

UCLA FIELDING SCHOOL OF PUBLIC HEALTH

DEPARTMENT OF
HEALTH POLICY &
MANAGEMENT

MASTERS PROGRAMS

M.P.H.

M.S.

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INTRODUCTION AND MISSION

Welcome to the Health Policy and Management community at UCLA. The UCLA Fielding School of Public Health is consistently rated as one of the top programs in the country. Health Policy and Management is regarded as one of the strongest departments in the United States. Our mission is to advance community health through scholarship relevant to healthcare policy and management.



For more than 50 years, our alumni have been a testament to this mission. UCLA graduates continue to make a difference in the public and private sectors by assessing critical community health problems, developing sensible policies and organizational strategies for their solution and assuring the efficiency and effectiveness of services delivered across the full health services spectrum.

Our academic programs continue to prepare future health care leaders with invaluable managerial, policy and research skills through a balance of rigorous curricula and experience-based learning.

UCLA students are taught by internationally-recognized faculty members who come from a wide range of backgrounds, including economics, history, law, management, medicine, policy analysis, psychology, and sociology. The common bond among our faculty is a steadfast commitment to solving problems and developing innovations in the access, cost and quality of health services from a population-based perspective.

I welcome your interest in the Department of Health Policy and Management and invite you to consider joining us in tackling the challenging, daunting, and inspiring issues facing the health care field today.

A handwritten signature in blue ink, which appears to read "Jack Needleman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jack Needleman, Ph.D.
Professor and Department Chair

Mission of the Department of Health Policy & Management

The **Mission of the Department of Health Policy & Management** is to improve the health status of all people in the community by:

- Developing the next generation of leaders in the health sector;
- Conducting the highest quality research;
- Innovating to solve the complex challenges of health care policy and delivery;
- Educating health policy, management, and public health practice professionals in leading edge knowledge and skills; and
- Partnering with the community to disseminate and apply new knowledge.

MISSION OF THE MPH PROGRAM IN HEALTH POLICY AND MANAGEMENT:

Provide Masters level education, informed by research and evidence-based practice, to develop and prepare early careerists and entry-level health care professionals who will play leadership roles in public and private institutions involved in the organization, financing, and delivery of health services and aimed at developing legislation and regulations that will improve the health of individuals, communities and populations.

Vision of the Department of Health Policy & Management

To build healthy futures for all populations by preparing research, management and policy leaders focused on increasing the equity, effectiveness and efficiency of health services for both personal, as well as population health.

Our Values are:

Honesty and Integrity: Commitment to upholding the highest standards of professional conduct in all endeavors.

Social Justice: Commitment to treating all persons fairly and equitably.

Diversity and Inclusiveness: Acknowledgement of the benefits of differences and similarities among people and working to build sustainable relationships among people and institutions with diverse memberships, through equal treatment and access to resources and decisions

Excellence in scholarship and education: Commitment to establishing and maintaining the highest quality research, teaching and professional service.

Continuous Improvement: Commitment to a self-reflective departmental environment that seeks to continually improve the quality of its teaching, research and service.

DESCRIPTION OF HEALTH POLICY & MANAGEMENT DEPARTMENT

The department has been training students for careers in healthcare management and health policy since 1961. As part of the UCLA Fielding School of Public Health, the Department is committed to offering a comprehensive public health education. More than ever, the provision of health services is a collaborative effort requiring the input of clinicians, administrators, researchers, and numerous other professionals. To prepare our graduates to communicate and work effectively with other experts in this increasingly complex environment, our health policy and management programs instill a solid public health background that includes biostatistics, environmental health sciences, epidemiology, economics, political science, management and sociology. This multidisciplinary training provides our graduates with a wider range of career paths upon entering the health care industry. During its 50-year history, the UCLA Fielding School of Public Health has been at the forefront of innovations in teaching and research in the health care field. The School continues to respond effectively to emerging issues in the health care environment, in order to ensure the value and relevance of program curricula.

GENERAL INFORMATION AND PROGRAM REQUIREMENTS

Admission Requirements

Applicants should meet the University requirement of a Bachelor's Degree with a minimum 3.0 grade point average (B) and satisfactory performance on the Graduate Record Exam (GRE) taken within the last five years. There is no minimum combined score requirement for GRE. The average GRE scores for those offered admission in 2015 were in the 60-70th percentile for all three sections. Foreign students must have a satisfactory TOEFL score (minimum score of 87, though a score of at least 100 is preferred), taken within the last three years. Prior work experience in a clinical, healthcare setting is strongly considered in the evaluation of applicants for admission. MCAT/DAT/GMAT/LSAT scores are accepted in place of the GRE only for applicants already holding an MD/DDS/MBA/JD degree, or who are applying to a joint degree program. The program usually has many more qualified applicants than can be admitted, so meeting the above minimum requirements does not ensure admission. Students are admitted to the MPH and MS Health Policy and Management programs in the fall quarter only.

The following are important websites regarding admissions process:

- <http://ph.ucla.edu/content/student-affairs/prospective-students/application-checklist/application-checklist-and>
- www.gdnet.ucla.edu
- www.sophas.org

Length of Study Period

The MPH and MS degrees are normally obtained after six quarters of full-time study. The MPH also requires a 400-hour internship, usually completed in the summer between the first and second years. The length of the study also depends upon the academic background and experience of the candidate.

Faculty Advising

Before students begin their first quarter, they will be assigned faculty advisors within the Health Policy and Management Department. Advisors approve students' course selections each quarter. He or she will also answer questions that students have about the Fielding School of Public Health or health policy and management as a field. It is strongly suggested students make an appointment with their faculty advisors at the beginning of each quarter.

ACADEMIC INFORMATION

Degree Programs

The Department offers both practice (MPH) and research-oriented (MS) graduate programs. The wide range of programs provides students with the knowledge and skills necessary to operate effectively as health care professionals within a variety of organizational settings.



Description of Degree Programs Offered

Curriculum plans and unit requirements for the below degree programs can be found on the HPM web site under [Current Course Requirements](#).

Master of Public Health in Health Policy & Management (MPH) a two-year, full-time program integrating a strong foundation of health care management and policy analysis with a set of social values rooted in the discipline of public health. The idealism of the public health tradition is balanced by the belief that strong managerial and analytical skills are vital in achieving efficiently and effectively operating health organizations that provide equitable access to populations.

Master of Public Health in Health Services Organization (HSO) a one-year, full-time MPH program designed for individuals with a previous academic or professional doctoral-level degree who have already worked in health care for several years and wish to refine their health services skills and knowledge. Physicians, dentists, attorneys, social scientists, and other professionals enter this program to gain an understanding of the complexities and processes of the health care system. This program provides individuals with a strong foundation in health services to complement and broaden their expertise in their functional area.

Master of Public Health/ Master of Business Administration (MPH-MBA) is a three-year, concurrent degree program sponsored jointly with the Anderson Graduate School of Management at UCLA. The MBA provides in-depth training in general management skills and one or more selected management disciplines, while the MPH provides a comprehensive understanding of the health care industry and the necessary management skills to deal with its unique problems. Taking the two programs concurrently allows students to develop their skills and integrate their courses more effectively than if the two programs were taken sequentially. To enroll in the concurrent degree program, students will be required to satisfy the regular admissions requirements of both schools. Students enrolled either in the MPH or MBA program may apply for admission to the joint degree program in their first year of residence. However, each school has its own entrance requirements, and there is no guarantee that because an individual is already a student in good standing in one school that he/she will be accepted by the other.

Master of Public Health/ Master of Public Policy (MPH-MPP) is a three-year, concurrent degree program offered jointly with the Luskin School of Public Affairs in which the students complete both the MPH and the MPP degrees simultaneously. The combined curriculum prepares graduates to effectively identify and evaluate both public and private policy options. To enroll in the concurrent degree program, students will be required to satisfy the regular admissions requirements of both schools. Students enrolled either in the MPH or MPP program may apply for admission to the joint degree program in their first year of residence. However, each school has its own entrance requirements, and there is no guarantee that because an individual is already a student in good standing in one school that he/she will be accepted by the other.

Master of Public Health/ Juris Doctor (MPH- JD) is a concurrent degree program allowing a student to complete the two degrees in four years instead of five. Admission to each School must be completed separately, so there is no guarantee of being admitted to both programs. During the first year, students enroll in the first year curriculum in the School of Law. During the second year, students enroll in the Fielding School of Public Health and complete the majority of the School and Departmental required public health courses. In the third and fourth years, students will complete the remaining public health and law courses.

Master of Public Health/ Doctor of Medicine (MPH-MD) is a five-year concurrent degree program, allowing a student to complete the two degrees in five years rather than six. Medical students spend their fourth year in the Department of Health Policy and Management and return to medical school for a fifth year. To do this, medical students will apply to the Department of Health Policy and Management during their third year in medical school.

Master of Science in Health Policy & Management (MS) is a one or two-year program for students who want to pursue a research career in health-related fields such as medicine, dentistry, nursing, biostatistics, epidemiology, etc. In addition to foundation of courses on health services organization, financing and delivery management, and health behavior, students pursue rigorous training in quantitative and qualitative research methods, including coursework in research design, contemporary econometric methods, epidemiology, and biostatistics. These courses prepare students for doctoral education and research careers in fields, such as health economics, quality of care, technology assessment, cost-effectiveness analysis, demography, and political economy.



UCLA MPH Program in Health Policy and Management Competency Model

The MPH in Health Policy and Management uses a competency model that incorporates the essential competencies of the management, policy, and public health foundations of our program. This competency model is detailed in the pages that follow.

What does it mean to “cover a competency”?

Covering a competency means that the instructor explicitly presents, or expects demonstration of, knowledge, skills, attitudes or values. To cover a competency includes: (1) providing guidance on how students can perform successfully in competency areas, AND (2) providing feedback and assessment on the demonstration of those competencies.

CORE MPH COMPETENCIES (Apply to All Students in MPH Programs)

Core MPH Competencies in Biostatistics (Domain A)

A1	Judge, critique and interpret reports of individual epidemiologic studies; evaluate strengths and limitations of epidemiologic reports
A2	Use existing databases to provide background information or data to address research questions and draw appropriate inferences/estimates from epidemiologic data
A3	Describe preferred methodological alternatives to commonly used statistical methods when assumptions are not met.
A4	Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions.
A5	Apply descriptive techniques commonly used to summarize public health data.
A6	Apply common statistical methods for inference.
A7	Apply descriptive and inferential methodologies according to the type of study design for answering a particular research question.
A8	Apply basic informatics techniques with vital statistics and public health records in the description of public health characteristics and in public health research and evaluation.
A9	Interpret results of statistical analyses found in public health studies.
A10	Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.

Core MPH Competencies in Environmental Health (Domain B)

B1	Describe the direct and indirect human, ecological and safety effects of major environmental and occupational agents.
B2	Develop and assess appropriate data collection instruments (e.g., questionnaires, physical exam, lab assays, etc.) and evaluate the use of questionnaires and measurement instruments in collection of data to maintain internal validity
B3	Identify an appropriate target population for investigating the research question.
B4	Specify current environmental risk assessment methods.
B5	Identify potential sources of systematic error (bias) as well as random error
B6	Identify key sources of data and use existing databases to provide background or supportive data to address research questions
B7	Develop an efficient design for collecting, recording, managing, and storing data. Adapt principles of data management and quality assurance to different study designs
B8	Develop a testable model of environmental insult.

Core MPH Competencies in Epidemiology (Domain C)

C1	Identify key sources of data for epidemiologic purposes.
C2	Identify the principles and limitations of public health screening programs.
C3	Describe a public health problem in terms of magnitude, person, time and place.
C4	Explain the importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues.
C5	Comprehend basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.
C6	Apply the basic terminology and definitions of epidemiology.
C7	Calculate basic epidemiology measures.
C8	Communicate epidemiologic information to lay and professional audiences.
C9	Draw appropriate inferences from epidemiologic data.
C10	Evaluate the strengths and limitations of epidemiologic reports.

