Penn
MASTER of PUBLIC HEALTH

2018-2019

STUDENT HANDBOOK

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Dear MPH Student:

We are delighted to welcome you to the Master of Public Health (MPH) degree program at Penn.

Penn's MPH Program was established in 2002 to promote University-wide synergy among academic disciplines to advance leadership in public health, with a primary focus on master's level professional education. The program is a true partnership across multiple schools of the University including the Perelman School of Medicine, School of Arts and Sciences, School of Dental Medicine, Graduate School of Education, School of Nursing, School of Social Policy and Practice, School of Veterinary Medicine, Wharton School of Business, and Penn's Center for Public Health Initiatives (CPHI).

Public health training at Penn occurs in a highly productive, supportive, team-oriented environment. The MPH program's pace is rapid, as advantage is taken of the trainees' maturity and experience. Training is designed to address the needs of each trainee, as it offers both structure and flexibility and the opportunity to pursue in depth interests already identified, as well as those that develop during training. This approach requires students to be mature, self-directed, and to have a clear vision of their goals in getting an MPH.

This program handbook was created to provide you with pertinent information about the MPH program and to introduce you to the faculty and staff with whom you will be working. .

At New Student Orientation we will address the topics within this handbook. An electronic copy will be posted on the MPH website. The University's website, www.upenn.edu, provides even more comprehensive information on Penn student resources and services.

Again, welcome to the MPH program. We look forward to working with you.

Sincerely,

Jennifer Pinto-Martin, PhD, MPH   Hillary Nelson, PhD MPH
Co-Director, MPH Program   Co-Director, MPH Program
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MISSION, VISION, VALUES, AND GOALS

The University of Pennsylvania Master of Public Health program (MPH) aims to provide a focal point for enhancing collaborations in public health research, teaching and service campus wide. Penn's curriculum enables students to develop skills and competencies that are responsive to the changing public health environment and that complement their training and experience in related fields.

Mission

The University of Pennsylvania MPH program leverages the University's interdisciplinary resources to prepare the next generation of public health leaders and innovators to promote the health of populations locally, nationally, and globally.

Vision

Establish healthy practices, places, and populations through inter-professional collaboration, exemplary education, research, and community engagement

Values

The MPH program's values are consistent with the University's commitment to promote faculty, students, and staff to achieve worldwide distinction via groundbreaking research, exceptional scholarship, and collaborative engagements locally, nationally, and globally.
- The MPH program is committed to creating a community of diverse students, scholars, and staff dedicated to promoting health for all populations.
- The Penn MPH program respects self-determination, empowerment, and community participation in collaborative, multi-disciplinary efforts to promote health equity as a public good.
- The Penn MPH program promotes the integration of knowledge into evidence-based public health programs and policies.
- The Penn MPH program believes that health is a human right.

Goals

The overall goals of the MPH program are to:
- Train and support future public health leaders
- Provide high quality, evidence-based classroom instruction
- Recruit and retain a talented and diverse student body
- Disseminate key findings from public health research and practice
- Cultivate a unique interdisciplinary program that engages public health partners within and outside of Penn
- Serve the local Philadelphia community
- Support workforce and professional development

ACCREDITATION STATUS

The MPH program of the University of Pennsylvania is accredited by the Council on Education for Public Health (CEPH).

CEPH is an independent accrediting body recognized by the U.S. Department of Education to accredit Schools of Public Health and graduate Public Health programs outside of schools of public health that prepare students for entry into careers in public health.

For more information on CEPH, refer to its website http://www.ceph.org or contact:

Council on Education for Public Health
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Washington, DC 20001
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MPH PROGRAM KEY CONTACTS (2018-2019)

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ACADEMIC PROGRAM OVERVIEW

MPH Degree Requirements

The University of Pennsylvania follows a standard semester system for academic terms. The minimum degree requirements for all three MPH tracks and for the MPH in association with a dual degree is 14 course units (CU), which is equivalent to 42 semester credit units.

All three tracks have the same Core Course Requirements, including 7 required core courses, two semesters of Capstone Seminar, and Fieldwork Experience. The MPH core courses will cover the 12 Foundational Public Health Knowledge and 22 MPH Foundational Competencies required by CEPH.

MPH Foundational Competencies

As a practice-based degree, the MPH is designed to teach a particular skill set. Through the seven required core courses, students will obtain knowledge in the following 22 MPH Foundational Competencies.

Evidence-based Approaches to Public Health

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

Public Health & Health Care Systems

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

Planning & Management to Promote Health

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

Policy in Public Health

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

Leadership

    16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making

    17. Apply negotiation and mediation skills to address organizational or community challenges

Communication

    18. Select communication strategies for different audiences and sectors

    19. Communicate audience-appropriate public health content, both in writing and through oral presentation

    20. Describe the importance of cultural competence in communicating public health content

Interprofessional Practice

    21. Perform effectively on interprofessional teams

    Systems Thinking

    22. Apply systems thinking tools to a public health issue

A strength of our program is the capacity of students to take advantage of a broad and deep set of elective offerings which allows students to develop an individualized program of study that will facilitate the acquisition of the specific knowledge, skills, and abilities they seek. For each track, students will select one elective from a short list of **required track electives (RTEs)**, each of which has been designed to teach at least five additional competencies. Students chose other electives within the MPH program or from the University in general that will strengthen their overall training in public health and prepare them for the next steps in their career.

The **Fieldwork experience** allows students to apply their competencies to the practice of public health in an experience that is relevant to the student's area of specialization. This experience satisfies CEPH's requirement for an Applied Practice Experience. Fieldwork experiences are conducted under the supervision of a community preceptor from a community-based fieldwork site. Students must identify five competencies, with at least three from the list of Foundational Competencies above.

The **Capstone** is a culminating experience that satisfies CEPH's requirement for an Integrative Learning Experience, and it represents another opportunity for students to apply the competencies they have obtained from the core courses and their chosen electives. In two Capstone Seminars, students will have an opportunity to synthesize the knowledge and public health competencies they have acquired through their coursework, apply them to solving public health problems in their area of interest as well as those of their peers, reflect together to learn from each other and from the relevant body of public health experience including the scientific literature, and begin to develop a common grounding and identity as public health professionals. The overall Capstone experience links these two seminars with mentored research or mentored project in public health. Over the course of the Capstone, students will develop, propose, revise, implement, and present their work.

