA+ students and employees by promoting and publicizing available resources and services. The University offers a number of services that impact all areas of student life and aims to provide all students with a supportive environment. Visit studentaffairs.pitt.edu/lgbtqia for more information.

Library Resources

University resources: Information about books and serials available at the University of Pittsburgh libraries can be found in PITTCAT, the on-line catalog for the University Library System. It contains bibliographic information for millions of book and periodical titles, with terminals located in all campus libraries. PITTCAT PLUS may also be accessed from computers in or off campus at library.pitt.edu.

Library services are provided by Falk Library of the Health Sciences, located on the second floor of Scaife Hall at 3550 Terrace Street. The Pitt Public Health contact is Helena VonVille, MLS, MPH, public health research and instruction librarian, 412-648-8927, helenavonville@pitt.edu.

The University Library System includes many other libraries useful to students in addition to the University's main Hillman Library. See library.pitt.edu for more information.

Library resources outside the University: In general, the University has sufficient resources to satisfy the needs of graduate students and faculty. However, if needed material cannot be found, Inter-library Loan Services, located in G-27 of Hillman Library, assists students and faculty in obtaining it from other library sources. Cooperative arrangements have been developed between the University of Pittsburgh and neighboring academic institutions such as Carnegie Mellon and Mellon Institute, Duquesne University, and Pittsburgh Theological Seminary to provide supplementary borrowing and research privileges. Many area libraries are also open to scholars, including those of the Allegheny County (Law), Carnegie Library of Pittsburgh, the Historical Society of Western Pennsylvania, and the U.S. Bureau of Mines.

Lockers

Student lockers are available in each department, including the MMPH program.

Mailboxes

Student mailboxes are available in most departments. Information will be supplied to new students by the departmental student services coordinators.

Meditation Room

A meditation room is located in room A308.

Mental Health Resources

The University places a priority on supporting the mental health of graduate students. See gradstudents.pitt.edu/healthwellness for additional information and a list of resources.

Ombudsperson

The University ombudsperson in the Office of Student Appeals, G-9 Thackeray Hall, mediates student disputes involving billing, financial aid, and registration.

The Pitt Public Health ombudsperson is located in the Office of Student Affairs, room G009. They can be consulted for advice and help with the resolution of disputes. In many cases, your Pitt Public Health departmental student services coordinator may be consulted.

Parking

Evening parking permits are available for purchase by graduate students at the University Parking Services Office, 127 North Bellefield Avenue, Monday through Friday, 8:30 a.m.–5 p.m. Proof of registration, license plate number, and make of vehicle is required, along with payment. Permits may be paid for with cash, check, VISA, MasterCard, or Discover. Checks should be made payable to University of Pittsburgh. For more information, call the parking office at 412-624-4034 or visit pts.pitt.edu/parking. Evening student permits are valid in the lots listed below, Monday through Friday only. Both permits and spaces are available on a first-come, first-served basis, and the parking office administrator has the authority to control the number of spaces assigned.

Day parking is available in OC, OH, PH, SN, and SO lots only. Please be advised that available parking spaces are more likely to be found on the upper campus. Allow sufficient time to utilize another lot if your first choice is filled. Vanpooling and carpooling information is available at pts.pitt.edu/commuting/index.php.

Visit pts.pitt.edu/parking for maps and additional information.

Commuter hourly and daily parking

BS Biotech students
OC* Allequippa Street
OH* O'Hara Garage
PH Panther Hollow
SN Sennott Square
SO Soldiers and Sailors

Commuter short-term parking (meters)

BQ Bouquet Street
CB Thackeray Street
LC Log Cabin
OS O'Hara Student Center
RA Ruskin Hall
SN Sennott Square
SR Sutherland Hall Visitor
Y Darragh Street Housing

Evening permit parking available at 2:50 p.m.

F* Fraternity
OC* Allequippa Street

OH*   O'Hara Garage

PF   Pittsburgh Filmmakers

PH   Panther Hollow

SO   Soldiers and Sailors

U   Veterans Lot

UD   University Drive

OH and SO: If you enter before 2:50 p.m., you will be assessed the hourly rate for the entire time.

