School-wide
Student
Handbook

2014-2015
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SPH DIRECTORY

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Victoria Benson – Health & Social Behavior
Lila Sheira – Maternal & Child Health

Abby Rincón, Director of Diversity 643-7900 arincon@berkeley.edu

SHELDON MARGEN PUBLIC HEALTH LIBRARY www.lib.berkeley.edu/PUBL/(all staff can be reached at main number) 642-2511
Debbie Jan, Head Librarian
Michael Sholinbeck, Outreach & Instruction Coordinator, Reference Coordinator

AREAS OF CONCENTRATION/SPECIALTY AREAS STUDENT ADVISING STAFF
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CENTER FOR PUBLIC HEALTH PRACTICE
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Jennifer LaChance, Director, Center for Health Leadership 642-7541 lachance@berkeley.edu
Ruthann Haffke, Manager, Career Services 642-0431 haffke@berkeley.edu
Evlyn Andrade, Administrative Manager 642-9870 evlyn@berkeley.edu

GENERAL CAMPUS NUMBERS
Financial Aid 642-0485 http://students.berkeley.edu/finaid/
Graduate Division (Degrees & Petitions) 642-7330 http://www.grad.berkeley.edu/
University Health Services (Tang Center) 642-2000 http://www.uhs.berkeley.edu/
Housing Office 642-3642 http://www.housing.berkeley.edu/
Berkeley International Office 642-9490 http://ihouse.berkeley.edu/
Parking & Transportation Office 642-4283 http://pt.berkeley.edu/
Registrar 642-5990 http://registrar.berkeley.edu/
Residency Matters 642-1614 http://registrar.berkeley.edu/legalinfo.html
Summer Sessions 642-5611 http://summer.berkeley.edu/

Note: If you are using a Campus phone, only dial the last 5 digits. (Area Code 510)
GENERAL INFORMATION

SCHOOL OF PUBLIC HEALTH WEBSITE
The School of Public Health home page is located at http://sph.berkeley.edu/

ELECTRONIC MAIL
UC Berkeley campus policy requires all students to have and use a Berkeley email address. Students are welcome to have email forwarded to another mail client (e.g. Gmail) but all administrative messages from SPH and UCB will be sent to the berkeley.edu address and students are responsible for ensuring they receive and read them. Please visit http://bmail.berkeley.edu to create a “@berkeley.edu” e-mail address using your CalNet ID. Please make sure you notify your program coordinator of your new email account.

bSPACE
bSpace is the name of the campus’ learning management systems where many course materials and communications will take place and be archived for later retrieval. Students must enroll in the bSpace site of any course that requires it and it is highly recommended that students remain enrolled in the SPH Student site called SPH Grads. That site is where SPH administration and Student Services staff posts course enrollment information, deadline information, fellowship and employment (GSR/GSI positions) opportunities, announcements, etc. https://bspace.berkeley.edu/portal.

Note: There are methods for filtering mail from your various bSpace sites; beware of turning off email notification for one site housed on bSpace site as notifications for all other sites will be affected. All email communications are archived in each site so if you do miss a message you can catch up there.

SPH STUDENT LOUNGE/MAILBOXES
Student mailboxes are located in the Alice Martin Commons Room, Ground Floor, 56 University Hall. While primary communication is via email and other electronic resources, there will be occasional campus and departmental messages and information in student mailboxes; please note that campus policy prohibits use of campus mail for personal or non-campus-related postal mail and items will not be delivered to campus mailboxes. For access to 56 UHall, aka SPH Student Lounge, see Student Services and Admissions in 417 UHall for the current semester’s access code.

AFTER HOURS ACCESS TO UNIVERSITY HALL
Students may request access to University Hall outside normal open hours (Monday through Friday, 7:00 am to 6:00 pm) by submitting their ID card and Card Key Request form accompanied by a Mailroom Notification Key Request form to the Office of Student Services for approval and signature. Student Services will submit the form to the SPH Facilities Office who will grant the access.
PHONE/ADDRESS/E-MAIL ADDRESS UPDATES
Keep your current home address, phone number, and e-mail address updated with the Office of the Registrar. You can do this by logging on to Bear Facts at the following link https://bearfacts.berkeley.edu/bearfacts/. If you have an academic student appointment (as a GSR or GSI, for instance), keep your contact information updated with your payroll contact because payroll records do not fully intersect with student academic records and some functions, such as direct deposit, are managed by completely different systems.

SHIP (STUDENT HEALTH INSURANCE PLAN)
All registered students must have major medical health insurance to pay for health care, hospitalization, and out-of-area urgent care. Students are automatically enrolled in SHIP and the premium is included in normal registration fees each semester. Dental insurance and mental health coverage is included. Fall payment of fees covers SHIP from August 15 to January 14 and spring payment of fees covers January 15 – August 14. SHIP members can purchase a separate policy for a spouse/partner or dependent. See http://www.uhs.berkeley.edu/students/insurance/BenefitsBerkeleyNextYear.shtml for information on this year’s SHIP plans.

UNIVERSITY HEALTH SERVICES (UHS)
University Health Services is a vast resource for students and is housed at the Tang Center, 2222 Bancroft Way, at the corner of Fulton St. While UHS is certainly available to assist students in times of illness and distress, a mission of the health center is keeping students well and focused on school. There are three major areas of UHS: medical services, health promotion, and counseling. All Berkeley students and their spouses/partners can use UHS (non-students may pay extra fees). Please see their website for all information about the myriad health services available, including after-hours and weekends. http://www.uhs.berkeley.edu/

LISTSERVE ANNOUNCEMENTS
To post relevant announcements to the SPH student community, submit your notices via e-mail to sphinfo@berkeley.edu. Your announcement will be included in the SPH Weekly Digest, sent on Monday mornings throughout the year and more frequently at the start and completion of semesters when more announcements are necessary. Announcements are archived in the E-mail Archive of the SPH Grads bSpace site.