Core MPH Competencies in HPM (Domain D)

D1	Apply epidemiologic and statistical reasoning and methods to address, analyze, and solve problems in public health
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D2	Describe the legal and ethical bases for public health and health services.
D3	Explain methods of ensuring community health safety and preparedness.
D4	Discuss the policy process for improving the health status of populations.
D5	Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives.
D6	Apply principles of strategic planning and marketing to public health.
D7	Apply quality and performance improvement concepts to address organizational performance issues.
D8	Apply
D9	Communicate health policy and management issues using appropriate channels and technologies.
D10	Demonstrate leadership skills for building partnerships.

Core MPH Competencies in CHS (Domain E)

E1	Prepare presentation materials including outlines, slides, posters, and transparencies
E2	Identify the causes of social and behavioral factors that affect health of individuals and populations.
E3	Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions.
E4	Identify critical stakeholders for the planning, implementation and evaluation of public health programs, policies and interventions.
E5	Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions.
E6	Describe the role of social and community factors in both the onset and solution of public health problems.
E7	Describe the merits of social and behavioral science interventions and policies.
E8	Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions.
E9	Apply ethical principles to public health program planning, implementation and evaluation.
E10	Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies.

Cross-Cutting Core MPH Competencies (Domain F)

F1	Understand the concepts of human subject protection and confidentiality
F2	Recognize ethical issues that arise in epidemiological research
F3	Apply legal and ethical principles to the use of information technology and resources in public health settings.
F4	Collaborate with communication and informatics specialists in the process of design, implementation, and evaluation of public health programs.
F5	Demonstrate effective written and oral skills for communicating with different audiences in the context of professional public health activities.
F6	Use information technology to access, evaluate, and interpret public health data.
F7	Use informatics methods and resources as strategic tools to promote public health.
F8	Develop public health programs and strategies responsive to the diverse cultural values and traditions of the communities being served.
F10	Articulate an achievable mission, set of core values, and vision.
F11	Engage in dialogue and learning from others to advance public health goals.
F12	Demonstrate team building, negotiation, and conflict management skills.
F13	Demonstrate transparency, integrity, and honesty in all actions.
F14	Use collaborative methods for achieving organizational and community health goals.
F15	Articulate how biological, chemical and physical agents affect human health.
F16	Discuss sentinel events in the history and development of the public health profession and their relevance for practice in the field.
F17	Apply basic principles of ethical analysis (e.g. the Public Health Code of Ethics, human rights

	framework, other moral theories) to issues of public health practice and policy.
F18	Apply evidence-based principles and the scientific knowledge base to critical evaluation and decision-making in public health.
F19	Apply the core functions of assessment, policy development, and assurance in the analysis of public health problems and their solutions.
F20	Appreciate the importance of working collaboratively with diverse communities and constituencies (e.g. researchers, practitioners, agencies and organizations).
F21	Differentiate between qualitative and quantitative evaluation methods in relation to their strengths, limitations, and appropriate uses, and emphases on reliability and validity.
F22	Explain how the contexts of gender, race, poverty, history, migration, and culture are important in the design of interventions within public health systems.

Discipline Specific Competencies for MPH in HPM-Management (Domain K - applies only to MPH students in HPM-Management concentration)

<i>Domain K1: Health System Skills</i>	
K1.1	Understands quality of care, patient safety, and other performance indicators in the context of the U.S. and international health systems.
K1.2	Describes and understands the main characteristics, components and issues of the organization, financing, and delivery of health services and public health systems in the U.S.
K1.3	Assesses the impact of determinants on population health and health status.
K1.4	Understands the impact of the health care system on health disparities.
K1.5	Differentiates and understands private and government roles in health care delivery.
K1.6	Comprehends public and private payment methods used to finance health care.
K1.7	Applies knowledge of current legal concepts, such as statute and regulation, to health care delivery and the health care system.
K1.8	Analyzes economic decisions related to health care organizations and the health care system.
K1.9	Understands workforce issues and policies and their impact on the health system.
K1.10	Analyzes the effects of political, social and economic policies on health systems, community health, and access to care.
K1.11	Advocates for improvements in personal and population health status and a more effective and efficient health system.
K1.12	Understands quality of care, patient safety, and other performance indicators in the context of the U.S. and international health systems.
K1.13	Describes and understands the main characteristics, components and issues of the organization, financing, and delivery of health services and public health systems in the U.S.
<i>Domain K2: Management Skills</i>	
K2.1	Human Resources: Understands basic human resources policies and practices in order to ensure the appropriate mix of employee skills, knowledge and abilities so the organization can achieve its strategic goals.
K2.2	Organization Development and Change: Recognizes the need to change; determines what and how to change; and manages and leads the change process in order to improve organizational effectiveness.
K2.3	Organizational Design, Structural Analysis, and Process Management: Identifies the structure, processes and relationships in an organization and organizes them to achieve the organization's strategic initiatives.
K2.4	Financial Analysis: Understands and explains financial and accounting information.
K2.5	Information Management: Understands the use of electronic clinical and management information systems and decision support tools.
K2.6	Market Analysis, Research, and Assessment: Analyzes consumer and purchaser behavior through market segmentation, and makes decisions based on tested communication, innovation and usage patterns.
K2.7	Organizational Awareness and Behavior Theory: Ability to understand and use the formal and informal decision-making structure, interpersonal networks, and power relationships in an organization to accomplish personal and organizational goals.

K2.8	Systems Thinking: Recognizes system level properties that result from dynamic interactions among individuals, groups, organizations, communities, and environments.
K2.9	Strategic Orientation: Considers the business, financial, demographic, ethno-cultural, political, and regulatory implications of decisions and develops strategies that ensure the viability and long-term success of the organization.
K2.10	Program and Project Planning, Management, Evaluation, and Implementation: Designs, develops, implements, and evaluates projects and programs to improve individual and community health.
K2.11	Quality and Performance Management: Understands and uses methodologies to assess, improve and monitor organizational quality and performance on diverse indicators; analyzes and designs or improves an organizational process, incorporating principles of quality measurement and customer satisfaction.
K2.12	The Managerial Role: Exemplifies and models healthcare managerial principles in daily managerial work.
<i>Domain K3: Analytical Skills</i>	
K3.1	Comprehends financial and economic analyses and their application.
K3.2	Identifies and analyzes problems, potential solutions and best practices in order to determine appropriate courses of action.
K3.3	Applies appropriate statistical tools, techniques and procedures to health management and policy.
K3.4	Achieves familiarity with use of data to conduct needs analysis, market assessment, outcome and process evaluation, forecasting, and quality improvement activities.
K3.5	Comprehends qualitative and quantitative data collection strategies.
K3.6	Interprets substantive results of statistical analyses in public health, management, and health policy studies.
K3.7	Finds, consults, and evaluates available sources (including research, expert advice, and existing data) to develop evidence-based plans of action.
K3.8	Analyzes interest group and stakeholder concerns.
K3.9	Assesses economic decisions of health care consumers, providers, organizations, and the health care system.
K3.10	Evaluates external environmental factors and their impact on the health system.
K3.11	Utilizes creative and innovative thinking to arrive at solutions to critical issues, or to adopt previous solutions in new ways.
K3.12	Seeks to understand more deeply by searching for the root of issues, asking penetrating questions, uncovering complexity and going beyond routine questions.
K3.13	Comprehends financial and economic analyses and their application.
K3.14	Identifies and analyzes problems, potential solutions and best practices in order to determine appropriate courses of action.
K3.15	Applies appropriate statistical tools, techniques and procedures to health management and policy.
K3.16	Achieves familiarity with use of data to conduct needs analysis, market assessment, outcome and process evaluation, forecasting, and quality improvement activities.
<i>Domain K4: Communication and Interpersonal Skills</i>	
K4.1	Prepares well-written, effective, convincing managerial reports, including brief and precise executive summaries.
K4.2	Prepares and delivers logical, concise, persuasive oral presentations that can convince, influence or impress others to agree with your preferences.
K4.3	Tailors effective and culturally appropriate written and oral messages.
K4.4	Uses various methods to communicate effectively.
K4.5	Facilitates interactions with individuals and groups.
K4.6	Builds relationships and collaborates with colleagues and constituents.
K4.7	Work effectively in teams.
K4.8	Plans and chairs productive meetings.

K4.9	Demonstrates sensitivity to and awareness of emotional needs of self and others.
K4.10	Represents values of diversity and sensitivity to underrepresented and underserved groups in public health
<i>Domain K5: Leadership Skills</i>	
K5.1	Describes the attributes of leadership.
K5.2	Expresses and applies the organization's mission, set of core values, and vision to work and work group.
K5.3	Engages in dialogue and learning from others to advance the organization and health goals of the community.
K5.4	Contributes to high performance teams using team building, negotiation, and conflict management skills.
K5.5	Conveys transparency, integrity, and honesty in all actions.
K5.6	Embodies individual accountability while using collaborative methods for achieving organizational and community health goals.
K5.7	Applies social justice and human rights principles when addressing organization and community needs.
K5.8	Develops strategies to motivate others for collaborative problem-solving, decision-making, and evaluation.
K5.9	Articulates the principles of leading organizational change, including assessment and measurement of organizational change efforts.
K5.10	Applies evidence-based principles to strategic and operational decision-making and performance management.
<i>Domain K6: Professionalism Skills</i>	
K6.1	Promotes high standards of personal and organizational integrity, compassion, and respect for all people.
K6.2	Operates in an open and honest manner consistent with professional standards of ethics and practice.
K6.3	Acknowledges and adheres to professional codes of ethics.
K6.4	Participates in the profession including professional organizations.
K6.5	Mentors junior colleagues by sharing expertise and experience.
K6.6	Engages in lifelong learning to assure personal and professional growth.
K6.7	Promotes community stewardship and social accountability.
K6.8	Develops professional identity and values.
K6.9	Establishes, builds and sustains professional network and relationships

Discipline Specific Competencies for MPH in HPM-Policy (Domain L - applies only to MPH students in HPM-Policy concentration)