Evening permit parking available at 4:50 p.m.

A   Wesley W. Posvar Hall

E*   Field House

G   Eberly Hall

K   SRCC Building

P   North Bouquet Street

PG   Public Health

RA   Ruskin Hall

SC*   Falk School

*   *No parking during special events*

The **Motorist Assistance Program** (MAP) can help student drivers who need to have a battery jump-started, are locked out of their cars, or experience other problems. MAP can also refer drivers to local providers who can change tires or perform other emergency services for a reasonable fee. Call MAP at 412-624-4034 during parking office hours, or campus police at 412-624-2121 at other times.

Parking services also offers a free bicycle registration program, a disability shuttle, a ridesharing program, a SafeRider shuttle after hours, and handicap parking. For more information go to pts.pitt.edu. A bicycle parking map can be found at pts.pitt.edu/commuting/bicycling.

Pitt Farmers Market

On Thursdays throughout the fall, the University Farmer's Market occurs in the William Pitt Union (WPU) Driveway from 10:30 a.m. to 2 p.m. Vendors offer fresh produce and bakery items and the occasional food truck is available for lunch. Dining dollars, panther funds, cash, and credit cards are accepted. For more information visit studentaffairs.pitt.edu/pittserves/sustain/farmers-market-2.

Pitt IT

Pitt IT offers technology support for students 24 hours a day, 7 days a week through the Technology Help Desk. The help desk can be reached by calling 412-624-4357. Help desks are also stationed in the University Book Store and in the Litchfield Towers Lobby for in person technology help.

Pitt Pantry

The Pitt Pantry is a free pantry open to all of the Pitt community. It is run by PittServes and is located in the Bellfield Presbyterian Church, 4001 Fifth Avenue. Members of the Pitt community who earn less than 150 percent of the Federal Poverty line (equal to $18,090 for a household of one or $24,360 for a household of two) are eligible to shop and can visit during walk-in hours or schedule an appointment by emailing pantry@pitt.edu. More information about using, donating, or volunteering at the Pitt Pantry can be found at studentaffairs.pitt.edu/pittserves/sustain/pantry.

PittServes

The office of PittServes is located on the ninth floor of the William Pitt Union. It offers opportunities to be involved in service in the Pittsburgh community through local service partners. The University's largest day of service is Pitt Make A Difference Day (PMADD) occurring in the fall every year. For more information about how to get involved visit studentaffairs.pitt.edu/pittserves.

Preferred Names

As part of the University's ongoing effort to accommodate the use of a student's preferred name throughout University systems, the primary name will be replaced by the preferred name on 28 pages in the University database. Students must take the appropriate steps to add a preferred name; otherwise the primary name will display. Go to technology.pitt.edu/help-desk/how-to-documents/how-update-user-identity-and-account-information for instructions on how to update your preferred name.

Research for the Health Sciences

The Office of Research, Health Sciences offers support services for investigators throughout the health sciences schools. In addition to scheduling educational sessions, it maintains a directory of resources including a list of funding opportunities. See oorhs.pitt.edu for more information.

Security, Emergencies

Campus security is provided through the Department of Public Safety. In the event of any emergency or accident, dial 412-624-2121, or 4-2121 on a campus phone. You are advised to adhere to the usual safety precautions.

In the event of fire, evacuate the building immediately and walk across the street. When you hear the fire alarm, respond quickly. Get out! Do not use the elevators—use the stairs.

Single Occupancy Restrooms on Campus

The University of Pittsburgh maintains an abundance of accessible and convenient restroom facilities. There are both gender-specific and single-occupancy restroom facilities located throughout the campus. Gender-specific restrooms are located in all buildings on campus. For a map of the locations of single-occupancy restrooms on campus, see studentaffairs.pitt.edu/lgbtqia/single-occupancy-restrooms. The Pitt Public Health single-occupancy restrooms are located on the first and third floors of Pitt Public Health.