VIOLENCE PREVENTION EDUCATION REQUIREMENT
UC Berkeley has instituted a new policy to promote healthy and safe relationships that requires all new incoming students to complete a violence prevention course. Students have until the end of the semester of their first semester to complete. For more information, please visit the website at ucempowerU.berkeley.edu.
STUDENTS IN CRISIS
There are a variety of resources to assist students with health and wellness, including emotional and mental health. Please see your program advisor or any of the resources below for assistance as soon as you feel that something is not right.

- **Students of Concern/Dean of Students**: 642-6741/ campuslife.berkeley.edu  
  *Provides safe place to report behavior and consult about distressed students; student advocacy; support and referral services.*
- **Disabled Students Program**: 642-0518/dsp.berkeley.edu  
  *Services include accommodation, academic and financial advising, assistive technology, access services.*
- **University Health Services**  
  The Tang Center: 642-9494/UHS.berkeley.edu  
  Counseling and Psychological Services  
  *Consultation and referral for mental health concerns*
- **Gender Equity and Resource Center**: 643-5730/geneq.berkeley.edu  
  *Resources related to sexual assault, relationship violence, hate crimes, and bias-related conflicts or concerns.*
- **Student Ombuds Office**: 942-5754/students.berkeley.edu/ombuds  
  *Confidential support regarding campus-related conflicts or concerns.*
- **Center for Student Conduct**: 643-9069/studentconduct.berkeley.edu  
  *Report alleged violations of the Student Code of Conduct.*
- **GSI Teaching and Resource Center**: 642-4456/gsi.berkeley.edu  
  *Resources to support and train GSIs*
- **Campus Climate and Compliance**: 643-7985/ophd.berkeley.edu  
  *Title IX/VI Sexual and Racial Harassment Response*

SERVICES FOR STUDENT PARENTS

1) **Childcare reimbursements for GSRs**: This program is for student parents with non-school age children. To be eligible, graduate students must have at least a 25% or greater GSR appointment during the semester or summer session. The grant will reimburse up to $900 in childcare costs per semester, or up to $600 during the summer. Graduate Division will bear the cost of this new program and administer the process. You may direct students to our website for further program information and a link to an application form ([http://grad.berkeley.edu/financial/families/](http://grad.berkeley.edu/financial/families/)).

Please note that this program is similar to the childcare reimbursement for GSIs, tutors and readers, which is administered by UC Berkeley’s Labor Relations Office ([http://hrweb.berkeley.edu/labor/contracts/BX/childcare-reimbursement-program](http://hrweb.berkeley.edu/labor/contracts/BX/childcare-reimbursement-program)).
2) **Back-up childcare for all student parents (graduate and undergraduate):** The Graduate Division has partnered with the Chancellor’s Advisory Committee on Student Services and Fees and the Hutto Patterson Charitable Foundation to create a highly subsidized back-up childcare program for all registered graduate and undergraduate students, who are parents of children aged 6 weeks up to 18 years of age. Each student will be eligible for up to 60 hours of in-home and/or center-based care at the rate of $4/hr (in-home) and $2/hr (center-based). The service is administered by Bright Horizons, a national provider of employer-sponsored childcare and back-up care.

Detailed information about the program, with step-by-step instructions on how students can register, are available on a dedicated program website (http://grad.berkeley.edu/backupchildcare/about.php).
ADMINISTRATIVE STAFF ROLES AND RESPONSIBILITIES (for contact info see p.3)

Joan Bloom, Associate Dean for Student Affairs, (aka Head Graduate Advisor for MPH and DrPH students): Leads the school-wide student services team via the Office of Student Services and Admissions staff. Serves as final School of Public Health authority on all student-related matters and represents SPH to entities such as Graduate Division, Academic Council, Office of the Registrar, etc.

Abby Rincon, Interim Assistant Dean for Student Services: Leads student services personnel in the Office of Student Services and Admissions as well as assists program student services staff in offering services to all SPH students; guides and advises on policy and compliance issues regarding students; manages SPH student fellowship resources and supports, guides, and advises SPH Fellowships Committee on effective distribution of financial resources; general advisement to faculty, staff, and students regarding all aspects of student administrative engagement with UCB and SPH.

Sharon Harper-Moore, Academic Progress Coordinator & DrPH Program Manager: Advises DrPH faculty and works closely with DrPH Co-Directors in providing guidance relating to DrPH program administration; provides advice and assistance to MPH and DrPH students on academic issues, degree progress and major requirements; tracks the academic progress of students to ensure compliance with Graduate Division requirements.

Matthew Lau, Curriculum Planner & Data Coordinator: Advises on and implements plans set by faculty and SPH Curriculum Committee; advises faculty on effective strategies for course approval; serves as department course scheduler; reserves regular-use and special-use classroom space; provides guidance and training for faculty, GSIs, and students on effective use of bSpace; maintains SPH student records and assists Assistant Dean in a wide variety of annual reporting requirements; serves as Office of Student Services & Admissions’ financial manager; assists students with reimbursements for student group purchases, etc.

