
Student Policies & Procedures

Operational policies and procedures that students should understand to streamline their academic progress and obtain approvals to take specific actions as they move forward are detailed below.

Forms related to the following policies and procedures:

[School](#) and [Department of Epidemiology](#) forms may be accessed via the Pitt Public Health or Department of Epidemiology Web sites.

1. COURSE ENROLLMENT

School of Public Health students may self-register for courses that are approved by their academic advisors (provided that instructors of any selected courses for which special permission is required to enter authorize enrollment).

➤ GENERAL COURSE ENROLLMENT INFORMATION

Assistance with the course enrollment process

The Epidemiology Student Services staff can address student operational enrollment questions.

Master's program students should e-mail Amy Rhodes rhodesa@edc.pitt.edu. Doctoral program students should e-mail Gina Tagliaferri git13@pitt.edu.

Student enrollment appointments

In fall and spring terms, students receive University designated *enrollment appointments*. Students may self-register **on or after** their enrollment appointment dates (through the end of the registration period for the term in question). There are no enrollment appointments assigned to students in summer term.

These dates are indicated in each student's Student Center in PeopleSoft. Students can access their Student Centers through the University Web portal - my.pitt.edu.

Removal of student advisement holds

Students cannot self-enroll until these holds are removed by the Student Services staff.

New Master's program students should communicate with Dr. Nancy Glynn epidnwg@pitt.edu concerning course enrollment. After conferring with their assigned

academic advisors and selecting courses for an upcoming term, PhD students should submit signed [Enrollment Forms](#) to Gina Tagliaferri in Epidemiology Student Services git13@pitt.edu. Continuing MPH and MS students should submit them to Amy Rhodes rhodesa@edc.pitt.edu. Receipt of these Forms by the Student Services staff represents advisor approval of the courses selected, and authorizes Student Services to remove each student's **University assigned Advisement Services Indicator hold**. This enables students to proceed with the self-enrollment process.

Registration for more than 15 credits (more than the customary full-time course credit load)

PhD students should contact the Student Services student services manager and program administrator, Lori Smith, smithl@pitt.edu for instructions. Master's program students should e-mail Amy Rhodes, rhodesa@edc.pitt.edu.

Graduate Student Researcher (GSR) and Teaching Assistant (TA) course enrollment

Doctoral students with funded GSR and TA appointments must be registered as full-time (9-15 credits or FTDR 3999) in any fall and spring term in which they hold their appointments. It is not necessary for students with summer appointments to register for courses in the summer term in which they hold appointments provided that they also have an appointment in the preceding spring term or the following fall term.

When permission is required prior to enrollment

Enrollment in some courses is accepted only by special permission of the instructor(s). Courses requiring permission for enrollment are indicated as such in the online Pitt Public Health course schedule by term, available at <http://www.publichealth.pitt.edu/home/academics/courses/printable-course-schedules>.

Students must request a **permission number** to register for these courses. Refer to the following **Admission to Closed Class or Restricted Class** section below for additional processing information.

Obtaining enrollment verification

Proof of enrollment may be obtained from the [University Registrar's Office](#). Verification may be obtained by visiting the office in person, or requested electronically.

Enrollment in independent study courses (EPIDEM 2213)

Students must complete an [Independent Study Form](#), in addition to an Enrollment Form, to enroll in an independent study course, after conferring with their advisors to formalize tasks and deliverables.

Undergraduate course enrollment

Pitt Public Health students may register for undergraduate courses with the permission of their academic advisors (indicated by advisor signatures on students' Enrollment

Forms). Students may, however, need to obtain permission from the instructor of the course in question, depending upon the course structure.

Formerly active Department of Epidemiology students returning to Pitt Public Health to complete degree programs

Individuals who have not enrolled in at least one course credit or Full-Time Dissertation Research (FTDR 3999) within a one-year period automatically transition to inactive student status. Contact the Epidemiology Student Services manager and program administrator, Lori Smith smithl@pitt.edu for more information regarding how to reobtain active student status.

