



COLLEGE OF
POPULATION HEALTH

Bachelor of Science in Population Health

Student Handbook

MSC09 5070

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Introduction to the BSPH Program

Welcome to the Bachelor of Science in Population Health (BSPH) Program in the College of Population Health (COPH) at the University of New Mexico Health Sciences Center (UNM HSC).

The purpose of this handbook is to provide students with information they will need during their degree progress. While many questions will be answered in this handbook, each student is unique and we realize many questions and issues could arise that are not covered here. Students should contact the sr. academic advisor, student success manager or the COPH Director of Undergraduate Programs for additional assistance. Further, the information here is a supplement to the [UNM Pathfinder](#). Students should review the Pathfinder for more information to answer any questions.

Program Background

The BSPH Program began in the fall semester of 2016 within the College of Population Health as the second of its kind and the first to offer a bachelor's degree in population health. It began with 3 students and has expanded to over 100 and currently accepts new students each semester on a rolling admissions basis.

Office Location

Administrative Office Location

University of New Mexico
College of Population Health
2400 Tucker NE Room 165
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BSPH Program Mission and Vision

Mission

In the context of the University of New Mexico's tradition of liberal arts and sciences, the Bachelor of Science in Population Health program will emphasize critical thinking, analysis for decision-making, technical knowledge, cross-cultural practice, and information synthesis, to ensure students acquire practical skills to address population health issues and trends in New Mexico, the nation, and globally.

Vision

The Bachelor of Science in Population Health program strives to be a regional leader in undergraduate Population Health education. The program will enable students to think analytically and creatively, to improve the public's health. The program will graduate students who practice in diverse fields of population health and bring informed and evidence-based viewpoints and solutions to population health issues affecting New Mexico and society at large.

General Information

A. What is Population Health?

Population health is a “systems-based approach” to improving health outcomes by addressing social determinants of health within a framework that includes the individual, social network, cultural/community, systems of care, and policy levels. Population health embraces a multi-system understanding of the contexts of health and disease of diverse populations. Growing out of the combined legacies of public health and medicine; placing emphases on social determinants, population health encourages partnerships between health systems and community organizations to achieve their mutual goal to improve health equity and social justice. Students of population health science must attain a broad set of competencies, including epidemiology, the social and behavioral intervention and prevention sciences, “health equity in all” policy analyses, quantitative and qualitative analytic methods, population health management, finance and economics, data systems, decision science, and environmental health. The UNM HSC College of Population Health embraces our public and social responsibility to work in partnership with communities, neighborhood organizations, non-profit and government agencies, the private sector, health systems, and policy entities, including tribes, local and state governments, to improve health of the diverse populations of New Mexico, the Southwest, the U.S.-Mexico border, and tribal sovereign nations.

From big-picture thinkers wanting to solve global health problems to students aspiring to create healthy outcomes in their own neighborhoods, becoming a student at UNM Health Sciences Center’s newest college is an exciting and promising career opportunity. Population health is the essence of trans-disciplinary science - not solely the combination of multiple disciplines, but rather a new science focused on answering complex questions about the sources of health and the causes of illness and disability.

The discipline:

- Focuses on health improvement within populations.
- Produces integrated knowledge and action regarding the societal, behavioral, biological and organizational system causes of health and disease. It also examines what creates health risks and what policies, health systems and public health practices are effective in curbing those risks.
- Requires innovations in approaches to reducing disparities and improving population health.
- Requires technological solutions to grass roots problems.
- Will find practitioners and scientists from different backgrounds to come together and transcend the limits of their knowledge and expertise to create this new discipline.

Graduates will develop skills to promote the health of populations in a variety of domains that comprise the continuum from wellness to health care, from health systems to community systems, from health policy to community policies, and from economic theory to economic practices. They will find jobs in varied fields, including:

- Business
- Informatics
- Engineering
- Architecture and planning
- Law
- Medicine
- Community advocacy
- Political organizations
- Policy analysis and evaluation

- Disaster preparedness

B. Classroom Locations

Classes and computer labs are held on UNM's central campus and north campus.

C. COPH Student Lounge

All admitted students are given access to the Student Lounge located in Room 171 of the Family Medicine Building. The lounge provides a space where students can study, have meetings, or just have a quiet place of their own. Access to the lounge is during normal business hours, 8:00am -5:00pm Monday-Friday.

The student lounge contains computer and office equipment, and all students are urged to safeguard that equipment by ensuring that the doors are locked when they leave the premises. There are two computers available in the student lounge. The computers are equipped with current software such as Windows, Microsoft Office and STATA. Students also have access to the Internet and e-mail using the computers.