Mike Parra, Office Coordinator & Admissions Assistant: Serves as main front desk presence in OSS&A greeting walk-ins, answering phone calls and emails, and serving as front-line triage for the professional advising staff throughout University Hall; maintains office supplies and services; serves as back-up to financial staff as needed; and during fall and early spring months, serves as primary back-up to the Admissions/Recruitment Specialist.

Crystal Saetern, Admissions and Recruitment Specialist: Advises MPH Management Committee in setting of admissions policies; designs and implements effective admissions processes for 26 distinct SPH degrees; and guides, trains, and leads SPH faculty, staff, and students in all matters relating to admissions for both the traditional campus degree programs as well as the Online/On-campus MPH (OOMPH) program.

Anatole (Tony) Soyka, Undergraduate Program Advisor: Serves as the primary advisor and contact for all matters relating to the Public Health undergraduate major. Advises SPH deans about the UG courses we offer as well as the demographics and pertinent issues for our undergraduate population.
FEES, BILLS, AND OTHER MONEY MATTERS

STUDENT BILLS
Student tuition and registration fees are billed through the CAMPUS ACCOUNTS RECEIVABLE SYSTEM (CARS), which is administered by Billing and Payment Services, 1st Floor, University Hall. A CARS statement is released via BearFacts each month that there is an outstanding balance on your account. Students making their own payments (as opposed to a fellowship or GSI/GSR fee remission paying a part or the entirety of the fees and tuition), can pay online using e-Bill. See http://studentbilling.berkeley.edu/.

STUDENTS RECEIVING FINANCIAL AID
Financial support from the Financial Aid Office or a University, SPH, or extramural fellowship or grant will be applied first to a student’s fee balance in CARS. If the student’s awards do not cover the entire balance of tuition and fees, he will need to pay the remainder. If a student’s awards exceed their fee and tuition balance, the remainder will be released as an electronic funds transfer (EFT). See BearFacts to sign up for EFT. Students being sponsored by an outside agency or government entity are responsible for ensuring that fee payments are made and credited properly. See FAQ here: http://studentbilling.berkeley.edu/ for more information.

Refunds from fee awards or stipend awards will be released around the 25th of the month (i.e. August for fall awards, January for Spring awards, June for Summer awards) provided the student is properly registered which means:

- At least 20% of fees have been paid;
- No registration blocks;
- Enrollment in at least one class.

If you have not received an expected stipend, first check to ensure registration is complete; the stipend EFT(electronic funds transfer) should automatically release the next time the system makes payments. See http://studentbilling.berkeley.edu/ to enroll in EFT.

FILING FEE INFORMATION AND POLICIES
The Filing Fee is a one-time reduced fee (one-half of the Student Services Fee), for doctoral students who have completed all requirements for the degree except for filing the dissertation (Plans A and B) and presenting the Final Defense (Plan A). It is also available to master’s students with no requirements remaining except for filing the thesis (Plan I) or taking the final comprehensive examination (Plan II). The Filing Fee is not a form of registration nor is it equivalent to registration. Filing Fee is available for the fall and spring semesters only.

- **Duration of the Filing Fee:** The Filing Fee applies for the length of the semester for which Filing Fee status has been approved, up to the last day of the term, which is the deadline for filing a thesis or dissertation. These dates vary from year to year, but are in the vicinity of December 20 and May 15 of each year.
• **Eligibility requirements for the Filing Fee.** To use the Filing Fee in a fall semester, the student must have been registered in the previous spring or summer. Summer Sessions enrollment must be for a minimum of three units. To use the Filing Fee in spring, the student must have been registered in the previous fall. Filing Fee status is not available for Summer Sessions. However, students are permitted to file a thesis or dissertation while registered for Summer Sessions. In order for a student to use Filing Fee: 1) may be used only once (even for a different degree); 2) must be advanced to candidacy and in good standing; 3) cannot hold a GSI, GSR, or Lecturer position in any department; 4) must be registered for the previous semester (see above); 5) must have approval of Head Graduate Advisor (Assoc. Dean for Student Affairs for MPH and DrPH students)

• **Can students use University services while on Filing Fee?** Students on Filing Fee may not use services that are supported by registration fees (e.g. student access at the Recreational Sports Facility). However, students who are on Filing fee status may have their Library privileges extended for six months by bringing a letter from student’s faculty mentor or student services advisor, photo ID and payment of $25 (check, Mastercard, and Visa accepted) to the Doe Library Privileges Desk, located on the first floor. Students on Filing Fee may also apply to purchase Student Health Insurance (SHIP) at a slightly higher rate for the semester of Filing Fee (see below).

• **How to apply for the Filing Fee.** Students must apply for the Filing Fee by the end of the first week of classes of the semester in which they intend to file. Students complete the Filing Fee Application available from the Graduate Division website ([www.grad.berkeley.edu/policies/forms.shtml](http://www.grad.berkeley.edu/policies/forms.shtml)). Students are billed the Filing Fee on their CARS statement. The degree cannot be awarded until the Filing Fee is paid.

• **What happens if a student does not complete the final degree requirements (filing the dissertation or thesis, or passing the final comprehensive exam):** An Application for Readmission is required in order to register (and file) after the use of Filing Fee. Alternatively, the student may register for 3 units of independent study in Summer Sessions under their dissertation chair, file the dissertation during the summer session, and receive a Fall degree.

• **Deadline for Filing Fee:** The deadline for filing fee is the Friday of the first week of classes. The Graduate Dean will consider exceptions for extending the deadline in situations deemed beyond the student’s control. To request an exception, the student’s dissertation chair must write a letter to the Associate Dean of the Graduate Division requesting an extension and explaining the circumstances for missing the deadline. This letter must be endorsed by the Head Graduate Advisor (Associate Dean for Student Affairs).

