



Texas A&M University

SPH MPH

Student Handbook

2026-2027

School of Public Health

Contact: SPH Office of Student Services | SPH-Gradinfo@tamu.edu | 979.436.9356
147 Reynolds Medical Sciences Building (REYN)

The Texas A&M University School of Public Health reserves the right at any time to make changes to the Student Handbook and/or Academic Policies contained therein that may affect such matters as tuition and other fees, degrees and programs offered, academic requirements, and other rules and regulations applicable to students.

Contents

About the PhD Program Student Handbook	3
Important Online Resources	3
Take Care of Your Mental Health	4
SPH Office of Student Services.....	5
Texas A&M University and the Aggie Core Values.....	5
Academic Policies.....	7
University Resources.....	8
The Graduate and Professional School (GPS).....	8
Title IX.....	15
About Texas A&M School of Public Health	16
SPH Conferred Degrees and Certificates.....	18
SPH Office of Student Services Overview.....	18
Canvas (LMS) Community Course- SPH Student Advancement.....	21
University Information & Rules.....	21
School of Public Health Requirements	25
Funding.....	29
Curriculum, Course, and Program Information.....	32
Appendices.....	36
Appendix A: Important Links & Information.....	37
Appendix B: Master of Public Health, About the Programs.....	38
Appendix C: MPH Practicum: APEx.....	44

About the MPH Program Student Handbook

The MPH Program Student Handbook is intended for students and advisors and provides comprehensive information on policies and requirements for students matriculating in the SPH (graduate and undergraduate). Every effort has been made to verify the accuracy of information in this publication. Nevertheless, the SPH reserves the right to amend or add to the academic policies and scholastic regulations at any time, provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner with appropriate notice provided to all students affected by the changes. The SPH reserves the right to change without prior notice: admission and degree requirements, curricula, courses, teaching personnel, rules, regulations, tuition, fees, and any other matter described in this handbook. This Student Handbook does not constitute a contract, expressed or implied, between any student or faculty member and the School of Public Health.

According to the Texas A&M University Graduate and Professional School, the School always retains the right to dismiss any student who does not attain and maintain adequate academic performance or who does not exhibit the personal and professional qualifications required for public health professionals. Policies contained within this Student Handbook related to student progress in a degree program or graduation may only be waived (and only if consistent with existing HSC or TAMUS policy) following review and written approval by the student's Faculty Advisor (for currently enrolled students), the relevant department head(s), the Associate Dean for Academic Affairs, and the Dean (or designee). It is the responsibility of each student enrolled in SPH to know current academic policies and scholastic regulations, general and specific requirements, and operational policies that apply to registration and instruction.

Important Online Resources

SPH website <https://public-health.tamu.edu>

Texas A&M University Graduate and Professional School website <http://grad.tamu.edu>.

The student is responsible for adhering to the policies contained therein. They are not necessarily re-stated in this document.

- Resources for Degree Completion
- Forms and Submission Process
- Degree Plans and Petitions
- Calendars and Deadlines specific to graduate students
- Graduate and Professional Catalog
- Texas A&M University Howdy Portal [Howdy Portal <https://howdy.tamu.edu/uPortal/normal/render.uP>](https://howdy.tamu.edu/uPortal/normal/render.uP)
- Academic Calendars- Students will frequently need to consult the Academic Calendar to be aware of all pertinent academic deadlines, holidays, etc. <https://registrar.tamu.edu/academic-calendar>.

TAKE CARE OF YOUR MENTAL HEALTH

Download the TELUS Health Student Support app for 24/7 access to professional counseling by phone or chat in multiple languages. Download via the [App Store](#) or [Google Play](#).

<https://uhs.tamu.edu/mental-health/student-support.html>

CONFIDENTIAL, REAL-TIME VIRTUAL COUNSELING AVAILABLE 24/7 VIA CHAT AND PHONE

Talk with a professional counselor at your convenience through live chat or a simple phone call.

SCHEDULED, SHORT-TERM COUNSELING APPOINTMENTS VIA TELEHEALTH WITH A PROFESSIONAL COUNSELOR

Connect with the same counselor over multiple sessions via telephone or video appointments

STUDENT SUPPORT COMMUNITY

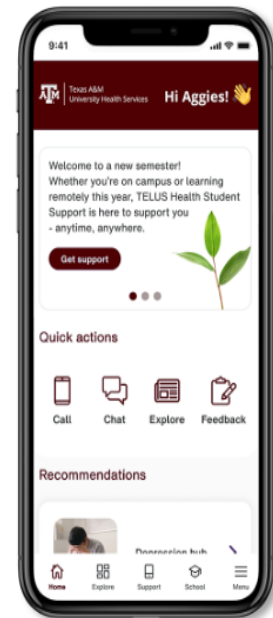
Access a community where you can connect and share your experiences with students around the world.

EXTENSIVE ON-DEMAND CONTENT LIBRARY

- Videos, articles, podcasts and infographics addressing a wide variety of mental health and wellbeing concerns.
- Anonymous mental health assessments for depression, general anxiety, alcohol and drug use.
- Free access to the LIFT app for virtual fitness sessions.

SUPPORT IN YOUR LANGUAGE

Student Support app content and support are available 24/7 in **Mandarin, Cantonese, Spanish, French** and **English**. Additional language options may be requested by appointment, depending on availability.



Your use of the Student Support app, including chats, calls, and conversations, is FREE and confidential — meaning your professors, family and friends, etc., will not know unless you tell them.

SPH Office of Student Services

At the SPH Office of Student Services, we're committed to student success—both inside and outside the classroom. We understand that the road to academic achievement is filled with challenges, and we're here to guide the student every step of the way. Whether a student need personalized academic advising, mental health resources, financial aid assistance, or career development support, our team provides the tools and encouragement students need to thrive.

We offer a wide range of services designed to help navigate the student experience with confidence. From one-on-one consultations to workshops and online resources, we tailor our support to meet the unique needs and goals of our students. Our friendly, knowledgeable staff are always ready to listen, offer guidance, and connect students with the right resources to ensure their success.

Support for graduate students includes the following services:

- Recruitment
- Admissions
- Academic Advising
- Career Services
- Student Engagement

Contact us:

SPH Office of Student Services
147 Reynolds Medical Sciences Building (REYN)
SPH-Gradinfo@tamu.edu
979.436.9356

Texas A&M University & the Aggie Core Values

About Texas A&M

Texas A&M University opened in 1876 as the state's first public institution of higher learning. Today, we are a research-intensive main university dedicated to sending leaders out into the world prepared to take on the challenges of tomorrow. Learn more about our university, including our goals, mission, values, locations, leadership and history.

Mission

Texas A&M University is dedicated to the discovery, development, communication, and application of knowledge in a wide range of academic and professional fields. Its mission of providing the highest quality undergraduate and graduate programs is inseparable from its mission of developing new understandings through research and creativity. It prepares students to assume roles in leadership, responsibility and service to society. Texas A&M assumes as its historic trust the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit. It welcomes and seeks to serve persons of all racial, ethnic and geographic groups as it addresses the needs of an increasingly diverse population and a global economy. In the 21st century, Texas A&M University seeks to assume a place of preeminence among public universities while respecting its history and traditions.

Aggie Traditions

Texas A&M University's traditions unite our current and former students, build camaraderie and foster the Aggie Spirit. Some traditions started shortly after the university opened, while others began more recently. Our traditions are part of Aggie life, including how we greet each other, what words we use and what we do on gamedays.

Visit this website to learn more: <https://www.tamu.edu/campus-community/traditions/index.html>

Aggie Core Values

Our core values unify our current and former students, faculty and staff. They are guideposts we live by and show in our words and deeds. We are a community of problem-solvers, scholars and creators with a service mission.

- **Respect**

We believe people matter. We value and treat ourselves and others with care, compassion, dignity, civility and fairness. We appreciate, learn from and create a welcoming and inclusive environment that values uniqueness, diversity and a sense of community.

- **Excellence**

We are dedicated to excelling in what we do and say we will do, and we continually strive to improve. We are passionate about delivering results and achieving desired outcomes, impact and value that exceeds expectations – of our own and of others.

- **Leadership**

We set the example. We embody our values. We are courageous and forward thinking, embracing change and propelling ourselves and the University. We unify, inspire and empower each other.

- **Loyalty**

We are dedicated to a greater purpose. We trust, respect and support each other. We are stronger and better together because of our shared support of the University.

- **Integrity**

We are trustworthy and honest with ourselves and others. We honor and follow through on commitments and expectations, holding ourselves and others accountable for our actions, behaviors and outcomes. We operate with the highest ethical standards in all we do.

- **Selfless Service**

We are part of a global community and purpose that is bigger than ourselves. We work with and help others to have a positive impact; and we do so without expectation of recognition or reward.

Aggie Code of Honor

For many years Aggies have followed a Code of Honor, which is stated in this very simple verse:

“An Aggie does not lie, cheat or steal or tolerate those who do.”

The Aggie Code of Honor is an effort to unify the aims of all Texas A&M men and women toward a high code of ethics and personal dignity. For most, living under this code will be no problem, as it asks nothing of a person that is beyond reason. It only calls for honesty and integrity, characteristics that Aggies have always exemplified.

The Aggie Code of Honor functions as a symbol to all Aggies, promoting understanding and loyalty to truth and confidence in each other.

Students must familiarize themselves with Texas A&M University's Student Rules Student Rules – Texas A&M University.

Academic Integrity

In the spirit of the Aggie Code of Honor, and to uphold the high scholastic standards of Texas A&M University, SPH students are expected to maintain and promote academic integrity in all work prepared for evaluation by faculty. Fostering such an environment facilitates the learning of new concepts, reinforces foundational material, and encourages creativity. Additionally, maintaining the University's high standard of academic integrity allows faculty and instructional staff to better evaluate the teaching of difficult concepts and material.

There will be occasions during which student cooperation will be permitted and encouraged by instructors; these interactions are essential for the exchange of ideas among a diverse student body and facilitate the learning process. Nevertheless, students must assume that collaboration of any kind in the completion of an assignment is strictly prohibited unless explicitly permitted by the course instructor. It is equally essential that the faculty and staff of SPH be able to effectively attribute credit and evaluate an individual student's grasp of knowledge conveyed. For all work intended to be performed and submitted independently, students should take great care to abide by the Aggie Code of Honor and distinguish their own ideas from those attributable to others. This includes the student's responsibility to properly identify, cite, and/or credit sources of information that are not the individual student.

Unless otherwise specified, examinations and other assignments intended to be completed outside of the classroom are given with the understanding that students may consult course specific notes and references, but not other individuals

Academic Policies

Graduate students are expected to be *knowledgeable of and follow* academic policies set by the School and University. As a student in a SPH graduate program, students should read and, thereby *are responsible for*, meeting School and University expectations listed below:

University Requirements- Texas A&M Graduate Catalog

The Texas A&M University [Graduate and Professional Catalog](https://catalog.tamu.edu/graduate), published annually, provides information about the graduate and professional studies programs of Texas A&M University to students, prospective students, and faculty and staff of the university. Included is information concerning requirements for admission to graduate and professional studies at the university, services available to students, graduate and professional course offerings and listings of the administrative officers and the graduate faculty.