<i>Domain L1: Health System Skills</i>	
L1.1	Describe the role of the major US political institutions in health policy and politics.
L1.2	Describe conceptual frameworks for political agenda setting.
L1.3	Describes and understands the main characteristics, components and issues of the organization, financing, and delivery of health services and public health systems in the U.S.
L1.4	Assesses the impact of determinants on population health and health status.
L1.5	Understands the impact of the health care system on health disparities.
L1.6	Differentiates and understands private and government roles in health care delivery.
L1.7	Comprehends public and private payment methods used to finance health care.
L1.8	Applies knowledge of current legal concepts, such as statute and regulation, to health care delivery and the health care system.
L1.9	Analyzes economic decisions related to health care organizations and the health care system.
L1.10	Understands workforce issues and policies and their impact on the health system.
L1.11	Analyzes the effects of political, social and economic policies on health systems, community health, and access to care.
L1.12	Advocates for improvements in personal and population health status and a more effective and

	efficient health system.
L1.13	Describe the role of the major US political institutions in health policy and politics.
<i>Domain L2: Management Skills</i>	
L2.1	Organizational Awareness and Behavior Theory: Ability to understand and use the formal and informal decision-making structure, interpersonal networks, and power relationships in an organization to accomplish personal and organizational goals.
L2.2	Systems Thinking: Recognizes system level properties that result from dynamic interactions among individuals, groups, organizations, communities, and environments.
L2.3	Strategic Orientation: Considers the business, financial, demographic, ethno-cultural, political, and regulatory implications of decisions and develops strategies that ensure the viability and long-term success of the organization.
L2.4	Program and Project Planning, Management, Evaluation, and Implementation: Designs, develops, implements, and evaluates projects and programs to improve individual and community health.
L2.5	Quality and Performance Management: Understands and uses methodologies to assess, improve and monitor organizational quality and performance on diverse indicators; analyzes and designs or improves an organizational process, incorporating principles of quality measurement and customer satisfaction.
L2.6	The Managerial Role: Exemplifies and models healthcare managerial principles in daily managerial work.
<i>Domain L3: Analytical Skills</i>	
L3.1	Evaluate the efficiency of public policies using economic concepts.
L3.2	Critically evaluate both the methods and application of cost-effectiveness analysis to inform public health decision making.
L3.3	Synthesize the research literature, assessing strengths and weaknesses of publishing findings, to guide evidence-informed policymaking.
L3.4	Becomes an educated consumer of more complex analytical methods
L3.5	Identifies and analyzes problems, potential solutions and best practices in order to determine appropriate courses of action.
L3.6	Applies appropriate statistical tools, techniques and procedures to health management and policy.
L3.7	Achieves familiarity with use of data to conduct needs analysis, market assessment, outcome and process evaluation, forecasting, and quality improvement activities.
L3.8	Comprehends qualitative and quantitative data collection strategies.
L3.9	Interprets substantive results of statistical analyses in public health, management, and health policy studies.
L3.10	Finds, consults, and evaluates available sources (including research, expert advice, and existing data) to develop evidence-based plans of action.
L3.11	Analyzes interest group and stakeholder concerns.
L3.12	Assesses economic decisions of health care consumers, providers, organizations, and the health care system.
L3.13	Evaluates external environmental factors and their impact on the health system.
L3.14	Utilizes creative and innovative thinking to arrive at solutions to critical issues, or to adopt previous solutions in new ways.
L3.15	Seeks to understand more deeply by searching for the root of issues, asking penetrating questions, uncovering complexity and going beyond routine questions.
<i>Domain L4: Communication and Interpersonal Skills</i>	
L4.1	Prepares well-written, effective, convincing policy reports, including brief and precise executive summaries.
L4.2	Prepares and delivers logical, concise, persuasive oral presentations that can convince, influence or impress others to agree with your preferences.
L4.3	Tailors effective and culturally appropriate written and oral messages.
L4.4	Uses various methods to communicate effectively.

L4.5	Facilitates interactions with individuals and groups.
L4.6	Builds relationships and collaborates with colleagues and constituents.
L4.7	Work effectively in teams.
L4.8	Plans and chairs productive meetings.
L4.9	Demonstrates sensitivity to and awareness of emotional needs of self and others.
L4.10	Represents values of diversity and sensitivity to underrepresented and underserved groups in public health
<i>Domain L5: Leadership Skills</i>	
L5.1	Describes the attributes of leadership.
L5.2	Expresses and applies the organization's mission, set of core values, and vision to work and work group.
L5.3	Engages in dialogue and learning from others to advance the organization and health goals of the community.
L5.4	Contributes to high performance teams using team building, negotiation, and conflict management skills.
L5.5	Conveys transparency, integrity, and honesty in all actions.
L5.6	Embodies individual accountability while using collaborative methods for achieving organizational and community health goals.
L5.7	Applies social justice and human rights principles when addressing organization and community needs.
L5.8	Develops strategies to motivate others for collaborative problem-solving, decision-making, and evaluation.
L5.9	Articulates the principles of leading organizational change, including assessment and measurement of organizational change efforts.
L5.10	Applies evidence-based principles to strategic and operational decision-making and performance management.
<i>Domain L6: Professionalism Skills</i>	
L6.1	Promotes high standards of personal and organizational integrity, compassion, and respect for all people.
L6.2	Operates in an open and honest manner consistent with professional standards of ethics and practice.
L6.3	Acknowledges and adheres to professional codes of ethics.
L6.4	Participates in the profession including professional organizations.
L6.5	Mentors junior colleagues by sharing expertise and experience.
L6.6	Engages in lifelong learning to assure personal and professional growth.
L6.7	Promotes community stewardship and social accountability.
L6.8	Develops professional identity and values.
L6.9	Establishes, builds and sustains professional network and relationships

MS Program Competencies

The MS degree program competencies are aligned with the PhD degree program competencies and are, therefore, found in the doctoral student handbook.

Summer Internship (MPH)

Required for MPH students. To supplement the classroom experience, students pursuing the MPH in Health Policy and Management are required to complete a 10-week, 400-hour full-time summer internship in an appropriate health care setting. During the summer internship and in the fall quarter following, students will prepare a written consulting report including a proposal, literature review, policy implications and/or management recommendations. The consulting report will focus on an operational problem or decision identified during the summer placement. This might be any organizational issue, process management initiative, policy white paper, research project, strategic plan, business plan, or any of a number of analyses. The consulting report documents student learning across the curriculum and serves as the culminating experience of the program. Health care settings may include hospitals, managed care organizations, medical groups, government agencies or departments, consulting firms, community organizations, advocacy agencies, or related health care settings. Students enroll in HLT POL 400 in the fall quarter of their second year to successfully complete the summer internship requirement and consulting report.

The format of the internship experience for the one-year HSO students may be different from the above. HSO students will meet with the MPH Program Director individually to determine an internship timeline specific to their schedule and needs.

For more information on the Summer Internship Requirement please visit:

<http://hpm.ph.ucla.edu/academics/programs/academics/department-health-services-other-academic-programs/summer-field-studies>

Masters Research Thesis Report (MS)

Applies to the M.S. students. A thesis committee, consisting of at least three faculty members who hold regular professorial appointments at the University, must be established by the students before advancing to candidacy and before presenting the Masters Research Thesis Report. Two of the three committee members must have an appointment in the Health Policy and Management Department. Usually students select their Health Policy and Management Faculty Advisor to be part of their three faculty member committee, however this is not required. The committee is approved by the students' Faculty Advisor and Health Policy and Management Department Chair.

In order for students to establish their thesis committee they must fill out a blue petition form. This form can be obtained from the FSPH Central Student Affairs Office in A1-269 CHS. The students must secure the Faculty Advisor and Department Chair signatures and return the form to either Central Student Affairs or to the HPM SAO.

The thesis committee approves the subject and plan of the thesis, provides the guidance necessary to complete it, then reads and approves the completed manuscript. Approval must be unanimous among committee members. The committee will supervise the preparation of the Masters Research Thesis Report and certify successful completion of all degree requirements. If the student has completed all of the course requirements for the MS degree he/she must then enroll in HLT POL 598 during the time spent working on the Masters Research Thesis Report.

After advancement to candidacy, students must submit the Masters Research Thesis Report consisting of an extensive written research in the major area of study. The Masters Thesis should report on the results of their original investigation of a problem/issue. While the problem may be one of only limited scope, the thesis must show a significant style, organization, and depth of understanding of the subject. The committee will apply their professional judgment to reviewing a Thesis and the standards they will apply should be communicated to the students. One standard is that the Thesis be of "publishable quality." The committee may require more detail in the methods and results section than a submitable paper likely would, and the students should use appendices to address the detail issue.

To denote completion of the MS Research Thesis Report, students must obtain signatures from all three committee members on the MS Report Form. Students can obtain this form and submit it to the Central Student Affairs Office, A1-269 CHS for processing.





STUDENT AFFAIRS

Course Schedule and Classrooms

Please visit <http://www.registrar.ucla.edu/schedule/schedulehome.aspx> for course schedule and room assignments.

MyUCLA

Through MyUCLA, UCLA students acquire academic, financial, and personal information from their University academic records. Students may access the system for up to 10 years after their graduation or last term of attendance. See <http://my.ucla.edu>.

Registration

Enrollment and Degree Services
1113 Murphy Hall
(310) 825-1091
<http://www.registrar.ucla.edu>

Registration consists of paying fees and enrolling in classes.

1. Registration fees and other University charges are due the 20th of each month. BAR (Billing and Accounts Receivable) accounts can be viewed through MyUCLA.
2. Enrollment in classes is completed via MyUCLA at <http://my.ucla.edu>.

Students must complete both processes by the established deadlines to be officially registered and enrolled for the term.

Graduate students must be either registered/enrolled or on an official leave of absence every term until their degrees are awarded. As an exception, certain graduate students may be eligible to pay the filing fee (see below). Failure to register or be on an official leave of absence for any term constitutes withdrawal from UCLA.

Paying Fees

Details on fee payment, enrollment procedures, and deadlines are in the Schedule of Classes at <http://www.registrar.ucla.edu/schedule/>.

eBill

BAR accounts are administered electronically (eBill) through MyUCLA. Monthly financial activity is displayed for the current month as well as past account activity for the last 24 months. MyUCLA also includes a link to the Student Financial Services website (<http://www.sfs.finance.ucla.edu/>) where students can find important communications from the University regarding registration and University policies. Students can pay their BAR account electronically using Visa, MasterCard, PULSE, NYSE, STAR, Discover, or American Express. Students can also print a remittance document from the eBill webpage and mail payments with a check or money order. UCLA converts checks into electronic payments.

Enrolling in Classes

The Schedule of Classes (<http://www.registrar.ucla.edu/schedule/>) contains listings of class times, meeting rooms, instructors, and all information necessary for enrolling in classes. Use the Schedule and academic counseling to assemble a program of courses.

MyUCLA Enrollment

Students enroll in classes through MyUCLA, which is accessed at <http://my.ucla.edu>. The site walks students through the enrollment procedure. Students are assigned specific times—appointments—when they are allowed to enroll. Use MyUCLA to determine enrollment appointments.

Also use MyUCLA for other enrollment-related tasks, such as adding, dropping, or exchanging classes, signing onto the waitlist for a class and checking waitlist status, or changing the grading basis (letter grade or S/U grading options) for a class. For more information, see MyUCLA in the Enrollment section of the Schedule of Classes at <http://www.registrar.ucla.edu/schedule/>.

Datasheet

Students must complete a datasheet each quarter, until graduation. The datasheet will be emailed each quarter by the Central Student Affairs office with the datasheet each quarter. Failure to complete this results in an academic hold. If you receive a registration hold on your account, contact Central Student Affairs (310) 825-5524.

Waiving Courses and Transfer of Credit

Students may waive out of the School of Public Health (SPH) core courses (Biostatistics 100A, Community Health Sciences 100, Epidemiology 100, and Environmental Health Sciences 100) if they took these courses at UCLA as part of their School of Public Health minor. However, they are still required to make up the units by taking

additional elective courses that are 200-level or above and for a letter grade. They will also need to complete a blue petition requesting to waive out of these classes – this petition must be signed by the MPH Director for all MPH students or the faculty advisor for MS students (the form can be obtained at the Central Student Affairs office A1-269).

UCLA undergraduate students, who were NOT School of Public Health minors but have taken one or all of the SPH core courses, could also waive out of these courses. They will need to make up the units by taking additional elective courses 200-level or above for a letter grade. They will also need to complete a blue petition requesting to waive out of these classes – this petition must be signed by the MPH Director for all MPH students or the faculty advisor for MS students (form can be obtained at the Central Student Affairs office A1-269).

Students can also waive out of the SPH core courses if they have taken the same or equivalent courses at another university by taking and successfully passing the **waiver exam**, offered by each department in the School of Public Health. Please note: each department will have to determine if the courses taken qualify as equivalent course to take the waiver exam. A blue petition will need to be completed for each class the students waive out of and the units will still need to be completed by taking additional elective courses 200-level or above for a letter grade.

Students who take courses through UCLA Extension that are **XLC** courses are allowed to transfer a maximum of 8 units toward their MPH. Students must receive a minimum grade of 'B' in XLC courses from UCLA Extension. If students take more than 8 units, they are allowed to waive out of the class but the units will still need to be completed by taking additional elective courses 200-level or above for a letter grade. These classes must be taken prior to being admitted to the MPH program, once they are enrolled graduate students at UCLA they are not allowed to transfer any classes from UCLA Extension.

