



BROWN

School of Public Health

Epidemiology Department

MPH Program Handbook

Academic Year 2024-2025

BROWN UNIVERSITY
School of Public Health

This Handbook is intended to give an overview of the [MPH Epidemiology Concentration](#) at Brown University's School of Public Health. The authoritative source for Graduate School policies is the [Brown Graduate School Handbook](#) which can be found on the [Graduate School website](#).

Table of Contents

Table of Contents.....	2
Departmental Expectations for Epidemiology Students.....	3
MPH Program Overview.....	4
MPH Program Contacts.....	4
Epidemiology Concentration Overview.....	5
Epidemiology Concentration Competencies.....	6
Epidemiology Concentration Curriculum.....	7
Non-Credit Requirements.....	7
Sample Course Schedule.....	7
Course Requirements.....	8
Waiver of MPH Core Courses.....	10
MPH General Electives.....	10
UG/MPH Curriculum Requirements.....	10
ILE Requirements Specific to the MPH Epidemiology Concentration.....	11
Additional Thesis Requirements for Epidemiology Concentration Students.....	11
Additional Opportunities for Epidemiology Concentrators.....	14
Epidemiology Concentration Workshops.....	14
Department of Epidemiology Seminar Series.....	14
Faculty Spotlight Series.....	15
Research Opportunities.....	15
Teaching Opportunities.....	15
MPH Student Guidelines.....	16
MPH Academic Standing Policy.....	16
Academic Resources for MPH Students.....	16
Deadline for Completing MPH Degree Requirements.....	16
Financial Support.....	16
Limits on Work Hours.....	17
Brown Graduate Student Guidelines.....	17
Codes of Student Conduct.....	18
Brown ID Card.....	18
Brown Email.....	19
Course Registration.....	19
Student Locker Policy.....	19
Wellness and Support Resources.....	20
Leaves of Absence.....	22

Departmental Expectations for Epidemiology Students

The Epidemiology Department expects that all students will:

- Take primary responsibility for the successful completion of their graduate degree.
- Be knowledgeable of the policies and requirements of their degree program, the Department, the School of Public Health, the Graduate School, and the University.
- Adhere to the program guidelines as outlined in this Handbook, including participating in all credit and non-credit activities required of your program.
- Solicit and be responsive to input and feedback provided by the relevant advisors (e.g., core advisor, Concentration Lead, thesis advisor and reader) concerning course selection, intellectual directions, knowledge of the field, selection of Capstone project, research and professional development, and training.
- Make sufficient annual progress in the program and provide regular updates concerning their progress to the relevant advisor(s).
- Be responsive to emails and requests from the MPH Concentration Lead, MPH Program Leadership, and staff.
- Make requests for letters of recommendation or support well in advance of the deadline and include accompanying materials as early as possible (four weeks in advance is ideal).

MPH Program Overview

The mission of Brown's MPH Program is to preserve and enhance the health and well-being of human populations by preparing graduates in the knowledge, skill, and analytic capabilities required to: 1) advance the principles and practice of public health; 2) enter public health careers at the local, state, and national levels with the skills necessary to assume leadership roles; and 3) uphold and foster an ethic of social responsibility which recognizes the value of equal opportunity for health and well-being among all and which respects individual, family and community values.

Each MPH concentration follows a standard structure of five core credits, four concentration credits, and three elective credits for a total of 12 credits (11 full credit courses and two half credit courses).

MPH students are also required to complete: (a) a 145-hour (at minimum) internship called the MPH Practicum; (b) an Integrative Learning Experience (ILE) (a Capstone project); and (c) non-credit activities. Please refer to the MPH Student Handbook (available under "Administrative Information" in the MPH Learning Community on Canvas) for policies and procedures that apply to the entire MPH Program.

MPH Program Contacts

Karen Andes, PhD, MPH Program Director (karen_andes@brown.edu)

Shilo McBurney, PhD, Epidemiology Concentration Lead (shilo_mcburney@brown.edu)

Diane Schlater, MPH Program Assistant Director (diane_schlacter@brown.edu)

Joann Barao, Assistant Director of Applied Learning (joann_barao@brown.edu)

Katelyn Hanlon, Academic Coordinator for Advising (katelyn_hanlon@brown.edu)

Epidemiology Concentration Overview

The MPH Program offers an Epidemiology Concentration for students looking to pursue epidemiological knowledge, skills, and attitudes at a master's degree level. This Concentration is administered through the MPH program and Epidemiology Department. The mission of the MPH Epidemiology concentration is to prepare students for professions aimed at reducing disease burden and disparities through a strong background in epidemiology methods. Students taking an MPH in Epidemiology can opt for a Causal Inference or Applied Epidemiology Sub-concentration.