Notable sections

- Academic Calendars
- Academic Expectations and Program Requirements
- Colleges: School of Public Health
- Ombuds Services for Graduate Education
- University Policies
- Standards and Procedures
- Course Descriptions

For more information, please visit <https://catalog.tamu.edu/graduate>

Each student has a responsibility to:

1. Know specific degree requirements as established by the University and the student's department, interdisciplinary degree program, or college.
2. Enroll in the appropriate coursework to complete the degree plan.
3. Maintain the appropriate standards to continue in graduate studies.
4. Know the steps and deadlines related to graduation.
5. Be acquainted with the Texas A&M University Student Rules.

Student Rules

Each student has the responsibility to be fully acquainted with and to comply with the Texas A&M University Student Rules. More specific rules, information, and procedures may be found in various publications pertaining to each service or department. Particular attention should be given to the Aggie Code of Honor, the University Statement on Harassment and Discrimination and the Students' Rights and Responsibilities. The Texas A&M University Student Rules are broken down into three sections, with additional information provided in the appendixes:

- Part 1: Academic Rules (Rules 1 – 22 & 61)
- Part 2: Student Life Rules (Rules 23 – 44)
- Part 3: Student Grievance Procedures (Rules 45 – 62)
- Appendixes

For more information, please visit <https://student-rules.tamu.edu>

Academic Misconduct

Per the Aggie Honor System Office and Student Rule 20-

"Misconduct in research or scholarship includes **fabrication, falsification, or plagiarism** in proposing, performing, reviewing, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must always keep appropriate records. The inability to authenticate one's work, should the instructor request it, is sufficient grounds to initiate an academic misconduct case."

For information about definitions of misconduct, violations, and student rights, visit:

<https://aggiehonor.tamu.edu>.

Additional resources about Academic Integrity and Plagiarism are found on the University Libraries website at: https://webassets.library.tamu.edu/public/files/tutorials/articulate/Academic_Integrity_and_Plagiarism/content/index.html#/

University Resources***The Graduate and Professional School***

The Graduate and Professional School (GPS) provides comprehensive information to help graduate and professional students successfully navigate the academic processes required to earn their degrees. GPS aims to instill in each student a strong foundation in scholarship, independent judgment, academic rigor, and intellectual honesty.

The **Knowledge Center** outlines essential steps for meeting degree requirements, including what needs to be done, when it must be completed, and who is involved in the approval process.

Key Resources:

- [Steps to a Degree & Resources for Fulfilling Degree Requirements](#) – Includes deadlines and required forms.
- [Document Processing Submission System \(DPSS\)](#) – Used to submit official degree plans for approval.
- [Academic Requirements Completion System \(ARCS\)](#) – Used to manage degree milestones such as forms, petitions, and other requests after the degree plan is approved.

Faculty and students share a responsibility to support these academic goals through relationships that promote freedom of inquiry, uphold personal and professional integrity, and foster mutual respect.

GPS Services Include:

- Professional Development
- Thesis and Dissertation Services
- Graduate Records
- Student Development and Success
- Graduate Student Awards
- Orientation
- Ombuds Services
- Graduate Assistantships
- English Language Proficiency Compliance
- Non-resident Tuition Waivers
- Faculty Committees that support academic success and student experience

Leadership and contact information for Graduate and Professional School:

Dr. Fuhui Tong
Associate Provost and Dean
Graduate and Professional School

Address: 204 Nagle Hall, College Station, TX 77843
Email: grad@tamu.edu
Phone: 979-845-3631
Fax: 979-862-1692
Mail Stop: TAMU 1113

Graduate and Professional Student Association (GPSG)

The Graduate and Professional Student Government serves as the graduate and professional student government of Texas A&M University. <https://getinvolved.tamu.edu/org/gpsg>.

Student Government Association (SGA)

To serve Texas A&M University by representing student opinion, addressing campus needs through targeted programming and the maintenance of tradition, and providing opportunities for leadership development in order to enrich the quality of student life. <https://getinvolved.tamu.edu/org/sga>.

Ombuds Officer

The Ombuds Officer serves as an informal, neutral, and confidential resource for graduate students to discuss questions and concerns related to their graduate experience. The university is a large and complex institution and graduate students often play multiple roles (e.g., student, research collaborator, instructor, technician, peer). Misunderstandings and conflicts can arise in any one of these roles. Having a safe, off-the-record conversation with an Ombuds Officer can be a first step if a student does not know where to turn. The Ombuds Officer is here to help graduate students identify options for addressing concerns and will promote a fair and

impartial process for all parties involved. Students can learn more about the Ombuds Services here: <https://grad.tamu.edu/academics/academic-success-resources/conflict-resolution/ombuds-services>.

Mental Health Services for Graduate Students

Graduate and Professional Student Counselor

Dr. Esther W. Wright, a licensed psychologist, is available to work with graduate students in the Graduate and Professional School offices in Nagle Hall. In addition to services like personal counseling and mental health education, Dr. Wright specializes in addressing mental health and wellness concerns unique to graduate students.

Dr. Wright will also hold workshops to provide graduate students with the tools to manage and develop wellness habits and improve their mental health and wellbeing.

Students can schedule an appointment or sign up for a workshop through the Counseling and Mental Health Care Appointment Portal. The University Health Services online registration process verifies a student's current enrollment, explains confidentiality and its limits, and gathers information about a student's concerns. The information obtained is encrypted and secure. The last section of the online enrollment allows a student to select an initial appointment time.

Please note that initial, first-time appointments will be provided through telehealth consultations. A student may choose to meet with Dr. Wright or a provider at the Student Services Building next door if their availability works better for the student.

For more information about Graduate School visit : <https://grad.tamu.edu/knowledge-center/grad-student-resources/counseling-and-mental-health-care-workshops>

For more information about University Health Services visit: <https://uhs.tamu.edu/mental-health/index.html>

Disability Resources

Academic Accommodations

Services in Disability Resources are coordinated through various functional and organizations areas such as:

- **[Accommodations Coordination](#)**
Each student that submits documentation to Disability Resources (DR) is assigned to an Access Coordinator who will meet with the student to determine appropriate accommodations. Appropriate accommodations are determined by the Access Coordinator and student based on the documented needs, previous accommodations, and functional limitations of the student.
- **[Testing Center \(TC\)](#)**
The Disability Resources Testing Center works to ensure that appropriate exam accommodations are provided for students who are eligible for services.
- **[Assistive Technology Services \(ATS\)](#)**
Offers students with disabilities the opportunity to use computers and technology to allow for completion of tasks that are impacted by their disability. ATS Services include assistive technology assessments, accessible computer workstations, adaptive software & equipment, alternative format materials, audio books, and equipment loan.
- **[Communication Access Services](#)**
Disability Resources offers sign language interpreters and transcription services for qualified students registered for services for academic purposes.

Physical Accessibility

DR partners with Facilities Services, Residence Life and Transportation Services to facilitate access to buildings, residence halls, parking lots and other locations on campus. Students with disabilities who experience physical barriers should contact DR for assistance.

- Locations of accessible building entrances; accessible paths and unisex restrooms can be found on the [online campus map](#).
 - Turn on the “Accessible Entrances” layer in the menu.
 - Turn on the “Unisex Restrooms” layer in the menu.
 - Select “Accessible Friendly Directions” on the directional menu.

For more information from Disability Resources: <https://disability.tamu.edu>

Libraries

Texas A&M Libraries offers a variety of services for students to assist them in succeeding each semester. Below are only a few of their many services students can utilize to enhance academics:

Expert Help: Reference, Consults, and More

- AskUs Chat
- Request a Consultation
- University Writing Center
- Library Workshops

Research Tools

- Guides
- Get It For Me
- Suggest a Purchase

Citing Sources & Managing Citations

- RefWorks
- Endnote
- Citing Sources

Visit their webpage to see a full list of locations and all services provided by the TAMU Libraries: <https://library.tamu.edu>

University Writing Center

Texas A&M University Writing Center offers a variety of services for students to assist them in succeeding each semester. Below are only a few of their many services students can utilize in order to enhance academics:

- [Writing Retreats](#) - The goal of a Dissertation & Thesis Writing Retreat is to provide a productive environment for completing a dissertation or thesis. Retreats are four-day events held three times a year, usually in mid-May, late August, and mid-January, although dates may vary. Registration is limited to graduate students who are currently working actively on dissertations or theses.
- [DATA](#) (Dissertation, Article, and Thesis Advising) - this program is a semester-long program designed to support graduate students working on a thesis, dissertation, or article for publication.
- [Graduate Student Workshops](#) - help graduate students enhance their communication skills as part of the [G.R.A.D. Aggies Professional Development Certificate](#), offered by the Graduate School. Students participating in the certificate program will be able to earn one Professional Development Unit (PDU) toward their certificate when they attend one of the workshops.
- [Write Line](#) - a virtual graduate student writing group conducted via Zoom. Graduate students in any area of study are welcome to apply. Write Line provides a productive virtual writing space so that participants can stay accountable to their writing goals.

- [Writing & Speaking Guides](#) - besides handouts, students will see podcasts and videos as well as [interactive lessons](#) that allow self-assessment for learning.
- [Make An Appointment](#) (in-person, online document upload, web conferencing)

Visit their webpage to see a full list of all locations and all services provided by the University Writing Center: <https://writingcenter.tamu.edu>

Student Business Services and Aggie One Stop

Students can contact Texas A&M Student Business Services if they have any questions regarding any of the below items. Students can also find Billing Explanations, information on setting up Direct Deposit, a Payment To-Do List, and how to obtain a student Aggie Card (if the student hasn't already). Students can see and read about all of their services on their webpage (<https://sbs.tamu.edu/index.html>)

Common Topics

- tuition due dates
- tuition cost and tuition rates
- billing
- payment plan availability
- adding authorized users
- refunds

Educational Expenses Information

Educational expenses for the months of enrollment will vary according to course of study. For details on the basic budget for a particular graduate or professional program, please visit <https://financialaid.tamu.edu>. Scholarships and Financial Aid considers tuition and fees, books and supplies, transportation, room and board, incidental and living expenses in the cost of attendance for programs. All tuition and fee amounts provided herein represent the most accurate figures available at the time of publication and are subject to change without notice. University Rules in place at the time of publishing are reflected here. All are subject to change. The most current information available will be maintained on the Student Business Services website <https://sbs.tamu.edu>

Cost of Attendance

For a better understanding of the total cost of attendance (COA), please visit our cost and tuition rates webpage (<https://aggie.tamu.edu/billing-and-payments/cost-and-tuition-rates>). This webpage will provide a student with an opportunity to review estimated COA information for undergraduate, graduate and professional students, as well as other resources such as the tuition calculator and billing and fee explanations.

Pregnant & Parenting Student Resources

Texas A&M is committed to creating an accessible and inclusive environment for pregnant and parenting students.

Title IX prohibits discrimination based on sex, including pregnancy and sex-based harassment, in employment, educational programs, and activities. This includes harassment and discrimination against a student based on pregnancy, childbirth, false pregnancy, or lactation, as well as any related medical conditions or recovery therefrom.