Registration deadlines

Registration (enrollment) deadlines are posted to the [Pitt Public Health Web site](#).

Additional information concerning student self-enrollment procedures

[University Registrar's website](#)

➤ **COURSE ENROLLMENT OPERATIONAL PROCESSES (in Pitt Public Health or University of Pittsburgh courses)**

For: Continuing MPH and MS students and PhD students:

Note: New MPH and MS students will receive other enrollment instructions from Dr. Nancy Glynn epidnwg@pitt.edu Master's Degree Program Director.

RESPONSIBILITY	ACTION / POLICY
Student	Discusses course selection with advisor, obtains Enrollment Form , completes form and signs it.
Academic advisor	Signs Enrollment Form if student is on campus. May receive faxed Enrollment Forms from students, sign them and forward them to the Student Services Office on students' behalf.
Student	E-mails Enrollment Forms signed by themselves and academic advisors to the Student Services Office
Student Services staff	Receives forms from students. Receipt of signed forms (or new student advisors' e-mails) is indication to the department that students have received appropriate registration advisement from their academic advisors.
	Lifts PeopleSoft Advisement Services indicator following receipt of signed Enrollment Forms, enabling students to enter the University student self-enrollment system.
	Provides students with Epidemiology course permission numbers if required (after receiving e-mail authorization from course instructor(s)). Contact these departmental staff members concerning permission numbers for other Pitt Public Health

	department courses. Contact Mike Dolinger, Pitt Public Health Student Services Director, to obtain permission numbers for PUBHLT courses mike.dolinger@pitt.edu .
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➤ **ENROLLMENT IN COURSES OUTSIDE THE UNIVERSITY OF PITTSBURGH AT SPECIFIC REGIONAL ACADEMIC INSTITUTIONS (CROSS REGISTRATION)**

The University of Pittsburgh has cross-registration agreements with several regional academic institutions regarding enrollment of Pitt students in their courses. More information about these types of registrations is available on the [University Registrar's Office Web site](#).

Students must be registered as **full time** (enrolled in 9 – 15 credits) in fall and spring terms at the University before cross-registration can be approved. Cross registration is not available in summer terms.

Students wishing to know more about how to proceed with their registration should contact the Student Services manager and program administrator, Lori Smith smithl@pitt.edu.

➤ **COURSE ADD/DROP**

The [Enrollment Form](#) used to register for courses is also utilized to add or drop courses.

Students should determine the add/drop deadline identified for the [current term schedule](#) and attempt to drop or add courses before that date. The Student Services manager and program administrator, Lori Smith, forwards an e-mail indicating all registration deadlines when the enrollment period for an upcoming academic term opens.

Students resign when they request withdrawal from **all** enrolled courses for the term. Resignation does not automatically result in a refund of all charges, but may only result in a partial refund depending upon the date in the term the resignation was processed.

All students requesting **late transactions** (after add/drop deadlines) must have the approval of the Pitt Public Health Student Services Director, Mike Dolinger mike.dolinger@pitt.edu after conferring with their academic advisor.

