

Donna and Robert Manning College of Nursing and Health Sciences

Urban Public Health Undergraduate Student Handbook Fall 2024



www.umb.edu/academics/MCNHS

**The Manning College maintains the right to amend published policies, procedures, and requirements at any time.*

ALL STUDENTS ARE RESPONSIBLE FOR UNDERSTANDING

AND COMPLYING WITH ALL HANDBOOK POLICIES

Students are expected to refer often to the policies and procedures contained within the current Urban Public Health Undergraduate Handbook available on the CNHS website as well as other links provided in the Urban Public Health Undergraduate Handbook. This handbook supplements the following online University publications, which contain general information related to student rights, academic policies, registration, financial aid, campus facilities, and course descriptions and requirements. Urban Public Health students, faculty, and staff members are responsible for understand and adhering to the policies, procedures, and requirements outlined herein, and all are expected to refer to the most current version of the Handbook available on the CNHS website. Failure to stay informed of published policies, procedures, and requirements is not an excuse for non-adherence.

****POLICIES ARE SUBJECT TO CHANGE; STUDENTS WILL BE NOTIFIED VIA EMAIL IN A TIMELY MANNER***

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Welcome

Welcome to the new Department of Urban Public Health (UPH)!

The UPH Department is located in the Donna M. and Robert J. Manning College of Nursing and Health Sciences (MCNHS). We currently offer a Bachelor of Science (BS) program, with plans to develop a Masters of Urban Public Health and a Doctor of Philosophy (PhD) program.

The BS program is currently in its second year on campus. The BS curriculum provides a solid foundation based on the principles of urban public health while offering the flexibility for students to prepare for graduate education and careers in a broad range of public health professions. Popular career goals include maternal and child health specialist, health equity and outreach strategist, community health worker, community planner, social and community service manager, food and safety health inspectors, public health preparedness coordinator, health promotion specialist, health educator, public health advocate, health informatics administrator, public policy writer, research associate, research coordinator and other related public health professions.

Please take a moment to read the student handbook and visit the UPH website to learn more about the BS program. The student handbook and website are a good guide to use as you progress through your major. On behalf of the UPH faculty and staff, I thank you for choosing our BS program for your undergraduate education. We look forward to working with you, and helping you reach your educational and career goals.

Patricia Janulewicz Lloyd, DSc, MPH

Professor and Chair

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Overview of the Program

The Urban Public Health Undergraduate program was created to meet the needs of all students interested in pursuing a variety of careers in Public Health. As a new academic discipline, we are consistently working to become a diverse Public Health program of study. UMass Boston's Urban Public Health Bachelor of Science program is designed for future leaders who aim to promote health equity in urban populations. Students are prepared with fundamental knowledge of public health science and education as well as an aptitude for critical problem solving, analysis and interpretation of data, and an understanding of socio-economic and cultural diversity among people in urban settings.

Program Goals

The mission of the Urban Public Health department is congruent with the mission and vision of the Donna M. and Robert J. Manning College of Nursing and Health Sciences. The Urban Public Health Undergraduate Program mission is to create an inclusive, student-centered learning environment that fosters creativity and innovation in research, scholarship, education, and service to promote health equity in urban populations, preparing public health professionals to work in multidisciplinary urban public health environments.

The mission will be accomplished through a firm commitment to:

- Recruiting and supporting students, faculty, and staff from diverse backgrounds.
- Using innovative, evidence-based teaching and learning strategies to meet the need for health science professionals at different educational levels that are prepared for excellence in practice with diverse populations in various health settings.
- Providing curriculum and research opportunities designed to discover, apply, and integrate new knowledge addressing strategies that enhance health-related quality of life, with an emphasis on diverse urban populations.
- Preparing graduates for participation in society and the global community as educated, socially responsible individuals.

The goals of the Urban Public Health Undergraduate Program align closely with the Donna M. and Robert J. Manning College of Nursing and Health Sciences goals, which address the community of learners through education, research, and service to the university, communities, and the discipline of Urban Public Health.

Our goals are to:

- Provide comprehensive tools and services to enhance student learning in collaboration with other departments within the university.
- Create a welcoming environment within the classroom, department and university at large where students, faculty, and staff interact, learn from one another, and work collaboratively.
- Use effective teaching and learning methods to prepare baccalaureate students to promote excellent public health outcomes with an emphasis on diverse urban populations.
- Establish meaningful partnerships with local, state and federal health agencies to enhance student learning, community service, and faculty practice and research.

Learning Objectives

The primary goal of the Urban Public Health undergraduate program is to prepare competent entry-level Public Health professionals in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. In addition to this goal, students will meet the following objectives throughout the core curriculum.

- 1) Demonstrate knowledge of core and concentration specific Urban Public Health courses:
 - a) Comprehend the historical development of public health practices within urban environments.
 - b) Demonstrate a solid understanding of the structure and function of various public health agencies at local, state, and federal levels.
 - c) Possess competency in identifying and analyzing how social, economic, and environmental factors influence health outcomes in urban populations.
 - d) Effectively apply data-driven approaches to assess urban public health issues, interpret findings, and inform public health interventions.
- 2) Demonstrate the ability to apply scientific theory to practice in human communities:
 - a) Maintain a strong understanding of biological and behavioral sciences relevant to urban public health.
 - b) Demonstrate competency in applying epidemiological principles and analyzing public health data within complex urban systems.
 - c) Effectively communicate health promotion strategies to diverse urban audiences.
- 3) Demonstrate ability to evaluate literature related to Urban Public Health:
 - a) Gather and analyze relevant peer-reviewed literature.
 - b) Draw conclusions through synthesis of the literature.
 - c) Convey knowledge of literature related to Urban Public Health in oral and written format.