Students who take any or all SPH core courses through UCLA Summer Sessions will receive unit credit and will automatically waive out of the class. They will NOT be required to complete a blue petition and are NOT required to make up the units.

Courses taken for any other degree previously awarded at UCLA or another institution, and courses taken before the award of the bachelor's degree may not be applied toward a graduate degree at UCLA.

If any of the required MPH courses have been completed for any other degree previously awarded at UCLA or another institution, and course taken before the award of the bachelor's degree may not be applied toward a graduate degree at UCLA. Students may be allowed to waive out of the class by completing a blue petition and receiving approval from their academic advisor and program director. However, the units will need to be made up by taking additional elective courses 200-level or above for a letter grade.

SPH Waiver Exam

Contact the department SAO for more information on the waiver exams (see chart below).

Course to be Waived	BIOSTAT 100A	CHS 100	EHS 100	EPI 100	HPM 100
Contact	Roxy Naranjo 51-254 CHS 310-267-2186 rlnaranjo@ph.ucla.edu	Jennifer O'Brien 36-071 CHS 310-825-5308 jobrien@ph.ucla.edu	Rebecca Greenberg 56-070 CHS 310-206-1619 rgreenberg@ph.ucla.edu	Joy Miller 71-254A CHS 310-206-3901 jdmiller@ph.ucla.edu	Jill Richardson 31-236A CHS 310-825-7863 jrichardson@ph.ucla.edu

Grading System

The following grades are used to report the quality of graduate student work at UCLA:

A	Superior Achievement
B	Satisfactorily demonstrated potentiality for professional achievement in field of study
C	Passed the course but did not do work indicative of potentiality for professional achievement in field of study
F	Fail
S	Satisfactory (achievement at grade B level or better)
U	Unsatisfactory
I	Incomplete
IP	In Progress
DR	Deferred Report

The grades A, B, and C may be modified by a plus or minus suffix. The grades A, B, and S denote satisfactory progress toward the degree, but a C grade must be offset by higher grades in the same term for students to remain in good academic standing. Courses in which a C grade is received, however, may be applied toward graduate degrees unless otherwise prohibited by the program requirements.

Grade Points

Grade points per unit are assigned by the Registrar as follows:

A+ 4.0	C- 1.7
A 4.0	D+ 1.3
A- 3.7	D 1.0
B+ 3.3	D- 0.7
B 3.0	F 0.0
B- 2.7	NP 0.0
C+ 2.3	U 0.0
C 2.0	



Grade-Point Average

The grade-point average is determined by dividing the number of grade points earned by the number of units attempted. The total grade points earned for a course equals the number of grade points assigned times the number of course units. For example, if a student takes three four-unit courses and receives grades of A-, B-, and C+, then the GPA for the term equals the total grade points (34.8) divided by the total course units (12). The GPA is 2.9. For satisfactory standing, graduate students must maintain a B average (3.0 GPA) in all courses taken at any campus of the University (except UCLA Extension).

Satisfactory/Unsatisfactory Grades

All courses required for the degree must be taken as a letter grade. However, graduate students in good standing (minimum 3.0 GPA) may enroll for Satisfactory/Unsatisfactory (S/U) grading in one graduate or upper division course outside the major field each term, in addition to any courses offered only on an S/U grading basis within the major, above and beyond the required units. The grade S is assigned for a letter grade of B or better, but units earned in this manner are not counted in computing the GPA. Students receive neither units nor degree credit for a U grade. They may not elect the S/U option for Summer Sessions courses without an approved petition.

Program changes to or from S/U grading may be made through the tenth week of instruction via MyUCLA. Courses that are offered only on a S/U basis are designated SU in the Schedule of Classes.

Incomplete Grades

Once an Incomplete (I) grade is assigned, it remains on the transcript along with the passing grade students may later receive for the course. The instructor may assign the 'I' grade when work is of passing quality but is incomplete for a good cause (such as illness or other serious problem). It is the student's responsibility to discuss with the instructor the possibility of receiving an 'I' grade as opposed to a non-passing grade.

If an 'I' grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course; if they do, it is recorded twice on the transcript. If the work is not completed by the end of the next full term in residence, the 'I' grade lapses to an F, NP, or U as appropriate. Please be in contact with professors so that he/she may fill out the necessary form to remove the incomplete grade and provide you with your final grade—the final grade will be noted in the quarter it was removed.

In Progress Grades

For certain courses extending over more than one term (identified by T1, T2, T3, or T4 in the Schedule of Classes), evaluation of student performance is deferred until the end of the final term of the course. Provisional grades of In Progress (IP) are assigned in the intervening term(s) and are replaced with the final grade when students complete the full sequence. The school faculty or the Graduate Division determines credit if they do not complete the full sequence and petition for partial credit.

Deferred Report Grades

Students may receive a Deferred Report (DR) grade when the instructor believes their work to be complete but cannot assign a grade because of disciplinary proceedings or other problems. If students are given a DR grade, the Office of the Dean of Students assists them in resolving the problem. For graduate students, the dean of the Graduate Division sets a deadline by which the DR lapses to an F if the problem is not resolved and a grade assigned. The DR is changed to a grade, or perhaps to an Incomplete, when the instructor provides written confirmation that the situation is resolved. The DR grade is not included in determining the grade-point average.

Correction of Grades

All grades except DR, I, and IP are final when filed by the instructor in the end-of-term course report. Thereafter, a grade change may be made only in case of a clerical or procedural error or other unusual circumstances. No grade may be revised by reexamination or, with the exception of the 'I' and IP grades, by completing additional work. Students who are dissatisfied with a grade should review their work with the instructor and receive an explanation of the grade assigned. All grade changes are recorded on the transcript.

Academic Probation

A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.0) required by the Academic Senate to remain in good standing (note that some programs require a higher grade point average). Other examples include failure of examinations, lack of progress toward the degree, poor performance in core courses, etc. Probationary students (those with cumulative grade point averages below 3.0) are subject to immediate dismissal upon the recommendation of their department. Check the [Standards and Procedures for Graduate Study](#) at UCLA for more information.

Late Study List

Students who pay their registration fees but are not officially enrolled in courses for credit as of Friday of the second week of instruction must file a late Study List. Use an Enrollment Petition for this process. You may obtain this form from the Graduate Division website: <http://www.registrar.ucla.edu/forms/enrollmentpetition.pdf>

Student Complaints and Academic Grievances

A grade may be appealed, on any reasonable grounds, to the instructor, the chair of the department, and the dean of the division or school.

If the student believes that the instructor has violated the Faculty Code of Conduct by assigning the grade on any basis other than academic grounds, the matter should first be taken up with the instructor (see the UCLA Academic Personnel web page for the Faculty Code of Conduct). If the matter is not resolved, the student may go for counsel to the Office of Ombuds Services or may follow the procedures for the formal filing of charges. If a charge is sustained by the Academic Senate Committees on Charges and on Privilege and Tenure, an *ad hoc* committee is appointed within two weeks to review the disputed grade, and any warranted change is made within four weeks.

Registration Cancellation

Before the first day of classes, students may cancel registration by (1) mailing a written notice to Enrollment and Degree Services, Attn: Cancellation Clerk, 1113 Murphy Hall, UCLA, Box 951429, Los Angeles, CA 90095-1429 or (2) faxing a written notice to (310) 206-4520. For new, continuing, and reentering graduate students, a service fee is deducted from the amount of fees paid.

Graduate students who cancel their registration and do not apply for a formal leave of absence must apply for readmission to return to the University.

Withdrawal

Withdrawing from the University means discontinuing attendance in all courses in which students are enrolled. Students who withdraw during a term need to file a Notice of Withdrawal, available from the Office of the Registrar. When students officially withdraw, a percentage of the registration fee may be refunded depending on the date the withdrawal form is filed.

Claims for refund must be presented within the academic (fiscal) year to which the claim is applicable. Consult the Schedule of Classes for policy details and specific refund dates. Students may withdraw only if they have not taken any final examinations or otherwise completed the work in any classes.

Students who register and subsequently discontinue coursework or stop payment on registration checks without an approved petition for withdrawal, leave of absence, or cancellation receive F, NP, or U grades, as appropriate, for all courses in which they are enrolled for that term. A fine is assessed if any check for registration fee payment is returned by a bank for stopped payment, insufficient funds, or any other reason. No fees are refunded, and future registration privileges may be curtailed or revoked.

Graduate Readmission

For details on the policies below, consult *Standards and Procedures for Graduate Study at UCLA* at <http://www.gdnet.ucla.edu/publications.asp>.

Graduate Leave of Absence

Continuing graduate students in good standing (3.0 GPA or above) who have completed at least one term of UCLA graduate work may, with the support of their department and the approval of the Graduate Division, be eligible for leaves of absence. Graduate students are allowed a maximum of six quarters of official leave of absence.

Federal policy governing students on F-1 and J-1 visas restricts leaves of absence to certain conditions. Therefore, the Dashew Center for International Students and Scholars, in consultation with the Graduate Division, individually evaluates each international graduate student request for a leave of absence to determine that it meets federal (and University) eligibility criteria.

Students on approved leave of absence are not permitted to use faculty time or make use of University facilities for more than 12 hours since their last registration and are not eligible for apprentice personnel employment or other services normally available to registered students. There is no need to apply for readmission, since the approved leave is for readmission to a specific term. The Registrar's Office notifies students about registration information for the returning term.

Obtain a Request for Leave of Absence form from the [Graduate Division Forms Website](#). See the Schedule of Classes calendar for the filing deadline.

Transfer to Another Department

Students who want to transfer to another department in the School of Public Health should complete a blue petition (available for pick up at A1-269), secure signatures and submit to the Central Student Affairs office along with an updated Statement of Purpose, one to two letters of recommendation and, if needed, an updated resume/CV by the third week of the prior quarter. Transfer petitions will be reviewed by three faculty members in the department. Students receive notification of the petition in their student mailboxes. Students should plan their course sequencing accordingly when petitioning to transfer into another department so that they are not behind in their current department's curriculum and are not too behind in their prospective department's curriculum either. **Please note: transfer to another department is not guaranteed.**

Due to the volume of required courses, the HPM department only accepts MPH transfer requests during the student's **first fall quarter** in the program. All transfer request materials must be received by **December 1**.

Transfer to a Doctoral Degree

Students who want to continue onto a doctoral degree after completing their MS or MPH degree may do so by completing a blue petition (available for pick up at A1-269), secure signatures and submit to the Central Student Affairs office along with an updated Statement of Purpose, at least two letters of recommendation (preferably from a faculty member in the department you are requesting transfer into), a writing sample, and an updated resume/CV. Due date to submit petition is December 1st for the following fall admission. Doctoral transfer applications will be reviewed and students will be notified during the winter quarter if application is submitted by the due date.

Application for Readmission

Students who are granted a formal leave of absence do not have to apply for readmission if they resume their graduate work in accordance with the terms of their leaves. All other continuing graduate students who fail to register for any regular session, or who fail to complete a term through cancellation or withdrawal, must compete for readmission with new applicants.

Students who have registered at any time as a graduate student at UCLA and are returning after an absence (except a formal leave of absence) must file an Application for Graduate Admission which is available online at <http://www.gdnet.ucla.edu>. Payment of the nonrefundable application fee may be paid by credit card or by check or money order. Transcripts of all academic work completed since registration at UCLA as a graduate student must also be submitted.

Petitions (Blue Petition)

A petition is a form submitted to request an exception to any standard rule or regulation of the University. It is the only way to obtain formal approval from the department, school, the Registrar, or office with authority over the particular request.