RESPONSIBILITY	ACTION / POLICY
Student	<u>BEFORE ADD/DROP DEADLINE</u>

	<p>If it is before the add/drop deadline and student is already registered for one or more courses, completes and signs Enrollment Form to indicate courses to be added or dropped, and obtains academic advisor's signature. Delivers or e-mails Form to Student Services staff. Student then completes self-enrollment process (see Enrollment section above).</p> <p><u>AFTER ADD/DROP DEADLINE</u></p> <p><u>Only if unavoidable, extenuating circumstances are involved,</u> students may attempt to either add or drop a class after a term's add/drop deadline. In specific circumstances, processing of a Monitored Withdrawal may be a more appropriate alternative to a course drop transaction.</p> <p>Refer to the <u>Monitored Withdrawal</u> information of the Student Policies & Procedures section of this Student Policies and Procedures document.</p> <p><u>Course "adds" after add/drop deadline</u> Student requesting course <u>adds</u> must obtain written permission to enroll from course instructor. This written authorization should then be presented for review and signature, along with an Enrollment Form signed by the advisor, to the Pitt Public Health Student Services Director, Mike Dolinger, mike.dolinger@pitt.edu, through the Epidemiology Student Services staff. Contact Lori Smith, Student Services Manager and Program Administrator, for details.</p> <p>If the add request is approved by the director, the University Registrar's Office will consider and approve/disapprove it. These requests may or may not be approved.</p> <p>NOTE: Permission numbers are not needed for approved late enrollments (beyond add/drop deadline) unless special permission is required to enter the course in question).</p> <p><u>Course "drops" after add/drop deadline</u> Student requesting this type of course <u>drop</u> must obtain written permission to drop course from course instructor (i.e. signature on the Enrollment Form. This written authorization should then be presented for review and signature, along with a signed Enrollment Form, through the Epidemiology student services staff, to the Pitt Public Health student services director Mike</p>
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	<p>Dolinger mike.dolinger@pitt.edu. Contact the Epidemiology student services manager and program administrator, Lori Smith smithl@pitt.edu for details.</p> <p>If the drop request is approved by the director, the University Registrar's Office will consider and approve/disapprove it. These requests may or may not be approved.</p> <p>If the drop request is <u>not</u> approved, students may consider processing a Monitored Withdrawal Request form to withdrawal from (as opposed to dropping) the course (see Monitored Withdrawal section in this document) if the term deadline for this process has not passed.</p>
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➤ **MONITORED WITHDRAWALS**

If a student's request to drop a course (via Enrollment Form) after the term's add/drop deadline is not approved or he/she wishes to withdraw from a course for other reasons, a Monitored Withdrawal Request form should be processed. Information about Monitored Withdrawals is posted on the [University Registrar's Office Web site](#).

Students withdrawing from a course in this manner receive a "W" for the course on their transcripts and receive no tuition reimbursement. This "W" grade has no impact on the Grade Point Average (GPA) earned, requirements toward student degree completion or academic progress for purposes of financial aid eligibility.

RESPONSIBILITY	ACTION / POLICY
Student	Obtains Monitored Withdrawal Request form from the University Registrar's Office Website if choosing to withdrawal from course before the monitored withdrawal deadline .
	Completes and signs form and requests course instructor signature.
Instructor	Signs form to authorize withdrawal and returns form to student.
Student	Submits form to the Pitt Public Health student services director, Mike Dolinger mike.dolinger@pitt.edu and requests his signature.
Pitt Public Health Student Services director	Signs form to authorize withdrawal and forwards it to the University Registrar's Office for further processing.
Pitt Public Health Student Affairs staff	Forwards form copy to Epidemiology Student Services staff.

➤ **ADMISSION TO CLOSED CLASS OR RESTRICTED CLASSES (obtaining Permission Numbers)**

RESPONSIBILITY	ACTION / POLICY
Student	Contacts course instructor to request permission to enter course.
	Requests instructor to forward an e-mail to Epidemiology Student Services Offices (see e-mail address list in Enrollment section above) to confirm registration permission, if granted. Student should be copied on e-mail.
Instructor	Forwards e-mail authorization to Student Services Office staff (refer to staff list in Enrollment section above) for Epidemiology course permission numbers. Contact the Student Services staff in other Pitt Public Health departments to obtain permission to enter courses in those areas, or comparable staff in other Pitt schools offering the courses in question. Mike Dolinger, Pitt Public Health Student Services Director, mike.dolinger@pitt.edu , provides permission numbers for PUBHLT courses.
Student Services staff	Forwards students permission numbers.
Student	Enters permission number while completing student self-enrollment process .