The Causal Inference Sub-concentration is targeted towards experienced MPH students who are strongly interested in causal methods, academic research, and pursuing a PhD in this area post-graduation (see Table 1). Students are expected to have experience with health research, biostatistics, or epidemiology and will be taking core courses alongside PhD students. Mathematical notation will be used, and students should be familiar with concepts such as probability notation and cross-multiplication of fractions. Key course topics include effect modification and directed-acyclic graphs.

The Applied Epidemiology Sub-concentration aims to provide students with a strong foundation in epidemiological methods and rigorous training in applied skills to become public health leaders. It is targeted towards students planning a career in applied epidemiology (*i.e.*, as a public health practitioner), but will also prepare students for academic research and PhD programs (see Table 1). Students will be taught to be critical users, synthesizers, and producers of epidemiological research. Key course topics include public health interventions and surveillance systems.

Table 1. Target audiences for the Epidemiology sub-Concentrations

Criteria	Applied Epidemiology sub-Concentration	Causal Inference sub-Concentration
Degree goal	MPH may be terminal degree	Strongly interested in pursuing PhD
Career goal	Public health professional or researcher	Principal investigator or researcher
Focus	Public health practice and policy	Research in an academic environment
Primary interest	Applied epidemiological methods	Causal epidemiological methods
Experience	No previous epidemiology course required	Some experience with epidemiology

Epidemiology Concentration Competencies

The Brown University School of Public Health and the MPH Program within it are accredited by the Council on Education in Public Health (CEPH). The MPH program is guided by the Public Health Foundational Knowledge Objectives (12) and the Public Health Foundational Competencies (24) defined by CEPH. The MPH Epidemiology Concentration has eight epidemiology-specific competencies in addition to the those required by the MPH program:

1. Write an original research paper based on an epidemiologic research question formulated to help fill the gaps in a given substantive area.
2. Evaluate strengths and weaknesses of study designs commonly used in epidemiologic research for answering epidemiologic research questions.
3. Use causal diagrams to identify threats to study validity and approaches to minimize such threats.
4. Develop and implement the most appropriate analysis plan to analyze data to answer a specific epidemiologic research question.
5. Evaluate scientific evidence regarding a specific epidemiologic research question.
6. Justify the design and analysis for their own epidemiologic study.
7. Write and present the findings and implications of their own epidemiologic study.
8. Select the most appropriate epidemiologic study design that can be used to answer a specific epidemiologic research question.

Epidemiology Concentration Curriculum

Non-Credit Requirements

First semester:

- PHP1001: Foundations in Public Health
- CITI Training
- IRB Basics
- Core Advisor Small Group Sessions (see the MPH Student Handbook for details)
- SAS Programming 1: Essentials

Second semester:

- SAS Programming 2: Data Management

Program duration (fall and spring semesters of both years):

- Epidemiology Concentration Luncheons or Workshops (~ once per month)

Sample Course Schedule

	FALL SEMESTER	SPRING SEMESTER
YEAR 1	PHP 1001 - Foundations in Public Health (no credit)	PHP 2071 – Systems and Practice
	PHP 2140/2150 – Epidemiology Course I	PHP 2210/2200 – Epidemiology Course II
	PHP 2507/2510 – Biostatistics Course I	PHP 2508/2511 – Biostatistics Course II
	MPH elective	Methods elective
Credits:	3 credits	3.5 credits
YEAR 2	PHP 2072 - Policy, Leadership, Communication	PHP 2180 - Interpretation and Application of Epi
	PHP 2260 - Applied Epidemiologic Data Analysis	MPH elective
	PHP 2355 - Designing and Evaluating Interventions	
	MPH elective	
Credits:	3.5 credits	2 credits