Social and Service Activities

Social events for Pitt Public Health students, faculty, and staff are scheduled throughout the year. These affairs provide an opportunity for informal interaction among members of the school community. Watch for announcements of these and many other activities, most of which are organized by student government:

- **Dean's Day** student research presentation, held each spring. Master's and doctoral students present the results of their ongoing research to peers and faculty in posters and oral presentations, and compete for monetary prizes.
- **Blood drives** are held at least twice annually by the Central Blood Bank. All are encouraged to donate. In addition, other service activities, usually sponsored by student government, are scheduled periodically.

Sports, Recreation, Fitness

The Petersen Events Center is located just up the hill at the top of DeSoto Street. The Pete has an expansive student recreation center that features racquetball courts and squash courts, along with Cybex weight machines, a large free weight gym, treadmills, bikes, a health assessment area, an aerobic classroom, and a martial arts practice room. Trees Hall, located across from the Fitzgerald Field House, offers a variety of free activities to all students wanting to keep in shape, burn off nervous energy, or merely enjoy a free chunk of time: swimming, racquetball, basketball, volleyball, and weight lifting. Campus buses run to and from Trees Hall on weekdays, or you can kick-start your workout by hiking up the hill. All full-time students are entitled to a free fitness assessment. Information about campus fitness, sports, and aquatic centers is available through studentaffairs.pitt.edu/campus-recreation.

Student Affairs

The Office of Student Affairs and Education, located in room G009, provides general help and information for our students. We look forward to working with you.

Student affairs is responsible for a wide range of activities, including recruitment, admissions, course scheduling, graduation, grand rounds, a number of special social, education, and service events, career services, and student organization guidance, to name a few. Although you will come to know your department's student services staff closely, we are a backup to your department advisors as a source of information on Pitt Public Health and University policies, academic issues, financial aid, housing, safety, and other matters of interest to students. We process registration for our non-degree students and we are the liaison to University administrative offices for students processing special appeals.

Our office is open Monday through Friday, 8 a.m. until 5 p.m. We can be reached at 412-624-3002.

Student Emergency Contact Information in PeopleSoft

We strongly encourage all students to enter emergency contact information in the Pitt computing system, PeopleSoft, so that we can access it if necessary.

Instructions for entering your contact information:

- Log into my.pitt.edu

- Student Center Log-In
- Self-Service
- Campus Personal Information
- Demographic Information
- Emergency Contacts

Students of Color Dinner Aeries

In partnership with Carnegie Mellon and Duquesne universities, Pitt hosts a series of dinners throughout the academic year to provide opportunities for underrepresented populations on campus to make social and professional connections. Dinner programs have featured faculty and administrators from across the country to discuss their work, life insights, and graduate experiences with the students. Dinners alternate between Carnegie Mellon and University of Pittsburgh campuses. Students must pre-register to attend an event. For more information visit cmu.edu/student-diversity/programs/gradsoc.html, and to be added to the email list please contact csdi@andrew.cmu.edu.

Transcripts, Certification of Enrollment

Official transcripts are available through the Office of the University Registrar in G-3 Thackeray Hall. Pitt Public Health is not permitted to release photocopies of transcripts from the University of Pittsburgh or from any other school. See registrar.pitt.edu/transcripts.html for more information.

Grades are available through your my.pitt.edu site approximately 24 hours after end-of-term grades are due from faculty. All questions about grade awards should be directed to the pertinent instructor. Note: If you have an unresolved University financial obligation, you will not have access to your grades until the debt is resolved.

University Clothing Thrift Store

A student-organized thrift store for clothing can be found at the O'Hara Student Center in Room 611. Panther funds or cash are accepted as payment. For more information, visit universityofthriftsburgh.com.

Veterans Services

The staff of the Veterans Services Office assists veterans, war orphans, and veterans' dependents in obtaining and using their VA educational benefits. In addition, the office implements the VA work-study program. Staff members serve as veteran advocates with the University, the Veterans Administration, and other related agencies. The office is located at 1440 Posvar Hall. Call 412-624-3213 or visit veterans.pitt.edu.