Texas A&M will provide reasonable accommodations due to pregnancy and/or related conditions. The University will allow access, on a voluntary basis, to any separate and comparable portion of a program or activity. Texas A&M will also allow a voluntary leave of absence, ensure the availability of lactation space, and maintain grievance procedures to provide for the prompt and equitable resolution of complaints of sex discrimination.

Title IX mandates that schools (1) offer supportive measures to students who are pregnant or have related conditions and (2) allow students who are pregnant to return to their same academic and extracurricular status as before their pregnancy.

Request an Accommodation

For information regarding pregnancy or related conditions leave or to request an accommodation related to pregnancy, please contact:

Julie Kuder Email: TIX.Pregnancy@tamu.edu 979-845-8116	Title IX Office at 979-485-8407
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Accommodations

The following is a non-exhaustive list of reasonable accommodations provided under Title IX:

- Excused absences and medical leave that are deemed medically necessary for pregnancy or related conditions. The Title IX Office will work with both the student and the student's faculty member to create a plan for completion of course work and continuation of the student's education. Individual plans may be adjusted as circumstances change.
- Opportunity to make up any work missed, such as extensions of due dates or rescheduling of tests.
- Breaks during class to attend to health needs or express breastmilk
- Access to online resources
- Changes in schedule or course sequence
- Counseling
- Reasonable adjustments to an education program or activity which include, but are not limited to:
 - Accessible seating (i.e., a larger desk)
- Appropriate restroom breaks.
- Leave of Absence
 - Pregnant and parenting students can take a leave of absence, and if in good standing when leave is taken, the ability to return to the degree or cert program in good academic standing without being required to reapply for admission.
- Documentation
 - A student seeking accommodations, adjustments, or requesting excused absences related to pregnancy will need to provide official documentation from the student's physician/medical provider. This letter must include dates for excused absences and a statement that absences are deemed medically necessary and/or other information to support the need for adjustment or accommodations.

Documentation can be submitted:

- **Via email:** to TIX.Pregnancy@tamu.edu , and reference "Documentation for Pregnancy" in the subject line. Include student name and UIN in the body of the email.
- **In-person:** Bring student documentation materials to:

The Title IX Office at the YMCA Building, Ste. 108
365 Houston St.
College Station, TX 77843

Lactation

TAMU will allow reasonable breaks to students and employees for lactation. TAMU will ensure the availability of a clean, private, non-bathroom, space for lactation that is shielded from view and free from intrusion from others. Discrimination based on lactation or related medical conditions is prohibited.

Lactation Rooms On-campus: <https://titleix.tamu.edu/title-ix-and-pregnancy-students/lactation-spaces>

Student Rule 10.6 Incomplete Temporary Grade

In accordance with Title IX of the Educational Amendments of 1972, Texas A&M University shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery therefrom) and related conditions as a justification for an excused absence for so long a period as is deemed medically necessary by the student's physician. Requests for leave of absence related to pregnancy should be directed to the instructor; questions about Title IX should be directed to the Title IX Coordinator.

Leave of Absence

If a student is pregnant or parenting student who would like to request a leave of absence, please do not submit the request through DPSS. Instead, please contact the Title IX office at TIX.Pregnancy@tamu.edu, (979) 845-8116, or the main Title IX phone number at (979) 485-8407. For more information related to pregnancy and parenting accommodations, please see the [Title IX webpage](#).

Information

New OCR Resources "Discrimination Based on Pregnancy and Related Conditions, A Resources for Students and Schools" under Title IX of the Education Amendments of 1972.

Students who have questions or believe they have experienced discrimination, harassment, sexual harassment/sex-based misconduct, and/or related retaliation are encouraged to contact:

Jennifer Smith, Assistant Vice President and Title IX Coordinator
YMCA Building Ste. 108
365 Houston St., College Station, TX 77843
Phone: (979) 458-8167
Email: is civilrights@tamu.edu.

The Title IX website can be found at <https://titleix.tamu.edu>.

Students can also file a complaint with:

The U.S. Department of Education Office of Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue SW, Washington, D.C. 20202-1100
Or fax a complaint to (202) 453-6012.

Parenting Resources

- Parent & Parenting Initiatives- <https://studentlife.tamu.edu/support/rightsandresources>
- Childcare affiliated with Texas A&M University and student discounts.

Title IX

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at federally funded institutions. Title IX protects students, faculty, staff, and visitors to our campus from all forms of sex discrimination.

Sexual harassment, including sexual violence, is a form of sex discrimination and is prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, and nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment.

Office of Civil Rights and Equity Investigations

The Department of Civil Rights and Equity Investigations (CREI) is charged with the investigation and resolution of alleged violations of Texas A&M University civil rights policies, including Title IX.

This includes instances of sex-based discrimination, harassment (including sexual violence) and related retaliation when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment.

Conduct which is not severe, persistent or pervasive may still be a violation of other University policies, and when appropriate, CREI will partner with other University entities to address such conduct.

Applicable Rules and Standard Administrative Procedures (SAPs)

- General Rules and Policies
 - 08.01, Civil Rights Protections and Compliance
 - 08.01.01, Civil Rights Compliance
 - 08.01.01.M1, Civil Rights Compliance
 - 08.01.01.M1.01, Investigation and Resolution of Complaints of Prohibited Conduct Against Students, Employees, and Third Parties
 - 08.01.02 Civil Rights Protections for Individuals with Disabilities
 - 08.01.02.M0.02, Service Animals, Emotional Support Animals, and Other Animals on Campus
- Student Rules and Policies
 - Student Conduct Code 47, Investigation and Resolution of Complaints Against Texas A&M Students for Inappropriate Conduct Related to Sex or Gender
 - Student Conduct Code 51, Student Conduct Separation and Appeal
 - Student Conduct Code 56, Discrimination Appeals Panel
 - Student Conduct Code 58, University Disciplinary Appeals Panel
 - Student Rule 7.1.10, Absences Related to Pregnancy
 - Student Rule 10.6, Grading Related to Pregnancy
- Employee Rules and Policies
 - System Policy 32.02, Discipline and Dismissal of Employees
 - System Regulation 32.02.02, Discipline and Dismissal of Nonfaculty Employees
 - System Policy 12.01, Academic Freedom, Responsibility and Tenure

The Title IX Coordinator for Texas A&M University, including SPH

Jennifer Smith, JD
(979) 458-8407
civilrights@tamu.edu
YMCA Building, Suite 108
365 Houston St., #108
College Station, TX 77843-1268

About Texas A&M School of Public Health

History

The School of Public Health is the first of its kind in the nation. The Texas Legislature established the school in 1995 as part of a rural health initiative to better address rural health needs in the state. After receiving degree-granting authority for the Master of Public Health degree in April 1998 from the Texas Higher Education Coordinating Board, the School of Rural Public Health welcomed its inaugural class in September 1998.

In 2014, the Texas A&M Health Science Center announced a transition in the name of the School of Rural Public Health to the School of Public Health, eliminating the reference to “rural” in the official name. Although the school will continue its focus on rural public health, this change recognizes its increasingly broad role in promoting state and national public health concerns.

Founding Dean

Ciro V. Sumaya, MD, MPHTM, was the founding dean of the Texas A&M School of Public Health (then named the Texas A&M School of Rural Public Health). Sumaya built the school from the ground up and served not only as dean from 1997 to 2008 but also as a professor and holder of the Cox Endowed Chair in Medicine. A medical doctor by training, he later received his Master of Public Health in Tropical Medicine from the Tulane School of Public Health. As he continued to serve in both academia and federal agencies, his personal motto and charge to all graduating students became, “The health of one is admirable; the health of all, supreme.”

Previously, Sumaya was a presidential appointee at the U.S. Department of Health and Human Services. He was the first Hispanic appointed to head a major federal public health service agency as administrator of the Health Resources and Services Administration, a federal focal point for innovation in health care delivery and health professions education. Subsequently, Sumaya served as Deputy Assistant Secretary for Health, spearheading the federal initiative on the Future of Academic Health Centers. In 2006, Sumaya was appointed to the Advisory Committee for Immunization Practices, Centers for Disease Control and Prevention, the principal recommending governmental body for vaccines administered to the American public. In 2008, Sumaya was appointed chairman of the Board of Directors of the National Hispanic Medical Association, which represents 36,000 licensed Hispanic physicians, and he was also selected by Hispanic Business as one of the top 100 influential Hispanics nationwide.

As a college within Texas A&M University, SPH also belongs to Texas A&M Health (health science center). Texas A&M Health offers programs in dentistry, medicine, nursing, pharmacy, public health and medical sciences, and is one of the most comprehensive academic health centers in the nation. The Health Science Center’s geographic makeup is just as wide-ranging. Campus locations and community outreach programs span the state, providing connectivity to and potential impact in nearly every county in Texas.

About the School

The Texas A&M School of Public Health (SPH) is committed to transforming health through interdisciplinary inquiry, innovative solutions and development of leaders through the Aggie tradition of service to engage diverse communities worldwide. Our professors care about impacting the community, as well as their students, with their research. Professors have research projects ranging from emergency preparedness to community health development. Yet, each of them shares a passion for learning. Students use faculty as advisers, and each student participates in a practicum during their stay. Students have conducted epidemiologic studies, assisted in programs/centers of faculty, and many others have served as interns in Texas and abroad.

Vision

- Stronger communities
- Healthy people
- Aggie tradition

Mission

The Texas A&M School of Public Health is committed to transforming health through interdisciplinary inquiry, innovative solutions, and development of leaders through the Aggie tradition of service to engage diverse communities worldwide.

Values

- A** – Accountability: Meaningful impact
- G** – Global and diverse: Our research crosses borders
- G** – Generosity: Through selfless service
- I** – Integrity: In everything we do
- E** – Excellence: In teaching, research, service, and practice
- S** – Social Justice
- P** – Professionalism: Leaders paving the way
- H** – Honor: Respect for all

Leadership & Governance

Unit	Name
Dean	Dr. Shawn Gibbs Assistant: Megan Wilkinson, MS megan.n.wilkinson@tamu.edu
Senior Associate Dean, Research	Dr. Tiffany Radcliff Director: Nicole Filger, MS filger@tamu.edu
Associate Dean, Academic Affairs	Dr. Rhonda Rahn Director: Casey Schumacher, MS cschumacher@tamu.edu
Associate Dean, Faculty Affairs	Dr. Tamika Gilreath Director: Crystal Vinal, MS vinal@tamu.edu
Associate Dean, Student Services	Dr. Don Curtis Director: Dana Hernandez danahernandez@tamu.edu
Department Head, Health Behavior	Dr. Adam Barry Admin. Coordinator: Britta Gaden-Wright brittawright@tamu.edu
Department Head, Epidemiology & Biostatistics	Dr. Patrick Tarwater Administrative Coordinator: Samantha Payton

	samantha-payton@tamu.edu
Department Head, Environmental & Occupational Health	Dr. Mark Benden Administrator: Fawne Toler, MS toler@tamu.edu
Department Head, Health Policy & Management	Dr. Alva Ferdinand Admin. Coordinator: Payton Garcia Payton.ramirez@tamu.edu
Interim Program Director, MHA Program	Mr. Jack Buckley Program Coordinator: Megan Westerman westerman@tamu.edu
Program Director, PhD-Health Services Research	Dr. Murray Côté Administrative Coordinator: Payton Garcia Payton.ramirez@tamu.edu
Program Director, Epidemiology & Biostatistics	Dr. Taehyun Roh taehyunroh@tamu.edu
Director, Office of Public Health Practice	Dr. Heather Clark Program Coordinator: Carly Gafford cbgafford@tamu.edu

School, Department, & Division Leadership for Students

For a complete list of SPH leadership and to view the organizational chart, visit:

<https://public-health.tamu.edu/admin/index.html>

Accreditation

SPH is accredited by 3 entities: The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Council on Education for Public Health (CEPH), and Commission on Accreditation Healthcare Management Education (CAHME; MHA program only).

