

**2022-2023**

**Master of Science in**

**Epidemiology**

**Handbook**



Department of Epidemiology  
College of Public Health and Health Professions  
College of Medicine  
<http://epidemiology.php.ufl.edu/>

August 2021

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# Welcome from the Chair of the Department of Epidemiology

Welcome!

Welcome to the Department of Epidemiology. I am thrilled that you are part of our MSE program! The department has had many accomplishments since its establishment in 2010. For instance, we received \$9.65 million in extramural grant funding during fiscal year 2020 alone. Many of our faculty members are national leaders in our research areas, and our graduate programs provide rigorous training to exceptional students in a supportive and collaborative environment. More importantly, our dynamic and growing faculty and staff are dedicated to excellence across our missions in research, education, and service. Our mission is to make scientific discoveries, educate others, and provide service so that we improve the health of the population. We do this through the practice of consequential epidemiology by:



- Advancing scientific knowledge through application of innovative epidemiological research across a broad range of contemporary health issues and populations
- Offering high quality master's, PhD, and post-doctoral programs and contributing to undergraduate programs that prepare students for academic and applied health careers
- Actively supporting service and outreach activities to address community needs

In addition, because we are uniquely co-located within the Colleges of Public Health and Health Professions and Medicine and within an academic health center, we have tremendous opportunities for broad interdisciplinary collaborations, which creates a training environment in which our students thrive. We are proud to be educating the next generation of leaders in public health and health professions. We hope you will enjoy exploring our web site and learning more about the wonderful work within our department and across the University.

Welcome to the Master of Science in Epidemiology program!

Stephen E. Kimmel, MD, MSCE Chair,  
Department of Epidemiology

<https://epidemiology.phhp.ufl.edu/about/chair/>

# Welcome from the Master of Science in Epidemiology Program Director

Dear Students:

On behalf of our faculty and staff, and your fellow epidemiology students, welcome to the University of Florida Department of Epidemiology. You are joining a dynamic department pursuing consequential epidemiology. As Dr. Kimmel shared, our faculty share a mission to make scientific discoveries, educate others, and provide service so that we improve the health of the population. Faculty members are committed to your success.



In addition to the MSE student cohort, you join two other groups of students: our PhD students and epidemiology concentration MPH students. This handbook describes the policies and procedures of this program. We hope that it answers most of your questions. Keep it as a guide as you move through the program. Details of many topics important to graduate students are also addressed in the University of Florida Graduate Catalog. Please take the time to read through the handbook and to discuss any questions with your advising and mentoring team. Again, a warm welcome to our program! I hope to see each of you frequently. Stop by my office; email me. Let's take the time to get to know each other. Your success is our success!

Warm wishes,

Heather Stark MD, MPH  
Director, Master of Science in Epidemiology Program  
Associate Professor of Epidemiology  
Department of Epidemiology  
College of Public Health and Health Professions | College of Medicine  
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# Welcome from the Academic Assistant III of the Department of Epidemiology

Dear Students:



Hello and welcome to the Department of Epidemiology. We are very excited to have you join us and begin your journey here as a future Epidemiologist! This handbook will be your beacon for all the stages you need to take to complete your program here with the Department and at the University of Florida.

You are always welcome to stop by my office or email me. If you have any questions regarding the handbook, you may reach out to Dr. Stark or myself for further clarification. We hope you enjoy your journey here with the Department of Epidemiology at the University of Florida. Thank you for choosing your educational path

with us and we wish you the very best.

Sincerely,

Natalie B. Torres

Academic Assistant III

<https://epidemiology.php.ufl.edu/profile/torres-natalie-2/>

# Introduction

The Graduate School establishes and administers graduate student policies and procedures campus-wide for the University of Florida. Policies and requirements listed in this handbook are either clarifications of those described in the [Graduate Catalog](#) or additional requirements or policies of the [MSE Program in Epidemiology](#). The MSE Program in Epidemiology is administered by the Department of Epidemiology, which is housed in both the Colleges of Public Health and Health Professions and Medicine.

Throughout this handbook, you will find links to programs, institutes, colleges, and centers in the University of Florida. These links allow us to keep up with the ever-changing complexion of the University.

# Part I: The University of Florida

## Overview of UF

The [University of Florida](#) in [Gainesville](#) is a major research university and one of only 34 public universities



that belong to the [Association of American Universities](#). It is the state's Flagship University, the oldest and most comprehensive University and is among the nation's most academically diverse public higher education institutions.

The University of Florida is an American public land-grant and sea-grant research university located on a 2,000-acre campus in Gainesville, Florida. One of the oldest and largest public universities in the nation, the University of Florida (UF) has a long history of established programs in research and service stemming from the University's 21 colleges and schools and from its more than 100 research, service and education centers, bureaus and institutes. UF was named as one of the top 10 public universities (#7, tied with the University of California Santa Barbara) by US News and World Report and consistently ranks within the top 100 universities worldwide. It is considered a "Public Ivy," a designation reserved for the top public universities in the United States. The Graduate School coordinates 302 masters, 177 PhD, 14 doctorate, and 8 specialists programs in 87 of the university's 137 academic departments. UF's annual budget of over \$1.5 billion includes \$337 million in externally funded research support. UF has a 2,000-acre [campus](#) and more than 900 buildings, including 170 with classrooms and laboratories. UF's extensive capital improvement program has resulted in facilities ideal for 21st century academics and research, including the Emerging Pathogens Institute; the Cancer and Genetics Research Center; the McKnight Brain Institute, the Institute on Aging and the Clinical and Translational Research Institute. UF is 5<sup>th</sup> largest in terms of student population and is in the 3<sup>rd</sup>-most populous State.

## The UF Academic Health Center

The [UF Academic Health Center](#) is the country's only academic health center with six health-related colleges located on a single, contiguous campus with a nearby VA. They include the Colleges of 1) Dentistry, 2) Medicine, 3) Nursing, 4) Pharmacy, 5) Public Health and Health Professions, and 6) Veterinary Medicine. The Colleges teach the full continuum of students from undergraduates to professional students to advanced post-doctoral students.

The Academic Health Center is also a world leader in interdisciplinary research. Major Institutes and Centers include the [Clinical and Translational Science Institute](#), the [Diabetes Institute](#), the [Emerging Pathogens Institute](#), the [Institute on Aging](#), the [Institute for Child Health Policy](#), the [UF Health Cancer Center](#), the [UF Genetics Institute](#), and the [McKnight Brain Institute](#). Information on other UF Health centers and institutes can be found at this [link](#).