➤ **REPEATING COURSES**

RESPONSIBILITY	ACTION / POLICY
	Courses may be repeated if grade of "B-" or lower is received, with advisor permission.
	Grade earned in repeated course is used in calculating QPA, but former grade still appears on transcript.
	No course may be repeated more than twice.
	No sequence course may be repeated for credit after a more advanced course in the sequence has been passed with a "B" or higher grade.
	Course repeated must be same as that in which original grade was earned. In certain circumstances, department chair may authorize substitution of another course with similar content.
Student	Discusses desire to repeat course with advisor, obtains appropriate approvals, completes Enrollment Form and requests advisor signature.

Advisor	Signs Enrollment Form to indicate course repeat approval.
Student	Delivers or e-mails Enrollment Form to Student Services Offices.
	Forwards Enrollment Form to Pitt Public Health Student Affairs after retaining copy.
Student	Submits completed Course Repeat Form to Pitt Public Health Student Affairs to request inclusion of only last course grade for GPA computational purposes.

2. COURSE EXEMPTIONS

PITT PUBLIC HEALTH AND DEPARTMENTAL CORE COURSE EXEMPTIONS

RESPONSIBILITY	ACTION / POLICY
Student	Discuss previously taken course justifying exemption with academic advisor.
	If advisor will support the exemption, identify the appropriate exemption request form on the Pitt Public Health Website .
	If advisor approves request, complete student section of form, explaining exemption basis, and forward to advisor and course instructor for signatures.
Academic advisor, course instructor, department chair	Sign form and return form to student if exemption request is approved.
Student	Deliver or e-mail form to Epidemiology Student Services Offices (Amy Rhodes, 5116 PUBHLT or rhodesa@edc.pitt.edu for MPH and MS students / Gina Tagliaferri, 5115 PUBHLT or git13@pitt.edu for PhD students).
Epidemiology Student Services staff	Ensures Pitt Public Health Student Affairs staff receive form copies.

3. CREDIT TRANSFERS

In any course credit transfers, associated grades must be a “B” or higher. Grades (and quality points) are not recorded for credits accepted by transfer. Credits may be transferred from another academic institution, a University of Pittsburgh school, or another department in Pitt Public Health.

Credit transfers should be discussed with and approved by each student’s advisor.

A [Course Credits Accepted form](#) should be completed and submitted to the Student Services Office staff (Amy Rhodes, rhodesa@edc.pitt.edu, 5116 PUBHLT [MPH & MS] and Gina Tagliaferri, git13@pitt.edu, 5115 PUBHLT [PhD]). Generally speaking, courses taken at previously attended institutions must be matched on the form with Pitt Public Health courses that are comparable in content.

NOTE: Different actions are taken to process course exemptions and credit transfers.

Students should contact the Epidemiology Student Services Manager and Program Administrator, Lori Smith smithl@pitt.edu to learn more about processing credit transfer requests.

Continuing Students - Completing Another Degree During or After Their Course of Study

Students already enrolled in the Epidemiology MPH/MS program who are accepted into the Epidemiology PhD program may transfer all of their credits (with a grade of B or higher) toward their doctoral degree. Students who have already graduated with an MPH/MS in Epidemiology and are then accepted into the Epidemiology PhD/DrPH program may also transfer all of their master's degree credits toward their doctoral degree **if the date of graduation was within 5 years of matriculation into the doctoral program**. If the MPH/MS graduation date was greater than 5 years before matriculation into the doctoral program, a maximum of 24 credits may be transferred.

Students enrolled in the Epidemiology PhD program who would like to earn an MS or MPH Degree in Epidemiology during their course of study may apply credits already earned to their master's degree. However, students must ensure that they fulfill all MS or MPH program requirements in this process, and first apply to be officially admitted to their program of choice.

Master's Degree Credit Transfers

Pitt Public Health students enrolled in an MS program who earned prior graduate-level credits but no degree may transfer up to 6 credits to their current program, and Pitt Public Health MPH students who earned prior graduate-level credits but no degree may transfer up to 1/3 of the required credits for their MPH to their program.

A master's program student (MPH or MS) who has earned a prior graduate degree may transfer 6 credits to a master's degree at Pitt Public Health.