Accreditation is crucial for higher education institutions because it ensures that the institution meets established quality standards in areas such as academic programs, faculty qualifications, and student services. It provides external validation of the institution's commitment to delivering a high-quality education, which enhances its reputation and credibility. Accreditation also enables students to access federal financial aid, ensures that credits and degrees are recognized by other institutions and employers, and promotes continuous improvement within the institution through regular evaluations and assessments.

SPH Conferred Degrees and Certificates

The School of Public Health offers degree and certificate programs in the following areas:

Master's Degrees:

Master of Public Health, 6 concentrations

- Biostatistics (residential only)
- Environmental Health (residential and distance education)
- Epidemiology (residential and distance education)
- Health Policy & Management (residential only)
- Health Promotion & Community Health Sciences (residential only)
- Occupational Safety & Health (residential only)
- Master of Health Administration (residential and Executive-distance education)

Doctoral Degrees:

- DrPH in Public Health Sciences
- PhD in Health Education
- PhD in Health Services Research

Graduate Certificates:

- Global Health
- Maternal & Child Health

SPH Office of Student Services Overview

Academic Advising

The academic advising model at the School of Public Health (SPH) for graduate programs follows the best practices provided by National Academic Advising Association (NACADA). Specific responsibilities and duties are established by SPH, TAMU Graduate and Professional School, and CEPH.

Advising Structure



Roles

To implement an effective advising model at SPH, the following roles have been identified:

- Graduate Academic Advisors (formerly "GSS Advisors") - housed in the SPH Office of Student Services (OSS), these staff members are responsible for implementing the competency areas listed above, and ensuring students stay on track to meet their academic goals and complete their program on time (TAMU Graduate and Professional School). Responsibilities are listed below. Additional support may include: orientation, onboarding, graduation, and assisting with scheduling.

- Administrative Coordinators/Department Support Staff – housed in each department, these staff members are responsible for department head or faculty liaison's signatures/approvals.
- Faculty Department Liaisons (e.g., program directors, program chairs) - housed in each department, these faculty members serve as the liaison between OSS and the department. Assist with communications/events for undecided students; assist with orientation, department onboarding events; host department welcome/meeting; assist with graduation events; provide guidance to academic advisors regarding elective options; may participate in application review for admission.
- Faculty Mentors – provide mentorship through various means including one-on-one mentoring, group mentoring, panels, informational documents, identifying research opportunities. Topics include navigating graduate school, recommendations for electives, career options and networking in the profession, conferences.
- Faculty Chair/Faculty Dissertation Chair – for guiding and approving students through the thesis/dissertation process to fulfill degree requirements for MS and doctoral programs.
- Faculty Supervisor – oversees a student's hire and performance in a graduate assistant position (GAT, GAR, GANT) including evaluations.
- Department Head – signature authority for DPSS and SPH approvals; selecting and providing support for faculty liaisons; provide feedback to academic advising team and assistant dean.

Student Representatives

The School and University provide opportunities for students to have representation on various committees.

SPH Curriculum Committee

Reviews, evaluates, and reports on the curriculum leading to the degrees offered by the School of Public Health. The committee reviews all curricular requests, including the creation of new courses and modification or deletion of existing courses, and reviews new degree programs and modifications proposed by the departments.

Master's and Doctoral student representative positions available. For the name and contact information for the current representative, look in the module titled "Student Governance" in the "Student Advancement" community course in Canvas.

SPH Research Committee

The committee makes recommendations to the dean and Executive Committee, as well as oversight concerning the following responsibilities: research and commercialization strategic planning activities; communication of relevant research policies, procedures, and developments to departments; recommendation, development, and review of school research-related guidelines and expenditures; review of center and programs proposals and progress; annual faculty and student research awards; recommendations for relevant research development opportunities (e.g., Lunch and Learns); promotion of research activities and outputs; and other duties as assigned by the dean or the school's Office of Research. The Research Committee coordinates those responsibilities with the Office of Research.

Doctoral student representative position available. For the name and contact information for the current representative, look in the module titled "Student Governance" in the "Student Advancement" community course in Canvas.

Canvas (LMS) Community Course – SPH Student Advancement

Overview

The SPH Student Advancement community course in Canvas was created as a supplemental tool for students to have access to 24/7. Throughout this online Canvas community course students have access to academic, extracurricular, and student success resources. The SPH Student Advancement does not take the place of formal academic advising and should not be taken as such. Students must maintain regular communication with their graduate academic advisor, while also engaging with their department regarding upper-level elective options and career guidance for a student's field.

Students will be enrolled in the SPH Student Advancement community course within the first few weeks after the start of their first semester. Look for degree plan worksheets, elective course lists, announcements, a bulletin, and links to the most utilized resources to assist throughout a student's graduate program journey.

University Information & Rules

Texas A&M University (TAMU) Document Processing Submission System (DPSS)

Texas A&M University (TAMU) Document Processing Submission System (DPSS) Official Degree Plan - this is the official, university-required degree plan to be submitted via DPSS (ogsdpss.tamu.edu). The DPSS Degree Plan is **required to be submitted after completing 9 credit hours**. In a student's last semester, the University will use their DPSS Degree Plan along with their transcript to determine their eligibility to graduate.

Only the student can complete the DPSS Degree Plan.

For a student to create their official DPSS Degree Plan a student will need:

- Access to their Howdy portal
- Degree Plan Worksheet (below)
- [DPSS Degree Plan FAQ](#)
- Log in to the DPSS website (ogsdpss.tamu.edu)

If at any point a student needs assistance with completing this requirement, they should reach out to [their academic advisor](#).

For specific instructions on how to submit the official, university-required Degree Plan via DPSS, read the instructions posted in the Student Advancement community course in Canvas.

Approvers for Degree Plans in DPSS		
Degree Program	Committee Chair	Department Head
MPH - Health Policy & Management	Dr. Cason Schmit	Dr. Alva Ferdinand
MPH - Health Behavior	Dr. Adam Barry	Dr. Adam Barry
MPH - Epidemiology	Dr. Taehyun Roh	Dr. Patrick Tarwater
MPH - Biostatistics	Dr. Patrick Tarwater	Dr. Patrick Tarwater
MPH - Environmental Health	Dr. Mark Benden	Dr. Mark Benden
MPH - Occupational Health & Safety	Dr. Mark Benden	Dr. Mark Benden
DrPH - Public Health Sciences	Student's faculty chair	Department Head of your faculty chair
PhD - Health Education	Student's faculty chair	Dr. Adam Barry

PhD - Health Services Research	Student's faculty chair	Dr. Alva Ferdinand
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Enrollment Status: *Full-time/Part-time*

A graduate student (domestic or international) is considered full-time if he or she is registered for a minimum of:

- 9 semester credit hours during a Fall or Spring Semester
- 6 semester credit hours in a Summer

A graduate student (domestic or international) is considered half-time and eligible for financial aid if he or she is registered for a minimum of:

- 6 semester credit hours during a fall or spring semester
- 3 semester credit hours in a summer

A "Q" grade before the 12th class day does not count toward the certification of enrollment status.

A student who has financial assistance should consult the:
Scholarships and Financial Aid, Aggie One Stop or the HSC liaison:
979.458.5348 | hscfinancialaid@tamu.edu

Scholastic Requirements/Grading

Students should refer to the Student Rules and Graduate Catalog to read the entirety of each rule and policy. Excerpts are listed below for further emphasis.

Grading

Student Rules 10.1 - The course instructor must make available the following information to the class by the first class period:

- A statement of the nature, scope and content of the subject matter to be covered in the course.
- All course prerequisites as listed in the catalog.
- All required course text(s) and material.
- The grading rule, including weights as applicable for exams, laboratory assignments, field student work, projects, papers, homework, class attendance and participation and other graded activities in the calculation of the course grade. If more than 10% of any grading scheme is based on participation, the course instructor should explicitly define and outline how this grade is determined. No such rule should be in contradiction to other provisions of the University Student Rules.

This requirement can be met by posting on the Howdy Portal
<https://howdy.tamu.edu/uPortal/normal/render.uP>.

Student Rule 10.3 - There are twelve grades. The five passing grades at the undergraduate level are, A, B, C, D and S, representing varying degrees of achievement; these letters carry grade points and significance as follows:

Assigned by the instructor:

- A: Excellent, 4 grade points per semester hour
- B: Good, 3 grade points per semester hour
- C: Satisfactory, 2 grade points per semester hour
- D: Passing, 1 grade point per semester hour
- F: Failing, no grade points, hours included in GPA
- I: Incomplete, no grade points (hours not included in GPA)

Grades assigned if student is taking an undergraduate course S/U:

- S: Satisfactory (C or above), hours not included in GPA
- U: Unsatisfactory (D or F), no grade points, hours included in GPA)

Other:

- X: No grade submitted, see 10.7
- Q: Dropped course with no penalty, requires Dean or designee's permission, see 1.17
- W: Dropped course(s) with no penalty during the semester enrolled, hours not included in GPA, requires Dean or designee's permission, see (1.7, 1.18, 7.8, and 17)

NG: No Grade. Administrative removal of posted grades requires approval by the Dean or designee of the college in which the student was enrolled during the semester in which the courses were taken. A NG requires extensive documentation of the extraordinary circumstances justifying the No Grade. The instructor of record, or the instructor's department head if the instructor is unavailable, will be consulted during the process. The registrar will, if possible, notify the instructor of record, and in any event will notify the instructor's department head, whenever a NG is issued.

10.4 Passing grades for graduate students are A, B, C and S.

Per the University Catalog, graduate students must maintain a 3.000 cumulative GPA (computed as specified in Student Rule 10.4.3). Degree-seeking students also must maintain a GPA of at least 3.000 on all courses listed on a degree plan.

A graduate student will not receive graduate degree credit for undergraduate courses taken on a satisfactory/unsatisfactory basis. At SPH, graduate student may not receive grades other than S (satisfactory) or U (unsatisfactory) in graduate courses bearing the numbers 681, 684, 690, 691, 692, 693, 695, 697, and 791 (except for ALEC 695, BUAD 693, AGECE 695, GEOG 695, and IBUS 692). These officially designated S/U courses may be listed on a degree plan, along with other courses approved and noted as S/U in the graduate catalog.