• **Filing a dissertation in the Summer:** To be eligible to file a dissertation in the summer, students must enroll in Summer sessions for a minimum of 3 units and paid their registration fees prior to filing. Students filing in Summer Sessions will be awarded their degree in December.

• **Filing Fee status and international students:** To avoid visa problems with the U.S. Immigration and Customs Enforcement, international students must contact the Berkeley
International Office (BIO, 642-2818) well before the beginning of the semester during which they plan to use the Filing Fee. Filing fee status can satisfy the SEVIS requirement for international students only if the student has obtained the signature of the BIO student adviser (contact the Berkeley International Office, located in the International House, 2299 Piedmont Avenue; 642-2818).

- **Health insurance for students on Filing Fee:** U.S. resident students may purchase Student Health Insurance Plan (SHIP) coverage for the semester they are on approved filing fee status if they have not already purchased SHIP during a period of withdrawal beyond one semester. UHS allows purchase of SHIP if a student is in a non-registered status for two semesters only, which pertains to both filing fee and withdrawal. For eligibility information and enrollment details, refer to the UHS website: (www.uhs.berkeley.edu/students/insurance/FilingFee.shtml).
ACADEMIC HONESTY

EXPECTATIONS OF STUDENTS’ CONDUCT
As members of the academic community, students are responsible for upholding the standards of academic integrity. The basic rules of academic study and inquiry call for honesty in the preparation of papers and assignments, acknowledging sources of ideas, and taking examinations on the foundation of one's own knowledge.

The Berkeley Campus Regulations Implementing University Policies, which address standards of student conduct, were amended in 1992 and are now published separately as "The Code of Student Conduct." The complete document is available at http://sa.berkeley.edu/conduct

The Honor Code at UC Berkeley is simple: “As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others.” More information about the Honor Code can be found here: http://asuc.org/honorcode/

CHEATING OR PLAGIARISM
Plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source. An instructor has the right to assign a final grade of F for the course if you plagiarized in a portion of the course, even if you have successfully and honestly passed the remaining portion of the course. Any student who knowingly aids in plagiarism or other cheating, e.g., allowing another student to copy a paper or examination question, is as guilty as the cheating student. Violations of academic integrity are taken seriously, and may be grounds for dismissal from the University.
GENERAL ENROLLMENT INFORMATION

REGISTRATION/WITHDRAWAL
All SPH students must be continuously enrolled for 12 units throughout their graduate careers. Students satisfy the continuous registration requirement by enrolling during regular academic semesters (fall and spring); registration during the spring semester maintains graduate status until the beginning of fall semester. Students enroll in classes via Tele-BEARS, which can be accessed online (http://telebears.berkeley.edu). Entering graduate students register through Tele-BEARS two to three weeks before the start of the new semester. For students who have been readmitted after the date on which Tele-BEARS appointments are available for readmitted students, appointment times will be generated and made available shortly after the readmission information is processed. Readmitted students must clear any financial or administrative blocks before appointments are generated. Tele-BEARS appointments for Phase I (continuing students only) and Phase II registration are generated and viewable in Bearfacts. Students have 24 hours to use their Tele-BEARS appointment. However, missing a Phase I or Phase II appointment does not mean that there are no further opportunities to add/drop or edit a class schedule; each student may enter Tele-BEARS and edit his/her schedule each evening from 7pm to midnight Pacific Time after the initial appointment time. The Tele-BEARS access calendar is located at: http://registrar.berkeley.edu/telebears_calendar.html

If instruction has already begun and a student wishes to discontinue study, a withdrawal must be formally requested and processed. By withdrawing, enrollment in all classes will be dropped and a student will no longer be able to attend for that semester or any future semester unless readmitted. Any student considering withdrawing should consult with his or her program and the Office of Student Services since readmission is not guaranteed and neither the School nor the university is obligated to readmit any student who has withdrawn. Please consult The Guide to Graduate Policy for further information, http://grad.berkeley.edu/policies/guides.

MINIMUM UNIT REQUIREMENTS (FOR DrPH and MPH STUDENTS)
Note: Academic degree programs may have additional or different enrollment policies than professional degree students. Please check with your program’s student advisor.

A minimum of 42-48 units (depending on program) are required for the MPH degree. A course load of 12-16 units per semester is acceptable for Public Health graduate students. A student who wishes to take fewer than 12 or more than 16 units is required to obtain special approval from his or her advisor.

SPH students must follow the requirements listed below:
1) Master's students are required to take a minimum of 12 units per semester.
2) Doctoral students who have passed their Qualifying Examinations are required to take a minimum of 8 units per semester (although most doctoral students opt to take 12 units since the registration fees are one rate regardless of unit count).
In exceptional cases such as personal or family illness, and upon recommendation of the student's Graduate Advisor and the SPH Office of Student Services, the Dean of the Graduate Division may approve a reduced course load. Carrying a reduced course load may result in a prolonged degree program.