D. UNM E-mail

Students must have an active UNM e-mail account and ensure that this e-mail address is updated in LoboWeb. Pertinent information regarding the COPH and BSPH Program is sent to students using their e-mail addresses including upcoming events, information on jobs, student status, requests for additional information, assistantships, financial aid and other items. Students should make sure to share their preferred e-mail address with the sr. academic advisor. All students are urged to check their emails regularly.

E. Student Employment Information

Student Employment and Assistantships

During the course of the year, student employment and assistantship opportunities may be available to qualified COPH students. Notices regarding these opportunities are forwarded to students through email and posted on the COPH bulletin boards.

F. Student Services

The University of New Mexico provides a number of student resources such as the Center for Academic Program Support ([CAPS](#)), Student Health and Counseling ([SHAC](#)) and [LoboRESPECT](#). Click on the [link](#) for more resources.

Financial Aid Information

Student Employment

During the course of the year, student employment positions are available to qualified BSPH students through faculty research and educational funding sources. Notices regarding assistantship opportunities are forwarded to students through email and posted on the BSPH bulletin boards.

Scholarships

Scholarship opportunities are forwarded to students via e-mail. It is important to check the financial aid website for additional scholarship opportunities.

COPH UG Advisors

Daniel Noriega-Lucero, BA
Sr. Academic Advisor
Room 165
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Email: dnoriegalucero@salud.unm.edu

Pamela Sedillo, BS
Student Success Manager
Room 179
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Gayle Garcia
Admissions Advisor
Room 165
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Email: garcia@salud.unm.edu

Completion of the Degree

The BS in Population Health degree is granted to students upon fulfillment of the following:

1. Completion of 120 credit hours of course work of the prescribed [curriculum](#).
2. Completion of the UNM core curriculum.
3. Completion of at least 42 credit hours of upper-division course work numbered 300 or above.
4. Compliance with the minimum residence requirements, as stated in the [Undergraduate Program in the UNM Catalog](#).
5. Areas of focused study are optional, and credit hours may vary from 12-21 hours, depending on the selected topic.

Maintenance of an overall course GPA of 2.0 is required to maintain in good standing with the COPH.

It is the student's responsibility to ensure that the general University requirements and due dates have been met for graduation. Students who plan to graduate should consult the UNM Graduation webpage (<https://graduation.unm.edu/>), meet with the sr. academic advisor and/or student success manager or director of undergraduate programs if they have questions.

A. Areas of Focus/Minor

Areas of focused study are optional but encouraged. The area of focus is designed to provide students with additional knowledge and skills that will augment their Population Health core courses. Credit hours may vary from 12-18 hours, depending on the selected topic. Existing UNM minors may serve as a student's area of focus. In this case, students are to secure advising from the UNM academic unit offering the minor of interest and follow those curricular requirements for the minor. Examples include but are not limited to: Biostatistics; Built Environment; Community Health Education; Disaster Medicine; Environmental Health; Exercise Science; Health Economics; Health Information Systems; Health Policy; Nutrition. Students should meet with faculty to explore content that could serve as the area of focus.

Further, a student may propose their own tailored area of focus that they create and propose in writing to the director of undergraduate programs for her/his approval. Students are required to meet with the director to discuss the proposal in advance of the written submission. Students are also encouraged to seek counsel and guidance in framing the area of focus from faculty in COPH and across the UNM campus.

B. Transfer Credits and CR/NC

[Transfer course equivalences](#) are important for those who have completed courses at other institutions that they desire to be considered for credit at UNM. [Follow this link](#) (https://admissions.unm.edu/future_students/transfer.html) for information on transfer credits and how to request them to be considered.

NOTE: Students may not transfer any course that has been used to meet the requirements of another degree program. The same course *may not be used* to meet the requirements of two separate degrees.

The College of Population Health will not accept a CR/NC grading option for the required Population Health courses to complete the bachelor's degree.

C. Time Frame for Degree Completion

Students are given a ten-year period to complete all requirements of the BSPH degree. Students who take more than 10 years from the time of their original admission date to complete their BSPH degree, must conform to the catalog in effect in the semester in which they intend to graduate.

D. Reapplication

If the student was previously enrolled as an undergraduate student at UNM and wishes to reapply, they should [follow this link](#).

E. Schedules

Students will register for their courses prior to the beginning of each semester. Available courses are listed in the UNM schedule of classes by semester and on LoboWeb. Some courses are restricted and permission of the instructor is required. Holds will be placed on the student's file prior to registration for each semester to ensure that they meet with the sr. academic advisor for a degree audit.