Generalist Track

The Generalist Track is the most popular and most flexible course of study. This track has been designed for students who want a general focus on the practice of public health.

- Learn more about the competencies of the Generalist Track.

Generalist Track Degree Requirements	Course Units
Core	
PUBH501 Introduction to Biostatistics	1.0
PUBH502 Introduction to the Principles & Methods of Epidemiology	1.0
PUBH503 Environmental & Occupational Health[1]	1.0
PUBH504 Public Health Theories & Framework	1.0
PUBH505 Public Health Policy & Administration	1.0
PUBH506 Methods for Public Health Practice	1.0
PUBH507 Public Health law & Ethics	1.0
PUBH508 Capstone Seminar I	1.0
PUBH509 Capstone Seminar II	1.0
Required Fieldwork Experience (125 hours)	
Track-specific Electives	
Required Track Elective (RTE)[2]	1.0
Electives	
PUBH prefix course selection to meet student interest	1.0
University-wide course selection to meet student interests, with prior approval for public health content	3.0
TOTAL	14

[1] May substitute PUBH514 Experiential Learning in Environmental & Occupational Health
[2] Current RTEs listed here.

Global Health Track

Penn's MPH Global Health Track offers a curriculum designed specifically for applicants to the interdisciplinary Master of Public Health program who are interested in both the theory and practice of global public health. Recognizing that global health is an emerging area in the field, Penn's global health curriculum delivers core public health skills within a global context. Students within the Global Health Track will identify and carry out Fieldwork Experiences and a Capstone project that addresses their key global public health interests and learning goals.

- Learn more about the competencies of the Global Health Track.

Global Track Degree Requirements	Course Units
Core	
PUBH501 Introduction to Biostatistics	1.0
PUBH502 Introduction to the Principles & Methods of Epidemiology	1.0
PUBH503 Environmental & Occupational Health[1]	1.0
PUBH504 Public Health Theories & Framework	1.0
PUBH505 Public Health Policy & Administration	1.0
PUBH506 Methods for Public Health Practice	1.0
PUBH507 Public Health law & Ethics	1.0
PUBH508 Capstone Seminar I	1.0
PUBH509 Capstone Seminar II	1.0
Required Fieldwork Experience (125 hours)	
Track-specific Electives	
Required Track Elective (RTE)[2]	1.0
Electives[3]	
Approved Global Health Elective to meet student interest[4]	2.0
Approved additional electives to meet student interests[5]	3.0
TOTAL	14

[1] May substitute PUBH514 Experiential Learning in Environmental & Occupational Health
[2] Current RTEs listed here
[3] Note that at least two electives must have a PUBH prefix
[4] Current approved Global Health Electives listed here
[5] University-wide courses may be selected with prior approval for public health content

Environmental Health Track

Penn's Environmental Health Track offers a curriculum designed specifically for applicants to the interdisciplinary Master of Public Health program who are interested in mastering skills in identifying, investigating, ameliorating, and communicating about environmental health risks, including the social and built environment. Key strengths of this track include the MPH program's ability to provide mentored Capstone and Fieldwork experiences, especially focused on the urban environment and communities with an aging industrial infrastructure, such as Philadelphia and its many surrounding areas.

- Learn more about the competencies of the Environmental Health Track.

Environmental Health Track Degree Requirements	Course Units
Core	
PUBH501 Introduction to Biostatistics	1.0
PUBH502 Introduction to the Principles & Methods of Epidemiology	1.0
PUBH503 Environmental & Occupational Health[1]	1.0
PUBH504 Public Health Theories & Framework	1.0
PUBH505 Public Health Policy & Administration	1.0
PUBH506 Methods for Public Health Practice	1.0
PUBH507 Public Health law & Ethics	1.0
PUBH508 Capstone Seminar I	1.0
PUBH509 Capstone Seminar II	1.0
Required Fieldwork Experience (125 hours)	
Track-specific Electives	
Required Track Elective (RTE)[2]	1.0
Electives[3]	
Approved Environmental Health Elective to meet student interest[4]	2.0
Approved additional electives to meet student interests[5]	3.0
TOTAL	14

- [1] May substitute PUBH514 Experiential Learning in Environmental & Occupational Health
- [2] Current RTEs listed here
- [3] Note that at least two electives must have a PUBH prefix
- [4] Current approved Global Health Electives listed here
- [5] University-wide courses may be selected with prior approval for public health content

PLANNING FOR MPH STUDY

Each MPH student will meet with the MPH Co-Directors or MPH Associate Director prior to start of the first semester for advisor assignments and a preliminary plan of study.

Sample Full-time Course Layouts*:
*1 course unit (CU) = 1 course

Fall Year 1	Spring Year 1	Summer Year 1
3 CUs	3 CUs	2 CUs
Fall Year 2	Spring Year 2	
3 CUs	3 CUs	

Fall Year 1	Spring Year 1	Summer Year 1
4 CUs	4 CUs	Complete fieldwork (no courses)
Fall Year 2	Spring Year 2	
3 CUs	3 CUs	

Sample Part-time Course Layouts*:
*1 course unit (CU) = 1 course

Fall Year 1	Spring Year 1	Summer Year 1
2 CUs	2 CUs	1 CU
Fall Year 2	Spring Year 2	
2 CUs	2 CUs	1 CU
Fall Year 3	Spring Year 3	
2 CUs	2 CUs	

Fall Year 1	Spring Year 1	Summer Year 1
2 CUs	2 CUs	2 CU
Fall Year 2	Spring Year 2	
2 CUs	2 CUs	Complete Fieldwork (no courses)
Fall Year 3	Spring Year 3	
2 CUs	2 CUs	

PROGRAM ADVISING

Each student meets with the Co-Director or Associate Director or to plan a preliminary study plan and assist students with initial course selections and registration prior to new student orientation. Students are also assigned an Academic Advisor, who is a member of the MPH program faculty. Academic advisors help advise on the sequencing of the core courses and choice of electives, and also function as a mentor with whom to discuss what types of fieldwork or capstone experiences will help students achieve their goals. Students are encouraged to meet or communicate with their Academic Advisors at least once per semester, but more often if necessary. During the first year of study, all MPH students are encouraged to meet with the Fieldwork Coordinator to identify a fieldwork experience. As students prepare for their Capstone project, their Academic Advisor will connect them to the Capstone I Director as applicable.