**ADDING/DROPPING A COURSE and CHANGE OF GRADING OPTION**

*Important note: It is each student’s responsibility to ensure his or her schedule is accurate. Students should check their schedule periodically during the semester on BearFacts. NO LATE PETITIONS FOR SCHEDULE CHANGES WILL BE PROCESSED AFTER THE DEADLINE!*

- Before the Third Week of Classes: All changes must be made by the student via Tele-BEARS.
- After the Third Week of Classes: A Petition to Change Class Schedule must be filled out and submitted to the Office of Student Services. Please follow the deadlines announced via email each semester; information regarding each semester’s deadlines may also be found posted in the Student Lounge, the Office of Student Services, and in University Hall’s 4th floor lobby.
- *Please note that SPH deadlines for submission of materials may differ from those posted on the Registrar’s or Graduate Division’s websites as SPH needs processing time to meet campus deadlines.*


Depending on the action, the Course Instructor might need to sign; all petitions must be approved and signed by the Head Graduate Advisor*.

*For all MPH and DrPH actions the Head Graduate Advisor is the Associate Dean for Student Affairs, currently Professor Joan Bloom. All forms submitted after the deadline, must be signed by Dean Bloom but should be processed by Office of Student Services staff prior to signature.*

**GENERAL ADD/DROP POLICIES:**

- Under no circumstances will a petition to drop a course be approved because the student finds an anticipated grade inconvenient.
- Petitions for changes in class schedules will not be accepted after the stated SPH deadlines each semester. It is each student’s responsibility to check his or her class schedules frequently to ensure that the schedule as the Registrar records it, is accurate. Enrollment in incorrect courses or sections, or requesting incorrect grading option or units counts, may result in a failing grade which cannot be changed.

**PEDAGOGY COURSES**

Courses in the 375 series do not count toward the 42/48 unit requirement for the MPH degree. All GSIs teaching for the first time at Berkeley are required to enroll and complete a 375-level course (2 units) on teaching in the discipline prior to or concurrent with their first appointment.
UNDERGRADUATE COURSES
Courses numbered 199 and below are considered to be undergraduate courses. Graduate students may not take more than half of the required degree units in courses numbered 100 through 199. Courses numbered below 100 do not count toward meeting any graduate degree requirements.

INDEPENDENT AND SPECIAL STUDY COURSES
Independent and special study courses are numbered: 195, 197, 198, 199, 296, 297, 298, and 299. Of the 42/48 minimum units required for the MPH degree, no more than one-third of the total units completed (i.e. ten (10) units for a 42-unit degree or 12 units for a 48-unit degree) may be taken from courses numbered 195, 197, 198, 199, 296, 297, 298, or 299. Students may take Independent study units offered by SPH or departments outside the School. Provisions about independent study are to be administered by the Office of Student Services in concert with the student’s Faculty Advisor and monitored by the Associate Dean for Student Affairs. The SPH Curriculum Committee may grant variances to these policies as necessary and appropriate.

CONSENT OF INSTRUCTOR
"Consent of Instructor" means the instructor has the prerogative of deciding whether a student has the necessary background for the course that he or she wishes to take. Denial of access to a course should never be made for any reasons other than the student’s academic preparation and ability to intellectually benefit from the course, as well as his or her potential to contribute.

If a student does not agree with the instructor's decision, he or she can go to the Division Head, or Associate Dean for Student Affairs in the School of Public Health, to request an appeal. If the student is unsatisfied with the response of the appropriate SPH personnel, he or she is encouraged to request a meeting with the University Student Ombuds Office (http://campuslife.berkeley.edu/ombuds).
GOOD ACADEMIC STANDING FOR GRADUATE STUDENTS
Students are normally considered in good academic standing if they are making adequate progress toward the completion of degree requirements:
- Have a cumulative grade-point average of at least 3.0;
- Do not have more than 2 unfinished incomplete grades on their record;
- Have not received warning letters from the department or been placed on formal probation for academic or clinical deficiencies;
- Students must be in good academic standing to be placed in School of Public Health internships.

A passing grade for a Breadth Course Requirement is a “B-“. MPH students must take Breadth Course Requirements (PH 142; PH 200C1; PH 200C2; PH 200C3 and PH 250A) for a Letter grade. This applies for the alternatives courses which are listed on page 18. Students attaining less than a “B-“ will be required to retake the course to qualify for graduation.

GRADING STANDARDS
In order for students to be in good standing, they must maintain an overall grade-point average of at least 3.0 on the basis of all upper division and graduate courses (100- and 200-level) taken in graduate standing. Grade-points earned in Berkeley courses numbered below 100 or above 300 are not included in determining a student’s grade-point average for remaining in good standing or earning a degree. Some departments may have higher performance standards than the minimum B average required by the Graduate Division; the School of Public Health considers a grade of lower than B- in any individual course to be a sign of academic concern.

SPH RESIDENCY REQUIREMENT (For MPH and DrPH degree students only)
Students receiving a MPH or DrPH degree, including those transferring from other UCB departments (or SPH academic degree programs) or adding a SPH professional degree to other UCB graduate degrees, must be fully enrolled and be assessed full fees and Professional Degree Supplemental Tuition (PDST) for a minimum of two semesters. Financial aid or fellowships may cover any or all portion of those fee charges.
FACULTY ADVISORS

It is the Faculty Advisor responsibility to assist the student in developing an optimal program that meets the requirements for the degree he or she is pursuing and that insures sufficient flexibility to meet his or her individual goals. The Faculty Advisor should be prepared to discuss the requirements of the School of Public Health, the student’s area of concentration, as well as requirements for success in the students chosen field of study and future employment.