Faculty

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Program Requirements

Program Admission

New Freshman and Non-UMB Transfer Students

Students who have never matriculated into a degree-granting program at UMB and wish to enter the Urban Public Health Program as either a new freshman or new transfer student, must apply to the College through the UMass Boston Office of Undergraduate Admissions. Undergraduate Admissions is responsible for assembling and processing the UMB application, evaluating applicants, rendering decisions based on admission criteria and deadlines set by the College, and arranging new student orientation for accepted students. Admission into the Urban Public Health program occurs twice a year with start dates in the Fall and the Spring semester.

[CLICK HERE for More Information](#)

UMB Program and Major Change Students, UMB Degree-Holders, and Reenrollment Applications

Depending on your current status at UMass Boston you will need to apply to our program by following the appropriate procedures outlined below.

- You can find the appropriate application on the UMass Boston Registrar's Office [Forms](#) page or by visiting the [One Stop](#) (Campus Center, UL).
- Admission to the Urban Public Health program is not guaranteed. The program reviews a variety of factors, including applicant's prior academic performance and available space in our program for the given semester.
- We will not render decisions prior to the stated deadlines, and all decision letters will be mailed to students approximately two (2) weeks after these dates. Late applications will not be accepted.

[CLICK HERE for More Information](#)

Inter-College Transfer to URBAN PUBLIC HEALTH

Students currently enrolled in another college or program who wish to change their major to Urban Public Health, must complete the Inter-College Transfer (ICT) Application. Students must include an official or unofficial UMass Boston transcript with your application along with a typed, short personal statement of intent. Students should submit the online form. Applications will be reviewed on a rolling basis. Students must have a minimum of a 2.5 GPA and a grade C- or above in a 4-credit lab science course.

[CLICK HERE for More Information](#)

Readmission

If you are currently not an active UMass Boston student but were formerly in the Urban Public Health program, you must complete a Readmission Application to re-enroll into Urban Public Health. Students who were previously admitted to UMass Boston and wish to resume their studies must submit the Undergraduate Readmission Application and any additional documents to the One Stop (Campus Center, Upper Level) or the Registrar's Office). Please note, meeting the deadline for submission of the readmission application does not ensure that required courses or placement into required professional programs will be available upon readmission. Applications are due no later than August 15 for the Fall semester, and January 15 for the Spring semester. Students must also meet with the Urban Public Health Department Program Assistant prior to registering for the upcoming semester.

[CLICK HERE for More Information](#)

URBAN PUBLIC HEALTH Second Degree/Previous Degree

A student is considered to be seeking a second baccalaureate degree if the student has previously earned a baccalaureate degree at a college or university accredited by one of the United States' regional accrediting bodies. To obtain a second baccalaureate degree at UMass Boston, the student must complete the requirements of the declared major, complete at least 30 credits in residence and maintain a cumulative grade point average of at least 2.5. (Note that students whose first baccalaureate degree is from UMass Boston may be subject to additional restrictions.)

Students whose first degree is from UMass Boston can apply for a second undergraduate degree using the Second-Degree application. Students whose first degree is from another university or college should file an admissions application. For information on applying and financial aid please check the [Admissions](#) web page.

[CLICK HERE for More Information](#)

Urban Public Health Course Requirements

The Urban Public Health curriculum is designed to prepare students for careers that incorporate a strong understanding of the social, systematic, and political determinants of urban public health. Students must complete a minimum of 120 credits and maintain a cumulative grade point average of 2.0 and passing grade of a C- in all URBAN PUBLIC HEALTH required courses, core courses and lab sciences. The table below outlines URBAN PUBLIC HEALTH core courses, Urban Public Health elective, and the University general education requirements. Students will be required to complete ten (10) Urban Public Health core courses and two (2) Urban Public Health elective courses. With the additional credits required to meet the 120-credit minimum, students will be guided to explore minors offered by other departments, both within the Donna M. and Robert J. Manning College of Nursing & Health Sciences.

Gen Ed Requirements		EHS Core Curriculum	
?	ENGL 101 Freshman English I- 3cr	?	PUBHTH 101 Foundations and History of Public Health- 3cr
?	ENGL 102 Freshman English II-3cr <i>(prerequisite: ENGL 101)</i>	?	PUBHTH 102 Introduction to Environmental Health- 3cr
?	First Year Seminar 4cr <i>(required of those who enter UMB < 30CR)</i>	?	PUBHTH 220 Introduction to Epidemiology- 3cr
?	Intermediate Seminar- 3cr <i>(prerequisite: ENGL 102 and minimum of 30 credits)</i>	?	PUBHTH Core Course (To be Determined)
?	Arts (AR) or Humanities (HU)- 3cr	?	EHS 280 Stats for Health Professionals- 3cr <i>(prerequisite: MATH 114QR, or higher placement)</i>
?	Arts (AR) or Humanities (HU)- 3cr	?	PUBHTH Core Course (To be Determined)
?	Social/Behavioral Science (SB)- 3cr	?	PUBHTH Core Course (To be Determined)
?	World Languages (WL) or World Cultures (WC)- 3cr	?	PUBHTH Core Course (To be Determined)
?	World Languages (WL) or World Cultures (WC)- 3cr	?	PUBHTH Core Course (To be Determined)
?	Lab Science- 4cr	?	PUBHTH Core Course (To be Determined)
?	Lab Science- 4cr	?	PUBHTH Elective #1 <i>(must be at least 3cr)</i>
?	Writing Proficiency Requirement <i>(must pass by the completion of 60 credits)</i>	?	PUBHTH Elective #2 <i>(must be at least 3cr)</i>

General Education Requirements

The general education curriculum at UMass Boston gives students multiple opportunities to build and improve upon their academic foundation. Students are exposed to the fundamental ideas and intellectual activities

that students and faculty across campus and around the world – in the arts, the humanities, business, and the social and natural sciences – utilize in scholarship. The UMass Boston general education program introduces students to subject matter and skills from across the university and does so in ways that provide students with a strong foundation for success in future courses and in their career.