Course Requirements

Complete <u>all</u> of the following MPH Core courses:	
PHP2071, Applied Public Health: Systems and Practice PHP2072, Applied Public Health: Policy, Leadership and Communication PHP2355, Designing and Evaluating Public Health Interventions	
Complete <u>one</u> of the following Epidemiology Methods Core sequences:	
Causal Inference sub-Concentration	Applied Epidemiology sub-Concentration
PHP2150, Foundations in Modern Epi Methods PHP2200, Intermediate Methods in Epi Research	PHP2140, Principles of Applied Epidemiology PHP2210, Surveillance Methods for Applied Epi
<i>Note: If a student completes 2120 or 2140 before deciding on their Concentration, the student must meet with the Epidemiology Concentration Lead, the MPH Program Director, and relevant instructors if they wish to switch between Sub-concentrations or undertake the Epidemiology Concentration. Based on an assessment of the student's background, prior coursework and performance, knowledge base, and other Department of Epidemiology requirements, 2120 may be able to substitute for 2140 and 2140 may be able to substitute for 2150 (for further details, see Appendix A and Appendix B).</i>	
Complete <u>all</u> of the following Epidemiology Concentration Core courses:	
PHP2260, Applied Epidemiologic Data Analysis PHP2180, Interpretation and Application of Epidemiology	
Complete <u>one</u> of the following Biostatistics and Applied Data Analysis Core sequences:	
PHP2507, Biostatistics & Applied Data Analysis I PHP2508, Biostatistics & Applied Data Analysis II	
PHP2510, Principles of Biostatistics and Data Analysis PHP2511, Introduction to Applied Regression Analysis	
<i>Note: PHP 2510 and 2511 have specific prerequisites set by the Biostatistics Department: students are required to have completed at least two college-level mathematics or statistics courses including at least one calculus course. Courses on algebra, trigonometry, or pre-calculus do not count towards this requirement.</i>	
<i>If a student completes 2506 or 2507 before deciding on their data analysis sequence, the student must meet with the Epidemiology Concentration Lead, the MPH Program Director, and relevant course instructors if they wish to move to a different data analysis sequence. Based on an assessment of the student's background, prior coursework and performance, knowledge base, and other requirements, 2506 may be able to substitute for 2507 and 2507 may be able to substitute for 2510.</i>	
Complete <u>one</u> of the following Epidemiology methods courses:	
PHP1855, Infectious Disease Modeling PHP1895, Mindfulness Epidemiology** PHP2015, Foundations of Spatial Analysis in Public Health PHP2030, Clinical Trials Methodology PHP2040, Survey Research Methods	

PHP2060, Qualitative Methods in Health Research
 PHP2200, Intermediate Methods in Epidemiologic Research*
 PHP2210, Surveillance Methods for Applied Epidemiology*
 PHP2220B, Nutritional Epidemiology**
 PHP2232, Contemporary History of Epidemiologic Methods
 PHP2250, Advanced Quantitative Methods in Epidemiologic Research
 PHP2415, Introduction to Evidence-Based Medicine
 PHP2455A, Health Services Research Methods I
 PHP2455B, Health Services Research Methods II
 PHP2465A, Introduction to Health Decision Analysis
 PHP2490, Methods in Pharmacoepidemiology
 PHP2516, Applied Longitudinal Data Analysis*** (1/2 credit)
 PHP2517, Applied Multilevel Data Analysis*** (1/2 credit)
 PHP2520, Statistical Inference I
 PHP2530, Bayesian Statistical Methods
 PHP2580, Statistical Inference II
 PHP2602, Analysis of Lifetime Data
 PHP2610, Causal Inference and Missing Data
 PHP2620, Statistical Methods in Bioinformatics I
 PHP2670, Simulation Models for Public Health

Note: some courses may only be offered every other year.

It is highly recommended to complete one of the following Epidemiology substantive area courses:

PHP1670, Public Mental Health: A Framework for Studying and Preventing Mental Disorders
 PHP1700, Current Topics in Environmental Health
 PHP1854, Infectious Disease Epidemiology
 PHP1895, Mindfulness Epidemiology**
 PHP1900, Epidemiology of Disorders and Diseases of Childhood and Young
 PHP1920, Social Determinants of Health
 PHP1964, Cancer Epidemiology
 PHP2018, Epidemiology of Cardio-Metabolic Health
 PHP2130, Human Biology for Public Health
 PHP2220B, Nutritional Epidemiology**
 PHP2220F, Reproductive and Perinatal Epidemiology
 PHP2220H, The Epidemiology, Treatment and Prevention of HIV
 PHP2220E, Topics in Environmental and Occupational Epidemiology
 PHP2440, Introduction to Pharmacoepidemiology

Note: some courses may only be offered every other year.

Select three general MPH electives

*Only if not taken as a required course, it cannot count towards both.

**Can be used as either a substantive or methods course, it cannot count towards both.

***1 full credit methods course can be met by taking both PHP2516 and PHP2517.

Waiver of MPH Core Courses

A student who has taken a course prior to enrolling in the Brown MPH Program that is the equivalent of an MPH core course may request to be waived from taking that course. However, they will be required to take a higher-level course in that discipline which must cover and assess all the MPH competencies that are met in the core course from which they are being waived.