Writing Center

The Writing Center provides a place for students to improve their writing through one-on-one work with other writers, a composition tutorial, and more. The center is staffed by experienced consultants, and services are free to students. For more information, go to writingcenter.pitt.edu.

Tuition, Billing, Loans, and Financial Aid

Tuition Rates

Fall and spring term tuition is billed on a per-credit basis for fewer than nine credits (part-time, PT); for nine through 15 credits, a flat fee is charged (full-time, FT). In the summer term, all billing is on a per-credit basis, regardless of the number of credits.

2020–21 tuition
Per term FT: $13,795 in-state, $23,407 out-of-state
Per credit PT: $1,122 in-state, $1,916 out-of-state

2020–21 fees
Activity: $24 FT, $12 PT
Wellness: $180 FT, $90 for PT
Computer: $175 FT, $100 PT
Security, Transportation: $90 FT, $90 PT

Generally, in-state Pennsylvania tuition rates apply to those students who are citizens of the United States or have an immigrant or permanent resident visa and have lived in Pennsylvania for a continuous period of 12 months while not attending any college or university in the state. More detailed information can be found at payments.pitt.edu/pa-tuition-rate-eligibility. Questions should be directed to the tuition eligibility coordinator in G-12 Thackeray Hall, 412-624-7610.

A late fee is charged when invoices are not paid on or before the due date.

Electronic Billing, Direct Deposit

The University of Pittsburgh does not send paper invoices for tuition or fees. All students receive electronic invoices via their Pitt email accounts. Please go to payments.pitt.edu for more information on electronic invoicing.

Financial aid recipients: To ensure that a GSR scholarship or other aid is actually applied to your student account, you must take a copy of your electronic billing statement to your department's student services liaison at least one week before the payment due date. You must also pay the required student activity fee by the due date, even if you have a full scholarship. Failure to pay the student activity fee will cause a late payment penalty to be charged to your account, and a financial hold may be instituted as well.

Direct deposit in PittPay is advantageous for students expecting a tuition refund. Rather than waiting for a check from the University, students will have refunds deposited directly into their bank account within two to three business days. Read more at payments.pitt.edu/about_refunds.

Students are strongly encouraged to enroll in eRefunds, update the names of people who have access to their accounts, and view payment plans. For details visit payments.pitt.edu.

Financial Aid, Student Loans

The availability of non-loan aid varies considerably among departments of Pitt Public Health. To inquire about funding options for your program, contact the student services person designated for your program in the listing on pages 4–7 of this handbook. Information on student loans may be obtained from the University Office of Financial Aid, 412-624-7488. Students may also find online information about student loans at oafa.pitt.edu/financialaid. All students approved for loans must log in to the PeopleSoft Student Center to actively accept or decline a loan award, or to request a reduction in the amount approved loan. Instructions will be sent to loan applicants by the University's Office of Admissions and Financial Aid.

Loan applicants who are awarded additional financial aid (assistantships, scholarships, or fellowships) after submitting the loan application should be aware that the additional aid could result in a reduction or total cancellation of loan eligibility, or an obligation to immediately return all or part of any loan that has been disbursed.

The University of Pittsburgh must comply with federal regulations requiring the Office of Admissions and Financial Aid to report all student aid awards. Financial aid and assistance, including assistantships, scholarships, and fellowships, are considered resources to be subtracted from the total cost of education established by the University in order to compute demonstrated financial need. Students are not eligible to receive subsidized loans when their resources meet or exceed demonstrated financial need. The Office of Admissions and Financial Aid will notify you if your loan is affected by a financial aid award. Although a scholarship is always preferable to a loan, loan recipients who are later awarded financial aid should budget their money wisely and be prepared to make repayment.

Policy affecting student loan borrowers: satisfactory academic progress: New federal regulations now require universities to monitor "satisfactory academic progress" of students receiving federal loans or other forms of federal aid. If it is determined that a student is not making reasonable academic progress, the student will not be eligible to receive student loans or other aid.