The Academic Health Center celebrated its 65th year in 2021, although its oldest college, the College of Pharmacy, was founded in 1923. The Academic Health Center is closely affiliated with the [UF Health](#) System. Together with clinical programs and services across all HSC colleges, the UF Health partnership is helping to create Florida's future healthcare workforce.



Harrell Medical Education Building



# College of Public Health and Health Professions

The [mission](#) of the [UF College of Public Health and Health Professions](#) (PHHP) is to shape tomorrow's public health and health professionals through dynamic and responsive educational programs, transformational research, groundbreaking discoveries, and equitable health-related service.

In 2014, the College was re-accredited by the Council on Education for Public Health (CEPH). PHHP is the first college to include both public health and health professions that has received accreditation as a School of Public Health. Quick Facts about PHHP can be found on the [college fact sheet](#). In 2018, the College celebrated its 60<sup>th</sup> anniversary.

## Teaching

The College is composed of eight departments: 1) Biostatistics; 2) Clinical and Health Psychology; 3) Environmental and Global Health; 4) Epidemiology; 5) Health Services Research, Management and Policy; 6) Occupational Therapy; 7) Physical Therapy; and 8) Speech, Language and Hearing Sciences.

## Research

The College of Public Health and Health Professions was granted over \$44 million in external funding in fiscal year 2020.

The Department of Epidemiology is home to the [Southern HIV and Alcohol Research Consortium \(SHARC\)](#), Center for Translational HIV Research, and the Center for Genetic Epidemiology and Bioinformatics (GeneBio). The College of Public Health and Health Professions is home to additional centers, which can be found on the [PHHP website](#).

## Research Training

The College has [eight NIH training grants](#), including three in the Department of Epidemiology. These focus on [substance abuse, alcohol and HIV infection, and genomic medicine \(co-directed with College of Pharmacy\)](#). Other training grants in the College include those in the areas of rehabilitation and neuromuscular plasticity; movement disorders and neurorestoration; physical, cognitive, and mental health in older adults; and breathing research and therapeutics.

## Patient Care

The College of Public Health and Health Professions is home to the Clinical and Health Psychology clinic, which offers both general and specialty psychological services to children, adolescents, and adults.

## Service

One major service site is provided through the Department of Epidemiology's [HealthStreet](#), which is a community-based effort that works every day to reduce disparities in healthcare and research participation by linking the medically underserved to medical and social services and opportunities to participate in research. HealthStreet offers an innovative hub for students and faculty to learn community-

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based research methods. With its cohort of 13,000+ community members, it offers unlimited opportunities for dissertations and service learning.

# College of Medicine

[UF College of Medicine](#) is acknowledged as having one of the strongest medical education programs in North America. Its mission is to improve health care in Florida, our nation and the world through excellence and leadership in education, clinical care, discovery and service. 2016 was the 60<sup>th</sup> anniversary of the founding of the College of Medicine.

## Teaching

The College offers a variety of educational opportunities in addition to the medical degree, including the Interdisciplinary Program in Biomedical Sciences, which leads to a PhD or MS degree, and joint programs for both MD and PhD degrees. Also part of the College of Medicine is the School of Physician Assistant Studies. The College plays an important role in the continuing education of resident physicians and fellows through its collaboration with [UF Health](#). The College offers residencies in nearly 60 medical specialties and subspecialties as well as clinical and research fellowships.

The College of Medicine is ranked 37th among the nation's top research medical schools, according to U.S. News & World Report. The College includes 28 research-oriented basic and clinical academic departments, over 1,100 students, over 900 residents and fellows, and more than 1,400 faculty members. The Jacksonville campus, located 75 miles to the northeast, is home to more than 450 physicians and scientists delivering medical care in an urban setting, performing research and educating medical students and residents.

## Research

College of Medicine faculty are national leaders in fundamental, translational and clinical research in areas pertaining to diseases of the nervous system, human aging, cancer, diabetes, infectious disease, immunology and inflammation, genetics and gene therapy. College of Medicine faculty and collaborative research teams continue to receive awards and honors that reflect their exceptional distinctions and contributions. College of Medicine researchers have achieved an increase in National Institutes of Health funding is reflected in the impressive rise in national rankings from 62nd to 37th (joining the upper third of United States medical schools), according to U.S. News & World Report. The College of Medicine houses [10 affiliated research institutes](#) and [61 affiliated research facilities/centers](#). The Department of Epidemiology is also home to the landmark Adolescent Brain Cognitive Development (ABCD) study with Drs. Cottler and Nixon as MPIs.

Two of the most widely recognized products to come out of research at the College of Medicine are Gatorade®, a popular sports beverage, and Trusopt®, an eye drop developed to treat certain forms of glaucoma.

## Patient Care

Patient care is provided by the UF Physicians Group Practice, a close collaboration with UF Health, the [Malcolm Randall Veterans Affairs Medical Center](#), and several community health-care sites and other affiliated hospitals in Florida. Patient care occurs at two principal locations — Gainesville and [Jacksonville](#) —

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and at nearly 50 clinical practices. Clinical strengths are in cancer, neurosciences, aging, gene therapy, psychiatry and addiction medicine, transplantation and children's services. UF faculty members account for approximately 1.64 million physician outpatient visits and 92,046 inpatient visits annually. The UF Health Shands Cancer Hospital, a 192-bed hospital designed to meet the area's growing need for cancer services, opened its doors to patients in November 2009. It also houses the Critical Care Center for Emergency and Trauma services. The Florida Recovery Center is available for those who seek recovery from addiction and eating disorders. In January 2018, two new towers were completed: the UF Health Heart and Vascular Hospital and the UF Health Neuromedicine Hospital.

## Department of Epidemiology

The [Department of Epidemiology](#) is housed in both the Colleges of Public Health and Health Professions and Medicine at the University of Florida. Faculty members are appointed in both Colleges. This forward governance structure was designed to create synergies, resulting in a strong, competitive research profile and uniquely trained students.

The mission of the Department of Epidemiology is to improve health globally through education, training, research and service.

As a leader in the field, the Department aims to:

- Advance the field's theoretical and empirical base through rigorous multidisciplinary epidemiological research that monitors health globally.
- Prepare the next generation of scientific leaders to design and conduct ethical, relevant and innovative epidemiological studies.
- Train a public health workforce committed to working with diverse communities to bring about outcomes that matter.
- Develop and refine epidemiological measures and methods that address the dynamic and complex factors impacting public health globally.
- Provide leadership and service in epidemiology and public health through international, national, state, and local collaboration and community engagement.