The Fielding School of Public Health requires **Blue Petitions**, which can be picked up at the Central Student Affairs office located in A1-269 CHS. The Blue Petition is a form submitted to explain student's request to be exempted from any rule or regulation of the MPH or MS programs. It is the only way to obtain formal approval from the department, the School, the Registrar, or whoever has authority to grant a particular request. All petitions must

be filed as soon as possible and signed by the MPH Director for all MPH students or the faculty advisor for MS students and by the Department Chair.

Advancement to Candidacy

Students who wish to graduate must petition



for advancement to candidacy. Advancement to candidacy is a requirement for all MS and MPH degree candidates: a mandatory informational workshop is held in the Winter Quarter, usually in February. If a student misses the workshop, the petition for advancement to candidacy is available from the Student Affairs Office (A1-269 CHS). It must be completed, signed by the MPH Director for all MPH students or the faculty advisor for MS students and by the Department Chair, and returned to the Student Affairs Officer within the first week of the quarter in which the student expects to obtain the degree. The deadline for Advancement to Candidacy for fall or winter quarter is generally the first week of the quarter. The Student Affairs Office regularly posts the specific due dates.

Transcripts and Records

The transcript reflects all undergraduate and graduate work completed during UCLA regular session and Summer Sessions. It chronologically lists the courses, units, grades, cumulative GPA, transfer credits, and total units.

Official UCLA transcripts are printed on security paper to safeguard against unauthorized duplication, alteration, and misrepresentation. The paper has a multicolor security background design and a border with the words "University of

California, Los Angeles." Authentication details are located in the lower right-hand corner of the transcript, and the transcript legend is located on the reverse of the document. Transcripts are issued in blue envelopes marked "Official Transcripts Enclosed." Two versions of official UCLA student records are available from Academic Record Services, 1113 Murphy Hall. These are the academic transcript and the verification transcript. Each is designed to meet specific needs.

Academic Transcript

The academic transcript is a student's complete academic record, including a listing of courses taken, transfer credit, units, grades, grade-point average (GPA), earned UCLA degrees, and in-progress term information. In-progress information includes a list of the courses that a student enrolled in during the term the document was requested and other in-progress information such as a change in major or the removal of an 'I' grade.

Grades for completed terms are processed shortly following the conclusion of final examinations. Complete academic transcripts are available approximately two weeks after the last day of the term. For graduating students, academic transcripts with the graduation date included are available approximately seven weeks after the end of the term. Students who require earlier proof of graduation should contact a degree auditor in 1113 Murphy Hall. A fee may be charged for this service. The minimum period required for processing and issuing academic transcripts for both registered and former students is three working days.

Verification Transcript

The verification transcript certifies registration (fee payment), enrollment status, and degrees. For auto insurance "good student" discount, insurance forms should be presented at 1113 Murphy Hall. The verification fee is required for this service. Verification transcripts confirm student status only after registration fees have been paid

for the term. Verification of student workload is based on actual enrolled units and does not consider wait-listed units or list courses for a term.

Verification of degree can be issued after students' degrees have been posted to their student record approximately seven weeks after the term ends. Students who require verification before their degree is posted should contact their degree auditor in 1113 Murphy Hall.

The fee for a verification transcript is waived if requested for loan or student aid verifications (proof of request required). Most enrollment verifications for loans and creditors, however, are processed for the University by the National Student Clearinghouse. Approved by the U.S. Department of Education, the clearinghouse is a national organization that facilitates and expedites student enrollment verifications for creditors and other student service-related agencies. The clearinghouse abides by all provisions of the Family Educational Rights and Privacy Act (FERPA).

Ordering Transcripts

Academic and verification transcripts can be ordered through MyUCLA, in person at 1113 Murphy Hall, or by sending a request to UCLA Registrar's Office, Attn: [Academic or Verification] Transcripts, 1105 Murphy Hall, Box 951429, Los Angeles, CA 90095-1429.

Requests should include the student's

1. Name under which he or she was registered at UCLA
2. Dates of attendance at UCLA
3. Date of birth
4. 9-digit student ID number, if available
5. Complete address and telephone number
6. Number of copies requested
7. Mailing instructions including all details and any special handling
8. Full signature

Transcript request forms containing this information are available in the Murphy Hall northwest lobby or at <http://www.registrar.ucla.edu/forms/>.

For UCLA Extension courses, order transcripts from UCLA Extension, P.O. Box 24901, Department K, Los Angeles, CA 90024-0910.

Requests are not processed if students have outstanding financial, academic, or administrative obligations (holds) to the University. Transcripts of work completed elsewhere must be requested directly from the campus or institution concerned.

More information on ordering transcripts is available by calling (310) 825-1091 or by contacting transcripts@registrar.ucla.edu.

DPR—Degree Progress Report

You may access your degree progress report by logging into your MyUCLA account. The Degree Progress Reporting System is a counseling tool to apprise you of your progress toward a degree and should be used in conjunction with the UCLA General Catalog. The DPR is not to be used outside the UCLA community. It is NOT an official transcript and should not be used as such.

Graduate students may use the DPR to obtain term grade information, however questions about your academic record, grades, advancement to candidacy, degree expected term, etc. should be directed to your Graduate Department, Professor, Graduate Advisor and/or the Registrar.

English as a Second Language

All non-native speakers of English who are new to UCLA are required to take the English as a Second Language Placement Exam (ESLPE). Student may be exempt from this requirement or may be required to take up to three courses of the English 33 series according to their performance on the exam. Students may take the exam only twice. Graduate students wishing to take a second test must wait at least one quarter before retaking the exam. Please note that the second of the two scores will be used for the placement decision. If needed, ESL Courses are available to facilitate studies at UCLA. A student who does not fulfill the ESL requirement will not be permitted to graduate. Please see <http://www.appling.ucla.edu/index.php> for more information.

Student Records

The Registrar prepares, maintains, and permanently retains a record of each student's academic work. Student files of pertinent documents are maintained up to five years following the last date of attendance. Students may view their documents in Enrollment and Degree Services, 1113 Murphy Hall, (310) 825-1091. Advance notice of two to three days is required for viewing.

Change of Name or Address

Students who wish to change their name on official University records should fill out a UCLA Name Change or Correction form (available in the Murphy Hall northwest lobby) and submit it with documentation supporting the name change to Enrollment and Degree Services, 1113 Murphy Hall. All name changes are recorded on the transcript. If students change their address, they should update their address through MyUCLA.

Course Evaluations

At the end of each quarter around Week 9, students have an opportunity to evaluate their instructors and Teaching Assistants. Honest and constructive criticism is required to produce high-quality course curriculum and instructor teaching style. The evaluations will be filled out by the students, analyzed by the UCLA's Central EIP office, and distributed to the chair of the Health Policy and Management Department for review.

Academic Dishonesty

Academic dishonesty is a serious offense that is very easily overlooked by people pursuing academia. It is a disturbing issue that both faculty and students must handle seriously and legitimately. In order to protect the integrity of the University and to prevent academic fraud, students and researchers must refrain from academic dishonesty. Please visit our university's Academic Dishonesty website listed below for more information.
<http://www.oid.ucla.edu/publications/teachersguide/policies/dishonesty/dishonest>

STUDENT INFORMATION

Academic Calendar

Calendars Academic & Administrative 2015-2016

Fall Quarter 2015

Quarter begins	Monday, September 21
Instruction begins	Thursday, September 24
Study List deadline (becomes official)	Friday, October 9
Veterans Day holiday	Wednesday, November 11
Thanksgiving holiday	Thursday-Friday, November 26-27
Instruction ends	Friday, December 4
Common final exams	Saturday-Sunday, December 5-6
Final examinations	Monday-Friday, December 7-11
Quarter ends	Friday, December 11
Christmas holiday	Thursday-Friday, December 24-25
New Year's holiday	Thursday-Friday, December 31-January 1
Winter campus closure (tentative)	December 28-30

Winter Quarter 2016

Quarter begins	Monday, January 4
Instruction begins	Monday, January 4
Study List deadline (becomes official)	Friday, January 15
Martin Luther King, Jr, holiday	Monday, January 18
Presidents' Day holiday	Monday, February 15
Instruction ends	Friday, March 11
Common final exams	Saturday-Sunday, March 12-13
Final examinations	Monday-Friday, March 14-18
Quarter ends	Friday, March 18

Spring Quarter 2016

Quarter begins	Wednesday, March 23
Cesar Chavez holiday	Friday, March 25
Instruction begins	Monday, March 28
Study List deadline (becomes official)	Friday, April 8
Memorial Day holiday	Monday, May 30
Instruction ends	Friday, June 3
Common final exams	Saturday-Sunday, June 4-5
Final examinations	Monday-Friday, June 6-10
Quarter ends	Friday, June 10

International Students

www.internationalcenter.ucla.edu

417 Charles E. Young Drive West, Room 106
(310) 825-1681

Federal regulations governing policy and procedure of visa issuance and maintenance for international students and scholars make it especially important for these individuals to maintain contact with international student and scholar counselors and advisers following their arrival on campus. UCLA students, postdoctoral fellows, and visiting scholars from abroad are encouraged to visit the UCLA International Center, which houses the Dashew Center for International Students and Scholars. The UCLA International Center can be found in the Tom Bradley International Hall, located at the central western entrance to UCLA. The Dashew Center for International Students and Scholars provides a mandatory orientation program that helps international students and scholars pursue their goals while at UCLA.

The Dashew Center also provides specialized services, counseling, and programs for all international students and scholars, from the time of their arrival to their departure. They offer services such as orientation for new students, help in locating affordable housing, English conversation classes, and programs for the families of international scholars, assistance with questions regarding immigration issues, employment, financial aid, tax matters, and cultural adjustment, as well as a number of other topics.



Health Policy & Management Alumni Association

The UCLA Health Policy and Management Alumni Association (HPMAA) is a UCLA recognized member of the UCLA Professional School Clubs. The HPMAA's membership consists of graduates from the UCLA Fielding School of Public Health, Department of Health Policy and Management including its precursor programs such as the Hospital Administration and Health Management programs. As an alumni association, the HPMAA serves as a vehicle to link graduates to the program. In addition, the HPMAA supports the Department of Health Policy and Management and its students through grants and in-kind services.

HPMAA Vision

Building healthy futures as we build leaders in health care.

HPMAA Mission

The mission of the UCLA Health Policy and Management Alumni Association is to establish and maintain a strong bond between the Department of Health Policy and Management and its graduates, through service and program offerings, and to support, financially and otherwise, the students, faculty and alumni of the Department of Health Policy & Management.

For more information, please contact the HPM Program Manager for Alumni Relations.

Health Policy & Management Student Association

HPMSA is a professional-quality student-led organization representing all students currently enrolled in a program of study through the UCLA Health Policy and Management Department (one-year and two-year MPH, MS, DrPH, PhD and EMPH programs).

HPMSA Mission

To be the professional student membership society of future health administration, health policy and public health leaders. To meet the professional, educational and leadership needs of our members.

HPMSA Goals

- HPMSA will represent all UCLA Health Policy and Management students' interests.
- We will cultivate personal and professional development through continuous social support, constructive mentoring and career networking opportunities throughout a member's tenure.
- We will strengthen the relationship between the day and executive programs, between UCLA and the broader health policy and management community, and between HPMSA and the Health Policy and Management Alumni Association.
- We will apply our members' knowledge, skills and experience to service projects addressing the needs of our community.
- We will diversify our funding sources by successfully pursuing external sponsorship and fundraising activities.

Contact one of the student leaders for more information on the HPMSA.

<http://uclahpmsa.org>

FINANCIAL SUPPORT AND FUNDING

Please click on link below for specifics.

[Support for Continuing Students](#)

Brochure and application forms.

[ASE Appointment Opportunities](#)

Anticipated student employee openings and union agreement.

[Funding Opportunities](#)

Extramural support, online funding databases, and proposal consultants.

[Academic Apprentice Personnel](#)

Student manual & salary scales.