In general, the regulations require doctoral students to complete the degree within the statute of limitations (as defined by the Regulations Governing Graduate Study). Master's students must earn no more than 150 percent of credits required for the degree. All students must have completed (received a final grade) at least 67 percent of the total number of credits attempted at any point in time, and maintain a satisfactory grade point average. Appeals are usually limited to students whose progress has been affected by serious illness, acccidents, death of an immediate family member, or other extraordinary circumstances.

Deferral of repayment: Certification of enrollment for deferral of student loan repayment is processed by the registrar's office,
G-3 Thackeray Hall, 412-624-7635.

Loan entrance interview: Federal guidelines require an entrance interview for all first-time student loan borrowers. See oafa.pitt.edu/financialaid/applying-for-aid/graduate-school-instructions for more information.

If you have any questions about your loan status, please call the Office of Admissions and Financial Aid at 412-624-7488 and, if necessary, make an appointment to speak with a financial aid counselor.

Staff Tuition Benefits

Pitt's Office of Human Resources Benefits Department administers staff education benefits. The University offers tuition remission to all regular full-time staff members, their spouses, domestic partners, and dependent children, providing they meet admission requirements. Eligibility does not guarantee admission or retention in any academic program. If your employment is regular part-time, you are able to receive education benefits for yourself only; however, the benefit is prorated to correspond to the percentage of effort of your employment status. For more information on educational benefits, go to hr.pitt.edu/benefits/education. The human resources website also provides information on University staff and faculty positions.

Financial Aid

While Pitt Public Health cannot guarantee funding to all applicants, a significant number of individuals, particularly doctoral students, receive full or partial funding through scholarships, fellowships, traineeships, and assistantships. Many master's degree candidates also receive partial scholarships, student employment, or student loans.

Traineeships, assistantships: Because traineeships and assistantships are almost always awarded by departments, a student's first contact in inquiring about the availability of aid should be the departmental student services coordinator or the academic advisor. Students may also refer to the department's website for information on available funding.

Graduate student assistants (GSAs), graduate student researchers (GSRs), teaching assistants (TAs) and teaching fellows (TFs) are graduate students who receive support in return for specified duties while gaining teaching, teaching-related, or research experience under the guidance of a faculty mentor. However, the primary objective of the GSA, GSR, TA, or TF—from the standpoint of both the University and the individual—should be to make steady progress toward an advanced health science degree. GSA/GSR/TA/TF employment status is dependent upon active graduate student status.

View the latest University and Graduate School of Public Health policy statements available in departmental offices or on the Pitt Public Health website.

Scholarships: Several times per year the Pitt Public Health Office of Student Affairs contacts department chairs and student services coordinators to announce the availability of University or school scholarships. Students are then invited to apply for these scholarships through an online application form on the Pitt Public Health website.

Some departments also offer partial scholarships to students. Your departmental student services coordinator is the best contact to find out more.

Application of aid to tuition: For information on applying financial aid to tuition charges, students with scholarships, assistantships, or other forms of aid should contact their department's student services coordinator as soon as possible with a copy of your award notice and your received tuition invoice.

PittFund$Me: Students should create a personal profile by answering questions at my.pitt.edu, PittFund$Me, to be considered for University aid available to graduate students. This includes the Owens Fellowship, which is available in early May. Owens is a competitive fellowship awarded in the fall and spring terms for one year to a full-time student. The usual amount of the award is approximately $3,000 per term.

Campus Map

For a detailed, interactive map of Pitt's Oakland campus, go to map.pitt.edu.

Getting to Know Pittsburgh

Popular City Sites

Pittsburgh is a city on the move—environmentally, economically, and culturally. Although known in the past as the smoky city, recent decades have introduced dramatic changes in industry and economy. Now we enjoy the best of the old and the new. As a matter of fact, Pittsburgh often ranks in the top U.S. cities for multiple reasons. See visitpittsburgh.com/media/press-kit/pittsburgh-accolades. To top it off, the city has one of the lowest crime rates of any major metropolitan area.