The department offers the [PhD in Epidemiology](#), an [Epidemiology concentration in the MPH program](#), an [MS in Epidemiology](#), and an online [Graduate Certificate in Psychiatric Epidemiology](#). Currently, there are [over 100 students](#) across these academic programs in the Department.

# Part II: Master of Science in Epidemiology

## Program Overview

The Master of Science in Epidemiology (also known as the MS in Epidemiology and the MSE) degree is a 36 credit program that prepares students for research careers in the public health arena that are focused on the surveillance, prevention, and treatment of health conditions among diverse populations around the world. Students will be trained in the foundational aspects of epidemiology including person, place and time, risk and protective factors, and the social determinants of health. Areas of focus will include: chronic disease, infectious disease, geriatric, environmental, psychiatric, social, cancer and maternal and child health epidemiology.

The thesis is required to demonstrate skill in independent inquiry and investigation, under the tutelage of a mentor.

Graduates of the MSE Program will be able to:

- Apply surveillance, assessment, evaluation, and other foundational epidemiological research designs to all areas of interest,
- Choose appropriate measurement and analytic methods to study health and disease in a population,
- Utilize biological, behavioral and social theory to understand how to prevent and intervene to promote the public health.

The program consists of required coursework and the successful completion of a thesis. Students typically complete the complete the 36 credit program in five semesters (fall, spring, summer, fall, spring).

## Student Learning Outcomes

SLO	Student Learning Outcome	Assessment Method	Degree Delivery
Knowledge	Apply surveillance, assessment, evaluation, and other foundational epidemiological research designs to all areas of interest.	1) Evaluation of the student's performance in their program of study as judged by the Supervisory Committee (Research Mentor, Academic Advisor, Program Director, and in case of any disagreement, the Department Chair); 2) Evaluation of the student's thesis defense by the Supervisory Committee	Campus
Skills	Choose appropriate measurement and analytic methods to study health and disease in a population.	1) Successful defense of a thesis as judged by a Supervisory Committee; 2) Submission of thesis manuscript for publication in a peer-reviewed journal	Campus
Skills	Utilize biological, behavioral and social theory to understand how to prevent and intervene to promote the public health.	1) Successful defense of a thesis as judged by a Supervisory Committee 2) Submission of thesis manuscript for publication in a peer-reviewed journal	Campus
Professional Behavior	Display ethical behavior, cultural sensitivity, integrity in research conduct, honesty, and teamwork.	1) Consistent adherence during the degree program to the UF Honor Code as judged by the Supervisory Committee; 2) Observation by faculty of professional behavior during class activities, seminars, research and thesis activities	Campus

## Faculty and Administration

The graduate faculty members of the MSE Program are:

- a) Core faculty and other Graduate Faculty in the Department of Epidemiology,
- b) Affiliated graduate faculty from other Departments and Colleges around the university,
- c) Part time faculty (Adjunct Faculty): Individuals with satisfactory professional qualifications who teach, conduct research, and sometimes have extended functions in connection to established programs, or
- d) Courtesy faculty appointees: Individuals currently not employed or paid by the university

A current listing of [core faculty](#) and [graduate faculty](#) is shown on the Department of Epidemiology website. The Director of the MSE Program, appointed by the Chair of the Department, works with the Chair to oversee the MSE program, assuring student progress and monitoring program accomplishments. The Director works closely with core faculty members in the Department of Epidemiology and collaborates with the departmental Curriculum Committee and the MSE Admissions Committee.

The Academic Program Assistant, also known as the Academic Assistant or Program Assistant, is responsible for maintaining student records and assisting the Program Director.

## Student Guidance and Mentoring

Students accepted into the MSE Program will have two active supervisors: 1) a Research Mentor and 2) an Academic Advisor.

### Research Mentor

The Research Mentor will:

1. Serve as Chair of the student's Thesis Supervisory Committee if they are a core or joint faculty member within the Department of Epidemiology. If a faculty member is not a core or joint faculty member, they can serve as the Co-Chair with a core faculty member serving as the other Co-Chair.
2. Be chosen in the first or second semester of the student's enrollment.
3. Review coursework and progression toward graduation at least once per semester.
4. Work with the student to form a supervisory committee as early as possible, but no later than the semester prior to the intended graduation date.
5. Provide extensive mentoring and guidance as the student develops a research proposal.

Additionally, the Research Mentor should:

1. Meet with the student to review progress at least twice per month, although more frequently is recommended.
2. Provide detailed guidance regarding how to organize and write the MSE thesis.



3. Provide opportunities for interactions with visiting scholars and presentation of data at local and/or national meetings.
4. Provide career guidance and advice as the student moves through the program.

Soon after selecting the Mentor, the student will obtain a **Mentoring Compact**, which outlines expectations for mentoring for both the student and the Research Mentor. Students will meet with the Mentor, review the Compact, both will sign it, and the student will bring a copy to the Academic Assistant. Compacts must be signed annually with copies being given to the Academic Assistant for the student's file.

### **Academic Advisor**

The MSE Program Director will serve as the academic advisor. The Academic Advisor will:

1. Work with the Research Mentor and the student to ensure that the student is completing the specific requirements needed to obtain the MSE.
2. Meet with the student in advance of the course registration period each semester to discuss academic progress.
3. Be available throughout the year to consult with students about academic issues.

Additionally, the Academic Advisor:

1. Provides other general advice.
2. Can serve as a member of the Supervisory Committee, although this is not required.
3. Facilitates communication between the student and others.

### **Guidance**

Every semester, the Research Mentor and the Academic Advisor will sign off on the **Course Registration Form**. For each registration period, the Mentor and student will help plan courses to be taken; however, it is the responsibility of the Academic Advisor to know the curriculum requirements and to review the form. To keep track, the Academic Assistant will document the completion of specific curricular requirements. This form will be provided to the student, the Research Mentor, and the Academic Advisor each semester.

At the end of the first year of study, by May, students and Mentors will meet and review the **Student Annual Mentoring Plan and Review of Progress toward Goals**. The Annual Mentoring Review Form, completed by the student before the meeting, outlines specific goals for the upcoming and final year of the program. The Research Mentor adds comments in the presence of the student; the completed copy is then delivered to the Academic Assistant by the student. The Program Director will review all Mentoring Review Plans.