COURSE REGISTRATION

How and When to Register for Courses
The MPH Associate Director will provide instructions on advanced registration in the previous semester. A full list of courses running in the MPH program will be shared at that time. Students will register on their own through Penn InTouch, using their PennKey and password. Should **additional permission or assistance be needed, students should contact the MPH Program Coordinator**.

Information on courses offerings at the University (e.g. timetables, classrooms, and course descriptions) can be found on the Office of University Registrar's website at http://www.upenn.edu/registrar. Navigate the site using the links on the left hand side of the webpage. The most up-to-date information of PUBH course descriptions can also be found on the MPH website http://www.publichealth.med.upenn.edu or by emailing the Program Coordinator (jmonique@pennmedicine.upenn.edu).

Priority Registration
Matriculated MPH students and Public Health certificate students will be guaranteed priority seating in PUBH-prefix courses until three weeks prior to the start of classes.

Registration will then open for non-matriculated, other graduate students, LPS students, and undergraduate students during the third week prior to the start of classes based on the list of requests from students, which the program will keep on a first-come, first-serve basis.

Two weeks prior to the start of classes the MPH Office will release department registration controls, allowing any Penn graduate student to register for a PUBH course via CIT until the course reaches the course cap. Undergraduate students still need to contact the course faculty for permission.

Add/Drop/Withdraw Policy
Students who drop a course within the course selection period, which is the first two weeks of the term, will receive a full tuition refund. Students will be responsible for 50% of the tuition and fees

for any course dropped between the second and fourth weeks of the term. Students who withdraw from a course after the 4th week of the term will be responsible for 100% of tuition and fees, and a **W** will show on the transcript.

Summer term class add/drop/withdraw schedules are published annually by the University.

COURSES

All PUBH course descriptions can be found on our website at
http://www.cphi.upenn.edu/mph/mph-curriculum.html.

Electives
The following guiding principles apply to any consideration of electives:
- Students work in collaboration with the MPH program staff and Academic Advisors to chose specific courses. At least 2.0 CU of elective credit must be taken under the PUBH prefix. At least one of those PUBH elective credits must be a Required Track Elective (RTE), specific to the track that the student has chosen.
- For non-PUBH courses, the course content must be linked to the public health paradigm. In addition to the list of pre-approved electives, students may submit a syllabus to the Co-Director and Associate Director for approval. These will be sent to an ad hoc sub-committee of the Curriculum Committee for approval.

Guidelines for Independent Study (PUBH 599)
Independent study opportunities to meet the elective requirements of the MPH program are available to the self-directed, motivated student who wants to expand her/his knowledge in an area of particular interest. Independent study must meet the elective requirements for the MPH program and must be approved by the MPH Director before the study begins.

The following process is recommended:
- The independent study credit allotment is generally one credit unit for the 14 week semester and requires a minimum of 150 contact hours, however other credit options may be discussed with the MPH Director.
- Planning for independent study must begin with the MPH Director to ensure that it is consistent with the student's overall plan of study.

Procedure:
- After selecting and conferring with an independent study faculty supervisor, the student will complete an Independent Study Proposal.
- **The proposal will include the following information (email is acceptable):**
  - Student's Name
  - Semester/date, CU value
  - MPH Academic Advisor
  - Independent Study faculty supervisor
  - Title of Independent Study
  - Statement of learning objectives and deliverables
  - Student plan for meeting objectives
  - Signatures of faculty supervisor, student, and advisor

- Copies of the approved proposal will be kept in the student's file.
- The student and the independent study faculty supervisor will schedule regular meetings throughout the semester. The faculty supervisor will oversee and evaluate the project.
- A bibliography must accompany all independent study projects. A paper or project is required.
- At the end of the semester of independent study, a student evaluation and a faculty supervisor evaluation will be completed and returned to the MPH Director.

- **The student evaluation will include the following**:
  - Summary statement of the time invested and accomplishments during the semester of independent study
  - Evaluation of the fulfillment of predetermined independent study learning objectives
  - Indication that the student and faculty supervisor have reviewed the evaluation
- **The Independent Study faculty supervisor evaluation will include the following:**
  - Evaluation of student fulfillment of learning objectives
  - Evaluation of written work
  - A final grade
  - Indication that the student and faculty supervisor have reviewed the evaluation
- A copy of the final project will be provided to the MPH office for placement in the student's file.

CAPSTONE AND FIELDWORK EXPERIENCE

The Capstone Experience
The required culminating experience or Capstone is a guided research or service project, which satisfies CEPH's requirements for an Integrative Learning Experience.

The Capstone seminar course (PUBH 508 and PUBH 509) is a required two semester credit bearing course and is a core element of the MPH Program. The capstone courses are overseen by two Capstone Course Directors (one for PUBH508 and one for PUBH509) to ensure that these courses provide each student with the framework to apply knowledge gained across the curriculum in development of their Capstone project. Students are encouraged to meet with the Capstone Course Directors to help frame their capstone experiences. For 2018-2019, Dr. Evan Anderson is the Capstone 1 Course Director and Dr. Dominique Ruggieri is the Capstone 2 Course Director.

Capstone students are responsible for designing and completing a public health project and presenting a deliverable (described in the syllabus) to the Penn public health community and stakeholders. Each student must identify a faculty mentor, (referred to as the Capstone faculty mentor) who will oversee the design and development of the deliverable. Each student is required to conduct a comprehensive review of the relevant literature to assure they understand the social, cultural, and environmental context of the public health problem of interest. Additionally, students

are asked to pay particular attention to the relevant policy environment, and to the needs of vulnerable populations. The nature and scope of the project is determined jointly by the student, Capstone faculty mentor, and their Capstone course instructor. Each student should design a project that addresses their academic interests and affords them an opportunity to apply at least three MPH competencies, at least two of which need to be track-specific competencies. Because this is a culminating experience, students should have taken a substantial number of MPH courses prior to starting the capstone sequence. In general, MPH students with no prior public health coursework should complete 6 PUBH-prefix courses prior to matriculating in Capstone I. MPH students with advanced degrees and dual degree students should complete 4 PUBH-prefix courses prior to matriculating in Capstone 1.