[CLICK HERE for More Information](#)

Course Requirements

To complete the requirements for the Bachelor of Science in Urban Public Health, all Urban Public Health student majors are required to complete a comprehensive list of courses from the academic disciplines of public health and health sciences, which is also referred to as the Urban Public Health core curriculum. These courses provide theoretical and experiential preparation designed to prepare graduates for careers in the Urban Public Health field.

URBAN PUBLIC HEALTH Core Curriculum	
Life Science 4cr	PUBHTH Core Course (To be Determined)
Life Science 4cr	PUBHTH Core Course (To be Determined)
PUBHTH 101 Foundations and History of Public Health 3cr	PUBHTH Core Course (To be Determined)
PUBHTH 102 Introduction to Environmental Health 3cr	PUBHTH Core Course (To be Determined)
PUBHTH 220 Introduction to Epidemiology 3cr	PUBHTH Core Course (To be Determined)
PUBHTH Core Course (To be Determined)	PUBHTH Elective #1- 3cr
EHS 280 Stats for Health Professionals- 3cr (prerequisite: MATH 114QR, or higher placement)	PUBHTH Elective #2- 3cr

Please note the following:

Students are strongly encouraged to plan their course schedule with their academic advisor to ensure that all requirements are completed within their expected time frame.

All core curriculum requirements (listed above) including the two science courses must be passed with a grade of C- or higher and may not be taken on a pass/fail basis. Students earning below a C- will be required to re-take the course, achieving at least a C- to earn credit for the major.

General Electives

In addition to Urban Public Health major and general education requirements, Urban Public Health students must complete general elective courses chosen from any academic discipline at UMass Boston. The number of

general elective credits varies by student but is generally between 21 and 36 credits, depending on course selection, prerequisites, and/or possible transfer credit.

Writing Proficiency Requirement/Exam (WPR/WPE)

The purpose of the Writing Proficiency Requirement is to help students be better prepared for academic work in advanced courses, where they will be expected to apply these essential communication skills. All students enrolled in baccalaureate degree programs at the university are required to complete the WPR/WPE. Students must demonstrate the ability to evaluate different points of view, read critically, and write analytically. Students are required to demonstrate writing proficiency before they complete 75 credits.

[CLICK HERE for More Information](#)

Urban Public Health Course Descriptions

URBAN PUBLIC HEALTH Core Courses: Course numbers and descriptions will be added as the courses are being developed and accepted by the committee

PUBH101 Foundations and History of Public Health 3cr

This introductory course explores the foundations and history of public health, as a discipline, a part of public policy, and the forefront of the effort to prevent future pandemics and epidemic disease. The course will focus on how global trends affect urban environments and how cities influence and sometimes drive the health outcomes of places far removed from the metropolis. Each week's readings and lectures will lead students to learn about past public health systems and crises that shaped the evolution of the discipline (history), and how those developments continue to influence how public health decisions are made today (case studies).

PUBH102 Introduction to Environmental Health 3cr

This course is designed to provide undergraduate learners with an introduction and overview of key knowledge of environmental health. Using One-Health, Global Health, Planetary Health, as well as urban population and community perspectives, the course will cover processes and factors associated with the development of environmental health problems while emphasizing the process of devising actionable solutions in fieldwork, and at the policy level. In addition to textbook readings, this course will explore cutting-edge methodologies used to study and solve current environmental health issues.

PUBH220 Introduction to Epidemiology 3cr

This course provides an introduction to epidemiology, i.e., to the study of the description and determinants of disease frequency in human populations. This course covers applications of epidemiologic methods and procedures to the study of the distribution and determinants of health and diseases, morbidity, injuries, disability, and mortality in populations. Epidemiologic methods for the control of conditions such as infectious and chronic diseases, mental disorders, community and environmental health hazards, and unintentional injuries are discussed from a social and environmental determinant of health perspective. Other topics include quantitative aspects of epidemiology, for example, data sources, measures of morbidity and mortality, evaluation of association and causality, study design, and screening for diseases.

URBAN PUBLIC HEALTH 280 - Statistics for Health Professionals 3cr

Prerequisite: MATH 114QR or equivalent

This course focuses on basic concepts of statistics such as measures of central tendency and variability; concepts of test validity, reliability, and objectivity; and on basic techniques used in inferential statistics such as correlation, regression, t-tests, and analysis of variance. Advantages and limitations of statistical tests will be presented. Emphasis will be placed on interpreting the statistics presented in peer-reviewed scientific research in the field of Urban Public Health.