Students should keep a copy of their form and bring it with them when meeting with their Academic Advisor or in subsequent annual meetings with their Mentor.

### **Change in Mentor**

Due to extenuating circumstances, students may need to change the Research Mentor. Such a change should be discussed with the Program Director (or Department Chair, if the Program Director is involved). A formal written request to the Program Director will be required to finalize the change. If the student is not in good academic standing or the Program Director does not agree to the change, the student will seek the advice of the Department Chair, who will resolve the issue.

### **Grievance Process**

The college has a process in place to address any concerns about the program.

- Step 1: Raise the grievance with the person who is alleged to have caused it. They should respond orally or in writing.
- Step 2: Bring the grievance in writing to the MSE Program Director. The Program Director may bring the grievance to the Chair if it is not resolved. The department must respond in writing.
- Step 3: File the grievance in writing with the Associate Dean for Educational Affairs. That person will respond in writing.
- Step 4: Appeal in writing to the [Ombuds](#) only after steps 1-3 have been exhausted.

### **Handbook Applications**

Changes in the handbook are only made with the students' best interests in mind. In general, students will be held to the terms and rules outlined in the handbook published in the year they begin the program unless there are university or departmental guidelines that warrant a change.

### **Unsatisfactory Progress or Unsatisfactory Scholarship**

[Per the Graduate School Academic Catalog](#): Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.

## Curriculum

All students are required to complete, or to have completed, the following courses before they begin their coursework.

<i>Course</i>	<i>Epidemiology Prerequisites</i>
N/A	HIPAA & IRB certification
PHC 6937	Introduction to Public Health for the Health Professions

The HIPAA & Privacy and IRB courses are available on [myTraining](#) through a sign in process using the Gator1 sign in. The HIPAA Class can be found by search “UF\_PRV801v\_OLT”; the IRB Course can be found by searching “UF\_IRB800\_OLT”. Both trainings should be completed in the first 30 days of the program.

The current curriculum is shown below. All students must complete a minimum of 36 credits of epidemiology coursework. Students will regularly review their progression towards meeting program curriculum requirements by completing the MSE Curriculum Form and reviewing it regularly with the Academic Assistant, the Research Mentor, and the Academic Advisor each semester.

### Department of Epidemiology Master of Science in Epidemiology Curriculum (36 credits minimum)

<i>Epidemiology Core Courses (15 Credits)</i>		
<i>Course</i>	<i>Epidemiologic Methods (All 3 courses required for 9 Credits)</i>	<i>Credit</i>
PHC 6001	Principles of Epidemiology	3
PHC 6000	Epidemiology Research Methods I	3
PHC 6011	Epidemiology Research Methods II	3
<i>Course</i>	<i>Epidemiology Core Electives (Choose 2 courses for 6 Credits)</i>	<i>Credit</i>
PHC 7017	Advanced Epidemiology Methods III	3
PHC 6016	Social Epidemiology	3
PHC 7595	Molecular Epidemiology	3
PHC 6937	Maternal and Child Health Epidemiology	3
PHC 6937	Genetic Epidemiology	3
PHC 6937	Hospital Epidemiology	3
PHC 7007	Cancer Epidemiology	3
PHC 7038	Psychiatric Epidemiology	3
<i>Biostatistics Courses (8 Credits)</i>		

<i>Course</i>	<i>Statistics &amp; Data Management (All 3 courses required for 8 Credits)</i>	<i>Credit</i>
<b>PHC 6052</b>	Introduction to Biostatistical Methods	<b>3</b>
<b>PHC 6053</b>	Regression Methods	<b>3</b>
<b>PHC 6xxx (number in process; when approved) or PHC 7065 until approved</b>	Critical Skills in Epidemiology Data Management 1	<b>2</b>
<b><i>Electives (5 Credits)</i></b>		
<i>Course</i>	<i>Epidemiology Electives</i>	<i>Credit</i>
Other course(s) approved by Advisor	Choose from Epidemiology Core Electives (above) or other epidemiology methods courses at the 6000 or 7000 level in consultation with advisor.	<b>2-3</b>
<i>Course</i>	<i>Electives (2 -3 Credits as appropriate)</i>	<i>Credit</i>
Other course approved by Advisor	Choose up to one other class from another area as appropriate	<b>2-3</b>
<b><i>Other Requirements (4 Credits)</i></b>		
<i>Course</i>	<i>Journal Club Series (2 Credits)</i>	<i>Credit</i>
<b>PHC 7901</b>	Epidemiology Literature Review and Critique (Journal Club) (Fall)	<b>1</b>
<b>PHC 7902</b>	Epidemiology Writing Circle (Spring)	<b>1</b>
<i>Course</i>	<i>Ethics (2 Credits)</i>	<i>Credit</i>
<b>PHC 6xxx (when approved) or 7427 (until approved)</b>	Ethics in Population Science for Master's Students	<b>2</b>
<b><i>Required Epidemiology Thesis(4 Credits)</i></b>		
<i>Course</i>		<i>Credit</i>
<b>PHC 6971</b>	Research for Master's Thesis (Can be taken over two semesters)	<b>4</b>
<b><i>Transfer Credit</i></b>		
Transfer credits may be requested.		

The Department of Epidemiology Curriculum Committee meets regularly to review and adjust the curriculum. Substitution or exemption for any specific curriculum requirements but may be considered after the student files a letter of explanation that is signed by the student's Research Mentor and Academic Advisor and given to the Program Director. Such requests will then be reviewed by the Curriculum Committee, and the decision of the Curriculum Committee will be placed in the student's academic file.

The Department of Epidemiology and Curriculum Committee will *consider* transferring graduate coursework that was obtained prior to acceptance in the MSE program. This includes graduate work previously

conducted at the University of Florida. All course transfers must meet guidelines outlined in the UF Graduate Catalog [guidelines for graduate degrees](#) as well as guidelines of the Department of Epidemiology.

A maximum of 9 credits can be requested to apply to the 36- credit requirements in the MSE program with these caveats:

- A grade of B or higher was obtained. Pass/Fail courses are not transferrable.
- Required courses are not transferrable unless there is a direct match to our course.
- Only courses directly related to the MSE will be transferred.
- Course credits are based on instructional hours; in general, one hour of instruction per week during a semester equals one credit.