Fieldwork Experience

CEPH requires that all MPH students in its accredited programs demonstrate the application of basic public health (PH) concepts through an Applied Practice Experience that is relevant to the student's area of specialization. Thus, the goal of Penn's Fieldwork Experience is for a student to gain real-world PH experience while building PH skills and competencies through engagement in meaningful PH activities. The Fieldwork experience is to be conducted under the supervision of a Community Preceptor and on the behalf of a PH organization, or as part of a PH research project, or PH intervention conducted in the field. The fieldwork experience should allow student to demonstrate attainment of at least foundational or track-specific competencies, with at least three of them as MPH Foundational Competencies.

Students in the Penn MPH Program must complete 125 hours of field experience before they can graduate from the program.

Activities conducted as a part of the Fieldwork Experience must contribute to programming that has the potential to have a population level impact. Activities must also be easily linked to at least 5 competencies, of which at least 3 must be MPH foundational competencies. Two Track specific competencies may be included in the five. A listing of foundational and/or track specific competencies can also be found on the Fieldwork Approval Form.

Field Placement

The Fieldwork Coordinator, Elaine Weigelt, MPH, will meet with all students to discuss student interests, characteristics of fieldwork, required paperwork, etc. Prior to scheduling a meeting to discuss Fieldwork each student should submit the FW Advising Form, which may be found on the Canvas Student Home Base. Based on this meeting and the interests/existing connections of the student, one of the following will happen:

- The Fieldwork Coordinators will assist the student in identifying an appropriate fieldwork site, project, and community preceptor. (This is the primary way most fieldwork placements are put into place.)
- The students will use their own connections and organize their own project, site, and community preceptor, if this route is desired by the student.
- The students will enlist the help of their advisor or selected MPH faculty member in identifying an appropriate site, project, and community preceptor, if this route is desired by the student.

Work in the Field

Once placed at an appropriate field site and under the supervision of an appropriate community preceptor, students must complete 125 hours conducting the agreed upon tasks associated with their approved project. This can be done all at once (e.g. working full time for approximately 3 ½ weeks) or part time (e.g. working 3 hours/week for 42 weeks). Decisions about a schedule which outlines how the 125 hours will be completed by the student, should be made by the student in collaboration with the community preceptor. This schedule should be included in the Fieldwork approval form (see below for details) and approved by Elaine Weigelt, Fieldwork Coordinator.

Required Forms
Students need to complete three forms over the course of their Fieldwork:
- The Fieldwork Approval Form
- The Fieldwork Activity Log
- The Fieldwork Summary Form **(Includes 2 site deliverables)**
    o Two deliverables submitted electronically on the summary form, which convey application of foundational and track-specific competencies (i.e. written reports, presentations, data briefs, etc.). *Note: The materials may originate from multiple experiences or a single, intensive experience with one site.*

The Fieldwork Approval Form requires signatures from the Student and the Fieldwork Coordinator, Elaine Weigelt. The Fieldwork Approval Form and Activity Log require the signature of the Community Preceptor as well. For the Fieldwork experience to be finalized, the Community Preceptor also is expected to fill out a student evaluation form. This form is not shared with the student, but the Fieldwork cannot be considered completed until it is received.

All forms noted above (4 in total, 3 to be completed by the student, and 1 to be completed by the Community Preceptor) must be submitted to and approved by the Fieldwork Coordinators. Links to Fieldwork forms can be found here: https://canvas.upenn.edu/courses/1234368/modules.

Timing of Paperwork
The Fieldwork approval form needs to be submitted to Elaine Weigelt within the first week of placement. This approval form can be submitted no later than 2 ½ months prior to the student's expected graduation date. All 4 forms related to Fieldwork (approval, log, summary and student evaluation) need to be received by the MPH Office no later than 4 weeks prior to the student's expected graduation date.

Completing the Fieldwork in Relation to the Capstone Project
Students have the option of completing their Fieldwork separately from their Capstone Project or combining the two requirements of the program. Combined projects must include 125 hours of fieldwork (as defined above) and a final, culminating project that meets the requirements of the Capstone course and Capstone Mentor. This option is only appropriate when the Capstone Project involves PH work done in the field and in collaboration with community members and/or community-based organizations.

DUAL DEGREE AND CERTIFICATE PROGRAMS

Dual Degree Program

Penn offers a rich, comprehensive, and intellectually stimulating academic environment with respect to content areas of relevance to population health. One of the primary goals of the Penn MPH program is to educate individuals who have or are developing an in-depth base in a specific profession or disciplinary content area that is related to public health. Therefore, considerable emphasis is placed on the development of joint programs in which MPH study is done concurrently or partly overlapping with completion of another Penn graduate degree.

The following dual degree programs are offered in conjunction with MPH:

- ☐ Medical Doctorate (MD)
- ☐ Juris Doctorate (JD)
- ☐ Doctor of Dental Medicine (DMD)
- ☐ Veterinariae Medicinae Doctoris (DVM)
- ☐ Doctor of Philosophy (PhD)[1]
- ☐ Master of Bioethics (MBE)
- ☐ Master of Science in Nursing (MSN)
- ☐ Master of Environmental Studies (MES)
- ☐ Masters in Social Work (MSW)
- ☐ Master of Science in Social Policy (MSSP)
- ☐ Master of Public Policy and Administration (MPA)
- ☐ MS Nonprofit Leadership-MPH
- ☐ BA/BS-MPH[2]

[1] *Note: There is no PhD in public health. Any student pursuing an outside PhD program can inquire about the opportunity to add the MPH to their degree. The PhD program must give permission before a dual degree can be considered.*
[2] *This program is limited to undergraduate students in the College of Arts & Sciences at the University of Pennsylvania*

Further dual degree possibilities are in development. Students interested in pursuing a dual degree program are encouraged to discuss their interests with the MPH Associate Director.