Other Credit Transfer Policies

At the discretion of students' academic advisors, up to 24 course credits may be transferred from a previously earned graduate degree or from graduate credits taken

where no degree was earned towards a doctoral (PhD) degree. Twenty-four credits may be transferred, with advisor approval, from a prior master's degree, with a possibility of 12 more for post-master's coursework.

A doctoral student who was enrolled elsewhere in a doctoral program but didn't earn the degree can transfer as many as 36 credits, with advisor authorization.

MD/PhD joint program students should discuss credit transfers with the Epidemiology student services manager and program administrator.

Course credit transfer acceptance does not automatically imply course exemption from Pitt Public Health or Departmental core requirements. Refer to Course Exemptions information at the beginning of the **Student Policies & Procedures** section in this document

RESPONSIBILITY	ACTION / POLICY
Epidemiology Student Services staff	Prepares letter or memo on behalf of an Epidemiology advisor indicating approval of credits being transferred from a University of Pittsburgh school (outside of Pitt Public Health) to further document any specific circumstances involved. Memo or letter copy will be forwarded to Pitt Public Health Student Affairs for the student's school-level file.
Student transferring credits from another university	Obtains and completes Course Credits Accepted Form from the Pitt Public Health Web site and requests advisor approval & signature. Individual course credits previously earned should be linked to Pitt Public Health course credits on the form. It should be delivered or e-mailed to Epidemiology Student Services staff members (Amy Rhodes, 5116 PUBHLT or rhodesa@edc.pitt.edu for MPH and MS students / Gina Tagliaferri, 5115 PUBHLT or git13@pitt.edu for PhD students) who will retain a copy, then forward the original form to Pitt Public Health Student Affairs.
Student transferring credits from master's degree within Epidemiology Department to doctoral program within Epidemiology Dept.	No credit transfer request documentation is required, provided the student's Epidemiology MPH/MS graduation date and the PhD matriculation date are within 5 years. If more than 5 years have elapsed, students should communicate their transfer request to the Student Services manager and program administrator, Lori Smith smithl@pitt.edu and further instructions will be provided.

Pitt Public Health Student Affairs	Reviews/approves Course Credits Accepted Forms and any supporting memo or letters. Individual course credits accepted are subsequently entered into PeopleSoft.
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4. EPIDEMIOLOGY SEMINAR (EPIDEM 2250)

All Epidemiology students must register for the Epidemiology Seminar course (EPIDEM 2250) at least once prior to completing their degree programs, although all students and faculty are strongly encouraged by the Department of Epidemiology chair to attend seminar each fall and spring term it is offered.

Epidemiology seminars are a traditional gathering place and informal networking opportunity for students, faculty, and staff, where cutting-edge developments related to public health and epidemiology are presented, and student, faculty, and research area of concentration achievements are shared.

Grading is based upon attendance. Students should attend at least 75% of seminar presentations to receive a satisfactory grade. Students with questions about attendance should contact the faculty seminar course director or the course teaching assistants.

Epidemiology Graduate Student Researchers (GSRs) and departmentally funded Teaching Assistants (TAs) must attend seminar, whether or not they are registered for the course, during each fall and spring term of their appointments.

Students will be informed by the course director or TAs about how to register their attendance.

Forms for processing of Continuing Medical Education (CME) credits are made available.

5. EPIDEMIOLOGY JOURNAL CLUBS

[Departmental journal clubs](#) are another venue for networking with colleagues and faculty, and delving more deeply into areas of specific research interest.

Students or faculty members who may be interested organizing and promoting a new journal club should contact the Epidemiology student services manager and program administrator.

6. CHANGING TO / ADDING ANOTHER DEGREE PROGRAM (CURRENT EPIDEMIOLOGY DEPARTMENT OR PITT PUBLIC HEALTH STUDENTS)

Students desiring enrollment in two independent degree programs must be admitted to both programs, and must satisfy degree requirements of both.