Electives

PUBH203- Pandemics and Climate Change 3cr

This interdisciplinary course will explore the environmental factors that give rise to pandemics and epidemics and how climate change is affecting them. Students will learn from leading researchers in disciplines such as: public health, climate science, environmental economics, conservation, medicine, and public policy. Each student will develop their communications skills by presenting the week's readings (or a research article of their own choice) to the class once, learning the difference between an academic lecture, a presentation to a non-specialist public, or a presentation to policymakers. Students will learn analysis and argumentation (how to write a research paper) through tutorials dedicated to primary research, literature review, and outlining. Each lecture, assignment and presentation will be interdisciplinary and research-oriented, with the objective of creating new discoveries by the end of the term, by combining existing data, researched by students, into a coherent argument.

Policies

University Policy Against Intolerance

The Board of Trustees denounces intolerance, particularly that based on ethnicity, culture, religion, race, or sexual orientation which interferes with those rights guaranteed by law and insists that such conduct has no place in a community of learning. We also recognize the obligation of the University to protect the rights of free inquiry and expression, and nothing in the Resolution in Support of Pluralism or the Policy Against Intolerance shall be construed or applied so as to abridge the exercise of rights under the Constitution of the United States and other Federal and State Laws.

[CLICK HERE or More Information](#)

Disability-Related Accommodations

Both the College and University strive to maintain adherence to the Americans with Disabilities Act (ADA). Students with documented differences of physical or mental ability and require accommodation should review the related information from the Ross Center for Disability.

[CLICK HERE for More Information](#)

Student Concerns and Complaints

All complaints will be handled in accordance with written policies of the University of Massachusetts Boston and CNHS. This policy provides the opportunity for students to formally address and document complaints and concerns about CNHS. Student concerns and complaints may entail a variety.

- For **Course-related concerns or complaints**, the course faculty member will serve as the student's first resource and primary contact for communication.
- For **Program-related concerns or complaints**, the appropriate Undergraduate Program Director will serve as the student's first resource and primary contact for communication.
- For **College-related concerns or complaints**, the Senior Director of the Office of Student Support and Engagement will serve as the student's first resource and primary contact for communication.

Students also have the option to directly submit a formal letter of complaint or concern AFTER they have made documented efforts to utilize the appropriate channel and have not received adequate attention or resolution within a reasonable timeframe. When a formal concern or complaint occurs, students should file a

typed, professionally worded email with the Office of Student Success and Engagement (cnhsstudentservices@umb.edu). The email must contain a detailed account of the event, a rationale for filing the complaint, and the remedial action requested.

The Director of OSSE assures all college procedures align with university policy. They will review the concern or complaint and respond by e-mail or phone to the student within 5 business days. The Director will document response, proposed resolution, and/or suggested next steps. The student's letter may be with CNHS administrators for advice with resolution.

[CLICK HERE for More Information](#)

Academic Standing

University regulations apply to students in the URBAN PUBLIC HEALTH undergraduate program. The URBAN PUBLIC HEALTH program supports students in graduating successfully by identifying students that are at risk for not meeting the academic standards and providing resources to support them throughout their academics. Repeating a course does not retro-actively change academic standing. As such, repeated courses, even when they improve a student's cumulative and semester GPA, will not change the original academic standing designation that was applied to the semester in which the first course was taken.

1. Cumulative GPA is calculated based on all UMass Boston grades. Term GPA is calculated based on grades in a given semester. Transfer courses are not factored into the GPA.
2. When a student's cumulative GPA is below 2.0, the Office of Undergraduate Studies notifies students via email and/or a letter encouraging academic advising. However, it is the student's responsibility to know his academic standing by checking his grades and transcript on the [WISER](#) system.
3. Inactive students wishing to be readmitted to the university must complete an Undergraduate Readmission Application.
4. If a student with a cumulative GPA below 2.0 voluntarily withdraws, his eligibility to enroll in future courses is not automatic and is subject to approval by the readmitting authority of the student's college, who may set conditions on the student's schedule. Students must apply for readmission by their college deadline. See Undergraduate [Re-Enrollment Application](#) for more information. Students must be active to register. Inactive students must apply for re-enrollment.

[CLICK HERE for More Information](#)

Academic Honesty & Academic Misconduct

It is the expressed policy of the University of Massachusetts Boston that every aspect of academic life—including formal coursework situations as well as all relationships and interactions connected to the educational process—shall be conducted in an absolutely and uncompromisingly honest manner. The university presupposes that any work submitted by a student for academic credit indicates that the work is the student's own and complies with university policies. In cases where academic dishonesty is discovered after completion of a course or degree program, sanctions may be imposed retroactively up to and including revocation of the degree. Any student who reasonably believes another student has committed an act of academic dishonesty should inform the course instructor of the alleged violation. Plagiarism and cheating are serious offenses and are not tolerated by MCNHS or the University. Strict policies and procedures for dealing with these offenses are in place at the University and are outlined extensively in both the [University's Code of Student Conduct](#) and [Policies & Regulations website](#).

[CLICK HERE for More Information](#)

Non-Discrimination and Harassment Policy

The University of Massachusetts complies with applicable state and federal laws on non-discrimination, harassment, and retaliation including Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Act of 1994, and the Massachusetts anti-discrimination law. This policy states the University's commitment to assure compliance.

[CLICK HERE for More Information](#)

Full-time and Part-Time Enrollment

It is the intention of the Urban Public Health Undergraduate Program to be flexible with students' needs to balance the demands of undergraduate study with the obligations of work and family. Students may, therefore, elect to enroll in the program on either a full time or part time basis.

Part-time: An undergraduate student is deemed to be in part-time status during a semester if carrying up to 8 credits.