Graduate courses not listed on a degree plan may be taken on an S/U basis. Only grades of A, B, C, and S are acceptable for graduate credit.

For graduate students, grades of D, F or U (unsatisfactory) for courses on the degree plan must be absolved by repeating the courses and achieving grades of C or above or S (satisfactory). If a course has been taken more than once, and a grade of D or F was earned and then repeated for a grade of C or higher, the original grades of D or F will be excluded from the GPA calculation for the degree plan (if applicable) and cumulative GPA but remain on the student's permanent record.

A course in which the final grade is C may be repeated for a higher grade. If the second grade is higher, the original grade will be excluded from the GPA calculation for the degree plan (if applicable) and cumulative GPA but remain on the student's permanent record.

Repeat grades and cumulative GPA for financial aid programs may differ from those listed above, based on the type of aid.

Rules related to F* grades and repeat courses may be found under Student Rule 20 and on the Aggie Honor System Office website under Sanctions. If a minimum GPA is not attained in a reasonable length of time, a student may be dismissed from graduate studies. A degree-seeking graduate student may also be considered scholastically deficient if they fail to show acceptable proficiency in such other requisites for their degree as may be assigned by the graduate committee, Department, or the Graduate and Professional School (e.g., qualifying and preliminary examinations, research, writing, or a thesis, record of study, or dissertation, etc.).

Incomplete Grades

10.6 A temporary grade of I (incomplete) at the end of a semester or summer term indicates that the student has completed the course except for a major quiz, final examination, or single major assignment. The instructor shall give this grade only when the deficiency is due to an approved university excused absence (see Rule 7 of TAMU Student Rules), when a case of potential academic misconduct involving the student is pending with the Aggie Honor System Office... The student's academic dean or designee may authorize the use of an I (incomplete) grade when more than one assignment is missing due to an emergency. Each instructor awarding an incomplete grade must complete an "Incomplete Grade Report," which will be filed with the department head or designee of the department offering the course. Copies will also be sent to the student and to the student's academic dean or designee. An incomplete must be removed before the last day of scheduled classes of the next long semester in which the student enrolls in the university unless the student's academic dean or designee, with the consent of the instructor, grants a time extension.... In the absence of the instructor, the department head may grant a time extension. Failure to complete the required work in the appropriate period, or registering for the course again, will result in the "I" grade changed to an "F" by the Registrar. Grades of I assigned to 684 (Professional Internships), 691 (Research), 692 (Professional Study), or 693 (Professional Study) are excluded from this rule.

Class Registration

Registration begins in April for the Fall and Summer semesters and in November for the Spring semester. The specific dates will be noted on the Official University Calendar and on the main portal: <http://howdy.tamu.edu>. This is also the website where students can view the course schedule and register. Students can check in Howdy (approximately mid to late March for Summer/Fall, and mid-late October for Spring) to view their assigned registration times. Tutorials for how to register are available on the "My Record" tab of the Howdy portal.

Students must clear all holds through outside departments such as the Registrar's Office, Admissions, Student Affairs, Student Business Services, and Financial Aid prior to registration. Students must contact these offices in order for the holds to be removed. The department is unable to remove any holds except those placed by SPH. Note: All students who fail to pay tuition and fees by the payment date listed on the registration website will be dropped from all courses. Students who register late will be assessed a financial penalty.

Add/Drop

Students may change their schedules without penalty during the add/drop period (see Academic Calendar for dates). Add/drop can be done online during certain times. It is the student's responsibility to check the online course catalog for any changes or revisions.

Q-Drop

Students may drop a course with no penalty (Q-Drop) during the official Q-Drop period (see academic calendar for dates). Students should submit Q-Drop requests online in Howdy from the "My Dashboard" tab under the "My Requests" dropdown. If approved, a grade of Q will be recorded on the student's transcript. It is the student's responsibility to check that the Q-drop doesn't impact their funding, employment or visa eligibility. Students should check their transcript to make certain the course is officially dropped. Failure to do so may result in the record of a failing grade.

Withdrawal

A student who drops all in-progress courses and courses not yet started in a particular term will be required to withdraw from the university. An official withdrawal is initiated by the student, online in Howdy, and routed to the student's Dean or designee for approval. A student may not initiate a withdrawal after the Q-drop period ends (see Q-drop periods). However, the student's Dean or designee may, in certain circumstances, initiate a request to the registrar to withdraw a student after the deadline.

For additional information about withdrawing from the University, see Part I, Section 17 of the Texas A&M University Student Rules.

Students are reminded that withdrawing from the University does not dismiss the repayment of student loans borrowed and may impact payment and grace periods. To learn more about repaying student loans, please visit <http://studentaid.ed.gov/repay-loans> and to find student's current loan history, see <http://nslds.ed.gov>. For questions, contact Scholarships & Financial Aid at (979) 845- 3236.

Distance Rule

Per the Texas Administrative Code: 10. For non-distance degree programs, no more than 50 percent of the credit hours required for the program may be completed through distance education courses.

School of Public Health Requirements

Competencies

All degree programs are required to include the major competencies as defined by our accreditation agencies. Competencies refer to the specific knowledge, skills, and abilities that students are expected to develop and demonstrate by the end of their studies. These competencies guide curriculum design, assessments, and program outcomes to ensure that graduates are well-prepared for professional or academic pursuits in their field. Students can find competencies for each degree program in the Appendices.

Syllabi

A syllabus serves as a foundational document for each course, outlining essential information about the course structure, expectations, and policies. It includes specific guidelines and elements required by Texas A&M to ensure clarity and consistency. Here's a breakdown of typical contents and their purpose:

1. Course Information-
 - a. Course title, number, section, and semester; Meeting days, times, and location (or online course details).
 - b. Instructor and TA Contact Information - Instructor's name, office location, office hours, and contact details (e.g., email, phone); Teaching Assistant (TA) details if applicable.
2. Course Description - A brief overview of the course, including topics covered and the course's purpose.
3. Prerequisites – required courses that must be successfully completed prior to enrollment (see the graduate catalog)
4. Learning Outcomes and Course Objectives- Specific competencies (CEPH or CAHME) and learning objectives that detail what students are expected to learn.
5. Textbook and/or Resource Materials - Textbooks, readings, software, or other materials required for the course; Any technology or resources students need to access course content.
6. Course Topics, Calendar of Activities, Major Assignment Date - A schedule of topics, readings, assignments, and exams, often organized by week or class meeting.

7. Grading Policies- Breakdown of assignments, exams, projects, and how they contribute to the final grade, explanation of the grading scale and any policies on late submissions, makeup work, or extra credit.
8. Late Work Policy- Indication if the faculty will accept late work, if so, this includes the penalty and what constitutes late work.
9. Attendance Policy- Requirements for attending classes or completing online components- Refer to Student Rule 7
10. Make-Up Policy- Refer to Student Rule 7
11. Canvas Learning Management System overview and computer requirements
12. Academic Integrity- Texas A&M's Honor Code and the expectations regarding plagiarism and cheating
13. Americans with Disabilities Act (ADA) Policy- Information about accommodations for students with disabilities
14. Title IX and Statement on Limits to Confidentiality
15. Statement on Mental Health and Wellness
16. Federal Educational Rights and Responsibilities Act (FERPA)
17. Equal Opportunity Statement
18. School of Public Health Mission
19. Course Evaluation
20. Copyright Statement
21. Disclaimer
22. Competencies

The syllabus at Texas A&M University not only serves as a contract between the instructor and students but also reflects the university's commitment to academic integrity, respect, and support for student success.

Probation

All student grades will be verified within one week after final grades are posted each semester. Students whose GPR (degree plan and TAMU official GPR) falls below a 3.0 will receive correspondence via their official Texas A&M University email, this specifically includes a letter notifying the student of their scholastic probation along with the conditions of the probation. Students must sign and agree to the terms of probation to continue to enroll in the SPH degree program. Copies of the letter will be sent to the student's committee chair/advisor, the department head, and the Associate Dean for Student Services.

First Semester on Scholastic Probation

1. The student has one long semester of probation (excluding summer terms) to raise the GPR to 3.0 or above, or to demonstrate acceptable academic proficiency.
2. If the student fails to make progress toward raising the GPR or otherwise meeting the conditions of his/her probation, the student may be dismissed from the graduate program at the end of the probationary period.

Second Semester on Scholastic Probation

1. A second semester extension may be granted by the Associate Dean of Student Services given one of the following circumstances apply:
 - a. The student has made reasonable progress during the first semester on probation toward raising the GPR; and/or
 - b. There are medical reasons for not meeting the terms of the original probation, verified by the committee chair or graduate academic advisor; and
 - c. A plan is in place to enable the student to raise GPR to acceptable level and meet other designated condition of his or her probation by end of the next long semester (excluding summer terms).

2. If the above conditions are met and the Associate Dean of Student Services concurs, a second letter stating the conditions of the final probationary period will be sent to the student, committee chair, graduate academic advisor, and department head.
3. If the student fails to meet the conditions of the final probation, it will be recommended to the Office of Graduate Studies that he or she be dismissed from the graduate program. The recommendation to dismiss will be made by the Associate Dean of Student Services, the Associate Dean for Academic Affairs, the department head, and committee chair (when applicable).

To be readmitted after dismissal, the student must comply with the Policy for Readmission of Dismissed Graduate Students.

Dismissal

Graduate students should refer to Student Rule 12.5 regarding dismissal.

In addition, SPH students who fail to meet the terms of probation may be dismissed from the degree program. These students will receive correspondence via their official Texas A&M University email. Copies of the letter will be sent to the student's committee chair/advisor, the department head, the Associate Dean for Student Services, and the Graduate School. The Office of International Student & Scholar Services will be notified as well, when applicable.

Appeals

The Graduate Academic Appeals Panel (GAAP) will hear appeals involving actions against students stemming from the following grievances:

- Unauthorized absence or final grade.
- Evaluation of performance on examinations required by the department, intercollegiate faculty, or graduate advisory committee.
- Probation, suspension, dismissal or termination from a department, interdisciplinary degree program and/or college for scholastic deficiency.

Part III, Section 59 of Texas A&M University's Student Rules describes the Graduate Academic Appeals Panel Process in detail. Please carefully review Section 59 before pursuing a grievance.

Students are also strongly encouraged to seek clarification and advice regarding appropriate grievance procedures. The Ombuds Officer for Graduate Education represents a valuable resource for questions regarding grievances and appeals. The ombudsperson advocates for the processes of graduate education and provides equal, open access to all parties-students, faculty, staff and administrators. To secure a hearing with the Graduate Academic Appeals Panel, please complete the Form to Request a Hearing. This form must be completed and returned to the Graduate & Professional School within 10 university business days of receiving notice of final actions/decisions if a student's wish is to appeal. Please direct any questions regarding graduate appeals to the Graduate & Professional School at grad@tamu.edu.

Leave of Absence

A student can initiate a leave of absence request by submitting a Waivers and Exceptions petition through the [Document Processing Submission System \(DPSS\)](#). A leave of absence will be granted for one year, and only under conditions that require the suspension of all activities associated with pursuing the degree. For certain types of approved leave, such as medical, the period for completing the degree will stop with the leave and begin when the student returns to the program. Other types of leave may not stop the time limit for the degree. A student should consult their program's graduate academic advisor for details.