[Graduate Work-Study Program](#)

Support for academic research projects.

[Bruin Direct Deposit](#)

Authorization form for direct deposit of stipend payments.

[Tax Information & Forms](#)

UCLA tax information and forms for fellowship recipients.

STUDENT LIFE AND RESOURCES

Student Health Services

Arthur Ashe Student Health and Wellness Center

All registered graduate students may use the Arthur Ashe Student Health and Wellness Center, an outpatient clinic geared to the special needs of students at UCLA. The Ashe Center offers a full range of clinical and support services, most of which are prepaid by student registration fees. The clinical staff is comprised of highly qualified doctors, nurse practitioners, and nurses.

<http://www.studenthealth.ucla.edu/default.aspx>

Medical Insurance Requirement

As a condition of registration, the University requires that all graduate and professional students, including international students on non-immigrant visas, have medical insurance coverage that meets the University's minimum requirements. Contact the Insurance Office on the fourth floor of the Arthur Ashe Student Health and Wellness Center for details regarding the campus Student Health Insurance Plan (SHIP) or regarding the campus minimum requirements.

Waiving SHIP

Please visit the Arthur Ashe Health Center Website for more information regarding waiving SHIP.

<http://www.studenthealth.ucla.edu/CustPages/Insurance.aspx>

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) is a multi-disciplinary mental health center for the UCLA community. Psychologists, clinical social workers, and psychiatrists are available, offering individual and group counseling and psychotherapy to students; consultation, outreach, prevention, and education to students; and training programs for graduates in the mental health professions. CAPS maintains a strict policy of confidentiality. No information is released without the student's written consent except where disclosure is required or allowed by law. Emergency counseling is also available on a drop-in, first-come-first-serve basis. If you are experiencing an emergency situation and CAPS is closed, please go to the UCLA Hospital Emergency Room.

221 Westwood Plaza (John Wooden Center West)

(310) 825-0768 (24-hr help line)

<http://www.counseling.ucla.edu/>

Writing Tutorials

The Graduate Writing Center offers free writing consultation to graduate and professional school students at all levels and in all disciplines, as well as writing workshops on a variety of topics. Meet with a trained and experienced writing consultant to work on writing issues ranging from style and argumentation to grammar and syntax. The graduate writing consultants will work with you to develop your writing confidence and your writing skills.

Student Activities Center, Suit B11 (310) 267-4805

<http://gsrc.ucla.edu/>



Career Development

The UCLA Fielding School of Public Health Career Services Office is located on the A floor of the Fielding School of Public Health.

Arlecia Powell-Halley, M.S.
FSPH Career Services Office, A1-269
Phone: 310-206-7158
Email: aphalley@ph.ucla.edu
<http://ph.ucla.edu/current-students/career-development>

There are also services for graduate students through the UCLA Career Center, including career counseling and access to BruinView, a jobs and internship database.

UCLA Career Center
Strathmore Building, 501 Westwood Plaza
Phone: 310-206-1915
<http://career.ucla.edu>

Computer and Technical Services

Institute for Digital Research and Education

<https://idre.ucla.edu/>
5308 Math Sciences Building
(310) 825-6635
frontdesk@oit.ucla.edu

Advanced Technologies

High Performance Computing provides access to advanced computational facilities and extensive one-on-one consulting and training to assist researchers in solving large-scale research problems through computation and modeling.

Software Central

Software Central provides the UCLA community with information about software licensing and volume license agreements that support research and instruction.

Student Labs

The IDRE operates and maintains the Disabilities and Computing Lab and the Stats Lab.

Training & Consulting

Training in both online and in-class instructional formats is offered by IDRE to faculty and students in a variety of research and instructional topics and applications. The Statistical Computing and Consulting program offers direct consulting and training to help faculty and students plan, implement and interpret their statistical design and analysis.

Disabilities and Computing Program Consultants at Disabilities and Computing Program (DCP) at IDRE help faculty, students and staff with disabilities by providing access to adaptive computing technology and educational programs.



Bruin OnLine (BOL)

Bruin OnLine (BOL) is a collection of services that provides UCLA students, faculty, and staff with e-mail, web hosting services, network connectivity (including wireless), and free software and support.

Walk-in Consulting: Kerckhoff Hall, Suite 124

Telephone Technical Support: (310) 267-HELP (4357) option 1

consult@ucla.edu

<http://www.bol.ucla.edu/>

BruinTech

The purpose of BruinTech is to help faculty, students, and staff navigate the diversity of UCLA information technology (IT) services and organizations. The web site reflects the dynamic nature of IT on campus by spotlighting current views and events. In addition, BruinTech publishes a newsletter and offers seminars on relevant IT topics approximately four times a year.

<http://www.bruintech.ucla.edu/>

MyUCLA

MyUCLA is a customized portal web page where students can access real-time class schedules, grades, campus appointments, traffic and weather information, check their UCLA e-mail account and link to campus events and resources.

<http://my.ucla.edu>

Borrowing a CLICC Laptop

Currently enrolled UCLA Students, currently employed UCLA Faculty and Staff Members, may checkout a laptop using their valid UCLA Logon and Password. Laptop borrowing privileges may be revoked or suspended based on violations of policies at the discretion of Library Administration.

Please visit <http://www.clicc.ucla.edu/> for CLICC laptop lending locations.

Office for Students with Disabilities (OSD)

How to register with the OSD.

To register with OSD, please call (310) 825-1501, and they will make an appointment for you to meet with a disability specialist. If you are unsure if you qualify, they will explore with you what the issues are and make recommendations. All services provided by the OSD are free of charge, and information is kept strictly confidential. In order to register with the OSD, students fill out a general information form and provide current documentation of their disability/medical condition.

Office Hours and Locations

Main Office - A255 Murphy Hall

Hours: Monday - Friday, 8am - 5pm

(310) 825-1501

(310) 206-6083 (telephone device for the deaf)

(310) 825-9656 (fax)

(310) 825-2263 (van service)

OSD Resource Room (Proctoring and Alternative Format)

181 Powell Library

Hours: Monday - Friday, 8am - 5pm

(310) 825-2651

(310) 267-2008 (fax)

<http://www.osd.ucla.edu/>



Transportation & Shuttle Services

Campus Shuttles

The campus shuttle system incorporates the use of buses and vans that are clean, wheelchair accessible and well-equipped with air-conditioning and comfortable seating.

Campus Express

The Campus Express shuttle travels in a counter-clockwise direction providing round-trip service from: Weyburn Terrace and Lot 36 in the southwest corner of campus, through Westwood and the University to MacGowan Hall turnaround in the northeast region of campus.

Schedule: Monday to Friday (excluding Holidays) 7 a.m. to 7 p.m.
Stops approximately every 8 - 10 minutes

Reduced Hours: Summer, Winter, & Spring Breaks: 7:30 a.m. to 6 p.m.

New Wilshire Center Route

The Wilshire Center shuttle travels in a counter-clockwise direction providing round-trip service from: Wilshire Center through Westwood Village, up Hilgard Avenue with stops at Parking Structure 2 (in front of Molecular Sciences), Gonda Research Facility, 100 Medical Plaza, completing the loop at the Wilshire Center.

Schedule: Monday to Friday (excluding Holidays) 7:30 a.m. to 5:30 p.m.
Stops approximately every 8-10 minutes

Northwest Campus

The Northwest Campus shuttle travels in a counter-clockwise direction providing round-trip van service across the northern region of campus traveling on Charles Young Drive between: MacGowan Hall, Kreiger (Bellagio) Child Care Center, Southern Regional Library and Hedrick Hall.

Schedule: Monday to Friday (excluding Holidays) 11:30 a.m. to 2 p.m.
Stops at MacGowan Hall at every half hour mark

Public Transportation

Refer to the website below to obtain more information regarding the ways to get around UCLA.
<http://map.ais.ucla.edu/go/1000216>

Parking

<http://map.ais.ucla.edu/go/Campus%20Parking/>

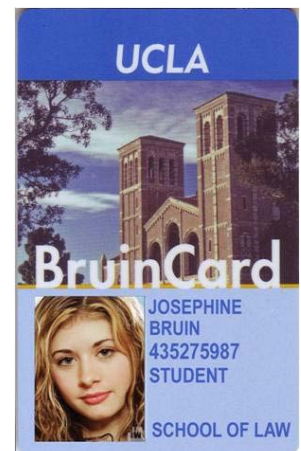
Bruin Card

BruinCard is your passport to Life at UCLA. It serves as the official University ID, University Debit Card, Library Card, Gym Pass, Meal Card, Access Card, and Laundry Card. For more information, please visit

<https://secure.bruincard.ucla.edu/bcw/web/Home.aspx>

Student Mail

Student mailboxes (or mail folders) are located in 31-279 CHS. It is important that student check their mail as the professors and student affairs use the mailbox to communicate with the students.



FACULTY LISTINGS & DIRECTORY

CORE HPM FACULTY

ROSHAN BASTANI, PH.D.

Professor

bastani@ucla.edu

Study access to health care among low-income, ethnic minority and other underserved groups, with focus testing the efficacy of patient and health care system directed interventions to improve access.

CINDY CAIN, PH.D.

Assistant Professor

clcain@ucla.edu

Health care organizations and team-based approaches to care.

EMMELINE CHUANG, PH.D.

Assistant Professor

Organization and management of health and human services; inter-organizational relationships; families affected by substance use and other behavioral disorders frontline health and human service workers; dissemination and implementation of complex, service-based innovations.

WILLIAM S. COMANOR, PH.D.

Professor

comanor@ucla.edu

Economics of Research and Development in the Pharmaceutical Industry

LAURA ERSKINE, PH.D., M.B.A.

Acting Adjunct Professor

lberskine@ucla.edu

Management, organizational behavior, leadership, and decision making.

JONATHAN FIELDING, M.D., M.P.H.

Professor-in-Residence

jfieldin@ucla.edu

Development of clinical preventive services guidelines; prevention economics and financing; health promotion for children, adults and families in community; clinical and occupational settings.

PATRICIA GANZ, M.D.

Professor

pganz@ucla.edu

The study of quality-of-life outcomes in cancer and other chronic diseases; clinical intervention trials in breast cancer; late effects of cancer treatment, and improving the quality of care for cancer survivors; research on the prevention, detection, treatment and supportive care of cancer.

BETH GLENN, PH.D.

Associate Assistant Professor

bglenn@ucla.edu

Cancer prevention and control among ethnic minority and Adjunct underserved populations; understanding perceived benefits and barriers to genetic evaluation and testing for breast cancer risk among ethnic minority women.

NEAL HALFON, M.D., M.P.H.

Professor

nhalfon@ucla.edu

Developmental services to young children; access to care for low-income children; delivery of health services to children with special health care needs — with a particular interest in abused and neglected children in the foster care system.

MOIRA INKELAS, PH.D.

Associate Professor

minkelas@ucla.edu

Children's access to health care; tailoring managed care and health care financing policies to the needs of children with chronic illness; the impact of systems on quality and performance; measuring quality of care, and quality improvement.