### **Procedure**

Course transfer requests must be submitted in the first semester after enrollment in the MSE program. (i.e., if courses begin in August - transfers must be submitted by October 31<sup>st</sup> of that year). Transfers will only be considered once; in other words, students may not submit transfers separately over several months or later in the program. To request a transfer, students must:

- Be sure to have previous academic transcripts, course syllabi, have identified potential courses that may qualify for transfer, and have identified which required courses or general categories within the current MSE curriculum that each transferred course may fulfill or replace prior to meeting with their Academic Advisor.
- Meet with the Research Mentor and Academic Advisor to complete the Course Transfer Request Form and obtain signatures of approval.
- Submit the Course Transfer Request Form and any accompanying course syllabi to the Academic Assistant.

The Academic Assistant will track that this was submitted, and give transfer request materials to the Epidemiology Curriculum Committee Chair for review. The Curriculum Committee Chair, in consultation with the Committee if needed, will approve, disapprove, or request more information for each course transfer request. The Academic Assistant will then submit the approved courses to the UF Graduate School for final approval.

### **Final Check**

No transferred course can be taken for MSE credit at UF. For example, if the student is allowed to transfer Spatial Epidemiology from University X, Spatial Epidemiology cannot be taken at UF for credit towards the MSE. However, the Supervisory Committee Chair may request an exception based on the academic needs of the student.

## **Registration**

Registration requirements are consistent with the UF [Graduate School Requirements](#), unless otherwise specifically stated in this handbook. **Full-time students** in the Epidemiology program are required to register

for a minimum of either 9 (fall and spring semesters) or 8 (summer semester) credits while they are actively working toward their degrees. Students failing to register for two or more consecutive terms are removed from the program and must submit an [Application for Readmission](#) if they wish to resume their graduate studies at the University of Florida. Taking a leave of absence requires written approval.

### **Registration Procedure**

Registration for students in the MSE program is carried out by the Academic Assistant after paperwork is completed by the student. Prior to each upcoming semester, the Academic Assistant will compile a list of courses to be offered that are approved by the Curriculum Committee as program requirements or approved electives. Once students have identified their proposed schedule, they will complete a Course Registration Form, have the form signed by the people listed on the form, and submit it to the Academic Assistant.

### **Registration for Independent Research**

If registering for an independent study (PHC 6937) or Research for Master's Thesis (PHC 6971), the student should initiate the process several weeks prior to registration. The steps needed to register for these courses include:

- Completing a PHC 6971 Research for Master's Thesis contract or a PCH 6937 Independent Study contract that outlines contact time with the instructor, time allocation by students, and specific plan (goals and objectives) and deliverables to be completed during the semester
- Obtaining signatures from the Instructor, the Research Mentor, and the Academic Advisor.
- Obtaining signature from the Chair of the Curriculum Committee. The Chair of the Curriculum Committee will then either approve the Contract, or communicate with the student about changes or clarifications that must be completed before approval for registration.
- Obtaining signature from the MSE Program Director
- Submitting signed contracts to the Academic Assistant

The Academic Assistant will then complete the registration process and create a unique section number for the student that links the course to the supervising faculty member. By the end of the semester, students must complete the work in the contract to receive credit (S/U). If work is not completed, the instructor may assign an "I" (incomplete) grade if the student is eligible for an "I" grade according to UF requirements. For students being given an "I" grade, the instructor will complete the approved Incomplete Grade Contract with the student. This I grade can be changed once the student has completed the work outlined in the Incomplete Grade Contract.

Please refer to [the Orange Book](#) section 3, page 12 for additional information on what constitutes a violation of the honor code with regard to incomplete work.

All non-lecture courses (e.g., PHC 6905, PHC 6937 Independent Study and PHC 6971) are considered hybrid courses and will meet the federal requirements to validate F-1 visas for international students if the student and the instructor or research mentor meet at least twice in person during the semester. Face mask and

social distancing rules will apply during these in-person meetings as required by UF; when this requirement is lifted, this will not apply.

### **Registration in Final Semester**

In accordance with the requirements of the graduate school, all MSE students must register for a minimum of either three (fall and spring semesters) or two (summer semester) credits of PHC 6971 during the term they graduate. As noted above, these credits are arranged and documented using the Research for Master's Thesis Contract. Candidates must submit a Degree Application online through ONE.UF by approximately the second week of their final term (see the Graduate Catalog or posted deadlines for the exact date). This application must be renewed for a subsequent term if all degree requirements are not fulfilled in the term in which the application was filed.

## Graduation and Thesis Defense Guidelines

Upon successful completion of 32 hours of required and elective courses, the student will be admitted to Candidacy Status (i.e., “MSE degree candidate”). For partial fulfillment of the requirements for an MSE degree, all degree-seeking candidates must successfully defend their manuscript, which serves as a thesis reflective of knowledge gained and skills acquired in the MSE Program.

The manuscript must be submitted for the thesis with the MSE Candidate as **sole author**. In addition, the paper must be original; if the candidate has submitted the paper for credit as an independent study, it cannot be used again for the thesis. It must not be submitted to a journal until the thesis defense process is complete.

### Supervisory Committee

#### Composition

The Supervisory Committee oversees and mentors the MSE student through the completion of the thesis. Supervisory Committee membership is dictated by the UF Graduate School (see [Graduate Catalog](#)). The table below shows the requirements for the committee. The supervisory committee is composed of at least three members selected from the Graduate Faculty. At least one member of the committee, either the chair or co-chair must be a core or joint faculty member in the Department of Epidemiology.

Role on Committee	Graduate Faculty Status
Chair	Yes, in Epidemiology
Co-Chair (optional)	Yes, at UF
Member (internal)	Yes, at UF
Member (general)	Yes, at UF
Special Member (optional and requires special approval from the Department Chair and the Graduate School)	Not required

The Co-Chair may substitute for either the internal member or the general member according to their qualifications.

#### Chair and Co-Chair of the Supervisory Committee

A Chair is required on all Supervisory Committees. A Co-Chair is optional. Appointing a Co-Chair is appropriate if the student receives significant mentorship from a Graduate Faculty member outside of the



faculty of the Department of Epidemiology. On committees with both a Chair and a Co-Chair, the following responsibilities apply:

The Chair:

- Serves as the student's research mentor and ensures the student meets all milestones according to the standards of the Department of Epidemiology.

The Co-Chair:

- Serves as the student's Research Mentor in consultation with the Committee Chair (see the Research Mentor's responsibilities on page 20).

### **Supervisory Committee**

In consultation with the Research Mentor, the student will identify the proposed Supervisory Committee no later than during the semester before the thesis defense and preferably earlier.