All faculty advisors will make available sufficient time in office hours to advise students during Welcome Week, during the first week of the semester, and throughout the semester. Advisors are encouraged to post a sign-up sheet outside their door indicating office hours available for advising purposes. New students are strongly encouraged to meet with their faculty advisor as close to the start of the semester as possible. A meeting with a faculty advisor early in the first semester gives students a chance to discover their advisor’s interests and research focus, gives the faculty advisor a chance to learn about the student and his particular background, interests and goals, and provides both the faculty member and the student with specific information about what each may expect from the advising relationship. Please note: students are assigned Faculty Advisors using information submitted during the application process. However, students are welcome to change advisors at any time for any reason. Please contact your Program Office to make an official advisor change.
## MPH Degree Breadth Requirements

All breadth courses must be taken for a letter grade except PH 297.

A passing grade for a Breadth Course Requirement is a “B-“. MPH students must take Breadth Course Requirements (PH 142; PH 200C1; PH 200C2; PH 200C3 and PH 250A) for a Letter grade. This applies for the alternative courses which are listed below. Students attaining less than a “B-“ will be required to retake the course to qualify for graduation.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Breadth Courses</th>
<th>Alternatives/Notes**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breadth Course</td>
<td>PH200C1, Health Policy and Management Breadth Course 2 units, Fall</td>
<td>1. PH223A, Introduction to Health Care System, 3 units, Fall (for MBA/MPH students only)</td>
</tr>
<tr>
<td></td>
<td>PH200C2, Environmental Health Sciences Breadth Course 2 units, Fall</td>
<td>2. PH223D, Foundations of Health Policy and Management, 2 units, Fall (for HPM students only)</td>
</tr>
<tr>
<td></td>
<td>PH200C3, Health and Social Behavior Breadth Course 2 units, Spring</td>
<td>1. PH203A, Theories of Health and Social Behavior, 3 units, Fall (for HSB students only)</td>
</tr>
<tr>
<td>Biostatistics</td>
<td>PH142, Introduction to Probability and Statistics in Biology and Public Health</td>
<td>4-8 units required, determined by division/program</td>
</tr>
<tr>
<td></td>
<td>4 units, Fall</td>
<td>1. PH141, Introduction to Biostatistics, 5 units, Summer (may be acceptable in some programs; ask your advisor)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. PH241, Statistical Analysis of Categorical Data, 4 units, Spring</td>
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<tr>
<td></td>
<td></td>
<td>3. PH245, Introduction to Multivariate Statistics, 4 units, Fall</td>
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<tr>
<td></td>
<td></td>
<td>4. PH252, Epidemiological Analysis, 3 units, Spring</td>
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<tr>
<td></td>
<td></td>
<td>5. Exemption exam (offered during Welcome Week)</td>
</tr>
<tr>
<td>Epidemiology</td>
<td>PH250A, Epidemiology Methods 3 units</td>
<td>1. PH250B, Epidemiologic Methods II, 4 units, Fall</td>
</tr>
<tr>
<td></td>
<td>Fall or Summer</td>
<td>2. Exemption exam (offered during Welcome Week)</td>
</tr>
<tr>
<td>Public Health Field Study</td>
<td>PH297, Public Health Field Study 3 units, Fall (take for S/U grading)</td>
<td>No exemptions or alternatives for this requirement. Waiver may be agreed upon individually with Associate Dean For Public Health Practice.</td>
</tr>
</tbody>
</table>

**Many of the alternative courses have prerequisites. See the online course descriptions for more info.**

http://catalog.berkeley.edu/

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GRADING

SATISFACTORY GRADES
A student must receive a B- in order to receive a satisfactory grade. In most courses, students have the option of taking a course on a Satisfactory/Unsatisfactory (S/U) basis. In courses where the student opted for S/U (or in courses where a letter grade is not offered), units are assigned to meet degree requirements but no grade points are given for the course. Public Health Field Study (Public Health 297) must be taken for a Satisfactory/Unsatisfactory (S/U) grading. Students not in good academic standing cannot be placed in School of Public Health internships or work as GSI’s or GSR’s.

No more than one-third of the total coursework completed at the time of graduation may be fulfilled by courses graded on an S/U basis. However, the “one-third rule” applies to each student’s individual curriculum. Public Health 291, 297, 299 courses, and all courses in the 300-600 series are not counted towards the one-third S/U unit count. While those units are included in the total base, they do not contribute to the one-third limit of S/U grades.

UNSATISFACTORY GRADES
"U" (Unsatisfactory) grades are assigned when the quality of work is far below the acceptable standard. The instructor determines all acceptable standards for the course. Students may challenge an assigned "U" if they believe the grade was assigned based on non-academic criteria. Grade challenges always begin with the instructor involved. For further information, please consult the Grievance and Appeals Procedures section of the SPH Student Handbook.

RECEIVING AN “I” INCOMPLETE GRADE
An instructor may assign an incomplete grade if the student’s work in a course has been of passing quality but is incomplete due to circumstances beyond the student’s control (such as sudden illness the day of the examination, or a family emergency that doesn’t allow for completion of assignments by the end of the semester.) The student and instructor must draft a written agreement addressing completion of remaining coursework, specifying which work must be completed and by what date. The student and instructor should also agree to the percentage of the final grade being represented by the incomplete coursework. The agreement must acknowledge the student’s understanding of the implications if the prescribed work is not completed by the prescribed time limit.
REMOVING AN INCOMPLETE GRADE

Important: Do not re-enroll in the course in order to remove your incomplete! To replace an Incomplete grade on a student’s record, the student files a “Petition to Remove an Incomplete Grade” available in department offices or through the Registrar’s Office website (http://registrar.berkeley.edu/GeneralInfo/elecforms.html). Students must complete section I and submit the form to the instructor, who completes section II and submits the form to the Office of Student Services and Admissions for processing. Please note: according to the Office of the Registrar policy, once a grade is assigned and the instructor of record has signed it, a student may not handle the document. It will be forwarded to the Office of the Registrar by SPH Office of Student Services staff.