<p>GERALD KOMINSKI, PH.D. <i>Professor</i> kominski@ucla.edu</p>	<p>Evaluating the costs and cost-effectiveness of health care programs and technologies; improving access and health outcomes, particularly among ethnic and vulnerable populations; and developing models for estimating health expenditures and forecasting population health.</p>
<p>JAMES MACINKO, PH.D. <i>Professor</i> jmacinko@ucla.edu</p>	<p>Global health; public health policy; health services research; primary care; health inequalities; Brazil.</p>
<p>ANNETTE MAXWELL, DRPH <i>Adjunct Professor</i> amaxwell@ucla.edu</p>	<p>Cancer health disparities in diverse populations, especially among several Asian ethnic groups.</p>
<p>WILLIAM MCCARTHY, PH.D. <i>Adjunct Professor</i> wmccarth@ucla.edu</p>	<p>Encourage members of special populations to adhere to Dietary Guidelines for Americans (African American adult women, low-income middle school students, low-income patients of community health centers) and to be smoke-free (WIC participants, aerospace workers, Korean and South Asian immigrants); epidemiological investigations of tobacco use in special populations (adolescents, Asian subpopulations, residents of homeless shelters).</p>
<p>CORRINA MOUCHERAUD, S.D. <i>Assistant Professor</i> cmoucheraud@ucla.edu</p>	<p>The political economy of interventions to improve health in resource poor settings and supply-side factors of health service delivery and uptake.</p>
<p>JACK NEEDLEMAN, PH.D. <i>Professor</i> needlema@ucla.edu</p>	<p>Health policy issues; hospital nurse staffing and patient outcomes; nursing performance measurement; studies of the costs and quality of care and access to health services; comparing for-profit and nonprofit hospital performance and studying nonprofit and public hospital conversions to for-profit status; performance and quality of care of community health centers and changes in access to inpatient care for psychiatric conditions and substance abuse.</p>
<p>ALEX ORTEGA, PH.D. <i>Professor</i> aortega@ucla.edu</p>	<p>Application of epidemiological methods in health services research; the physical, medical, and mental health needs of Latino children and their families both in the United States and in the U.S. Commonwealth of Puerto Rico; health research on the homeless, military veterans, and undocumented immigrants.</p>
<p>LORI PELLICCIONI, PH.D., J.D., MPH <i>Assistant Adjunct Professor</i> lpellicc@ucla.edu</p>	<p>Healthcare fraud and abuse in the Medicare Program and corporate compliance in healthcare organizations.</p>
<p>NINEZ PONCE, PH.D. <i>Associate Professor</i> nponce@ucla.edu</p>	<p>Understanding macroeconomics effects on health and health care access in low-income countries, and more recently in low-SES neighborhoods and ethnic minorities in the U.S; explore neighborhood effects and health care market factors that may explain persisting racial and ethnic disparities in cancer screening.</p>
<p>NADEREH POURAT, PH.D. <i>Adjunct Professor</i> pourat@ucla.edu</p>	<p>Assessing the disparities in access to care of underserved population; access issues among Asian Americans, immigrants, the low-income, and the elderly as well as access to services such as breast and cervical cancer screening and oral health care among others.</p>

<p>THOMAS RICE, PH.D. <i>Distinguished Professor</i> trice@ucla.edu</p>	<p>Physicians' economic behavior; health insurance for the elderly; the Medicare program; health care cost containment; the role of competition in health care reform; managed care.</p>
<p>LINDA ROSENSTOCK, MD, MPH <i>Professor</i> lindarosenstock@ph.ucla.edu</p>	<p>Public health education, health policy, occupational health, health prevention for women.</p>
<p>STUART SCHWEITZER, PH.D. <i>Professor</i> sschweit@ucla.edu</p>	<p>Health policy, especially as they pertain to pharmaceuticals, gerontology, and the financing of health care; drug pricing for developing countries.</p>
<p>ARTURO VARGAS BUSTAMANTE, PH.D. <i>Assistant Professor</i> avb@ucla.edu</p>	<p>Health care disparities; health services in developing countries; population groups that are overwhelmingly uninsured or that have poor access to health care, predominantly among Hispanics/Latinos; statistical analyses of disparities in health care access, utilization, quality and insurance coverage; cross-border health care utilization and in the effect of health services privatization and decentralization in middle-income countries, predominantly in Latin America.</p>
<p>LEAH VRIESMAN, PH.D., M.H.A, M.B.A <i>Assistant Professor</i> vriesman@ucla.edu</p>	<p>The relationship between graduate health management curriculums with educational outstanding new leaders in the field, comparative merger & acquisition theory between the public and private sectors and pharm-biotech market strategies.</p>
<p>FREDERICK J. ZIMMERMAN, PH.D. <i>Professor</i> fredzimmerman@ucla.edu</p>	<p>Economic influences on population health, with a particular focus on media use and child health; media exposure (commercial vs. non-commercial; violent vs. non-violent) on developmental outcomes such as obesity, cognitive development, and executive function.</p>
EMERITUS FACULTY	
<p>EMILY ABEL, PH.D. <i>Professor Emeritus</i> eabel@ucla.edu</p>	<p>Women & health care; history of public health; caregiving</p>
<p>ELLEN ALKON, M.D. <i>Adjunct Professor Emeritus</i> ealkon@dhs.co.la.ca.us</p>	<p>Public health aware primary care physicians, clinic organization, expansion, and integration and public health advocacy.</p>
<p>RONALD ANDERSEN, PH.D. <i>Professor Emeritus</i> randerse@ucla.edu</p>	<p>Access to medical care; models of health services use; comparative health services organization; medical care for vulnerable populations; oral health services</p>
<p>BARBARA BERMAN, PH.D. <i>Adjunct Professor Emeritus</i> bberman@ucla.edu</p>	<p>Tobacco prevention among high risk adolescents and young adults; low-income multi-ethnic populations, and deaf and hard of hearing youth; developing effective cancer prevention and control programming, with a current emphasis on breast health and breast cancer, for adult populations.</p>

ROBERT KAPLAN, PH.D.
Distinguished Professor Emeritus
rmkaplan@ucla.edu

Development of a generic, preference-based measure of health outcome; concept of Quality-Adjusted Life Years (QALYs); estimating the cost/effectiveness of medical and public health interventions; evaluations of prevention in primary health care.

PAUL TORRENS, M.D., M.P.H.
Professor
torrens@ucla.edu

Health care management and health care policy; health services organization and financing, health services organization and theory, managerial processes in health service organizations and managed care.

For a complete list of joint-appointed and part-time faculty, please visit the HPM Faculty page:
<http://hpm.ph.ucla.edu/faculty/faculty-bios>





Frequently Asked Questions

Academic Information—Registration & Enrollment

When are registration fees due each term?

Registration fees must be paid prior to each term. Fees can be paid by check, credit card (Visa, MasterCard, Discover), or cash. View the [Schedule of Classes Calendar](#) for specific dates. Questions regarding fees should be directed to the [Registrar's Office](#) at 1113 Murphy Hall, (310) 825-1091.

Can registration fees be deferred?

Only academic apprentices (e.g., TAs and Graduate Student Researchers) are eligible for fee deferrals. Apprentice teaching and research appointees are eligible to receive, on request, a deferment of registration fees (and nonresident tuition, if applicable). A fee deferral allows qualified students to postpone paying fees and nonresident tuition for two months beyond the stated deadline. See your departmental graduate advisor to request a fee deferral.

Why would students request In Absentia Registration?

Graduate students planning on studying or conducting research outside of California can petition for In Absentia Registration to receive a reduction of one-half of the campus registration fees. For more information see petitions on the [Degree Information page](#).

How do students enroll in, drop, or add classes?

To enroll in classes and to drop or add classes, students use MyUCLA (<http://my.ucla.edu>), a web-based student system. Instructions for using MyUCLA are contained in the Schedule of Classes.

Where do I obtain a PTE number to enroll in a class?

Contact the course instructor for approval. Upon approval, and if the instructor did not give you a code, please forward the email to that department's Student Affairs Officer to get a PTE code.

Where do you obtain the Blue Petition?

Blue petitions can be obtained from the Central Student Affairs Office in A1-269 CHS between 10:00 am and 3:00 pm each weekday and, once completed by the student, should be submitted to the Department Student Affairs Officer in 31-236A CHS for approval of the chair.

How do I change my faculty Academic Advisor?

Students may change their academic faculty advisor by completing a blue petition form (both the current and new academic advisor must sign the blue petition approving the change) and submitting it to the Department Student Affairs Officer in 31-236A CHS.

How do I find out which courses will be offered each quarter?

Please visit the UCLA Registrar's Website to locate the [Schedule of Classes](#).

Why should out-of-state students seek California residency for tuition purposes?

California residents do not pay nonresident tuition. Upon arrival in California, a student wishing to gain California tuition residency should establish ties with the state (i.e., get a driver's license/California ID, register automobile, register to vote, change the permanent address on University records to a California address, and file a resident tax return). Contact the [Residence Deputy](#) at 1113 Murphy Hall, (310) 825-3447, for more residency information; by University policy, only the Residence Deputy is authorized to apply and interpret policy on residency for tuition purposes.

I am an AB 540 student. Who do I contact with questions?

Please stop by the Graduate Division – 1255 Murphy Hall – for guidance.

Where should students report name or address changes?

Name changes should be reported to the Registrar's Office. Students are urged to maintain their own mailing, permanent, and email address listings online using MyUCLA. Changes can also be made and revised documents can be obtained at 1113 Murphy Hall and at most student service offices in Murphy Hall.

Graduation**Where do I make changes to my Advancement to Candidacy Form?**

Visit the Fielding School of Public Health Central Student Affairs Office at A1-269 CHS.

Where do I pick up the graduation tickets?

Tickets are given out to graduating students by the Central Student Affairs Office in A1-269 CHS. More specific information will be provided to students at the mandatory graduation workshop in February.

When and how do I pick up my diploma upon graduation?

Your diploma is ready after 12 weeks upon graduation. You may pick it up after the 12th week from 1113 Murphy Hall. If you prefer to have it mailed to you, fill out the [Diploma Mail Request Form](#) from the [Registrar's Forms Website](#).

Financial Support**What types of financial support are available?**

Support based solely on financial need is provided, in the form of loans, grants, and—on a limited basis—work-study employment, from the Financial Aid Office. Students must be U.S. citizens or permanent residents. For more information, contact the [Financial Aid Office](#) at A-129 Murphy Hall, (310) 206-0400. Support based on merit is available in the form of fellowships, traineeships, teaching assistantships, and graduate student researcher positions. These awards are open to all students—U.S. citizens, permanent residents, and international students—who have demonstrated high academic achievement. For more information, refer to the [Financial Support for Entering Students](#) or [Graduate Student Financial Support for Continuing Students](#) on the Graduate Division website and contact the Departmental Student Affairs Officer.

What are the deadlines for applying for financial support?

The priority deadline for loans and work-study funding available through the Financial Aid Office is March 2. The deadline for entering graduate students to apply for other forms of Graduate Division and FSPH support via their admissions application is December 1. View the [Graduate Student Financial Support for](#)

[Continuing Students](#) for specific dates. FSPH awards for continuing students are announced during the spring quarter.

How is Graduate Division funding distributed?

The Graduate Division allocates funding directly to graduate programs, which in turn select fellowship recipients through their faculty fellowship selection committees based on academic merit. Departments inform the Graduate Division of those students who have been chosen to receive awards for the next academic year, and the Graduate Division sends offers of support to those recipients. Fee and nonresident tuition fellowships are credited directly to students' BAR accounts, and fellowship living allowances (stipends) are issued as direct deposits.

How does a student apply for extramural fellowships?

Extramural funding originates from non-UCLA sources, such as federal agencies and private organizations. Most extramural fellowships require an application submitted directly to the sponsoring organization. Applications for some extramural fellowships are available in the Office of Graduate Outreach, Diversity, & Fellowships in 1252 Murphy Hall.

The Graduate Division publishes an online guide called [Graduate and Postdoctoral Extramural Support \(GRAPES\)](#), which lists the more commonly sought fellowships that are available from non-UCLA sources. In addition, the Office of Graduate Outreach, Diversity, & Fellowships maintains a small library of reference materials on extramural funding.

The Graduate Division also offers [faculty assistance](#) with extramural fellowship proposals. For information, contact the Office of Graduate Outreach, Diversity, & Fellowships at (310) 825-3521.

Does getting extramural funding affect a student's support from UCLA?