To waive a core course, the student must request permission from the MPH Program Director. The student will need to provide a syllabus for the course taken previously, and a transcript showing the grade received. The student will also need to provide a syllabus for the higher-level courses that they want to substitute. Requests will be subject to approval by the Brown faculty member who teaches the core course in that discipline.

MPH General Electives

In addition to the MPH core and Concentration courses, students complete three general elective courses. Students may count any PHP course that is a 1000 level or above as a general elective. Other graduate-level courses (1000 level and above) at Brown may be taken as an elective, with approval. If you are interested in taking an elective course that is not currently on the MPH-approved elective list, please complete the MPH Elective Course Approval Request form.

UG/MPH Curriculum Requirements

The 5-year integrated undergraduate/MPH (UG/MPH) degree is a rigorous program in professional public health education open to Brown undergraduates of any concentration. Students accepted into the program will complete the degree requirements for both their undergraduate degree and an MPH degree in a five-year period. No more than two courses can be used to meet the requirements of both the undergraduate concentration and the MPH degree. Students must take 12 total course credits toward the MPH (5.5 during their first four years and 6.5 courses in the fifth year). Further details on requirements can be found here.

ILE Requirements Specific to the MPH Epidemiology Concentration

All in-person MPH students must complete a Capstone project to fulfill their integrative learning experience (ILE) requirement. Students in the Epidemiology Concentration must complete a Capstone project with a focus on epidemiology. They may fulfill their ILE requirement by: 1) successfully completing a Capstone project during the Capstone course in their last semester; 2) completing a thesis project under the mentorship of an advising team approved by the Epidemiology Concentration Lead.

Please review the general MPH Capstone project requirements as well as additional details about the Capstone course in the MPH Program Handbook. Also review the general MPH thesis proposal guidelines (see Appendix C). The following are requirements that are specific to the Epidemiology Concentration for students who choose to undertake a thesis project for their Capstone project.

Additional Thesis Requirements for Epidemiology Concentration Students

1. Your thesis needs to demonstrate that you have sufficiently mastered three Epidemiology Concentration-specific competencies. Common choices for these include:
 - Evaluate scientific evidence regarding a specific epidemiologic research question.
 - Justify the design and analysis for your own epidemiologic study.
 - Select the most appropriate epidemiologic study design that can be used to answer a specific epidemiologic research question.
 - Develop and implement the most appropriate analysis plan to analyze data to answer a specific epidemiologic research question.
 - Write an original research paper based on an epidemiologic research question formulated to help fill the gaps in a given substantive area.
 - Write and present the findings and implications of your own epidemiologic study.

2. Advising teams must be approved by the Epidemiology Concentration Lead before beginning the project proposal through email submission of an advising team form (see Appendix D). This is due by the end of the student's second semester (the end of April).
3. One member of the advising team (either the advisor or reader) must be a primary, secondary, or adjunct faculty member in the Epidemiology Department. If a student has a strong rationale for neither member of the advising team being a faculty member, they must include a sentence or two on their advising team form that explains the rationale for this decision. The Epidemiology Concentration Lead will then approve or reject this exemption. If approved, students must include the rationale in the project description portion of their proposal form. If rejected, they must find a faculty member to serve as a member of the advising team. Students may have additional “non-official” members outside of the advisor and reader.
4. Thesis projects will be approved after submission of a thesis project proposal form (see Appendix E). This is due at the end of the first week in June of the student's first year. This gives students approximately one month to develop their thesis proposal in collaboration with their advising team after spring semester classes finish. Please follow the exemplar project proposal to ensure sufficient detail is provided for approval (see Appendix F). Students must use the online submission process outlined by the MPH program to submit their thesis project proposal form (see Appendix G).
5. The thesis project must be disseminated to an appropriate public health audience prior to program completion. Students must disseminate their thesis both in writing and orally.

Examples of broad written dissemination include:

- Publishing thesis in online thesis repository.
- Submit work as a manuscript to a peer-reviewed journal.
- Publish summary of work in news media (e.g., summary available in a press release, news article, or blog post).

- Post work on a partner website (e.g., as a report, a data brief, or a policy brief or analysis).