After the student and Committee Chair agree on the proposed Supervisory Committee, the student will submit the **Supervisory Committee Selection Form** to the Program Director, who will confirm that the proposed committee meets the Department guidelines as shown in the table below and discuss with the Department Chair if needed based on the guidelines provided earlier in this document.

Once students have permission from the Program Director to proceed, the student will obtain members' agreements to serve. Once selected, the Committee Chair will alert the Program Director to the committee selection. Once approved, the student will obtain the signatures of all Supervisory Committee Members on the Supervisory Committee form. The last person to sign, the Department Chair, will return the form to the Academic Assistant, who will enter the committee into the UF Graduate School system for final approval at the Graduate School, and into the Epidemiology MSE database.

Final decision on who can be accepted also depends on faculty effort distribution as approved by the Department Chair.

### **Supervisory Committee Roles and Responsibilities Regarding Dissertation:**

The Chair of the Supervisory Committee will:

- Mentor the student according to the Mentoring Compact, which is signed annually
- Evaluate the student officially with a yearly letter of evaluation (Annual Mentoring Review Form)
- Communicate with other members of the committee and the student
- Provide optimum support and guidance to help the student meet academic goals
- Provide guidance on the student's thesis topic
- Sponsor written approval of the topic and proposal by all Committee members.
- Monitor and evaluate the student's progress and give clear direction as to the final work plan leading to graduation

- Conduct the thesis defense to satisfy that the thesis is original research, a contribution to the field, and a publishable paper. The oral portion of the defense must be conducted in compliance with Graduate School policies.
- Inform the Department Chair and Program Director of all progress as the steps are completed, via email, within one day of the completion

The Supervisory Committee Members will:

- Provide guidance to the student on the acceptability of the thesis in a timely way before the thesis defense
- Critically evaluate the quality of the thesis and thesis defense to ensure that the original research will contribute to knowledge and will be publishable
- Attend the thesis defense in person

### **Changes in Committee Membership**

If a student wants to change a Supervisory Committee member, they must first discuss this with the Supervisory Committee Chair (as noted on page 21, if a student is interested in changing their Supervisory Committee Chair, they must first speak with the Program Director). The Supervisory Committee Chair discusses the student's request with the relevant member and the Program Director and confirms with the proposed new member their willingness to serve on the student's committee. The Program Director will present the request to the Department Chair. Changes need to be approved at least 60 days prior to the date of the Final Oral Defense so that the request can be reviewed and so any new member will have ample time to become familiar with the student's work. If a change must be made after the deadline for a graduating student then the department will need to submit a petition to the Graduate School.

## **Thesis Defense**

Students obtaining a master's degree must orally defend prior to making their first submission to the Editorial Office. Accordingly, for master's students, the Final Thesis Defense must be scheduled with enough time prior to the first submission deadline to allow the student to make any changes recommended by the Supervisory Committee at the Final Thesis Defense. Please see the Graduate School's [editorial deadlines](#) for your intended term of graduation and plan accordingly.

Each Candidate is expected to work closely with the Supervisory Committee during the active research phase and while developing the written thesis. A draft copy of the whole thesis must be given to the Supervisory Committee at least four weeks prior to the Final Thesis Defense. Committee members are strongly encouraged to submit major comments to the Supervisory Committee Chair as soon as possible within the four-week time frame in order for the Candidate to have ample time to make revisions as necessary. The Chair will meet as soon as possible with the Candidate to offer the Committee's responses so the Candidate will have the feedback necessary to make improvements before the Final Thesis Defense.

Defenses will be scheduled after the Committee has reviewed the thesis. The Candidate's final draft to be defended must be submitted to Committee members for their opportunity to review no later than two days before the scheduled Defense. Following the Defense, the Candidate has until the Final Submission Deadline to make changes and submit his or her finalized defended thesis to the Mentor. The Mentor will then obtain the necessary signatures for approval, with submission of the paper to a journal as the final phase to complete the process prior to awarding the MSE degree.

Theses must be written according to the UF Graduate School requirements. If these requirements are not met, the thesis will not be accepted. The Graduate Council requires the Graduate School Editorial Office, as agents of the Dean of the Graduate School, to review theses to ensure the format is acceptable, and to make recommendations as needed. When first presented to the Graduate School Editorial Office, the thesis should be final and completely formatted. Students should be familiar with the format requirements and should work with the [Application Support Center](#) to troubleshoot their files before providing their first submission document to the Editorial Office for review. The Graduate School also regularly provides thesis workshops to help students prepare their theses according to the guidelines. Students are encouraged to attend these workshops and to frequently refer to the Graduate Catalog while planning and preparing their thesis.

[Thesis and Dissertation Deadlines](#)

[Thesis and Dissertation Format Requirements](#)

[Thesis Checklist](#)

[Editorial Document Management System](#)

[Graduate School Graduation Checklist](#)

[ETD Technical Support](#)

It is the student's responsibility to ensure that all thesis requirements for the graduate school are met; students are strongly encouraged to carefully review the [UF Graduate Student Handbook](#), and to view [online tutorials](#) related to the dissertation process.

The Supervisory Committee Chair must hold the electronic thesis dissertation (ETD) Signature Page until all members are satisfied with the thesis. However, this form must be submitted electronically, via GIMS, by the Final Submission Deadline for the Graduate School Editorial Office, during the term of intended degree award.

If the Candidate passes without any changes, the candidate and the Supervisory Committee sign the ETD immediately after the thesis defense. The forms will be returned to the Academic Assistant who will enter the results in GIMS.

If the Candidate passes with minor revisions, the candidate and all members of the Supervisory Committee except the Committee Chair sign the ETD Signature Page and the Final Examination Report immediately after the defense. The Supervisory Committee Chair will retain the ETD Signature Page; once the changes have

been implemented to their satisfaction, the Chair will sign off on the ETD signature page and return it to the Academic Assistant.

If the Supervisory Committee votes that the thesis is incomplete and needs major revisions, the ETD Signature Page and the Final Examination Report should not be signed until all committee members have reviewed and approved the required revisions. The Supervisory Committee Chair will retain those forms and will be responsible for gathering the signatures of the committee members after those revisions have been approved.