Certificate Programs

The MPH Program currently offers three certificate programs for current Penn students:

- ☐ Public Health Certificate Program is for graduate students enrolled in a PhD (doctoral) program in Biomedical Sciences or related fields like Biology, Chemistry, and Bioengineering.
- ☐ Certificate in Public Health Medicine is for current Perelman School of Medicine medical students
- ☐ Certificate in Public Health and Cognitive Aging is available to qualified Penn graduate students (Master's, PhD, MD, or equivalent) who wish to acquire a body of knowledge that is key to improving the health and psycho-social outcomes for our aging population.

ACADEMIC POLICIES AND CODES OF CONDUCT

University-Level Student Codes and Policies

As a student at the University of Pennsylvania, you are accountable to comply with student codes of conduct and policies. Below is a hyperlinked list of university codes and policies so you can find a full description of each:

- ☐ Code of Student Conduct
- ☐ Code of Academic Integrity
- ☐ Policy on Acceptable Use of Electronic Resources
- ☐ Guidelines on Open Expression
- ☐ Sexual Violence, Relationship Violence and Stalking Policy
- ☐ Sexual Harassment Policy
- ☐ Bicycle Policy

HIPAA and CITI Requirements

All students are required to complete the HIPAA and the CITI training during the first semester of study in the MPH program. The certificates that are issued at the completion of the online exam must be submitted to the MPH Program Office before the completion of the first term of study. Failure to submit the certification documents will result in suspension of registration for the following term, until the paperwork is submitted.

The HIPAA training is available through this link: http://knowledgelink.upenn.edu

As of 2017, the University and School of Medicine mandate that HIPAA training must be completed every year.

CITI Training is available through this link: https://about.citiprogram.org/en/homepage/

- • "First Time Users" will need to Register *(create account with a username and password)*
- ☐ When asked which course you plan to take, choose:
  Social/ Behavioral Research Course – Basic Course (16 modules)
- ☐ Choose Protection of Human Subjects (page 7)
- • No, I'm not a CHOP Based researcher.
- ☐ Group 2 Social/Behaviorlal Research Course (NOT Students/Class projects)
- ☐ No, I do not want to take the GCP course

Grading Policies

The MPH grading policy is at the **discretion of the individual course instructors**. Courses taken as pass/fail will not be applied to the MPH degree.

Please find below the generally used grading scale for the MPH Program.

Grade	% Score	GPA
A+	97-100	4.0
A	93-96	4.0

A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
F	0-69	0

Please note that an A+ carries the same weight (4.0) as an A.

Incomplete Grades

It is expected that a matriculated MPH student shall complete the work of a course during the semester in which that course is taken. A student who fails to complete a course within the prescribed period shall receive, at the instructor's discretion, either a grade of I (incomplete) or F (failure). If the incomplete is given, the instructor may permit an extension of time up to one year for the completion of the course. In such cases, any course which is still incomplete after one calendar year from its official ending must remain as incomplete on the student's record and shall not be credited toward the MPH degree. Students who receive two or more incompletes within a semester may not register for the subsequent semester(s) without the permission of the MPH Program Director and the Associate Director.

Good Academic Standing

According to University policy, a graduate student must maintain a cumulative Grade Point Average (GPA) of a 'B' / 3.0 or above to be considered in good academic standing. A student who does not meet the University policy of maintaining a cumulative 'B' /3.0 average will be reviewed by the MPH Program Director, the Associate Director, and the Academic Progressions Committee. A student may be put on academic probation for a period of 1 semester (not including summer session) while taking other courses to improve his/her overall average.

Any course in which the student receives a grade of "C+" or below will not be applied toward the Master of Public Health degree. The record of any student who receives an unsatisfactory grade (less than a 'B-'/ 2.7; "C+" or below) in a course will be reviewed by the MPH Program Director, the Associate Director, and the Academic Progressions Committee. A student will be put on academic probation for a period of 1 semester to improve his/her overall average. Students may continue to take other courses during the probation period and the student must make arrangements with the course instructor and the MPH Program Director and/or Associate Director to discuss options for dealing with grades of "C+" or below. Options include studying on his/her own and arranging with the instructor to retake or resubmit the work that led to the unacceptable grade or taking the course again during the next semester in which it is offered. For non-core (elective) courses, students have the option of choosing an alternative course. Specific arrangements must be approved by the MPH Program Director and/or Associate Director, with input from the Academic Progressions Committee as needed.

In general, following academic probation, a return to good academic standing is contingent on maintaining a GPA of 'B' /3.0 or higher and earning a grade of 'B-' or higher in all remaining courses.

Any student who is on academic probation for a period greater than 1 semester will be referred to the Academic Progressions Committee for review and recommendation. This committee is authorized to dismiss the student or to consider whether to allow the student to remain in the program on a probationary basis.

Dual Degree Students and Certificate Students
To remain in good academic standing as an MPH student, dual-degree and certificate students must be in good academic standing for both degree programs. Any student on academic probation in their other degree program will be referred to the Academic Progressions Committee for review and recommendation.

Auditors
A student who desires to attend a course without performing the work of the course must first secure the consent of the student's Program Director and then the course instructor. Students who wish to audit must elect the designation of Auditor at the time of course registration. Upon completion of the course it will show on his or her official university transcript with a grade of "AUD". Auditors pay the same tuition and fees, but receive no credit for the course.

An unregistered student who wishes to "sit in" on a class may do so with the permission of the Program Director and instructor. Unregistered students may not be added to the course blackboard site.

Time to Degree Completion
The program is designed to be completed either as a two-year full-time program or a three-year part-time program. The time to complete the degree may be extended for those who complete the MPH program in combination with another Penn degree (a dual-degree). Students must submit a written request to the MPH Program Office when seeking to extend time to complete the program.