Examples of broad oral dissemination include:

- Present work as an oral or poster presentation at a conference (including the SPH Public Health Research Day during spring semester).
- Present work as part of an oral invited talk.
- Present work as part of a seminar or workshop.
- Present work as part of a news media interview.
- Present work as an oral or poster presentation given in a public forum or at an appropriate organizational meeting for a public health organization.
- Present work as part of oral testimony before a government body.
- Students completing their degree for whom the above examples are not possible may be permitted to present their work as an oral defense with permission from the MPH Epidemiology Concentration Lead. The thesis reader, advisor, and Concentration Lead must all be able to simultaneously attend. Students will be asked to prepare a 20-minute presentation accompanied by slides, which will be followed by a 40-minute discussion period.

Additional Opportunities for Epidemiology Concentrators

Non-Credit Programming

To maximize the utility of your MPH degree, it's important to take advantage of opportunities that occur both inside and outside the classroom. Non-credit programming often provides opportunities to network with other students, faculty, and staff, which is an integral part of your MPH experience. In addition, it is a chance to focus on “soft skills,” such as communication, career pathways, and other topics not covered in courses.

Epidemiology Concentration Workshops

These workshops are a required component of your MPH program – attendance will be recorded and tracked. Workshops are held about once a month during the fall and spring semesters during both years of your program. These workshops are essential for networking with fellow Epidemiology Concentrators, and well as providing an easy contact point for the Epidemiology Concentration Lead. During these workshops, you will be given details about important deadlines and considerations for program progression. In addition, several of the workshops will be conducted on topics that are of interest to you – in the past, this has included career seminars, program evaluation, and how to conduct an effective job search.

Department of Epidemiology Seminar Series

The Department of Epidemiology Seminar Series is a monthly seminar that takes place at the SPH. These seminars are typically 45 minutes long, followed by a 15-minute Q&A period. If students are interested in meeting with the speaker before the talk, they are encouraged to reach out to the Epidemiology Academic Coordinator, who can arrange a meeting. The seminar provides a valuable opportunity to engage with experts in the field from outside the department and allows students to learn about exciting new research.

Faculty Spotlight Series

The Faculty Spotlight Series provides an opportunity for students to further interact with Department of Epidemiology faculty members. These sessions consist of 5-minute presentations where faculty briefly outline their career path, interest areas, current research projects, and courses they teach. Following the presentations, there will be a brief Q&A session for students to engage further. This is a great opportunity to identify potential research overlap for thesis projects or research assistantships.

Research Opportunities

You may be interested in holding a research assistantship during your time in the program. The Epidemiology Concentration Lead maintains a [Google sheet](#) of opportunities for current and recently graduated students, which is a good first place to look for openings. This list is also useful for identifying a placement for the Practicum or a thesis advisor or reader. You can also explore the Brown Career Site ([WorkDay](#)), which has numerous opportunities for students listed including research assistantships.

Teaching Opportunities

You may be interested in holding a teaching assistantship during your time in the program. All teaching assistantships are posted on the Brown Career Site ([WorkDay](#)) and you can apply to these positions directly through the website. Some of these opportunities are also posted on the MPH Learning Community on Canvas. However, if you are interested in holding a teaching assistantship, it is often useful to reach out to the instructor directly prior to applying on WorkDay. If you have previously taken a course and performed well academically, as well as had a good rapport with the instructor, these are ideal opportunities for teaching assistantships.

MPH Student Guidelines

MPH Academic Standing Policy

Students are given a copy of the MPH Academic Standing Policy during orientation. Students are asked to confirm that they have received the policy and will read it. A description of the MPH Academic Standing Policy can be found in [Appendix H](#). Details on evaluation of student progress can be found in the MPH Student Handbook.

Academic Resources for MPH Students

- Public Health Librarian: Chelsea Misquith (chelsea_misquith@brown.edu)
- Brown Writing Center: Writing_Center@brown.edu
- Writing Academic Support Specialist: Brittany Mandeville (brittany_mandeville@brown.edu)
- Quantitative Academic Support Specialist: TBD

Deadline for Completing MPH Degree Requirements

Full-time students generally take two years to complete the MPH. Students may request part-time status and can take five years to complete the degree as long as they are continuously enrolled. Students can't be on a leave of absence, or disenrolled pending thesis, for more than 2 years. In unusual situations, where a student needs to extend the timeline, the student can request an extension. The request must include a detailed timeline and plan for finishing all MPH degree requirements. Requests will be reviewed by the MPH Program Director and by the Dean of the Graduate School.

Financial Support

Financial support is mainly provided through merit-based assistantships and scholarships. Eligibility for merit-based scholarships is assessed at the time of application to the program. For details on other avenues for financial support, please see the MPH Student Handbook.