For more information on program requirements [please visit the graduate catalog](#).

Conduct

The School of Public Health is committed to promoting and ensuring a safe and respectful educational and working environment for its faculty, administrators, staff, students, and the lay and professional communities with whom we work. It should be one free of harassment, bullying, or intimidation. The purpose of this code is to set forth the school's expectations for professional conduct. In no way does it place limits on academic freedom or, in the language of the American Association of University Professors (AAUP), represent an obstacle to the fundamental academic "right to dissent from the judgements of colleagues and administrators." The AAUP stresses, "Criticism and opposition do not necessarily conflict with collegiality." This code is intended to foster an environment that is characterized by civility and respect for all the members of the community, that supports the mission of the School and University, and that is free of behaviors that have the purpose or effect of undermining the School's or the University's climate, mission, or morale through unreasonable interference with the employment, work, or educational performance.

Code of Professional Conduct

1. Treat everyone (including, but not limited to, faculty, administrators, staff, building personnel, and students) with respect, civility, and fairness.
2. Treat everyone without bias or discrimination based on dimensions of diversity including age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, health condition, marital status, parental status, genetic information, professional status, or personal connections.
3. Teach, conduct research, conduct administrative business, and engage with the professional and lay community with competence, honesty, and the highest ethical and professional standards.
4. Resolve conflicts and counsel colleagues and subordinates in a non-threatening, constructive, and private manner whenever possible and when not in conflict with other TAMU policies.
5. When in a supervisory role, provide clear direction, timely feedback, and constructive suggestions and opportunities for improvement or remediation when it comes to professional comportment.
6. Follow TAMU policies and procedures pertaining to faculty, students, and staff (including but not limited to student rules, committee expectations and responsibilities, reporting guidelines, etc.) and promptly address violations of institutional policies by reporting or cooperating with investigations and audits as called upon.

Examples of behavior that faculty, administrators, staff, and students must refrain from include but are not limited to:

- Disrespectful behavior towards all members and guests of the SPH and the broader University community, including but not limited to faculty, administrators, staff, building personnel, and students.
- Loss of civility that interferes with the working and learning environment (examples commonly cited in model guidelines include shouting, personal attacks or insults delivered either face-to-face or through others, throwing objects, slamming doors, or other physical displays of temper).
- Unprofessional interpersonal interactions, including requesting that professional colleagues, staff or students perform personal favors or do things that either violate policy or compliance standards (see examples in Professors Behaving Badly).
- Unwanted physical contact with others or threats of such contact.
- Sexual harassment, as outlined by TAMU, or any harassment including harassment based on age, gender, race, ethnicity, national origin, religion, disability, sexual orientation, gender identity, or other dimensions of diversity. (As noted below, such behavior is reportable to the University.)
- Mistreatment of faculty, administrators, staff, building personnel, students, or professional or lay community members, including, but not limited to, making remarks (in face-to-face or online venues like social media) with the intent to cause offense, public embarrassment or humiliation, denying reasonable opportunities for training or advancement, or giving lower evaluations than earned.
- Retaliation based on formal or informal measures to address concerns about professional conduct or retaliation based on professional disagreements.

Funding

There are many avenues for graduate students for funding graduate tuition, travel, and research. These are available at the University, department and college (SPH) levels. The following section reviews and provides some guidance on multiple sources of funding for scholarships, research, and travel. This is not an exhaustive list but will provide a starting point for SPH students in seeking funding assistance for their graduate education.

Financial Aid

Financial aid is money that helps students pay for college, and can be allocated by the university, government, or private institutions. The type and amount of financial aid offered is based on the data provided on a student's financial aid application.

Types of Aid

Financial aid for graduate and professional students can be a combination of scholarships, grants, and loans. Financial aid is either need-based or non-need based.

- Scholarships are lump sum payments that do not need to be repaid.
- Texas A&M offers several need-based grants to help supplement costs of education.
- Loans need to be paid back when a student enrolls less than half-time or the student graduates.
- Emergency aid is available to students experiencing unexpected financial hardship.

Once a student submits their application, they are automatically reviewed for all the types of financial aid that they are eligible for.

Visit these two websites for more information:

- <https://grad.tamu.edu/funding-opportunities-for-graduate-students>
- <https://aggie.tamu.edu/financial-aid/types-of-aid>

Texas A&M University offers many financial aid options to help students pay for college costs. Visit the Scholarships & Financial Aid website to learn about applying for financial assistance, costs, types of aid and more.

SPH students are encouraged to contact the **HSC Financial Aid liaison at 979.458.5348** or hscfinancialaid@tamu.edu. If a student is eligible to apply for federal, state and institutional financial aid, then the student will need to complete the Free Application for Federal Student Aid (FAFSA). Be sure to include the Texas A&M University School code of 003632. Visit the Financial Aid website for more information.

SPH Scholarships

Current SPH graduate students are contacted via school email with information about available scholarships and application instructions. Depending on the specific scholarship program, scholarship funds may be used to pay for books, supplies, or other expenses. Information on the SPH scholarships available to graduate students can be found on this website: <https://public-health.tamu.edu/academics/scholarships.html>

SPH Fellowships

NIOSH Training Grant (for MPH Occupational Safety & Health students). The Occupational Safety and Health Training Program at the Texas A&M University School of Public Health delivers focused training in occupational safety and health, with available concentrations in safety, health, and ergonomics for master's level students. Students completing the program will possess knowledge and skills in the general concepts related to occupational safety and health, ergonomics, industrial hygiene, occupational disease, human anatomy, user-computer interaction, displays and controls, information processing, industrial process safety, epidemiology, vibration control, and statistics.

Externally Funded

Graduate students may also apply for a number of externally funded scholarships and fellowships. For external scholarships, students are encouraged to visit the following website:

ASPPH: <https://aspgh.org/student-journey/financing-your-degree>

For more information about the available fellowships.

- Large National Graduate Fellowship Programs
- Liberal Arts, Humanities, and Social Science Fellowships
- National Science Foundation (NSF) Graduate Research Fellowships
- Sigma Xi Grants-in-Aid Research Program
- LT Jordon Fellows Opportunities Other Fellowship Opportunities

Visit <https://grad.tamu.edu/funding-opportunities-for-graduate-students>

International Student Funding

International students may qualify for financial assistance such as loans, scholarships and assistantships. Visit the International Student Services website for information on financial resources:

<https://global.tamu.edu/isss/resources>

Sponsors

Some international students have all or part of their educational expenses paid from a source other than personal and/or family funds or from a Texas A&M assistantship. These students may have made agreements with a sponsor regarding their educational objectives that is the result of an agreement between agencies, governments, organizations (both international and domestic) and/or companies (both public and private).

In most cases, these agreements require special coordination and certification by Texas A&M. Early in the admissions process, students participating in sponsored programs should review the ISS Sponsors website here: <https://global.tamu.edu/isss/resources>

Student Travel Support

Doctoral students are eligible to participate in the TAMU Graduate Student Travel Awards. This program is supported by the Graduate and Professional School, the Texas A&M Association of Former Students, and the George Bush Presidential Library Foundation. The purpose is to help support graduate student domestic and international travel related to conferences, academic presentations, research projects, and internships. For more information, visit: <https://grad.tamu.edu/funding-opportunities-for-graduate-students/graduate-student-travel-awards>.

SPH Graduate Student Travel Grants

Students should contact their department head regarding funds available for conference travel.

Note: SPH students are not eligible to receive the Graduate and Professional School's Graduate Student Travel Award currently.

Graduate Assistantships

An assistantship also gives students the opportunity to develop their skills that are transferable to one's professional career after graduation. And it helps fund the student's education!

While eligibility requirements, benefits and employment regulations vary between positions, non-resident doctoral and non-resident master's students employed in a graduate assistantship may also qualify to pay tuition at the in-state rate.

The Grad Student Health Plan, HMO with low out-of-pocket costs, is exclusively available to benefit-eligible title codes, including all Graduate Assistant positions and eligible dependents of students employed in the titles. Eligibility for the university's employee group insurance benefits depends on the job title, the length of employment period, and scheduled weekly hours.

There are four types of graduate assistantships available through the academic departments, colleges, TAMUS agencies, and administrative offices.

- Non-teaching activities (GANT)
- Research (GAR)
- Teaching (GAT)
- Lecturer (GAL)

Visit this website to view the GA Employment Comparison: <https://grad.tamu.edu/knowledge-center/faculty-staff-resources/graduate-assistant-employment-comparison>

Most of these positions require service of 20 hours per week (maximum). Although individual colleges may have higher requirements, graduate students holding assistantships must be registered for a minimum of nine semester hours during a fall or spring semester, or for six credit hours during the summer.

Assistantships terminate upon failure to maintain the minimum enrollment requirement. Students serving in these roles are eligible for insurance benefits and may pay tuition and fees at the in-state rate. The Graduate School Graduate Council enforces guidelines for employing graduate students at greater than a 50% effort.

For more detailed information on graduate student assistantship requirements, students should check the Graduate Catalog or directly contact their department head, chair of the intercollegiate faculty, or their graduate advisor. Visit the Jobs for Aggies website to learn more about assistantships and general student employment opportunities.

Guidelines for Graduate Assistantships in the School of Public Health

The School of Public Health has a long tradition of supporting graduate students, with a particular emphasis on doctoral students during their studies. The department provides abundant opportunities for graduate students to advance skills in teaching, research, and service to fully prepare our students for a successful academic career in higher education and other educational research environments. SPH emphasizes mentorship and growth in teaching, grant writing, and research for all our graduate students, and GA positions are provided that enhance a well-rounded graduate experience. While many Graduate Assistantships and Scholarships are available for masters and doctoral program students, there are limits to funding that vary from year to year. While SPH cannot guarantee GA positions or all students every semester, the department will make every effort to equitably distribute access to the various funding sources for all students.

Training Requirements for Graduate Assistants

All Graduate Assistants (GA), both teaching and non-teaching will complete all online training required by Texas A&M University and/or SPH, abide by all rules and regulations of TAMU, and attend all orientation and training meetings. This includes the Center for Teaching Excellence (CTE) certification, SPH Departmental trainings, and any specific Divisional trainings. These must be complete before the student is employed in a GAT (Graduate Assistant Teaching) or GANT (Graduate Assisting Not Teaching but supporting faculty courses) or GAR (Graduate Assistant Research) role. All Graduate Assistants must comply with all CTE requirements, all university employment requirements, and all departmental policies and procedures. Graduate Assistant salary will not begin until the student has secured CTE certification and attended the departmental orientation of all Graduate Assistants (GAT, GANT, and GAR). This orientation is mandatory, and it is expected that all GA's attend and participate as part of their roles and responsibilities.

International students who wish to serve in teaching positions (GAT) must meet requisite standardized test scores prior to enrollment. If they do not meet this requirement, they can certify by taking the on-campus English Language Proficiency Exam (ELPE).

Assistantship Non-Resident Tuition Waivers- allows students employed as Graduate Assistants (GAT, GAR, GAL, or GANT) and their spouses/dependents to pay tuition at the in-state rate. Non-Resident Tuition Waiver requests must be submitted each semester.