The consensus within the Office of Masters Programs (OMP) is that 5 years is sufficient time for students to complete their required courses and thesis if required, including dual degree students. It is agreed that the Office of Masters Programs will monitor "ancient students," who are defined as any student who had not graduated within 5 years from matriculation. A student may elect to voluntarily withdraw from his/her MPH program after 5 years. OMP must receive a written letter from the student stating their decision to withdraw.

Continuous Registration / Leave of Absence
Continuous registration as a graduate student is required unless a formal leave of absence is granted. A student who wishes a leave of absence must submit a written request to the Associate Director of the MPH program for initial approval. The written request and an Action/Transfer Notice will then be submitted to the Associate Dean for Masters Programs for final approval. Students may go on leave for periods of one semester or one year. In unusual circumstances and at the written request of the student, such leaves may be extended for no longer than one additional year; a new Action/Transfer Notice must be filled out for each period of leave. Students who remain on leave longer than two years and who do not respond to the University's attempts to contact them may be withdrawn from active status.

A leave of absence will be granted for:
- Medical – Students with a medical situation that will temporarily interfere with their studies.

☐ Military Duty
- Family – For the birth or adoption of a child, child care, or care of an immediate family member with a serious health condition.
  The above leaves are typically for up to one year and "stops the clock" on time to completion.
- Mandatory – Students who accumulate two or more incomplete grades in a given term or in cumulative terms may be placed on leave until such work is finished satisfactorily.
- Personal – Student decided to leave the University for a time because of work or to pursue other personal goals.
  A mandatory or personal leave does not automatically change the time limit.

When a student wishes to return from a leave of absence, a written request must be submitted prior to the start of the desired term.

Any student on a leave of absence who wishes to retain access to Penn's facilities must pay a fee per semester of absence. This fee is added to the Student Financial Services bill by the home school. Students interested in this option, should contact the Office of Masters Programs.

Grievance Procedures
Schools and academic departments within the University have established procedures for the resolution of student grievances concerning academic matters. Students who have a concern about a matter related to the graduate program or a course should first consult with individuals within their graduate program: Instructor, MPH Program Director, or MPH program staff. Both students and faculty should be familiar with the following policies and guidelines regarding the filing of grievances.

A student who wishes to register a grievance regarding an academic matter should first submit a written appeal to the appropriate instructor(s) no later than the end of the following academic semester from which the course was completed. Email appeals are permitted. For courses that are cross-listed between the MPH program and another program, the Director of the MPH Program may consult with the Director of the other program, where appropriate. If the grievance is not resolved, the student should take the grievance to the MPH Program Director, who will consult with the instructor and attempt to resolve the dispute. If the matter continues to be unresolved to the satisfaction of the student and/or instructor, the issue will be referred to the appropriate Dean depending on which schools are involved. For courses that originate from the MPH program, this would be the Associate Dean for PMCP at the Perelman School of Medicine.
The Associate Dean for PMCP will review the situation to determine if the grievance has merit and make an appropriate decision and recommendations. The Associate Dean will notify the student, instructor, and any other MPH staff as needed, and a written copy of the grievance will be kept in the student's file.

For administrative and employment grievances, the student should contact the Associate Director and/or Director of the Program, unless it is more appropriate to contact the Associate Dean of PMCP. For matters related to equal opportunity/affirmative action policies and programs, students should contact The Office of Affirmative Action & Equal Opportunity Programs.

At any point in the grievance process, students may also take concerns to the Office of the Ombudsman. The Office of the Ombudsman is available to members of the Penn community to

listen to issues and assist with mediation and conflict resolution. For more information, see the Office of the Ombudsman website at http://www.upenn.edu/ombudsman.

Academic Integrity
Students are expected to adhere to the University's Code of Academic Integrity. Care should be taken to avoid academic integrity violations, including: plagiarism, fabrication of information, and multiple submissions. Students who engage in any of these actions will be referred to the Office of Academic Integrity, which investigates and decides on sanctions in cases of academic dishonesty.

See link for more information: http://www.upenn.edu/academicintegrity/index.html

Authorship Guidelines
We are proud to say that many MPH student projects lead to publication and presentations. However, that means that students must be prepared to discuss authorship with mentors, faculty and fellow students. Conflicts about authorship are common in academia, these include – exclusion, order and, and at times, inclusion (that is listing someone on a paper who has not made a contribution). The best advice for all students and mentors is to openly discuss and negotiate authorship prior to initiating a manuscript. It is not uncommon for authorship order to shift during the development of a manuscript as roles and work load often shift as papers evolve. Before initiating a joint project, the faculty member or mentor and the student should have a clear understanding of how authorship credit on any papers that arise from the work will be determined.

All authors must approve the work before it is submitted for publication. This is true of manuscripts and abstracts. Early conversation about authorship can prevent conflicts and disputes. Authors are usually listed in their order of the weight of their contribution. The designation of first or last author carrying special weight, however it is important to note that the significance of being last author varies with discipline.

Students should review the following:

Authorship: The following recommendations are based upon standards set by the International Committee of Medical Journal Editors (ICMJE) in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (2010). Please see http://www.icmje.org for more information.

Authorship Criteria: An "author" is generally considered to be someone who made substantive intellectual contributions to a published study.
The ICMJE recommends that authorship be based on the following 4 criteria:
- ☐ Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- ☐ Drafting the work or revising it critically for important intellectual content; AND
- ☐ Final approval of the version to be published; AND
- ☐ Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged—see Section II.A.3 below. These authorship criteria are intended to reserve the status of authorship for those who deserve credit and can take responsibility for the work. The criteria are not intended for use as a means to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterion #s 2 or 3. Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript.

The individuals who conduct the work are responsible for identifying who meets these criteria and ideally should do so when planning the work, making modifications as appropriate as the work progresses. It is the collective responsibility of the authors, not the journal to which the work is submitted, to determine that all people named as authors meet all four criteria; it is not the role of journal editors to determine who qualifies or does not qualify for authorship or to arbitrate authorship conflicts. If agreement cannot be reached about who qualifies for authorship, the institution(s) where the work was performed, not the journal editor, should be asked to investigate. If authors request removal or addition of an author after manuscript submission or publication, journal editors should seek an explanation and signed statement of agreement for the requested change from all listed authors and from the author to be removed or added.