The [Pitt Public Health Website](#) provides more information concerning the processes involved.

Contact phadmissions@pitt.edu with questions.

7. CHANGING ADVISORS

Master's Degree Students

Students should contact the Director of Epidemiology Master's Degree Programs, Dr. Nancy Glynn epidnwg@pitt.edu.

Doctoral Degree Students

It is possible for students to change advisors, provided that both the current and new advisors agree that this would support students' ability to successfully complete their programs of study.

RESPONSIBILITY	ACTION / POLICY
Student	Discusses advisor change request with both current and new advisor.
	Completes, signs and dates student section of Request to Change Academic Advisor form .
Current advisor	Signs & dates form.
New advisor	Signs & dates form.
Student	Returns form to Student Services staff.
Student Services staff	Retains form for student files and enters advisor change in PeopleSoft.

8. GRADING

A complete explanation of the University's grading system is available on the [Registrar's Office Web site](#).

Grades may be changed or entered electronically by faculty or authorized assistants only during grading periods designated by the University Registrar's Office for each term.

Once grading period deadlines have passed, paper Grade Change Request forms must be utilized to process changes. These forms may be downloaded and completed by faculty academic advisors and forwarded only by them or authorized staff to the Student Services staff for further processing. Student are not permitted to deliver Grade Change Request forms on behalf of their academic advisors.

Students may view their grades through their PeopleSoft Student Centers via the University Web portal – www.my.pitt.edu.

CHANGING PITT PUBLIC HEALTH GRADE OPTION - AUDIT REQUESTS

Any Pitt Public Health graduate course may be audited on a space available basis. Students auditing a course will still be assessed tuition, but will not receive a traditional letter grade or credits for the course (an “N” grade will be received). Interested students should discuss this grade option with their advisors and course instructors, and must obtain their permission.

RESPONSIBILITY	ACTION / POLICY
Student	Verify with instructor that grade option selected is available for course.
	Complete middle portion of Grade Option/Audit Request form to request a grade option/basis change.
	Complete form to request course auditing (no grade/no credit – “N” appears on transcript) or the middle section to request a different grade option.
Advisor and instructor	Sign & date form to indicate approval. Instructor must remember to enter an “N” grade (representing an audit) when electronic grade rosters open for the term in question.
Student	Delivers or e-mails form to Epidemiology Student Services Offices (Amy Rhodes, 5116 PUBHLT or rhodesa@edc.pitt.edu for MPH and MS students / Gina Tagliaferri, 5115 PUBHLT or git13@pitt.edu for PhD students).
Epidemiology Student Services staff	Forwards form copy to Pitt Public Health Student Affairs.

GRADE CHANGE REQUESTS

“I” grades (incomplete grades given when students are in the process of completing MPH essays, MS theses, or PhD dissertations) and “G” grades (given when personal extenuating circumstances prevent a student from completing a course) can be changed

to permanent grades if an instructor communicates authorization to the Epidemiology Student Services manager and program administrator, Lori Smith smithl@pitt.edu following student completion of the course(s) in question.

Instructors and students should communicate with the Epidemiology Student Services manager and program instructors for more information.

The Student Services manager and program administrator can also change grades on behalf of instructors when grading errors must be corrected or other circumstances warranting grade changes occur.

9. FUNDING RESOURCES AND STUDENT JOBS

Epidemiology Graduate Student Researcher appointments (PhD students)

Department of Epidemiology scholarships

Details are provided in the Student Scholarships section of the Epidemiology Student Handbook.

University and Pitt Public Health scholarships

Student jobs

Students should talk with their academic advisors, the Doctoral or Master's Degree Program directors, Dr. Tina Costacou, costacout@edc.pitt.edu (PhD) or Dr. Nancy Glynn, epidnwg@pitt.edu (MPH and MS), or other members of the faculty, and/or the Student Services manager and program administrator, Lori Smith smithl@pitt.edu about their desire to obtain hourly-paid employment.