This handbook can't possibly list all the great hot spots for music, sports, history, shopping, dance, film, spoken word, architecture, biking, theater, international foods, art, wilderness exploration, thrift stores, festivals, and locally grown produce. We can, however, suggest a few websites as starting places for discovering your own favorite spots in the city. Check them out, make up your own to-do list, and start exploring!

- pittsburghpa.gov
- pittsburgh.net
- coolpgh.pitt.edu

Transportation

Pitt students have lots of ways to get around this great town.

PAT city buses: University of Pittsburgh students may ride free on public transportation within Allegheny County just by scanning a valid Pitt ID card. A Port Authority Transit (PAT) system map and individual bus line schedules are available on the PAT website at portauthority.org.

Buses to downtown Pittsburgh can be boarded every 5-10 minutes on Fifth Avenue across DeSoto Street from Pitt Public Health. Any series 61 or 71 bus will take you downtown and bring you back to Oakland. The 67 and 69 buses will also take you downtown via Fifth Avenue, stopping on Smithfield Street, where you can walk across the river to Station Square on the South Side. For the return trip, series 71 and 61 buses can be boarded downtown at Fifth and Wood or Fifth and Smithfield; the 71s travel to Oakland on Fifth Avenue, while the 61s travel on Forbes Avenue.

Buses to Shadyside, an eclectic shopping and dining district, can be boarded in front of Mellon Bank on Fifth Avenue, across from the green space. Any 71B or 71D bus can drop you off at South Aiken Avenue where you can then walk three blocks to Walnut Street, Shadyside's main commercial district.

PAT's 28X Airport Flyer provides convenient transportation between Oakland, downtown Pittsburgh, and the Pittsburgh International Airport. Pick up stops located on Fifth Avenue only.

Pitt buses: The University also runs its own fleet of buses and shuttles, serving all parts of the campus, including the Center for Biotechnology and Bioengineering, as well as other locations in North and South Oakland, Squirrel Hill, Shadyside, and the Southside Works. This service is free to Pitt students, faculty, and staff, but a Pitt ID must be shown upon boarding. Schedules are available at pc.pitt.edu/buses-shuttles.

Taxis: Two taxi companies service the Pitt area:
- Classy Cab Company 412-322-5080
- zTrip 412-321-8100

To and from the airport: For transportation options to or from the Pittsburgh International Airport, Super Shuttle operates a shuttle to the airport. You must pre-book at supershuttle.com.

Remember that you can also get to or from the airport using PAT's
28X Airport Flyer service.

Bike rentals: Healthy Ride is a public bike-sharing system in Pittsburgh. There are several rental stations in Oakland and many more throughout the city. See healthyridepgh.com for more information.

Appendix I

NON-DISCLOSURE OF DIRECTORY INFORMATION

The University of Pittsburgh may establish categories of information known as "Directory Information" and release this information without student consent, upon request. A student may request, in the format provided below, that the following categories be excluded from Directory Information that would be released without the student's consent if requested by a third party.

The University designates the personally identifiable information contained in a Student's Educational Record listed below as "Directory Information":
- The Student's name
- The Student's address, phone number, and electronic mail address
- The Student's major field of study
- The Student's place of birth
- The Student's achievements, degrees, academic awards, or honors

- The Student's weight and height, if a member of an athletic team
- The Student's previous educational institutions
- The Student's participation in officially recognized activities and sports
- The Student's dates of attendance
- The Student's photograph

When the Office of the University Registrar receives a student's refusal to permit the release of "Directory Information," no further disclosures of directory information are made without that student's written consent (except to parties who have legal access to student records without written consent.) A student may rescind this action by submitting the request in writing to the Office of the University Registrar. Note that the following procedures apply:

1. Students may review their educational records by submitting a written request to the Records Custodian in the appropriate University Unit. A listing of those University offices which routinely possess educational records of students are set forth in University Procedure 09-08-01.

2. Students may request amendment of educational records that they believe are inaccurate or misleading by submitting a written request to the Records Custodian and following the steps set forth in University Procedure 09-08-01.