Limits on Work Hours

Full-time students who are working in Master's assistantships or other employment should generally not be working more than 20 hours per week. However, occasions may arise when a student has a 20 hour per week assistantship and wants to work additional hours as a TA or in some other capacity. The student should discuss these situations with the MPH Program Director before accepting a second position.

Brown Graduate Student Guidelines

Overview

The Graduate School Handbook defines the most important policies, procedures and practices that guide graduate education at Brown University. It includes information on the Graduate School rules, grading standards, graduate credit, conference travel funds, student loans, leaves of absence, codes of conduct, and grievance procedures. Graduate students must abide by the rules of the Graduate School, as well as the rules of the MPH Program.

Codes of Student Conduct

Brown University has developed a Code of Student Conduct (“The Code”) as a set of standards of student behavior and conduct that help maintain a campus environment where ideas are freely exchanged, University property and processes are respected, and conflicts are peacefully resolved. The Code is intended to provide an educational and socially just framework to address allegations of prohibited conduct. When students at the University fail to uphold these standards by engaging in prohibited conduct, Student Conduct Procedures are used to uphold the Code. The Code is administered by the Office of Student Conduct & Community Standards. The Academic Code Graduate Student Edition is a distinct set of guidelines, separate from the Code of Student Conduct, that regulates the academic behavior of graduate students.

The Graduate School requires all graduate students to complete required online courses on Codes of Academic & Student Conduct. Complete these online courses as soon as you receive the links in your Brown email over the summer. An online Title IX course will be sent for completion early in the fall semester.

Brown ID Card

To access University libraries, copy machines, etc., students will need a Brown ID card. New MPH students should obtain a Brown ID card at the Brown Card Office, which is located on the 5th floor of Page-Robinson Hall at 69 Brown Street.

Access to the School of Public Health building at 121 South Main Street requires additional approval. Generally, SPH will request approval in advance so that students' cards work in the SPH building when they arrive. If you are a student and your card does not work at the SPH, contact Diane Schlacter at MPH_Program@brown.edu.

Brown Email

Matriculated MPH students can set up their Brown electronic services and establish their Brown email accounts before the start of the MPH Program by going to this [website](#). Once the MPH Program begins, all email communications will be sent to the students' Brown email account, so please ensure this is set up as soon as possible.

Course Registration

Brown's SPH [course registration website](#) provides details and tutorials about registering for courses. You can browse and register for courses directly through [Courses@Brown](#). Note that it may take time for courses to be listed – if you have time-sensitive questions about specific courses, please reach out to the Concentration Lead.

Course registration for the fall semester generally opens at the very end of August. Brown then provides a "shopping period," which lets you register and try out courses for about two weeks after the semester begins. Afterwards, adding courses comes with additional fees, so please ensure your courses are finalized by the end of shopping period.

For details on important dates and deadlines at the SPH, including course registration, please refer to the [SPH Academic Calendar](#).

Student Locker Policy

The School of Public Health makes lockers available to all in person MPH students. Lockers are located on the 2nd and 3rd floors of the SPH building. If you wish to register for the use of a locker for the academic year, please submit this form by the first day of classes: [Student Locker Policy and Request Form](#). Note that in the rare event there are fewer lockers available than the number of students who request a locker, you will be entered into a "Locker Lottery" and notified by the second week of classes with your

locker assignment. Student use of lockers starts the first day of classes in September and expires on May 31st. Locker users will be notified in May of the deadline for removing locks and contents from assigned lockers. Any locks remaining on June 1st will be removed and the contents of the locker disposed of. Please contact sph-operations@brown.edu with questions.

All lockers are the property of Brown University and, therefore, you are expected to follow all applicable University guidelines. Lockers should not be defaced in any way and should be kept reasonably clean, sticker free, odor free, and their contents should not affect others. Users must provide their own locks but should be aware that we reserve the right to remove the lock in extenuating circumstances.

Wellness and Support Resources

Accommodations and Accessibility Services

Brown University is committed to the full inclusion of all students. If English is not your first language, please contact Brown's ESL coordinator at 401-863-5148 or ESL_Writing_Center@brown.edu to learn about available services. Student Accessibility Services (SAS) coordinates and facilitates services for students with physical, psychological, and learning disabilities, and temporary injuries (seas@brown.edu; 401-863-9588; office located at 69 Brown Street, Suite 512, 5th floor, Page-Robinson Hall). Students in need of short-term academic advice or support can contact one of the academic deans in the College.