- <https://grad.tamu.edu/knowledge-center/forms/non-resident-tuition-waiver>
<https://grad.tamu.edu/funding-your-education>

Curriculum, Course, and Program Information

Degree Plans

A degree plan is a list of courses that students must take to complete their degree program requirements. Degree plans are important for helping students identify their interests and goals, and to make the most of their college experience. The specific degree plan assigned to the student is based on the academic year and catalog the student first enters the graduate degree program. Students should refer to the TAMU Graduate Catalog for this information.

Degree plans for SPH graduate students are in the Student Advancement Community Course in Canvas. These are organized by academic year. Any deviation from the required courses listed on the degree plan (e.g., grade of D or F, not enrolling in a required course) may result in a delay in graduation.

Degree Sequences

Course sequences identify degree-related courses that are taken in a specific order to fulfill a specific degree or program requirement. Courses are usually taken in a specific order, as earlier courses may be prerequisites for later courses or will include fundamental concepts required in following semesters. **While these sequences reflect prerequisites and an ideal progression, they are intended as a guide and may be adjusted to accommodate individual student needs, course availability, or departmental changes.** Degree sequences for SPH graduate students are in the Student Advancement Community Course in Canvas. These are organized by academic year. Any deviation from the sequence (e.g., grade of D or F, not enrolling in a required course) may result in a delay in graduation.

Elective Courses

Some degree programs may allow students to enroll in elective courses. Electives must be a graduate-level course (600) and students must receive prior approval from their graduate advisor and faculty advisor. A list of pre-approved electives may be found in the Student Advancement Community Course.

Practicum

Office of Public Health Practice (OPHP) oversees the practicum program for SPH students. Degree programs including MPH, MHA and DrPH, require an Applied Practicum Experience (APEX). The practice experience provides an opportunity to practice public health outside of the classroom. Practicum experiences occur in a variety of settings and have happened across the globe. The credit hours and work hours vary by degree program, students should contact their Practicum Coordinator (table below) for more information.

Graduate students must complete a Pre-APEX Orientation Training. The training modules are located in Canvas. All students are enrolled in the APEX Community (*note: not a class*) after the fall census date (about two weeks after fall classes start).

- **All APEX information is listed in the Appendix.**

Capstone

All MPH and MHA-Residential Track students must complete a cumulative, integrative, and scholarly or applied experience or inquiry project that serves as a capstone to the education experience. Capstone course sections are specific to degree programs and concentrations, as the course aligns with specific competencies that must be met for that degree program.

Typically, this course is only offered in the spring semester, therefore if a student goes off sequence, it is imperative that they speak with their graduate advisor.

SOPH 680: PUBLIC HEALTH CAPSTONE

MPH students must enroll in SOPH 680 Public Health Capstone. Credits 3. 3 Lecture Hours.

PHPM 680: HEALTH SYSTEMS LEADERSHIP

MHA students must enroll in PHPM 680 Health Systems Leadership. Credits 3. 3 Lecture Hours.

Enrollment Information:

Students must meet the following requirements:

- Complete the MPH core courses
- Four of the five SPH core courses (PHEB 600, PHEB 602, PHEO 600, PHPM 605, HBEH 603) completed.
- Complete at least 30 semester credit hours the semester before enrolling
- Complete or be concurrently enrolled in Practicum (HBEH 684, PHEB 684, PHEO 684, or PHPH 684)
- Meet all course-specific prerequisites
- Work with their departmental or campus coordinator to determine capstone course availability.
- The course must also be taken during a student's last semester of coursework.

Capstone project requirements-

- Students must complete a capstone project or thesis
- Students must engage in at least two high-impact learning experiences
- Students must maintain a minimum 3.5 overall cumulative GPR
- Capstone project format
- Capstone projects are team-based, applied research projects
- Students are led by a faculty member on behalf of a client agency
- Projects culminate in a formal, written report and oral presentation to the client

Variable Credit Courses

Variable Credit Courses (VCCs) allow students to enroll in specific courses with credit hours ranging from 1 to 23. Range is specific to each course.

VCCs include Internship 684 (PhD-Health Education students only), Directed Studies (685) Directed Research (686), and Research (691, doctoral students only)

Students wanting to enroll in an internship (684), directed study (685), directed research (686), or research (691*) course should contact their graduate advisor for the form. The form requires students to document outcomes and competencies for the course and faculty approval.

685 Directed Studies: Credits 1 to 12. 0 Lecture Hours. 1 to 12 Other Hours.

686 Directed Research: Credits 1 to 3. 0 Lecture Hours. 1 to 3 Other Hours.

Program Requirements

Each degree program offered at SPH may have its own unique program requirements, such as Interprofessional Education (IPE), practicum hours, or participation in various activities. See the appendices for additional information.

Course Substitutions

Course substitutions are at the discretion of the student's department. Student can initiate this inquiry via their assigned academic advisor. Course substitutions are not guaranteed.

Transfer Coursework

There is a limit on the number of credit hours a student may request to transfer into the program. Per the [TAMU Graduate catalog](#): A student may request to transfer up to 9 hours of graduate credit to Master's degrees and up to 12 hours of graduate credit to the doctoral programs. Students must obtain advice and approval of the student's graduate advisor, department head, and Associate Dean for Student Services.

Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater may be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. Courses used toward another degree at another institution may not be applied for graduate credit.

Key items to consider:

- GPS transfer credit policy <https://grad.tamu.edu/knowledge-center/general-faqs/transfer-courses-faqs>
- Minimum grade earned must be a "B" or higher.
- Not included in TAMU GPA. Note: for students on probation, transfer credits may not be an option as the grade for the course will not change a student's GPA for graduation eligibility or probation.
- Applicability to degree program is at the discretion of the department.
- Concentration course- these courses require additional approval as any course with required competencies should be taken at Texas A&M SPH. All competencies must be accounted for in any transfer course.

Students requesting to transfer courses into a SPH degree program at the time of admission.

- Student must provide syllabus and unofficial transcript showing the final letter grade in the course (B or higher).
- Course reviewed by instructor of record at SPH for approval.
- If approved, official transcript routed to Registrar (unless already included in SOPHAS/HAMPCAS application).

- Long Form Petition in DPSS to add course/s to official Degree Plan in DPSS.
- Initiate this process with assigned academic advisor.

Current students seeking courses elsewhere to apply to their degree plan.

- Must request approval by their graduate academic advisor in advance of registering for the course at another institution.
- Student must provide syllabus and unofficial transcript showing the final letter grade in the course (B or higher).
- Course reviewed by instructor of record at SPH for approval.
- If approved, official transcript routed to Registrar (unless already included in SOPHAS/HAMPCAS application).
- Long Form Petition in DPSS to add course/s to official Degree Plan in DPSS.
- Initiate this process with assigned academic advisor.

Change in Program Requests

SPH graduate students requesting a change of curriculum (concentration or degree program) may be subject to all application requirements and enrollment restrictions of the department which the new program is offered. The Graduate Student Change of Program Request Form must be completed and approved by all parties before an MDD petition is submitted in DPSS.

**MDD: Petition to file a change of Major, Department or Degree.*

Graduate students seeking to change their program (within SPH) must meet the following requirements:

- Eligibility: Review of completed courses and grades.
- Complete one full semester (either a fall or spring term; does not include summer) in the degree program they originally received admittance to at SPH
- Requests should be submitted no later than the end of summer in the student's first year.
- Requests/Forms should be submitted between fall and spring terms – requests need to be made at least 8 business days before open registration ends

School of Public Health (SPH) Degree Plan Worksheet

The School of Public Health (SPH) Degree Plan Worksheet is an internal tool for students to use to become familiar with their degree requirements and course sequencing. Students can download this worksheet from the SPH Student Advancement and bring it to their advising sessions.

TAMU Graduate Certificate Programs

A graduate certificate program represents an emphasis area within a particular field, or it could be interdisciplinary and involve several fields. Inquiries should be addressed to the college/school housing the certificate.

To find a full list of all graduate certificates offered by Texas A&M University, visit this website:

<https://registrar.tamu.edu/curricular-services/programs/program-inventory/certificate-programs>

SPH students should meet with their graduate advisor first before applying and enrolling in a certificate program.

APPENDICES

APPENDIX A- Important Links and Information

GRAD Aggies – grad-aggies@tamu.edu

Graduate and Professional School – grad@tamu.edu

Thesis and Dissertation Services – thesis@tamu.edu

Graduate Records Processing Team – gradprocessing@tamu.edu

Data Team – graddata@tamu.edu

Graduate Ombuds Officer – ombuds@tamu.edu

Graduate Student Employment and Benefits – grad-employment@tamu.edu

Graduate and Professional School awards administrator – grad-award-admin@tamu.edu

Graduate and Professional School fellowship administrator – grad-fellowship-admin@tamu.edu

Graduate and Professional School travel award – grad-travel-award@tamu.edu

Graduate and Professional School Council Administrator – GPCAdmin@tamu.edu

Responsible Conduct of Research – rcr.grad@tamu.edu

Non-Resident Tuition Waivers – gradbusinessservices@tamu.edu

Graduate Commencement Inquiries - gradgraduation@tamu.edu

English Language Proficiency - ELPCompliance@tamu.edu

Graduate Recruitment - grad-recruit@tamu.edu

Academic Requirements Completions System - gradarcs@tamu.edu

Graduate Mentoring Academy - gradmentoring@tamu.edu

Teaching Assistant Training and Evaluation Program - grad-tatep@tamu.edu

Center for the Integration of Research - cirtl@tamu.edu

APPENDIX B- Master of Public Health

About the Programs

Our Master of Public Health (MPH) program at Texas A&M is more than a degree—it's a launchpad for bold leaders ready to take on the biggest health challenges of our time. With specialized concentrations, students will gain the skills, knowledge, and hands-on experience to create lasting change in public health. Whether passion lies in shaping policy, protecting communities, or solving health crises, this program will prepare graduates to make a difference locally and globally.

- **Environmental Health** - Explore how environmental factors—from air quality to industrial hazards—affect public health and learn to develop innovative strategies that protect both people and the planet. Through this concentration, students gain the expertise to address real-world environmental challenges and make a tangible impact on the health of communities.
- **Epidemiology** - Delve into the patterns, causes, and solutions for diseases that affect populations around the world. In this concentration, students sharpen their ability to track outbreaks, control epidemics, and tackle chronic conditions using data and research. Join a movement of public health professionals dedicated to preventing illness and extending life on a global scale.
- **Health Behavior** - Champion wellness at the community level by designing, implementing, and evaluating health programs that empower individuals and families to live healthier lives. Students address health disparities, promote behavioral health, and advocate for stronger, healthier communities—where real change begins.
- **Health Policy and Management** - Lead the future of healthcare by learning to navigate health systems, influence policies, and manage healthcare delivery with expertise and vision. This concentration equips students to drive meaningful reforms, improve access to care, and manage health organizations effectively, ensuring better outcomes for communities and populations.
- **Occupational Safety and Health** - Become a leader in workplace safety by learning to identify hazards, manage risks, and promote wellness in industries ranging from construction to healthcare. Through this concentration, students master the principles of ergonomics, human factors, and safety regulations, helping protect workers and improve environments for current and future generations.