The corresponding author is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, and typically ensures that all the journal's administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest forms and statements, are properly completed, although these duties may be delegated to one or more coauthors. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication. Although the corresponding author has primary responsibility for correspondence with the journal, the ICMJE recommends that editors send copies of all correspondence to all listed authors.

When a large multi-author group has conducted the work, the group ideally should decide who will be an author before the work is started and confirm who is an author before submitting the manuscript for publication. All members of the group named as authors should meet all four criteria for authorship, including approval of the final manuscript, and they should be able to take public responsibility for the work and should have full confidence in the accuracy and integrity of the work of other group authors. They will also be expected as individuals to complete conflict-of-interest disclosure forms.

Some large multi-author groups designate authorship by a group name, with or without the names of individuals. When submitting a manuscript authored by a group, the corresponding author should specify the group name if one exists, and clearly identify the group members who can take credit and responsibility for the work as authors. The byline of the article identifies who is directly responsible for the manuscript, and MEDLINE lists as authors whichever names appear on the byline. If the byline includes a group name, MEDLINE will list the names of individual group members who are authors or who are collaborators, sometimes called non-author contributors, if there is a note

associated with the byline clearly stating that the individual names are elsewhere in the paper and whether those names are authors or collaborators.

Corresponding Author: In every round of edits, the corresponding author is responsible for verification of references, accuracy of statistical information as well as for checking the manuscript for grammar, spelling, syntax, language use, and adherence to CPHCM manuscript format guidelines and AMA Manual of Style format and style requirements.

Conflict of Interest (COI): A Conflict of Interest (COI) exists when an individual involved in the publication process (i.e., author, peer reviewer, or editor) has private interests (competing interests) that could unduly influence (or be reasonably seen to do so) his or her responsibilities in the publication process such that a reasonable observer might wonder if the individual's behavior or judgment was compromised. A COI could include 1) financial ties, 2) academic commitments, 3) personal relationships, 4) political or religious beliefs, or 5) institutional affiliations.

Other Contributors: All contributors who do not meet the criteria for authorship should be listed in the acknowledgements. Examples from the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (ICMJE, 2010) of those who might be acknowledged include anyone who provided purely technical help, writing assistance, or a department chairperson who provided only general support. If the authors received such assistance, they should disclose the identity of those individuals and the organization that supported their contributions. Written permission from those acknowledged should be obtained. Financial and material support should also be acknowledged.

Transfer Credit Policy

Fourteen course units are required for the MPH degree. Twelve course units must be taken at the University of Pennsylvania, with at least 10 course units taken in the public health program (PUBH). MPH students may request to transfer up to two graduate level credits from an accredited program outside the University. Courses taken on a pass/fail basis and courses taken more than three years ago will not be considered for transfer credit. Only courses in which the student received a grade of "B" (3.0) or better will be considered for transfer credit. Requests for transfer credit should be submitted to the MPH Associate Director, together with a course syllabus, course documents and other course items, as requested, for the course under consideration.

Requests for waivers of core courses or RTEs will be done on a case-by-case basis, as these decisions involve assessment of whether the CEPH requirements for Foundational Public Health Knowledge learning objectives and MPH Foundational Competencies can still be met through a combination of the transferred courses, other PUBH courses, and/or other educational activities.

Incoming MPH students that have completed a terminal degree within the last 5 years from their matriculation date from a related discipline may be eligible for 2 credit units (CU) toward their 14 CU MPH requirements as intellectual credit for post-professionals. The terminal degrees that will be considered include: MD, JD, PharmD, DVM, DMD, or PhD in a related field (determined by the MPH Program Director and/or Associate Director). If a student meets these criteria, they can submit a request for the 2 CU waiver. If this request is granted, the 2 CU's will count as elective credit toward their MPH coursework.

FINANCIAL INFORMATION

Academic Year 2018-2019
Gross tuition and fee costs are determined by the number of course units (CU's) students take per term. Courses taken in other schools of the University through the Master of Public Health degree program are billed at MPH rates. Tuition bills are mailed by the University's Office of Student Financial Services prior to the start of the academic term. Tuition is due upon receipt of bill. An unpaid balance of $500 or more will prevent students from registering for the next semester. The current year's tuition schedule is as follows:

# CU's	Tuition	General Fee	Technical Fee	Total
1 CU	$4,526	$372	$181	$5,079
2 CU	$9,052	$744	$362	$10,158
3 CU	$13,578	$1,492	$541	$15,611
4 CU	$18,104	$1,492	$541	$20,137

Description of Fees
General Fee: The amount of the general fee is based on the number of course units taken. The general fee enables the University to maintain essential facilities such as the library system, museums and institutes, special laboratories, the Student Health Service, Athletics, and Career Services.

Technical Fee: Students may be charged a technical fee for computing services such as access to computer labs and use of email accounts.

Clinical Fee: Full-time students (3 cu's or more) are required either to pay a separate Clinical Fee for access to the Student Health Service or to enroll in a health insurance plan that provides a capitated payment to the Student Health Service (i.e., the Penn Student Insurance Plan or a private plan that provides and equivalent capitated payment).

Note: Tuition and fees information for joint-degree programs is different from the above and is posted on the dual-degree programs' website. The Associate Director can answer questions related to the dual degree programs.

Financial Aid
Students interested in receiving financial aid can contact Student Financial Services (http://www.sfs.upenn.edu/). NOTE: In the School of Medicine, a financial aid package is not offered to students until they have committed to come to Penn and are entered into the Student Registration System. International students are not eligible for student loans.

Limited funding opportunities are offered through the MPH program. Matriculated students are provided with respective applications and notices for any opportunities via email. International students and employees have limited eligibility. The MPH program at Penn is a member of the Association of Schools and Programs of Public Health (ASPPH). All funding opportunities offered through ASPPH are open to matriculated students. ASPPH offers information on how to finance your graduate education here: http://www.aspph.org/study/financing-your-degree/.