Note: The Incomplete grade “I” is not physically replaced or removed from the academic record. Completion of the work is reflected as a subsequent line entry on the record, and the units and grade point thus earned will be included in the grade-point computations at the close of the next session.

TIME LIMITS CONCERNING INCOMPLETE GRADES

Unlike undergraduates, whose “I” grades becomes “NP” grades if not replaced within one semester, graduate students have no specified time limit for making up incomplete grades. However, there are other penalties:

1) Students who have two or more incompletes are academically ineligible to hold a student academic appointment, or to receive fellowship support from SPH or UCB.
2) SPH master’s students must remove all incomplete grades in required courses in order to receive their degree. (Graduate Advisors should review transcripts at least annually to make sure that students are not accumulating an excessive number of incompletes.)
3) If a student accumulates more than two Incompletes he or she is no longer considered in good academic standing and will be placed on academic probation and could face dismissal.
4) Students will not be placed on Candidacy degree list.
GRIEVANCE AND APPEALS PROCEDURES

In the event of any grievance or dispute, students are encouraged to contact the Ombudsman Office for Students and Postdoctoral Appointees. http://students.berkeley.edu/Ombuds/

GRADE GRIEVANCE AND APPEAL PROCEDURE
per "Berkeley Division Regulation A207 Grade Appeals," http://academic-senate.berkeley.edu/committees/coci/procedures-grade-appeals-based-alleged-use-non-academic-criteria
and “Berkeley Division Regulation 3.3.1.1, 3.3.1.2, and 3.3.1.3,” http://academic-senate.berkeley.edu/committees/re/regulations-university-california-berkeley-division-academic-senate?destination=node/63

Berkeley Division Regulation A207.A states that the grounds for grievance are: application of non-academic criteria, such as: considerations of race, politics, religion, sex, or other criteria not directly reflective of performance related to course requirements; sexual harassment; improper academic procedures that unfairly affect a student’s grade.

Informal Grievance Process
Students who wish to appeal a grade in a Public Health course must first begin discussions with the instructor. Students may contact the department chair, the student Ombudsperson (http://sa.berkeley.edu/ombuds/), or another mutually acceptable third party who can attempt to mediate the dispute informally and impartially. If the matter is resolved informally between the instructor and student and requires a grade change, the department chair will refer the case to the Committee on Courses of Instruction (COCI), who will review the case and notify the Registrar’s Office if they determine a grade change is required. If the matter cannot be resolved informally by the student and instructor or by a third party, then the student may begin the formal grievance process.

Berkeley Division Regulation 3.3.1.2

Formal Grievance Process
If the matter cannot be resolved informally, and it has been less than one calendar year since the last day of the semester in which the course in question was taken, then the formal grievance process may begin. Neither the informal nor formal grievance process may begin if one calendar year has passed.

The student shall submit the case in writing to their department chair. The standing Grievance Committee Chair, annually established following departmental officer appointing procedures, shall form an ad hoc Grievance Committee composed of three faculty members, including the committee chair, only two of whom may be from the same unit. The original instructor cannot be a member of the committee. The committee will also be comprised of two students in good standing appointed by the SPH Graduate Student Council. Student members must have been in

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residence for at least one year and, ideally, will have passed courses or an examination in the unit at least at the level of the disputed course or examination.

A new ad hoc committee will be formed for each case presented. In cases where multiple grievances are presented (more than one student grieving grades for the same course, or one student grieving grades from multiple courses) a single ad hoc committee will be formed with the student’s or students’ written consent.

After the student has submitted their appeal to their department chair, the committee will then obtain a written response from the instructor and will allow both parties to submit additional information orally or in writing. After the grievance committee reaches a decision, they will submit their recommendation, including minority view, to the department chair, student, and instructor. The department chair will then forward the committee’s recommendation to the Committee on Courses of Instruction (COCI). If COCI finds in favor of the student, they may: change a failing grade to P or S, drop a course retroactively, retain the course but eliminate the grade from GPA, or adopt the letter grade, if applicable, recommended by 4 out of 5 members of the grievance committee.

*Berkeley Division Regulation 3.3.1.3*

**ADMINISTRATIVE/ACADEMIC DECISION APPEAL PROCEDURE**

On occasion, non-grading decisions or actions may be disputed. The University has a variety of mechanisms to deal with complaints. An overview of grievance procedures that address administrative or academic decisions that impede or terminate progress toward a degree are discussed in APPENDIX A of the Graduate Advisors Handbook. A list of campus documents pertaining to other types of grievances and procedures for appeal is presented in APPENDIX A.1. Both APPENDIX A AND A.1 are available for at: [http://www.grad.berkeley.edu/policies/](http://www.grad.berkeley.edu/policies/).

The general rule, in the event of a dispute, is to begin with the parties closest to the situation. The principle is illustrated in the following policy adopted by the School of Public Health faculty for professional degree students. It pertains to administrative or academic decisions that impede or terminate progress toward a degree goal but does not cover grade appeals.