Full-time: An undergraduate student is deemed to be in full-time status during a semester if carrying 12 or more credits. Some financial aid programs may be reduced if enrollment is for fewer than 12 credits.

Maximum load: Undergraduate students may apply for no more than 17 credits per semester which includes fall, spring and summer (all sessions). For the winter session the maximum allowed is 6 credits.

[CLICK HERE for Information](#)

Grading Policy

The instructor of a class has full responsibility for grading and is the best judge of student performance; there may, however, be instances in which a graduate student believes that a grade has been assigned unfairly. In such cases, the student should discuss the grade with the instructor. If they are unable to resolve the issue, the student should make a written request to the Undergraduate Program Director/ Department Chair asking for a meeting with the faculty member to discuss a fuller explanation of the grade and/or reconsideration of the grade. Although the Undergraduate Program Director/ Department Chair serves as mediator in this meeting, the faculty member remains the final authority for any grading decision.

Percent	Grade	Grade Point
93-100	A	4.00
90-92	A-	3.70
87-89	B+	3.30
83-86	B	3.00
80-82	B-	2.70
77-79	C+	2.30
73-76	C	2.00
70-72	C-	1.70
67-69	D+	1.30
63-66	D	1.00
60-62	D-	0.70
Below 60	F	0.00

[CLICK HERE for More Information](#)

Pass/Fail

Students are allowed to pass/fail any course outside of the Urban Public Health core courses and Urban Public Health You can file for the pass/fail option through [WISER](#) at any time after your initial registration until the deadline. It is highly recommended that you meet with your academic advisor to discuss enrolling in a course as pass/fail. Many graduate programs require courses taken for grades to meet prerequisite for graduate study.

- If you receive a grade of “F,” it WILL count as a failure and against your cumulative average.

- If you successfully complete the course, you will earn a grade of “P” and the course will be counted toward your graduation requirements, but it will NOT affect your cumulative grade point average.
- Undergraduate students may take one course each semester on a pass/fail basis. Only one course during the summer is allowed to be taken using the pass/fail grading (Cannot be a URBAN PUBLIC HEALTH required course or elective). Mandatory pass/fail courses DO NOT count toward this limit.) There is a maximum of eight classes allowed to be taken using a pass/fail basis.
- Pass/Fail MUST be submitted before the semester deadline. You CANNOT cancel a pass/fail choice after the deadline.
 - Your instructor cannot see if you selected the pass/fail option when they grade.
- Any grade D- to A will convert to a P grade.

[CLICK HERE for More Information](#)

Withdraw

Students may withdraw from the university before the last day of classes of the semester for both fall and spring semesters, by submitting the University Official Withdrawal Form, although the effective date of withdrawal is when the form(s) is (are) completed, signed, and successfully submitted to the Office of the Registrar. Students withdrawing receive a “W” for each course in which they are enrolled.

Taking Planned or Unexpected Time Off, or Transferring from UMass Boston

Many students take planned time away from UMB or need to stop taking classes unexpectedly, while others choose to transfer. Planning your time off and communicating with the University what you intend to do can make your exit as well as your entry back into school easier, avoid unnecessary hurdles, and get you support from staff.

Students who plan to withdraw from the university should review the withdrawal checklist to understand all of the ramifications of this decision. Please follow the instructions to make sure you withdraw successfully.

[CLICK HERE for More Information](#)

Course Incompletes

The grade incomplete (INC) is reported only where a portion of the assigned or required class work, or the final examination, has not been completed because of serious illness, extreme personal circumstances, or scholarly reasons at the request of the instructor. If your record is such that you would fail the course regardless of your missing work, you will fail. Permission of the instructor must be obtained, and the Incomplete Contract form must be completed by the faculty member. If you are receiving the grade of

incomplete (INC), you are allowed a maximum of up to one year in which to complete the course, however the contract will indicate the specific date as it may be before the one-year deadline. Both the faculty and the student must sign the contract and submit this to the Office of the Registrar. The Urban Public Health Department will also keep a record of the contract. The new grade must be submitted to the Registrar by the faculty. If the faculty is no longer at the university, it should be submitted by the Undergraduate Program Director or Urban Public Health Chair. The grade for any course not completed by the deadline will be converted to the grade of 'IF'.

[CLICK HERE for More Information](#)

Course Repeats

It is important that Urban Public Health supports our students throughout their undergraduate academic career. It is important that Urban Public Health identifies the course challenges students are having and provide students with the academic resources and support they need to graduate our program successfully. Urban Public Health requires students that have exceeded their 4 course repeats to complete a repeat contract explaining the academic support actions they will need to take to complete courses successfully. It is important that students work with their Urban Public Health academic advisor to assist them through the process.

- You may repeat up to four different courses taken at the university, regardless of the original grade earned in these courses. Please review the [Course Sequencing Policy](#) for additional information. If you have used up your 4 allowed course repeats, visit our forms page and fill out the: [Repeat Waiver Request Form](#) via DocuSign.
- You may repeat a course only once.
- If you choose to repeat a course, both grades for the course will be posted on your transcript but only the second grade will be counted toward your grade point average and you will only receive graduation credit for the second course. The first course will be noted on your transcript as an “excluded repeat”.
- If you take a course at the university that is equivalent to a course you transferred into the university, you will lose credit for the transfer course.
- The course repeated must be identical to the first course taken (same department, same course number and title, same number of credits).
- You may not repeat a course after graduation.