3. As set forth in University Policy 09-08-01, access to a student's educational records may be required and permitted by University faculty and staff for legitimate educational purposes where access by such individuals is necessary to complete their University-related duties.

If you choose not to have "Directory Information" released, complete and **return this form** (also available at publichealth.pitt.edu/home/academics/forms) to the Office of the University Registrar (G-3 Thackeray Hall) and to the Pitt Public Health Office of Student Affairs (room G009) by the second Friday in September.

Full name:
_____

Social Security number: XXX-XX- _____ _____ _____ _____   OR   Student ID number: _____ _____ _____ _____ _____ _____ _____

Permanent address:
_____

City: _____   State: _____   Zip: _____

I hereby request that no personal information included in my "Directory Information" be released.

Signature: _____   Date: _____

Appendix II

Principles of the Ethical Practice of Public Health

1. Public health should address principally the fundamental causes of disease and requirements for health, aiming to prevent adverse health outcomes.

2. Public health should achieve community health in a way that respects the rights of individuals in the community.

3. Public health policies, programs, and priorities should be developed and evaluated through processes that ensure an opportunity for input from community members.

4. Public health should advocate and work for the empowerment of disenfranchised community members, aiming to ensure that the basic resources and conditions necessary for health are accessible to all.

5. Public health should seek the information needed to implement effective policies and programs that protect and promote health.

6. Public health institutions should provide communities with the information they have that is needed for decisions on policies or programs and should obtain the community's consent for their implementation.

7. Public health institutions should act in a timely manner on the information they have within the resources and the mandate given to them by the public.

8. Public health programs and policies should incorporate a variety of approaches that anticipate and respect diverse values, beliefs, and cultures in the community.

9. Public health programs and policies should be implemented in a manner that most enhances the physical and social environment.

10. Public health institutions should protect the confidentiality of information that can bring harm to an individual or community if made public. Exceptions must be justified on the basis of the high likelihood of significant harm to the individual or others.

11. Public health institutions should ensure the professional competence of their employees.

12. Public health institutions and their employees should engage in collaborations and affiliations in ways that build the public's trust and the institution's effectiveness.

Principles of the Ethical Practice of Public Health, Version 2.2; © 2002 Public Health Leadership Society

Appendix III

The Public Health Professional's Oath

As a public health professional, I hold sacred my duty to protect and promote the health of the public. I believe that working for the public's health is more than a job; it is a calling to public service. Success in this calling requires

integrity, clarity of purpose, and, above all, the trust of the public. Whenever threats to trust in my profession arise, I will counter them with bold actions and clear statements of my professional ethical responsibilities.

I do hereby swear and affirm to my colleagues and to the public I serve that I commit myself to the following professional obligations.

In my work as a public health professional...

- I will strive to understand the fundamental causes of disease and good health and work both to prevent disease and promote good health.

- I will respect individual rights while promoting the health of the public.

- I will work to protect and empower disenfranchised persons to ensure that basic resources and conditions for health are available to all.

- I will seek out information and use the best available evidence to guide my work.

- I will work with the public to ensure that my work is timely, open to review, and responsive to the public's needs, values, and priorities.

- I will anticipate and respect diverse values, beliefs, and cultures.

- I will promote public health in ways that most protect and enhance both the physical and social environments.

- I will always respect and strive to protect confidential information.

- I will maintain and improve my own competence and effectiveness.

- I will promote the education of students of public health, other public health professionals, and the public in general, and work to ensure the competence of my colleagues.

- I will respect the collaborative nature of public health, working with all health professionals who labor to protect and promote health.

- I will respectfully challenge decisions that are contrary to supporting and protecting the public's health.

- In all that I do I will put the health of the public first, even when doing so may threaten my own interests or those of my employer.

- In dedication to these high goals, on my honor, and with a clear understanding of these obligations that I as a

University of Pittsburgh

Graduate School of Public Health

public health

Office of Student Affairs, Room G009
130 DeSoto Street, Pittsburgh, PA 15261
412-624-3002

publichealth.pitt.edu