Students may not hold two major awards at the same time. When a student receives extramural funding, the amount of supplementary UCLA support is usually subject to limits. Contact the Office of Graduate Outreach, Diversity, & Fellowships in 1252 Murphy Hall, (310) 825-3521, for details.

Is funding available for conference travel and research expenses?

Special funds are available for registered and enrolled students for partial support of dissertation research and travel to scholarly conferences. Consult the departmental Student Affairs Officer and the FSPH Central Student Affairs Office for more information.

Award Disbursement

How and when do students get their fellowship money?

Fee and tuition awards will automatically apply toward registration and tuition fees. Fellowship payments are sent to students' local mailing addresses, held for pickup, or direct-deposited several weeks before the start of the Fall term. Winter funds are disbursed approximately one week after January 1, and Spring funds are released several weeks before the start of the Spring Quarter. Monthly payments should arrive by the first day of the month. Questions regarding fellowship check disbursement/direct deposit may be directed to the Graduate Student Support Office, 1228 Murphy Hall, (310) 825-1025.

Where should students go with questions regarding BAR statements and graduate award payments?

The Graduate Student Support Office at 1228 Murphy Hall will answer questions relating to BAR and disbursement of graduate award payments. BAR questions regarding Financial Aid awards (e.g., need-based grants) should be directed to the [Financial Aid Office](#) at A129 Murphy Hall, and questions regarding loans should be directed to the [Student Loan Office](#) at A227 Murphy Hall.

Can I view my financial information, scheduled payments, and direct deposits online?

Yes. Using MyUCLA, you can review your BAR statement activity; your scheduled financial aid, fellowships, remissions, and other awards; and the actual dates and amounts of your checks and direct deposits. In addition, you can check to see if you have holds on your account that are preventing the disbursement of funds, and you can ensure that all required financial documents have been completed for the Financial Aid Office and the Graduate Student Support Office.

Do students have to pay taxes on fellowships?

Fellowship stipend income is taxed differently than most other types of income you may have encountered in the past. Amounts spent on fees, tuition, or required course expenses are not taxable. However, the portion of fellowship stipend income you spend on items other than fees, tuition, and required course expenses will likely be considered taxable by the IRS. U.S. citizens and permanent residents who are California residents (for tax purposes) do not have taxes withheld from their fellowship stipend checks. Nonetheless, these individuals may be required to make estimated quarterly tax payments and to report the income on their tax returns.

Foreign students and those who live outside of California and file tax returns as California nonresidents will have state and/or federal taxes withheld directly from their checks. Information about fellowship taxation is available in IRS Publication 520, "Scholarships and Fellowships," available for download from the [IRS website](#). Another IRS publication available from the same website offers information on paying estimated tax when your residency status does not permit the tax to be withheld directly from your check: Publication 505, "Tax Withholding and Estimated Tax."

Who can answer tax questions concerning fellowships?

Students are advised to retain "Offer of Graduate Student Support" agreements, fellowship and traineeship offer letters, BAR monthly statements, payroll wage stubs, and other documents and receipts related to fellowship stipends and course expenses. View [Tax Information and Forms for UCLA Award Recipients](#) information about UCLA fellowship tax withholding and reporting.

Academic Apprentice Personnel**What are the responsibilities of a special reader or graduate student researcher?**

Special Readers provide course and grading support for instructors. GSRs assist faculty members with scholarly research and may or may not collaborate in the publication of research results. For more information view the [Academic Apprentice Personnel Manual](#).

Are academic apprentice appointees eligible for benefits?

Academic apprentice appointees are eligible for fee deferrals, medical insurance, and fee remissions. For details on these benefits consult the [Academic Apprentice Personnel Manual](#).

What are the requirements apprentices must meet to receive fee remissions?

The following standards must be met in order for students to receive apprentice fee remissions: (1) Students must register and enroll by the third week of the quarter (registration and enrollment must also be maintained throughout the quarter); (2) appointment(s) must total 25% time or more for the quarter; (3) students must work hours equivalent to 25% time in apprentice titles in a given quarter (usually 106-110 hours); (4) students must be enrolled in at least 12 units to receive health insurance and fee remissions. In addition, students must maintain a 3.0 GPA to be appointed as an apprentice and may not work more than 12 quarters as a TA or more than 18 quarters in all apprentice titles combined.

What is the maximum appointment percentage that I am allowed to work on any given quarter?

Graduate Students are allowed have a maximum of a 50% appointment on any given quarter. Students receiving Special Graduate Division Fellowship Funding may have different restrictions. Please check your award letter for restrictions.

Can I work over 50%?

Graduate Students may be allowed to have an appointment over 50% by obtaining an official exception from Graduate Division. Students will need to coordinate with the Department Graduate Student Affairs Officer in 31-236A so that the exception can be submitted to Graduate Division. Students will need to obtain permission from the Department Chair in order to request to work over 50%.

Where can I find more information on academic apprentice opportunities?

Anticipated student employee openings for academic year are available online on the [Academic Student Employees \(ASE\) Appointment Opportunities page](#).

Academic Standards**What are the requirements for graduate degrees?**

Degree requirements are outlined in [Program Requirements for Graduate Degrees at UCLA](#). While most of these requirements are quite specific and students are usually held to them, in some instances there may be room to accommodate special academic needs via petition. For specific details, students should consult the department or program.

How do students determine if they are performing work at the level required by their degree program(s)?

A University minimum cumulative grade point average of 3.0 is required to remain in good academic standing and a 3.0 average is required in all courses to be applied toward a graduate degree. Some departments have more stringent requirements, and the student should consult the department regarding academic standards. Also, departments and programs often list specific timeline expectations for completion of degree requirements under "Time to Degree" in [Program Requirements for Graduate Degrees at UCLA](#).

Student Life**How do I get my UCLA ID card?**

The [BruinCard](#) is your University ID card. In addition, this card will serve as your library card (when activated at the UCLA Library), your recreation facilities card, your debit card for purchases at UCLA food facilities and ASUCLA stores, and even as an AT&T calling and discount card. To obtain your BruinCard, you'll need to take a valid form of identification (driver's license, passport, etc.) to one of the three BruinCard Centers located at 123 Kerckhoff Hall, 100A Sproul Hall, and Suite 107 in the Wilshire Center Building. The Centers are open Monday through Friday from 9:00 am to 4:00 pm.

How do students get access to library and computer facilities?

Once registration fees and tuition are paid, access to the library resources can be obtained at any campus library. Library privileges are free to all registered students. Computer facilities are also free to registered students who can establish an account by using a new user terminal at the CLICC Lab in the [College Library](#) or the Student Technology Center by Delta Terrace.

How do students get parking on campus?

On-campus parking is limited, and applications for permits must be submitted annually to UCLA Parking Services, 555 Westwood Plaza, (310) 825-9871. Daily parking permits are also available at parking information boot found at various locations on campus. Information about student parking is available online at the [Transportation and Parking website](#).

What other means of transportation are available?

Options include vanpools, carpools, buspools, public transit, bicycles, scooters, and motorcycles. The BruinGo! program allows members of the UCLA community to ride the Santa Monica Big Blue Bus and Culver City Bus at a reduced fare by using their BruinCard. Go Metro program offers discounted quarterly transit passes for Metro bus and rail lines. For more information view [Getting to UCLA](#) on the Transportation and Parking website.

What housing options are available to graduate students?

Information on campus housing is available at the [Housing Office](#), 270 De Neve Drive, (310) 825-4271. Other apartments are available at the following numbers: Gayley Apartments, (310) 794-8600; Barrington/Manor, Sawtelle/Sepulveda, University Village, or Rose Avenue, (310) 398-4692; Keystone/Mentone, (310) 837-1373; and Venice/Barry, (310) 397-3517. The UCLA Community Housing Office offers listings of private off-campus housing, including rental vacancies and posted roommate notices. The [Community Housing Office](#) is located on the east patio of Sproul Hall, 350 De Neve Drive, (310) 825-4491.

What recreational activities are offered at UCLA?

UCLA Recreation offers state-of-the-art fitness workouts, masters swim workouts, intramural and club sports, dozens of recreation classes, water sports at the Marina Aquatic Center, and open recreation at most campus facilities. For information, contact [Cultural and Recreational Affairs](#) at 2131 John Wooden Center, (310) 825-3701.

What discounts are available to me as a student?

The [Central Ticket Office](#), (310) 825-2101, sells tickets for all campus athletic and entertainment events. In order to obtain discounts for which students are eligible, you must present your BruinCard at the time of purchase so that your status may be validated. CTO also sells bus passes and tickets to movies and other off campus athletic, cultural, and entertainment events. In addition, most Westwood Village merchants and local movie theaters offer student discounts. For those seeking to purchase personal computers and software, the [ASUCLA Computer Store](#) offers educational discounts computers, equipment, and name-brand software.

How can a student find employment on campus?

On-campus jobs are listed on BruinView in the [UCLA Career Center](#), (310) 825-2981. Positions are also available with ASUCLA; for information contact the ASUCLA Personnel Office at 3519 Ackerman Union, (310) 825-7055. Academic apprentice appointments are handled at the department or program level. Please note that graduate students, by University policy, are permitted to work on campus no more than 50% time while registered and enrolled, and most foreign students on F1 and J1 visas are prohibited from working in excess of 50% time.

How can a student obtain lockers?

For lockers, within the Fielding School of Public Health, please contact the Gabrielle Stolwyk in the Dean's Office at gstolwyk@ph.ucla.edu or by phone at 310-825-6381. Lockers are assigned on a first come basis. Lockers must be renewed once a year at the beginning of Fall quarter.

Other Questions

Where are the accessible Libraries?

Library	Location	Website
Louis M. Darling Biomedical Library	12-077 Center for Health Sciences	http://www.library.ucla.edu/libraries/biomed/index.cfm
Rosenfeld Library	110 Westwood Plaza, E-301	http://www.anderson.ucla.edu/library.xml
Charles E. Young Research Library	Charles E. Young Research Library Building	http://www.library.ucla.edu/libraries/researchlibrary/index.cfm
Powell Library	Powell Library Building, Room 220	http://www.library.ucla.edu/libraries/college/index.cfm

How do you reserve the Health Policy & Management Roemer Library?

The Roemer Library is located in 31-262 CHS. You can reserve the department's library e-maling Anna Park at apark@ph.ucla.edu. You will receive an email confirmation if the library is available.

How do you reserve the Dean's Conference Rooms?

Policy – These rooms are available for use by Fielding School of Public Health faculty, staff and students. These rooms are not to be used for recurring classes, except for our executive programs. Otherwise, the rooms are to be used expressly for meetings, conferences and any other academic or administrative events.

Process - To check availability or to reserve any of the Dean's Conference Rooms, please work with Anna Park at apark@ph.ucla.edu. Your email should include your name, program you are in, purpose of the meeting, how many people will attend, and specific dates and times.

WEBSITES

Department of Health Policy & Management

<http://hpm.ph.ucla.edu/>

UCLA Home Page

<http://www.ucla.edu>

Registrar's Office

<http://www.registrar.ucla.edu/>

Graduate Division

<http://www.gdnet.ucla.edu>

Program Requirements

<http://www.gdnet.ucla.edu/departments.html>

Schedule of Classes

<http://www.registrar.ucla.edu/schedule>

Financial Aid

<http://www.financialaid.ucla.edu>

Dashew Center for International Students and Scholars

<http://www.internationalcenter.ucla.edu/>

Graduate Student Resource Center

<http://gsrc.ucla.edu/>

Graduate Student Association

<http://gsa.asucla.ucla.edu/>

MyUCLA

<http://my.ucla.edu>

Bruin OnLine

<http://www.bol.ucla.edu/>

UCLA Financial Statement & Tax Fellowship Forms

<http://www.gdnet.ucla.edu/gss/library/taxintro.htm>

CA Residency

<http://www.registrar.ucla.edu/residence/establish.htm>