### **Oral Defense Guidelines**

The Candidate is expected to prepare a 20-minute oral presentation of his or her thesis. This portion of the Defense is open to the University community. This presentation will then be followed by a closed session with the Candidate and Supervisory Committee. The closed session provides the opportunity for the Committee to give feedback about the thesis to the Candidate. The oral presentation should be a PowerPoint presentation that follows the format of a scientific conference presentation with an introduction, summary of methods, highlighting of major findings, and a conclusion.

The Final Submission Deadline is the firm deadline for the Candidate to make final changes to the defended draft and the Research Mentor to obtain the necessary signatures.

## Thesis Defense Rubric

### Scoring Values

0 = Missing  
 1 = Present, but does not meet expected standards  
 2 = Some improvement possible  
 3 = Exemplary demonstration of criteria

Criteria	Max	Score	Comments
<b>Introduction and Background</b>			
Clear problem statement	3		
Relevant literature cited and choice of theory	3		
Clear statement of significance to field of epidemiology and public health relevance	3		
<b>Methods</b>			
Clear description of sample and appropriate choice of sample	3		
Clear description of data	3		
Appropriate choice of analytic methods	3		
Evidence of understanding of methodology	3		
<b>Results</b>			
Tables and figures clear and without error	3		
Comprehensive description of sample and findings	3		
Accurate presentation of findings	3		
Limitations discussed	3		
Relevance of findings discussed	3		
<b>Quality of Product</b>			
Implications to practice and future research detailed	3		
Quality publishable or presentable at national level	3		
Evidence of innovation or significance to field	3		
<b>Total Possible (15 criteria)</b>	<b>45</b>	<b>0</b>	
<b>Target for Passing</b>	<b>39 (86%)</b>	<b>0%</b>	

## Part III: Other Important Information

### GatorLink

UF requires all students to maintain access to their GatorLink e-mail. To create your GatorLink, you must go to the [Gatorlink home page](#).

## **Emails from the Department**

All students are required to respond in a timely manner to emails from academic program faculty and staff, including, but not limited to, the Department Chair, Program Director, and Academic Assistant.

## **Financial Aid**

Check the [Grants and Fellowships](#) page for grant ideas and tips on how to write a grant. Other funding resources are located at the [Graduate School website](#). For general information about your financial aid status, please contact the [UF Office of Student Financial Affairs](#).

Scholarship opportunities also exist within the [College of Public Health and Health Professions](#), the [College of Medicine](#), and the [university](#) as a whole.

## **Florida Residency**

Recommendations for establishing and declaring Florida as the legal state of residence are [outlined](#) on the UF Admissions site.

## **Funding for Professional Travel**

### **Epidemiology Chair's Travel Award**

The Chair's Travel Award provides travel funds (currently up to \$500 per student per year) to students enrolled in Epidemiology who are presenting a poster or paper at a professional conference or meeting. The activity must be related to the student's career development, the student must be in good academic standing and the student must actively participate in the department seminar series and receive approval from their Research Mentor to travel. It is expected that Research Mentors who have grant funds or other funds that can be used to support student travel will use those funds. It is also expected that students will apply for other funding sources (see below).

After official notification of acceptance of the abstract, the student must submit the [Chair's Travel Award Application](#), along with their official notice of acceptance and a statement of their estimated expenses using the [Travel Authorization Form](#), to the Academic Assistant. The Academic Assistant will request approval from the Chair. Students will be reimbursed after travel has occurred. Students must turn in all receipts for reimbursements with summary page of expenses along with all funders of the trip within 30 days of travel. Unused funds do not carry over. Availability of funds will be evaluated each fiscal year, and students will be notified if the award is cancelled. It is expected that the student will solicit travel funds from the Research Mentor and the Graduate School first before asking for Department Travel Funds. All other travel guidelines of the University will be followed.

### **Graduate Student Council Travel Grants**

Grants are also awarded by the Graduate Student Council (GSC) to cover travel-related expenses for presenting research or participating in professional development at a professional conference. Travel Grants can be found on the [GSC](#) web page.

### **UF Office of Research Travel Funds**

Students may request travel funds from the UF Office of Research under certain circumstances that are listed on the [website](#).

## **Academic Integrity and Professionalism**

The Department of Epidemiology has opportunities for students to learn about current activity in the field of epidemiology and to meet practicing epidemiologists. Students are strongly encouraged to attend major seminars or talks that are directly supported by the Department of Epidemiology, and to meet with visiting epidemiologists during times that are allotted to students.

Professional communication and behavior are expected of all students in the program. Students are strongly urged to participate in service activities, including community service, service on Department or University committees or organizations, or service within professional organizations. Professionalism is an educational outcome of this program and therefore, is continually assessed by the research mentors and other faculty members based on student behaviors and interactions in the department and class. Students are expected to adhere to the [Department of Epidemiology Dress Code Policy](#) when they are in class or in the Epidemiology suite.

### **Research Integrity**

All students are responsible for receiving ongoing training in the Responsible Conduct of Research. This training should begin in the first 30 days of the program; ignorance of federal regulations covering research is not an excuse for misconduct. Graduate students can be and are held accountable for their conduct, and such accountability can lead to serious consequences. To meet this training need, students are required to take the Department Ethics Course. Students should also expect regular discussion of expected conduct with their mentors.

The University has an [Office of Research](#) and Research Compliance Officer. Become familiar with the information on their website.

Students are responsible for reading and understanding this policy before engaging in any research activities:

**UF Research Misconduct Policy.** [“It is the policy](#) of the University that each individual faculty, staff member and student is expected to maintain high ethical standards in the conduct and reporting of his/her scientific

and scholarly research. Faculty, staff, and students have responsibilities for ethical conduct in research not only to the University, but also to the community at large, to the academic community, and to private and public institutions sponsoring the research activities. Research Misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or reporting the results. It does not include honest error or honest differences in interpretations or judgments of data. It also does not include authorship or credit disputes. Should alleged incidents of misconduct in research occur, reporting of such possible violations is a shared responsibility, and it is the duty of the faculty, staff members and students to respond in a fitting manner to resolve issues arising from such alleged misconduct. Such an allegation should be brought to the administrative officer to whom the accused reports (e.g., supervisor, department chair, dean or director). The procedures for reporting misconduct may vary depending on the type, seriousness, and technical nature of the alleged misconduct.”

In addition to the administrative officer to whom the accused reports, academic and research misconduct will be reported to any persons who have a legitimate educational need to know about the issue. This may include the Department Chair, the MSE Program Director, members of the dissertation committee and other faculty members.

The full University Policy of Research Misconduct section can be accessed [here](#).