[CLICK HERE for More Information](#)

Class Attendance

The university expects students to attend all regularly scheduled class meetings. The authority to excuse absences rests with the course instructors, subject to the requirement to reasonably accommodate class absences as set forth in these guidelines. Students are responsible for adhering to course attendance policies, just as they are responsible for completing course assignments. Attendance and participation in class (including online and remote courses) are fundamental parts of the learning process and key factors in academic success. Students should consider whether they will be able to fully complete the requirements of the course prior to enrolling and should recognize when circumstances will not allow them to fully participate in the course due to absences. In such cases, the student should work with their academic advisor to determine other options. UMass Boston adheres to federal and state law regarding accommodations. Absences related to disability accommodations will be handled in accordance with the Ross Center for Disability Services. Absences related to Title IX regulations will be handled in accordance with the Office of Civil Rights and Title IX.

[CLICK HERE for More Information](#)

Academic Early Alerts

Students that are not meeting academic expectations at the midpoint of the semester will receive an academic early alert through **WISER**. This signals academic advisors to communicate with the students and share resources available for the student to be successful. Students are required to follow university procedures to track their progression.

UMass Boston Email

MCNHS exclusively utilizes students' UMass Boston email addresses to communicate with its students. Information about courses, clinical placements, warnings, dismissal, and probation letters comprise some of what is sent to students via their UMass Boston email account. It is the student's responsibility to set up his/her account and check at least twice a week. Students who experience problems with their UMB email account should contact IT Service Desk at ITServiceDesk@umb.edu or 617-287-5220.

[CLICK HERE for More Information](#)

Re-Enrollment Policy

Students who wish to return to the university and resume their studies must complete the appropriate re-enrollment application. Students should be aware of their academic standing status at the point of departure from the university. If you do not know, please email reg.forms@umb.edu.

[CLICK HERE for More Information](#)

Good Academic Standing

Students who leave the University in good standing may resume their studies by completing the General Undergraduate Re-enrollment application. You will be notified in writing of your re-enrollment status. The General application will be reviewed in 2-4 business days. If your request is approved, your application will be processed and signed by the Registrar's Office. DocuSign will email you a signed copy of your application confirming completion of your request.

- You will be able to log into WISER after you have been approved.
- If you don't remember your credentials, please use the Student ID and Email look up tools. If you need help resetting your password, please contact the IT Help Desk.

[CLICK HERE for More Information](#)

Suspended or Dismissed Standing

Students who have been suspended or dismissed from the University and wish to resume their education should complete the Undergraduate Studies Re-enrollment application; write a letter of appeal addressed to the Standards and Credits Committee of their college or program. Please follow the instructions on the application for further details and deadlines.

- The Undergraduate Studies re-enrollment application will be reviewed by a committee. Processing time varies.
- If you have questions about a submitted application, please email tim.blackman@umb.edu

[CLICK HERE for More Information](#)

Second Degree/Previous Degree

A student is considered to be seeking a second baccalaureate degree if the student has previously earned a baccalaureate degree at a college or university accredited by one of the United States' regional accrediting bodies. To obtain a second baccalaureate degree at UMass Boston, a student is required to complete the requirements of the declared major, complete at least thirty credits in residence and maintain a cumulative

grade point average of at least 2.0. (Note that students whose first baccalaureate degree is from UMass Boston may be subject to additional restrictions. Students whose degree is from another school must have a total of 120/123 credits to graduate (passed governance 11/2013).

- Students whose first degree is from UMass Boston can apply for a second undergraduate degree using the Second-Degree application.
- Students whose first degree is from another school should file an admissions application. For information on applying and financial aid please check the admissions web page.

[CLICK HERE for More Information](#)

Residency Reclassification

Residency status does not typically change for the duration of a student's studies. If you are admitted as a non-Massachusetts resident, you should not expect to attain in-state student status and the cost benefit later in your career. However, there are some circumstances where a student may apply for a change in residency and with appropriate documentation, be approved for a change in status. Such requests, from currently enrolled students, or students reenrolling after a period away from the university, are received and reviewed by the Registrar's Office and as needed, the Residency Appeals Committee.

Classification of Residency:

Your residency status, in-state, out-of-state/international, or New England Regional Student Program, is determined through the admissions process, based on the information you provide on your application. Residency status does not typically change for the duration of your studies.

The rules and regulations surrounding residency in Massachusetts are set by the Massachusetts Department of Higher Education. A student's residency status determines their tuition and fee billing rates. Massachusetts residents are eligible for reduced billing rates at Massachusetts public higher education institutions.

For questions about residency status as prospective student, or an admitted student who has not yet started classes, please contact either Undergraduate or Graduate Admissions.

[CLICK HERE for More Information](#)

Rights as a Student and FERPA Guidelines

Security, Privacy, Responsibility & Your Right to Know. The following provides important information for all undergraduate and graduate students at UMass Boston. It covers the following topics as required by the Family Educational Rights and Privacy Act (FERPA):

- Access to Your University Records
- Your Student Identification Number
- Campus Security
- Financial Aid
- Athletic Participation Statistics
- Institutional Information
- Graduation Rates

[CLICK HERE for More Information](#)

Course Sequencing Policy

Some specific departments at the University teach subject matter that builds over multiple courses taught in a particular order, or sequence, over multiple semesters. Courses are considered to be in sequence when concepts introduced in one course serve as direct preparation for the next course and there is a progression from one course to another. This applies to courses taken at the university and for transfer courses. If you pass a higher-level course in a sequence, you may not subsequently enroll for credit in a lower-level course in that sequence.