Students may also check [PittWorx, the University's job posting system](#), to search descriptions of available positions and apply for them.

International students should focus on obtaining on-campus positions, as dictated by their student visa status. Questions about international student employment should be directed to the [University's Office of International Services \(OIS\)](#).

Some Pitt Public Health students find positions at local or regional employers, including, but not limited to, the [University of Pittsburgh Medical Center \(UPMC\)](#).

10. STATUTE OF LIMITATION FOR DEGREE COMPLETION / LEAVES OF ABSENCE

RESPONSIBILITY	ACTION / POLICY
	<u>STATUTE OF LIMITATIONS POLICY</u> - All doctoral degree program requirements must be completed within 10 years or 8 years if student has received credit for a master's degree. MS program requirements must be completed within 4 years and MPH requirements within 5 years.
	Requests for extensions of statute of limitations must be made in writing by students and their academic advisors, approved by department chair, and submitted to Pitt Public Health student services director for final approval. There is no guarantee that extension requests will be approved.
	Extension requests must include documented evidence of specific circumstances leading to current situation, and students must describe ongoing plans to complete all degree requirements and identify a completion timeline Contact the Student Services manager and program administrator, Lori Smith smithl@pitt.edu to obtain instructions for proceeding with extension requests.
	<u>LEAVE OF ABSENCE POLICY</u> - One leave of absence may be granted to a student. A two-year leave may be granted for doctoral degree students, and a one-year leave is available to master's degree students.
	Leaves requests must specify the basis for the leave, and must first be approved by the academic advisor. Contact the Student Services manager and program administrator to obtain instructions for proceeding with leave of absence requests.
Pitt Public Health student services director	Forwards student letter indicating final approval or disapproval of statute of limitations extension requests or leave of absence requests, and sends letter copies to Epidemiology Student Services staff.

11. ENGLISH COMPREHENSIBILITY TEST

RESPONSIBILITY	ACTION / POLICY
Doctoral students	PhD students who are non-native speakers of English and whose undergraduate programs were not taught in English (as the official language of instruction) must take and pass this test prior

	to registering for EPIDEM 2215 (Teaching Practicum), a graduation requirement, and before beginning departmentally funded Teaching Assistant (TA) and faculty supported Graduate Student Researcher (GSR) appointments.
	Eligible students should follow instructions forwarded by the Student Services staff concerning the test, when it is scheduled by the University. Students will receive copies of their test score reports
Student Services staff	Receives and retains a copy of the test score report from the University's English Language Institute (ELI).
Student	Those with passing scores may register for EPIDEM 2215 in any future term or proceed in their roles and GSRs or TAs. Those who do not receive sufficient test scores receive recommendations for registration in specific English language courses, and should plan to take the test again (dates will be communicated by the Student Services staff). Until they are tested again and receive sufficient test scores, they cannot register for EPIDEM 2215 or act as GSRs or TAs.

12. COMPETENCY IN COMMUNICATION REQUIREMENT

Department of Epidemiology policy specifies that prior to graduation, all degree-seeking students must demonstrate competency in oral communication through research presentation experiences as described below:

Masters and doctoral student requirement distinctions

MPH & MS students must complete at least one oral presentation or poster presentation during their tenure at Pitt Public Health.

PhD & DrPH students must complete at least two oral presentations or poster presentations during their tenure at Pitt Public Health.

Qualifying venues and presentations

Local, regional, national, or international professional or scientific conferences qualify as venues where the Competency in Communication requirement may be fulfilled. Presentations delivered at Department of Epidemiology or Pitt Public Health special events featuring student research, including the annual Epi in Action MPH Poster Presentation (fall term) or the school's Dean's Day Research Poster Competition (spring term) will also count towards this requirement.

Submission of competency records

- A [Communications Competency Requirement Record Form](#) must be submitted by students to the Epidemiology Student Services Offices prior to graduation as a record of the requirement's fulfillment. It is recommended that students submit their forms immediately following their presentations, instead of waiting until their graduation terms are approaching.