ADMINISTRATIVE STRUCTURE

The MPH Program is based in the Perelman School of Medicine (PSOM), within the Center for Public Health Initiatives, a Provostial-level center. The MPH program has a dual reporting structure through the Associate Dean of PSOM Master's and Certificate Programs (PMCP) to the Office of the Executive Vice Dean and Chief Scientific Officer, and through the Director of the Center for Public Health Initiatives to the University Vice Provost for Research. The MPH is formally administered through the School of Medicine, which provides the program with office space, technical support, and an administrative budget, and confers the degree.

The MPH Program Director should be a Standing Faculty at the University at the rank of Associate or Full Professor. The Director shall have responsibility for administrative oversight and academic leadership of the program. The Director shall be a member of any standing committees and the Chairperson of the Steering Committee. At his or her discretion, the MPH Program Director may appoint a Co-Director to oversee the management of the program.

The **MPH Associate Director** reports to the **MPH Co-Director** and is responsible for all MPH student-related activities, including meeting with prospective students, overseeing the admission process, academic advising, and ensuring completion of degree requirements. The Associate Director oversees the accreditation process, including record keeping, data monitoring, and reporting. The Associate Director coordinates with relevant Perelman School of Medicine staff and joint degree program staff to ensure cross-collaboration and joint degree offerings.

The **MPH Associate Director** oversees the following staff**:**
- ☐ **Community Outreach Program Manager**, whose responsibilities include MPH recruitment and Fieldwork Coordination
- ☐ **Administrative Coordinator**, whose responsibilities include student registration and admissions

The **Curriculum Committee** is responsible for developing and evaluating courses for the MPH program (review syllabi to ensure compliance with accreditation standards and reduce overlap), developing curricular policies (e.g., relating to transfer credits, course substitutions, approval of syllabi for both required courses and electives to be offered under the Public Health prefix), and review and update MPH tracks. The Curriculum Committee will include two current MPH students who will represent the student's view of the curriculum. In addition, an ad hoc subcommittee of the Curriculum Committee will also be asked to review non-PUBH courses for public health content.

The **Admissions Committee** will set policy for program eligibility and application requirements, review applications for admission, and make admissions decisions. It shall review all student applications to the MPH Degree Program and identify the most promising applicants who shall be offered a place in the program.

The **Student Advising Committee** is responsible for advising students on appropriate sequencing of courses and choice of electives. A subcommittee of the Student Advising Committee will also function as the **Academic Progressions Committee** to monitor the time-to-degree and academic progress of all MPH students.

The **Steering Committee** will be comprised of the Director and Co-directors, Associate Director, Executive and Deputy Director of CPHI, Chairs of the Admissions, Curriculum, and Student Advising Committees, as well as the MPH program coordinator, MPH fieldwork coordinator, and MPH Capstone directors. The committee meets quarterly to address program quality, growth, and program-level issues.

Student Organizations

The Penn Public Health Society (PPHS) is the MPH program's student organization. They work to foster student discourse and communication in public health arenas and take responsibility for organizing campus wide National Public Health Week activities. This organization facilitates networking and collaboration among public health students at Penn, in Philadelphia, and nationally through the American Public Health Association (APHA). Representatives from the student body are invited to sit on the standing committees of the Master of Public Health program as non-voting members. A faculty member is appointed as liaison for this group.

The Global Health Society (GHS) seeks to build awareness of and engagement in global health issues for all Masters of Public Health students, and particularly for the Global Health Track students. The goal of GHS is to increase opportunities for global health research and service, including fieldwork and Capstone opportunities. GHS also works to increase communication between the MPH program and the other schools and student groups at Penn that have international interest and reach.

The GHS is supported by the Global Health Track coordinators, Dr. Alison Buttenheim, PhD, MBA and Dr. Carol McLaughlin, MD, MPH, who bring a wealth of international experience and insight to the GHS.

IMPORTANT DATES

The MPH Program, like many graduate-level programs, may follow a slightly different calendar than the standard University calendar. You can find the Penn MPH Academic Calendar here! Any changes will be sent electronically to all students and faculty, as well as posted on the MPH website.

For other University-level dates, you can visit the 3-Year Academic Calendar here.
Please note that some dates are slightly different. Always defer to the MPH Calendar!

PENN SERVICES AND RESOURCES

Career Services
McNeil Building, Suite 20
http://www.upenn.edu/careerservices

Computing and Information Services (Med)
1300 Blockley Hall
Phone: 215-573-9185
http://www.med.upenn.edu/infotech/

Counseling and Psychological Services (CAPS)
133 South 36th Street
Phone: 215-573-8966
After Hours & Emergencies: 215-349-5490
http://www.vpul.upenn.edu/caps/

Graduate and Professional Student Assembly (GAPSA)
http://gapsa.upenn.edu/

Graduate Student Center
3615 Locust Walk
Phone: 215.746.6868
http://www.upenn.edu/gsc/

Weingarten Learning Resources Center
Office of Student Disability Services
3702 Spruce Street
Stouffer Commons, Suite 300
Phone: 215-573-9235
http://www.vpul.upenn.edu/lrc/sds/

Office of Learning Resources
3820 Locust Walk, Harnwell College House, Suite 110
Phone: 215.573.9235
http://dolphin.upenn.edu/~lrcenter/lr/lr.html

Student Financial Services
100 Franklin Building
3451 Walnut Street
Phone: 215.898.1988
http://www.sfs.upenn.edu/home/

Student Health Services
Lower Level, Penn Tower Hotel
34th Street and Civic Center Boulevard
Phone: 215.349.5797
Appointments: 215.662.2852
Medical Records: 215.349.5370
Insurance and Immunization: 215.573.3523
Triage Nurse: 215.349.8245
http://www.upenn.edu/shs/index.html

Van Pelt Library
3420 Walnut Street
http://www.library.upenn.edu

Biomedical Library
36th and Hamilton Walk
http://www.library.upenn.edu/biomed/

Public Safety, Special Services*
4040 Chestnut Street
Phone: 215-573-3333 (emergencies)
215-898-7297 (general)
https://www.publicsafety.upenn.edu

*The Department of Special Services offers emotional support, guidance and options counseling to any individual who is a victim of a sensitive crime such as, rape, sexual assault, relationship or domestic violence, harassment and stalking.

NON-DISCRIMINATION STATEMENT

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).