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) provides free confidential counseling (located at the Health & Wellness Center at 450 Brook Street; 401-863-3476). CAPS offers Saturday appointments for graduate students from 9:00 AM to 4:00 PM during the academic year at Health Services (13 Brown Street).

Food Scarcity

If you are experiencing food scarcity, please reach out to the Deputy and Assistant Dean for Academic and Student Affairs at the School of Professional Studies.

Depending on the situation, they may be able to provide meal swipes or other interventions as needed.

International Travel

International SOS registration is strongly encouraged for all MPH students studying abroad. Students studying abroad during the academic year or summer should register the trip with the Brown University Global Assistance Program. This program provides 24-hour worldwide medical, security, and travel assistance, including emergency evacuation. More information can be found at Brown's [International SOS portal](#).

Diversity, Equity, and Inclusion

Additional resources relating specifically to diversity, equity, and inclusion on campus are listed below:

Resources at the School of Public Health:

- [Office of Diversity, Equity and Inclusion](#)
- [Disability Justice as Public Health](#)
- [Public Health Womxn of Color Collective](#)
- [SPH Students of Color Affinity Group](#)

Resources at Brown:

- [Office of Institutional Equity and Diversity](#)
- [Black Student Wellness Collective](#)
- [Brown Center for Students of Color](#)
- [Native Americans at Brown](#)
- [LGBTQ Center](#)
- [Global Brown Center for International Students](#)
- [Undocumented, First-Generation College, and Low-Income Student Center](#)
- [Sarah Doyle Center for Women and Gender](#)
- [Brown RISD Hillel](#)

Title IX

Confidential resources specifically related to Title IX incidents and reporting (incidents of gender-based violence, including sexual assault, dating violence, and stalking, or harassment) are listed below:

Confidential On-Campus Resources:

- Sexual Assault Response Line: 401-863-6000
- BWell Health Promotion: 401-863-2794
- BWell SHARE Advocates: 401-863-2794
- Counseling and Psychological Services (CAPS): 401-863-3476
- Health Services: 401-863-3935
- Chaplain's Office: 401-863-2344
- Ombuds (for graduate students): 401-863-6145

On-Campus Reporting and Accountability:

- Title IX and Gender Equity Office: 401-863-2026/5140
- Department of Public Safety (Emergency): 401-863-4111
- Department of Public Safety (non-Emergency): 401-863-3322
- Department of Public Safety (Detective Unity): 401-863-5292
- Department of Public Safety (Law Enforcement Advocate): 401-863-2542

Off-campus resources:

- Rhode Island Sexual Violence Helpline: 800-494-8100
- National Sexual Violence Hotline: 1-800-656-4673
- National Domestic Violence Helpline: 1-800-799-7233
- Crisis Text Line: text HOME to 741741

Leaves of Absence

The Graduate School recognizes that a student may need to request a leave of absence. Students considering a leave of absence are encouraged to make an appointment with a dean in the Graduate School to review their options. Depending on individual circumstances, students may also be referred to other offices for additional support, such as the Office of International Students and Scholar Services (OISSS) and the Office of Financial Aid. Students may also be encouraged to review whether

accommodations (including through Student and Employee Accessibility Services) might make it possible to continue as an active registered student.

Applications for leaves of absence should be sent to the Graduate School at least four weeks before the start of the semester in which the leave is to be taken. Students experiencing an urgent medical or personal matter may request a medical or personal leave of absence at any time. Applications received at a later date will be reviewed on a case-by-case basis. Failure to inform the Graduate School means that the student will still be considered active and will be billed for tuition. Until students receive confirmation of the approval of their leave of absence request from the Graduate School, they should assume that they are registered and will be expected to fulfill their academic responsibilities, including completing coursework. Directors of Graduate Study must approve all leave of absence applications.

Types of Leaves

1. Family Leave: Granted for family needs (and is distinct from the “parental relief” accommodation discussed below).
2. Medical Leave: Granted for a serious illness or injury.
3. Short-Term Medical Accommodation: Granted for temporary relief from academic duties due to illness, injury, or a temporary acute phase of a chronic condition.
4. Professional Development Leave: Granted for an approved educational or professional development opportunity that advances the student’s goals.
5. Probationary Leave: Granted to students experiencing problems with academic performance.
6. Personal Leave: An elective leave taken for personal reasons.

Taking a leave of absence in and of itself should not affect a student’s academic progress or standing. Regardless of the type of leave, the leave will be recorded in the transcript as “Leave of Absence” for all leave types.