If you have any concerns about conduct, please see your Research Mentor or the MSE Program Director to clarify the UF policy and to consider possible action.

### **Student Honor Code**

Each Student and every Student Organization is required to abide by the Student Honor Code and the Student Conduct Code when on University-controlled property, at University sponsored events, or off campus in accordance with sections 3 and 4 of [the Orange Book](#). In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

**On my honor, I have neither given nor received unauthorized aid in doing this assignment.**

Unprofessional conduct or violations of the Student Honor Code can result in dismissal from the program regardless of GPA.



## Grievance Procedures

The grievance procedure is as follows:

- Step 1. Oral discussion between the graduate student and the person(s) alleged to have caused the grievance is strongly encouraged. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. The student may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance. The person alleged to have caused the grievance must respond to the student either orally or in writing.
- Step 2. If the student considers the response to the discussion and/or written document from Step 1 to be unsatisfactory and feels that the grievance still exists, the grievance should be brought in writing, with all supporting documentation, to the Program Director. If the grievance still remains unresolved, the Program Director will liaise with the Department Chair. The department must respond to the student's grievance in writing in a timely fashion.
- Step 3. If the grievance is still considered to be unresolved, the student may then file the grievance in writing with the Associate Dean for Educational Affairs of the College of Public Health and Health Professions, who shall investigate the matter and respond to the student in writing within a reasonable timeframe.
- Step 4. The right of appeal in writing to the UF Ombuds for graduate and professional students, as the authorized representative of the President of the University, shall be the final appeal but only after the above steps 1–3 have been exhausted. The Office of the Ombuds is located in 31 Tigert Hall, 392-1308 and their website is <http://www.ombuds.ufl.edu>.

Other Grievance Resources: Most employment-related grievances are covered by the Collective Bargaining Agreement, Article 22, between the Florida Board of Education of the State University System and Graduate Assistants United. Students with employment-related concerns should contact the GAU office at 392-0274, or Human Resource Services at 352-392- 2477.

Allegations of research misconduct should be brought to the attention of the administrative officer (e.g., department chair, dean) to whom the accused party reports. Students may wish to seek advice from the Director of the Division of Research Compliance, 460 Grinter, 392-9174, before making a formal complaint. Graduate students who have complaints or problems with other aspects of university life should consult the Dean of Students Office in 202 Peabody Hall, 392-1261 for the appropriate grievance procedure.

## Required Immunizations

All students are required to comply with the College of Public Health and Health Professions' [student immunization requirements policy](#). Please note there are immunizations you must complete prior to enrollment.

## **Computer Requirements**

All students are required to comply with the College of Public Health and Health Professions' [computer requirements policy](#).

## **HIPAA and FERPA**

All students in the College of Public Health and Health Professions are required to complete HIPAA on-line training and to sign a HIPAA Confidentiality Agreement. You must complete HIPAA every year you are in the program. The HIPAA training website is located at <http://privacy.health.ufl.edu>. You must also read and sign the Confidentiality Statement.

Certificate of Completion of HIPAA and signed Confidentiality Agreement should be turned in to your Department/Program. Instructions for submission will come from your Department/Program. Please keep a copy of your HIPAA compliance documents. Students in noncompliance will have a hold put in their record. The College will drop all classes of students remaining in noncompliance by the end of the second week of classes. Please note: Even if you have completed HIPAA at another institution including Shands Hospital, you must repeat the on-line training and sign another confidentiality agreement.

The 1974 Family Educational Rights and Privacy Act, also known as the Buckley Amendment, is a federal law (20 U.S.C. 1232g) that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level.

FERPA training is required annually for UF graduate assistants. When working with student records, a student assistant should work cooperatively with their supervisor to ensure FERPA compliance.

## **IRB**

All students are required to complete IRB registration and training before participating in any research.

## **Additional Resources**

Students should be aware that multiple resources exist to assist students with teaching and research. See the Graduate School's [Office of Graduate Professional Development](#) for a list of these resources.

## Counseling and Student Health

Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at:

[University of Florida Counseling & Wellness Center](#), 352-392-1575 Visit their website for more information.

U Matter, We Care, [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575

Crisis intervention is always available 24/7 from: [Alachua County Crisis Center](#): (352) 264-6789

BUT – Do not wait until you reach a crisis to talk with a counselor. The University of Florida Counseling Center has helped many students through stressful situations impacting their academic performance; you are not alone so do not be afraid to ask for assistance.

The [Student Health Care Center at Shands](#) is a satellite clinic of the [main Student Health Care Center](#) located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services including primary care, women's health care, immunizations, and pharmacy services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 352-294-5700 or visit the website.

It is the goal of the [Disability Resource Center](#) to foster a sense of empowerment in students with disabilities by educating them about their legal rights and responsibilities so that they can make informed choices, by encouraging them to engage in critical thinking and self-advocacy and by supporting them in being successful students, campus leaders and positive contributors to the campus community. The Disability Resource Center, in conjunction with the Division of Student Affairs, is helping students to create an unparalleled experience where students embrace learning and diversity to become leaders in the service of the global community.

## Shared Governance

Shared governance is important at the University of Florida and in the Department of Epidemiology. The Department of Epidemiology invites student participation on several committees including the:

- Epidemiology Curriculum Committee
- Epidemiology Seminar Committee
- Epidemiology Awards Committee

- Other Committees as determined

Student representatives will be invited to faculty meetings depending on the agenda.

Annual Appointments to committees are made by the Chair of the Department, who is notified of a students' interest by the MSE Program Director. To be involved, contact the Program Director.

At the University level, Graduate Student Council serves as a liaison between UF graduate students, UF administration, and the UF Student Government. General body meetings are held each month of the Fall and Spring terms. More information can be found on the [Graduate Student Council](#) website.

## **Readmission Requirements**

Students who have left the program prior to graduating and wish to be readmitted require the following:

- A minimum GPA of 3.00.
- A detailed letter from the student addressing why they should be considered for readmission, their relevant experiences since leaving, and why their goals are now in line with the MSE program

Readmission is not guaranteed, irrespective of the circumstances that necessitated it, with the exception of medical withdrawals.

## **Policy Changes**

Any and all policies outlined in this handbook are subject to changes in the University and College regulations.

Suggestions for changes to this handbook?

Contact the [Master of Science in Epidemiology Program Director](#).

My signature below indicates that I have read and understand all policies outlined in the Master of Science in Epidemiology Handbook.

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Print name

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Date

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Signature