1) The student should first discuss the complaint with his/her Faculty Advisor.
2) If the situation is not resolved, the student and/or the Graduate Advisor should consult either:
   a. the Division Head; or
   b. the School of Public Health Standing Committee on Grievances.
3) If still unresolved, the next step is to consult the Head Graduate Advisor and Associate Dean.
4) Only if the above steps are followed without satisfactory resolution should the student bring the grievance or appeal to the Dean of the Graduate Division.
SCHOOL OF PUBLIC HEALTH DISCLOSURE POLICY REGARDING STUDENT INFORMATION

Copies of the Berkeley Campus Policy Governing Disclosure of Information from Student Records, issued by the Office of the Chancellor, are available for students to read at http://registrar.berkeley.edu/ferpa.html

The Assistant Dean for Student Services is responsible for maintenance of all student records. The Assistant Dean is assisted by staff members who have need to access the records in the course of performing their duties. To implement the policy, the School of Public Health has established the procedures listed below which apply to currently registered and former students.

PUBLIC RECORDS
The following types of information kept in the School of Public Health are considered matters of public record. The information is released, provided it is available in the office, if it is requested in writing. The information is not released if the student has requested in writing that it not be disclosed as a matter of public record:

*Name of student
*Address
*Telephone number
*Dates of attendance
*Degrees granted at Berkeley and dates

If a student does not wish to have address (campus and/or permanent), telephone number, or both to be considered public information, the request that this information be placed in the CONFIDENTIAL file in the Office of the Registrar (OR) may be submitted to the OR via an Address Change Form or in writing. The Office of the Registrar and the School of Public Health are under obligation to honor that request.

CONFIDENTIAL RECORDS
All other records, such as general correspondence, admission application, and educational test scores, are confidential. The following persons have access to these records: The Office of the President of the University, the Ombudsperson, and academic and non-academic staff of the School of Public Health. Other campus personnel are granted access when such access is necessary for the normal performance of their assigned duties. The procedures by which students and persons or organizations outside the campus may gain access are described below. Complete records of degree recipients, as well as those of inactive students who have not finished their degrees, are kept for five years after the last semester of registration.
PROCEDURES FOR ACCESS TO CONFIDENTIAL RECORDS

BY THE STUDENT
Students have the right to inspect their own confidential records provided they present adequate identification. Letters of recommendation and statements of evaluation dated before January 1, 1975 are not disclosed since these are not covered by congressional legislation. Letters and evaluations placed in the file after January 1, 1975 are not disclosed if the student has waived the right to inspect and review those recommendations.

To inspect their records, enrolled students should direct their request to the Student Services Staff. "Request for Review of Student's Record Forms" are available in 417 University Hall; there is minimum of one working day's notice but not later than 15 days after the request is made. The student may review his or her file in 417 University Hall, copies will be made for legal actions only; we regret that it is not possible to make copies of any or all parts of a student's record file for the purpose of applying for admission or employment elsewhere.

BY A THIRD PARTY
Disclosure to a third party can be made only with the written consent of the student, naming the third party, the records to be released, and the reasons for the disclosure. Please note: For records of graduation or official grades for coursework completed at SPH, the official office of record is the campus Registrar (http://registrar.berkeley.edu/ferpa.html).

CHALLENGE OF RECORDS
If a student believes that his or her records includes information that is inaccurate, misleading, inappropriate, or otherwise in violation of the student's rights of privacy, an appointment should be made with the Assistant Dean for Student Services, to request that the records be amended. If the student is not satisfied with the result of the appointment, he or she may appeal to the Dean of the School of Public Health. If the student is still not satisfied, there will be a hearing, presided over by a campus official or other party who does not have direct interest in the outcome of the hearing. The hearing will be within a reasonable length of time and will provide an opportunity for the correction or deletion of any inaccurate, misleading, or inappropriate data and for the inclusion in the student's records of a written explanation. NOTE: Grading and other evaluations of students' work by course instructors do not fall within the scope of such a hearing. For information on Grade Appeals, see Regulation A207 of the Academic Senate By-Laws, Berkeley Division.

While complaints and questions which have to do with student records would first be directed to the Assistant Dean for Student Services, they may also be submitted to the Office of the Registrar, 127 Sproul Hall. Complaints regarding violation of the rights accorded students by the 1974 Federal Family Educational Rights and Privacy Act (Buckley) may also be filed with the Family Compliance Office, US Department of Education, 600 Independence Ave., SW, Washington, DC 20202-4605.
Registrar’s Office Downloadable Forms

Cal Rentals Office
510-642-3642
http://calrentals.housing.berkeley.edu

Housing & Dining Services http://www.housing.berkeley.edu

Parking & Transportation
http://pt.berkeley.edu

Public Safety http://police.berkeley.edu/

Public Health Library
http://sph.berkeley.edu/student-resources/Library

Registrars Office
510-642-5990
http://registrar.berkeley.edu

Residency
510-642-5990
http://registrar.berkeley.edu/Residency/legalinfo.html

Schedule of Classes
http://schedule.berkeley.edu/

University Health Services (Tang Center)
510-642-2000
http://www.uhs.berkeley.edu/

Summer Course Catalog
http://summer.berkeley.edu/

Work-Study Programs
http://students.berkeley.edu/finaid/home/work.html

SPH Career Services
http://sph.berkeley.edu/careers/career-services

SPH Center for Public Health Practice
http://sph.berkeley.edu/careers/center-public-health-practice
Graduate Division Downloadable Forms
http://grad.berkeley.edu/policies/forms.shtml

Graduate Degree Options and Requirements for Graduation
http://sph.berkeley.edu/students/degrees/options.php

Request a Transcript
http://registrar.berkeley.edu/transfer.html

Alphabetical List of Policy Resources
http://policy.ucop.edu/