[CLICK HERE for More Information](#)

Graduation Requirements and Procedures

As students near the end of their college career, the Graduation Team can guide you toward finishing your degree on track and getting your diploma.

Degrees are awarded on May 31, August 31 and December 31 each year. **All students are required to apply for graduation regardless of whether they will attend the annual ceremony.** The Registrar's Office will not know that you plan to graduate if you do not submit a graduation application. UMass Boston holds two Commencement Ceremonies at the end of May; one for undergraduate students, and one for graduate students. These ceremonies honor students who graduated in December and are eligible for the May or August graduation dates. The ceremony date changes every year, and details are posted at <https://www.umb.edu/commencement/> as they are available.

[CLICK HERE for More Information](#)

Academic Resources

Office of Student Services and Engagement (OSSE)

The Office of Student Services and Engagement was established to academically support MCNHS students with academic related issues and concerns throughout their undergraduate career. OSSE offers MCHNS students' academic advising, tutoring, and other resources to support our students to ensure student success. The Director of Student Services and Academic Advisors are professional staff members at MCNHS who provide guidance to students about course enrollment, course progression, as well as MCNHS and university academic policies.

[CLICK HERE for More Information](#)

The Writing House Online (WHO)

WHO is the Manning College of Nursing and Health Sciences' writing resource center. The aim of the Writing House Online is to support MCHNS students to become stronger, more confident, and more accomplished writers. WHO tutors work with undergraduate, graduate, and PhD students on writing for general education, core, and elective courses. The Writing House advises students on meeting the requirements of the Writing Proficiency Evaluation (WPE) and with career and college application writing.

WHO offers a variety of resources to assist students and faculty, including writing guides, workshops, paper feedback, and one-on-one tutoring sessions. WHO's written resources can be accessed through. Through the [WHO scheduling page](#), students can book an appointment with one of our knowledgeable graduate school tutors for live online tutoring or paper feedback.

[CLICK HERE for More Information](#)

Student Support Services

The Student Support Services (SSS) Program at UMass Boston is a federally funded TRIO program that holistically supports approximately 500 multilingual, culturally, ethnically and racially diverse students. Research shows that first-generation students may find the college atmosphere uncomfortable. In SSS, we work together with students to increase academic achievement by providing culturally sustainable advising and creating a sense of belonging for students in the program. We do this by getting to know students' interests, experiences, and understanding that the social capital students bring, are strengths and not barriers to their success.

Office of Urban and Off-Campus Support Services (U-ACCESS)

U-ACCESS envisions a campus where students are empowered to effectively engage in the fight against the systems of poverty, pursue economic security, and successfully achieve their academic goals at UMass Boston. The mission of U-ACCESS is to help UMass Boston students meet their basic needs so they can achieve academic success. This office also provides leadership development and inspires student agency in mitigating systemic poverty. Along with various services to fulfill student needs, the office provides students with work and internship opportunities to empower them to fight campus poverty and support their peers.

To qualify for U-ACCESS services, you must be a UMass Boston student taking at least one credit. To begin receiving services, [please fill out a CARE Management Referral form](#). This form will help U-ACCESS determine any and all resources that are available to you. Please note: the University uses this form for various student concerns. As it pertains to U-ACCESS, the most important information needed is a clear description of what concerns you have and the best ways to contact you.

[CLICK HERE for More Information](#)

Ross Center Disability Services

The mission of the Ross Center is to serve as a resource for the UMass Boston campus community in order to ensure academic and housing access and inclusion for students by promoting a view of disability informed by social, cultural, and political forces. The Ross Center strives to create inclusive academic environments by advancing universal design throughout the university.

We accomplish this by providing academic accommodations, resources, and training in assistive technology, and information to increase the understanding of disability throughout the university community.

[CLICK HERE for More Information](#)

Beacon Athletics

At UMass Boston, we offer a wide range of athletic programs, state-of-the-art facilities, and recreational activities to cater to your interests and fitness goals. Our NCAA Division III athletics teams compete in various sports, providing opportunities for student-athletes to excel both on and off the field. Whether you're passionate about basketball, soccer, track and field, or any of our other sports, our dedicated coaches and supportive community will help you unleash your full potential.

If you're looking to stay fit and active, our Recreation Center offers a variety of fitness classes, gymnasiums, and strength training equipment. Take advantage of our indoor and outdoor recreational facilities, including the Beacon Fitness Center, Clark Gymnasium, ice rink, and racquetball courts. Stay engaged through intramural sports, group workouts, and outdoor adventures organized by our Recreation team.

[CLICK HERE for More Information](#)

Pre-Collegiate Programs

The mission of the Department of Pre-Collegiate and Educational Support Programs is to provide low-income and first-generation students, students with disabilities and students who are underrepresented in graduate education with the skills, knowledge, and motivation to successfully pursue post-secondary and post-baccalaureate education. This mission is achieved through programs that are designed to address a range of learning needs and serve pre-collegiate students and UMass Boston undergraduates.

[CLICK HERE for More Information](#)

Academic & Career Engagement and Success (ACES) Center

The Academic and Career Engagement and Success (ACES) Center guides you through the academic and career readiness process by assisting in the following areas:

- Understanding undergraduate major and degree completion requirements
- Exploring careers and majors to match learning to career goals
- Connecting with experiential opportunities, including internships
- Preparing for the job market including practice interviews
- Providing guidance on internships, global experiences, and research opportunities
- Assisting graduate and alumni with a variety of career development topics

[CLICK HERE for More Information](#)

Center of Excellence for Veterans

At UMass Boston we are dedicated to serving veterans and their dependents by providing unparalleled service. More than 600 veterans are enrolled at the University.