APPENDIX B.1- MPH Concentration- Environmental Health

About the Program

Environmental health examines the impact of environmental factors—like air, water, and soil—on human health. It plays a critical role in addressing some of the most pressing public health issues of our time, including pollution, climate change, and disease outbreaks. Professionals in this field develop policies and solutions that safeguard populations, making environmental health a vital area of study for those passionate about protecting communities and the planet.

Careers in Environmental Health

Graduates from Texas A&M's Environmental Health concentration are prepared for diverse and impactful careers that address the health challenges posed by our environment. Career opportunities include:

- Environmental Scientist
- Public Health Inspector
- Toxicologist
- Industrial Hygienist
- Climate Change Analyst
- Occupational Health and Safety Specialist
- Environmental Health Policy Analyst
- Environmental Consultant
- Water Quality Specialist
- Air Quality Specialist

Why Choose Environmental Health at Texas A&M?

At Texas A&M, our Environmental Health concentration offers students unparalleled opportunities to gain hands-on experience and develop critical expertise. Here's what sets us apart:

Hands-on Research Opportunities: Work with leading faculty on innovative research that addresses urgent environmental health challenges.

Access to Industry Leaders: Benefit from partnerships with top organizations to gain practical experience in real-world settings.

State-of-the-Art Facilities: Use advanced laboratories and research tools to study and mitigate modern environmental risks.

Community Impact Projects: Apply knowledge through projects that directly improve public health outcomes.

Global Perspective: Prepare for a career with international reach by addressing environmental health challenges that transcend borders.

APPENDIX B.2- MPH Concentration- Epidemiology

About the Program

Epidemiology focuses on understanding the patterns, causes, and effects of diseases in populations. It is the cornerstone of public health research, helping identify health risks and prevent outbreaks. Professionals in this field gather and analyze data to improve health outcomes, control infectious diseases, and develop strategies to address chronic health conditions globally.

Careers in Epidemiology

Graduates from Texas A&M's Epidemiology concentration are prepared for impactful careers that focus on public health research and disease prevention. Career opportunities include:

- Epidemiologist
- Infectious Disease Specialist
- Public Health Analyst
- Research Scientist
- Clinical Research Coordinator
- Global Health Specialist
- Field Epidemiologist
- Environmental Epidemiologist
- Health Data Analyst

Why Choose Epidemiology at Texas A&M?

At Texas A&M, students in the Epidemiology concentration gain practical experience and build advanced skills through applied research. Here's what sets our program apart:

- Real-World Research Opportunities: Collaborate with faculty on studies addressing critical public health concerns.
- Access to Health Data and Analysis Tools: Use cutting-edge technology and software to analyze public health trends and outcomes.
- Community Engagement Projects: Develop research that directly benefits the health of local and global populations.
- Focus on Career-Readiness: Build the skills needed to work in public health agencies, research institutions, and non-profits.
- Global Health Perspective: Tackle issues like infectious disease control and chronic illness prevention on an international scale.

APPENDIX B.3- MPH Concentration- Health Behavior

About the Program

Health Promotion and Community Health Sciences focuses on creating health programs that empower communities and individuals to live healthier lives. This field prepares students to design, implement, and evaluate initiatives that address behavioral health issues and reduce health disparities. Graduates champion wellness through education, advocacy, and outreach, building healthier communities and creating lasting change.

Careers in Health Promotion and Community Health Services

Graduates from Texas A&M's Health Promotion and Community Health Sciences concentration pursue careers that promote wellness and reduce health disparities. Career opportunities include:

- Health Promotion Specialist
- Community Health Educator
- Public Health Program Coordinator
- Health Communication Specialist
- Public Health Advocate
- Wellness Program Director
- Behavioral Health Specialist
- Community Outreach Coordinator
- Non-Profit Health Program Manager
- Policy and Research Analyst

Why Choose Health Behavior at Texas A&M?

At Texas A&M, students in this concentration gain real-world skills through community-based projects and advocacy efforts.

Here's what sets our program apart:

- Real-World Leadership Opportunities: Work with industry experts and healthcare organizations on management and policy projects.
- Community Engagement Projects: Collaborate with local organizations to address pressing public health issues.
- Behavioral Health Expertise: Gain specialized knowledge in mental health, substance abuse, and chronic disease prevention.
- Advocacy and Policy Impact: Work on projects that shape health policies and reduce health disparities.
- Hands-On Learning: Apply classroom knowledge in real-world settings through internships and fieldwork.
- Global and Local Reach: Prepare to make a difference both in a student's local community and across the globe.
- Community Impact Projects: Apply knowledge through projects that directly improve public health outcomes.
- Global Perspective: Prepare for a career with international reach by addressing environmental health challenges that transcend borders.

APPENDIX B.4- MPH Concentration- Health Policy and Management

About the Program

Health Policy and Management focuses on improving healthcare delivery and shaping health policies to ensure accessible, high-quality care. This field prepares professionals to lead health organizations, influence public policy, and drive innovations that improve the efficiency and effectiveness of healthcare systems. With a passion for leadership and reform, students in this concentration develop the skills to guide healthcare organizations and policies toward better outcomes for individuals and communities.

Careers in Health Policy and Management

Graduates from Texas A&M's Health Policy and Management concentration pursue careers where they lead initiatives to reform healthcare systems and improve service delivery. Career opportunities include:

- Health Policy Analyst
- Healthcare Administrator
- Public Health Consultant
- Health Services Manager
- Policy Advisor
- Hospital Administrator
- Program Director (Government or Non-Profit)
- Legislative Affairs Specialist
- Health Insurance Specialist
- Managed Care Director

Why Choose Health and Policy Management at Texas A&M?

At Texas A&M, our Health Policy and Management concentration equips students with hands-on experience and strategic skills. Here's what sets us apart:

- Real-World Leadership Opportunities: Work with industry experts and healthcare organizations on management and policy projects.
- Interdisciplinary Collaboration: Learn alongside students from other health fields to develop comprehensive policy solutions.
- Influential Faculty Mentorship: Benefit from the guidance of faculty members who have shaped healthcare policies at the national level.
- Applied Learning: Participate in simulations and internships that prepare for real-world decision-making in healthcare settings.
- Policy Impact Projects: Engage in research and advocacy efforts that improve health outcomes and advance equity.

APPENDIX B.5- MPH Concentration- Occupational Safety and Health

About the Program

Occupational Safety and Health focuses on protecting the health and safety of workers across various industries. This field prepares professionals to anticipate, evaluate, and control workplace hazards while promoting wellness and productivity. Through applied learning in ergonomics, safety regulations, and human factors, students develop the skills to create safer working environments and prevent injuries, ensuring healthier futures for workers and organizations.

Careers in Occupational Safety and Health

Graduates from Texas A&M's Occupational Safety and Health concentration pursue careers focused on workplace safety, injury prevention, and wellness. Career opportunities include:

- Safety Engineer
- Industrial Hygienist
- Occupational Health and Safety Specialist
- Risk Manager
- Environmental Health and Safety Manager
- Ergonomist
- Loss Control Consultant
- Compliance Officer
- Construction Safety Manager
- Fire Protection Specialist

Why Choose Occupational Safety and Health at Texas A&M?

At Texas A&M, our Occupational Safety and Health concentration offers students hands-on experience and access to industry leaders. Here's what sets us apart:

Applied Learning in Ergonomics: Develop practical skills to prevent workplace injuries and improve productivity.

Real-World Safety Simulations: Participate in training exercises that prepare for safety challenges in various industries.

Industry Connections: Gain access to partnerships with top organizations for internships and career placements.

Research Opportunities: Work with faculty on research that addresses current safety challenges and emerging trends.

Career-Focused Curriculum: Build the knowledge and skills needed to excel in both public and private sectors.

APPENDIX C- MPH Practicum: APEx

Graduate students must complete a Pre-APEx Orientation Training. The training modules are located in Canvas. All students are enrolled in the APEx Community (*note: not a class*) after the fall census date (about two weeks after fall classes start).

APEx Resources

- [TAMSPH Applied Practice Experience Manual for Graduate Students](#)
- [TAMSPH Applied Practice Experience Manual - Department Addendums](#)
- [Foundational and Concentration Competencies for MHA, MPH, and DrPH Students](#)
- [Email Template: Inquiry to Possible Preceptor Site](#)
- [Links to Online Student Resources](#)

APEx Portal

Students have access in the portal to upload fully approved work plans and access various documents related to practicum.

Access to the *Applied Practice Experience Work Plan Template (used to build work plans)* is granted by the Office of Public Health Practice once required trainings are completed. **Do not upload a work plan without a fully approved work plan draft that contains all required signatures.**

[Access Practicum Portal](#)

Each degree program has an assigned practicum coordinator to help facilitate the work plan process. Students should consult with their department practicum coordinator on all matters related to their practicum experience.

Department	Degree Program	Practicum Coordinator
Epidemiology & Biostatistics	MPH, DrPH	Dr. Shaida Kalbasi shaida@tamu.edu
Health Policy & Management	MPH	Dr. Elena Andreyeva andreyeva@tamu.edu
	MHA-Residential Track only	Mr. Jack Buckley buckley@tamu.edu
Health Behavior	MPH, DrPH	Dr. Sara Mendez spmendez@tamu.edu
Environmental & Occupational Health	MPH, DrPH	Dr. Adam Pickens apickens@tamu.edu

Questions regarding APEx training, work plans, and other practicum topics can be directed to the respective practicum coordinator listed above.

Practicum Experience Forms

- [Writing Work Plan Objectives](#)
- [International Practicum Documents \(PDF\)](#)

In order to type on the forms click download first. Any handwritten forms, with the exception of signatures, will be rejected.

CPT Forms for Students on F1-Visas

Curricular Practical Training (CPT) is work authorization for F-1 international students to receive further training that is designed to achieve an established academic objective directly related to degree level and major. CPT includes practicums and internships.

SPH student on F1 visas must:

- Complete the student request in Terra Dotta
- Have their practicum preceptor complete the employer form
- Completed forms must be submitted to International Student Services and a copy of all completed forms must be provided to the student's department practicum coordinator.
- [Employer \(Practicum Preceptor\) CPT Form](#)

For more information or questions related to CPT, please visit the [International Student Services website](#). For any additional questions regarding the practicum experience or completion of these forms, students should contact their department practicum coordinator. [Facebook](#) [Twitter](#) [Instagram](#) [Linked in](#) [RSS](#) [Flickr](#)

Additional resources are found on the Practicum Information for Students website, including:

- Practicum Manual for MPH, MHA, and DrPH Degree Programs (PDF)
- School of Public Health Competencies (PDF)
- Practicum Checklist for Success (PDF)
- Developing a Strong Work Plan (PDF)
- Email Template to Possible Preceptor Site (Doc)
- Meeting Observation Template (Doc)
- Does my practicum require IRB Approval? (PDF)
- Practicum Experience ePortfolio Instructions (PDF)

For more information about the practicum requirements, contact:

<https://public-health.tamu.edu/practice/practicum.html>

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