The Graduate School now offers a Parental Relief Policy which is designed to partially ameliorate the academic and professional demands on graduate student parents who

are primary caregivers of newly born or adopted children. For more detailed information about leave policies please consult the [Graduate School Handbook](#).

Grievances

Brown's grievance procedure for graduate students can be found in the [Graduate School Handbook](#). The Graduate Student Grievance Procedure is one of several processes available to graduate students alleging inappropriate treatment. Normally, if another process exists to address the specific issue in question, that process should be used. Those processes include, but are not limited to, the Title IX process (for sexual harassment), the Student Conduct process, and the Discrimination and Harassment Policy Incident Reporting process (for racially offensive behavior or discrimination). There are also established procedures for reviewing the cases of students whose actions may require disciplinary measures. Inquiries about these procedures should be directed to the MPH Program Director, the Dean of the SPH, and/or the Deans of the Graduate School.

As a result, the Graduate Student Grievance Procedure should only be used when none of the more specialized processes is appropriate, as in, for example, a case of alleged inappropriate application of program requirements or concerns about advising. It is expected that students enrolled in the MPH Program will have the best possible relationship with colleagues and faculty during their graduate work at Brown. However, it is possible that a student may not agree with faculty or committee actions related to evaluation of academic progress and standing. The intent of the faculty is to address disagreements directly and constructively. Therefore, we encourage students to initially discuss their concerns and explore possible solutions with their MPH core advisor, their Concentration Lead, the MPH Program Director, and/or the Associate Dean for Academic Affairs at the School of Public Health.

Steps to Program Completion

Master's requirements for Brown's graduate students are available on the [Graduate School website](#). This website also has a specific [section](#) for MPH students with specific program requirements.

Of particular interest to students who intend to complete a thesis for their Capstone project is the page on [Master's thesis guidelines](#). This page includes information on important deadlines, submission, and formatting requirements. [Brown University's Theses and Dissertations Repository](#) also contains examples of what previous students have submitted. [Thesis Binding Services](#) are offered through the Brown University Library.

Here are some helpful links for the submitting your thesis:

- [Sample Title Page](#)
- [Sample Signature Page](#)
- [Thesis Authorization](#)

Commencement

Graduate students planning to receive a degree in May during the traditional Commencement Ceremony must, [by May 1](#):

- Complete the Application to Graduate found in [Banner Web](#).
- Register with the Graduate School for Commencement (even if not attending).
- Order regalia through the Brown Bookstore (if planning to attend).

To find links to the above tasks as well as all of the information needed about Commencement, please visit both the [Graduate School's Commencement](#) page and the [University's Commencement](#) page, paying particular attention to the "For Graduate Students" section.

Graduate students who have completed their degree requirements during the Summer term can apply to graduate and have their degree conferred on the last Sunday in October. Graduate students who have completed their degree requirements during the Fall term can apply to graduate and have their degree conferred on the second Sunday in February. There is no ceremonial commencement in October or February. Graduates can pick up their diplomas at the Office of the Registrar the week after conferral. After that time diplomas will be mailed to them. October and February graduates are listed in the May Commencement Bulletin and are welcome to bring their diploma covers and participate in Commencement in May.

Links to Important Resources

MPH Epidemiology Concentration

- [MPH Epidemiology website](#)
- [Epidemiology Department website](#)
- [Epidemiology Department faculty list](#)

MPH Program

- [MPH Program website](#)
- [Activate your Brown Account](#)

Graduate School

- [Graduate School website](#)
- [Brown Graduate School Handbook](#)
- [Academic Code – Graduate Student Edition](#)
- [Master's Requirements](#)
- [Brown Graduate Programs - MPH](#)

Coursework and Non-Credit Activities

- [Brown's Academic Calendar](#)
- [SPH Course Registration website](#)
- [Courses @ Brown \(CAB\)](#)
- [Elective Course Request form](#)
- [Instructions for logging into SAS modules](#)
- [CITI Training](#)

Employment Opportunities

- [WorkDay website](#)
- [Current and Post-graduate MPH Opportunities Google sheet](#)

Thesis Proposal

- [Advising Team Form](#)
- [MPH Thesis Proposal Guidelines](#)
- [MPH Thesis Project Proposal Form](#)
- [Exemplar Thesis Proposal](#)
- [Thesis Proposal Submission Instructions](#)

Thesis Submission

- [Graduate School Master's Thesis Guidelines](#)
- [Sample Title Page](#), [Sample Signature Page](#)
- [Thesis Authorization](#)
- [Brown University's Theses and Dissertations Repository](#)

Additional Forms

- [Student Locker Policy and Request form](#)