Our Center of Excellence for Veterans is made possible by our partners at the Satter Foundation. The Center includes support and resources to help our veterans and their dependents succeed.

[CLICK HERE for More Information](#)

Academic & Career Engagement & Success

Students in all academic areas are prepared to achieve career success in a global society. The Office of Career Services and Internships is a strategic partner with community and employer constituents to enhance the UMass Boston experience.

We engage all students, alumni, and the UMass Boston campus community in a lifelong career planning process. We are dedicated to maximizing each individual's full potential by promoting the choices and behaviors that lead to meaningful careers in a global society.

[CLICK HERE for More Information](#)

Undergraduate Studies

The Department of Undergraduate Studies oversees the [general education](#) program, including the [Writing Proficiency Requirement](#). We are here to provide you with information and guidance about general education curriculum and assessment, academic policy concerns, and [waivers of deadlines](#) and certain academic requirements.

The UMass Boston faculty wants you to gain important knowledge, capabilities and attitudes through undergraduate coursework that gives you a foundation for lifelong learning. The [general education](#) program is structured to give you opportunities to:

- Engage in critical reading and analysis
- Understand and respect human diversity
- Explore the principal approaches to knowledge
- Learn in depth
- Develop effective speaking, listening and writing skills
- Reason logically and quantitatively
- Work independently and collaboratively

[CLICK HERE for More Information](#)

Success Boston

Success Boston is a citywide college completion initiative that provides resources aimed at doubling the college graduation rate of Boston Public School (BPS) students. The university has formed a Success Boston team of university administrators, staff, advisors, and coaches from nonprofit community agencies to work with our BPS graduates. The community agencies working with UMass Boston students are Boston Private Industry Council, Bottom Line, Freedom House, Inc., Hyde Square Task Force, Sociedad Latina, The Steppingstone Foundation, uAspire, UMass Boston's Student Support Services (SSS), and West End House Boys

and Girls Club. The initiative has expanded to include support for students who graduated from the City of Cambridge-College Success Initiative. Our coaches can help students with:

- Connections to academic and career advising and goal setting
- Time management and personal organization
- Assistance getting tutoring and other academic support services
- Support through non-academic challenges

Referrals to personnel for assistance with financial aid, work study, and scholarship searches

[CLICK HERE for Information](#)

Alpha Lambda Delta Honor Society for First-year Academic Success

Alpha Lambda Delta is a recognized, well-established national honor society for first-year students. If you have maintained a 3.5 or higher GPA (on a 4.0-point scale) during your first year at the University of Massachusetts Boston, you will be invited to join this prestigious society.

[CLICK HERE for More Information](#)

Office of Registrar

The mission of the Registrar's office is to support every member of the student body, faculty, staff, and alumni of the university. Our office is committed to providing support in the areas of academic record maintenance, grades, transcripts, registration, scheduling, university catalogs, and graduation.

[CLICK HERE for More Information](#)

One Stop Student Service Center

The One Stop is a student services center staffed with a team of professionals who represent three essential offices: [Financial Aid Services](#), the [Registrar's Office](#), and the [Bursar's Office](#). We help students take care of several financial aid, registrar, and student billing transactions all at once and in one centralized location

[CLICK HERE for More Information](#)

Bursar's Office

The mission of the Bursars Office is to provide superior service and support to parents, guardians, and students by efficiently managing all student accounts through accurate and timely billing and refunding of

tuition, fees, scholarship, and need-based aid and by developing and implementing tools and technologies to support easy access to information and flexible payment options.

[CLICK HERE for More Information](#)

University Health Services

Our multidisciplinary health care team is composed of nurse practitioners, consulting physicians, psychologists, social workers, registered nurses, laboratory technicians, and health educators, supported by clinical and administrative support staff. We provide both telehealth and on-site healthcare and mental health services for the UMass Boston Community.

[CLICK HERE for More Information](#)

Counseling Center

As a counseling center committed to making sure that all students have access to care regardless of their background, immigration status or how they identify, we feel a particular dedication to renouncing oppression in all its forms. It is our goal to offer a safe and affirming environment so that all members of the campus community will feel welcome to seek our services.

[CLICK HERE for More Information](#)

Quick Links

Donna M. and Robert J. Manning College of Nursing and Health Sciences

<https://www.umb.edu/nursing-health-sciences/>

Urban Public Health Department

<https://www.umb.edu/nursing-health-sciences/departments-centers/urban-public-health/>

Frequently Asked Questions

<https://www.umb.edu/academics/global-programs/international-student-and-scholar-services/frequently-asked-questions/>

Academic Policies

<https://www.umb.edu/academics/seas/undergraduate-studies/academic-policies/>

Academic Calendar

<https://www.umb.edu/registrar/academic-calendar/>

Graduation Policies

<https://www.umb.edu/registrar/graduation/>

Registrar Forms

<https://www.umb.edu/registrar/>

Bursars Office

<https://www.umb.edu/bursar/>

University Health Services

<https://www.umb.edu/health-services/>

Counseling Center

<https://www.umb.edu/health-services/counseling-center/>

WISER

<https://www.umb.edu/it/wiser>

Academic & Career Engagement and Success (ACES) Center

<https://www.umb.edu/academics/seas/career-services/>

Office of Urban and Off-Campus Support Services (U-ACCESS)

<https://www.umb.edu/campus-life/current-students/u-access/>