F. Grading System

All students in the BSPH Program will be expected to maintain a 2.0 GPA. The following grading system is used:

A+	= 4.33
A	= 4.00
A-	= 3.67
B+	= 3.33
B	= 3.00
B-	= 2.67
C+	= 2.33
C	= 2.00
C-	= 1.67
D+	= 1.33
D	= 1.00
D-	= 0.67
F	= 0.00

G. Incompletes

A faculty member may choose to give a student an incomplete for a course. The student has 1 year to resolve the incomplete, or it will default to an “F.” It is highly recommended that all incompletes are cleared the following semester. It is the student’s responsibility to keep track of their incompletes and complete the work. Exceptions may be considered for extenuating circumstances with approval of the instructor, director and the UNM faculty senate. Students are not allowed to graduate with an “I” on their student record.

H. Academic Probation

Students will be placed on academic probation if their cumulative GPA falls below 2.0. Students on probation are liable for suspension at the end of any semester in which the cumulative grade point average does not rise to 2.00 or better. Students placed on probation may be continued on probation, if they substantially raise the cumulative grade point average and are making reasonable progress in meeting degree requirements. “Substantially raise the cumulative grade point average” is defined as earning a semester grade point average of at least 2.5. “Reasonable progress” is defined as at least one-half of the student’s course load being courses (exclusive of Introductory Studies courses) which apply towards the student’s major, minor or group requirements. If these conditions are not met, the student is suspended from the University of New Mexico. More detail is [available here](#).

Students are required to earn a minimum grade of C in all Population Health courses 200 and higher. Students who do not meet this minimum in any PH 200 or higher course are required to take the course over. Students have three opportunities to earn the minimum grade of C in any PH 200 or higher course before they will be dismissed from the program.

I. Students with Special Needs

Students with newly or previously diagnosed disabilities who need accommodations for learning and/or testing will compile, submit, and maintain their documentation through the Accessibility Resources Center on Main Campus. Students who think that they may need such accommodations should first contact Amanda Butrum, who advises students and coordinates these services for the HSC. She is Interim Director of UNM Accessibility Resource Center (277-3506 <https://arc.unm.edu/>). Ms. Butrum will guide students through the process of acquiring services and suggesting relevant accommodation formats. Please contact her directly at 505-277-3506 or at ajbutrum@unm.edu. All students should inform their professors as soon as possible so they can help implement the accommodations.

Academic Integrity Policy

The University *Pathfinder* Policy on Academic Dishonesty can be found at the link below. One purpose of this policy is to clearly delineate mutual expectations of faculty and students and to more clearly define academic dishonesty. <http://pathfinder.unm.edu/>

The *Pathfinder* states:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students;

misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

The Faculty Handbook states:

When a violation of the regulation occurs in connection with a course, seminar, or any other academic activity under the direction of a faculty member, that faculty member is authorized to take whatever action is deemed appropriate, but no penalty in excess of an "F" in the course and the involuntary withdrawal of the student from the class may be imposed. Whenever this penalty is imposed; the instructor may report the case in full detail in writing to the Dean of Students, who may impose additional sanctions or refer the matter to the Student Conduct Committee for a determination of whether additional sanctions are warranted.

A. COPH Expectations for Academic Integrity

- As a community of scholars, it is expected that the course work a student conducts and submits (or presents) will be that of the individual student, unless a student receives prior permission from the instructor to do otherwise. Submitting work as if it is an individual product when it is not is academic dishonesty.
- As a community of scholars, it is expected that students will cite and enclose in quotes any product copied, or materially taken, from others. It is expected that written submissions are those of the student unless otherwise clearly quoted and appropriately cited. Duplicating, in whole or in part, another's work product and submitting that work as if a student had produced it independently is academic dishonesty. Examples include, but are not limited to, duplicating in whole or in part: exams produced by others; paper(s) produced by others (on behalf of the student or not) and whether or not the paper(s) were previously submitted; non-original material obtained from web sites; and/or publications.
- In the absence of a contrary directive from the instructor, students may collaborate, assist, and help each other. Unless a faculty member specifically assigns a group project, all final class projects must be each student's own work and the assistance must be cited (e.g., as personal communication.) All students who knowingly participate in misrepresentation of a student's work will be academically dishonest.
- As a community of scholars, it is expected that faculty and staff will not hinder the academic progress of students in other classes by assisting one or more students in producing and/or submitting group and/or duplicated work as if it were produced independently (by the students when the faculty member can reasonably construe that the work will be evaluated as an individual product). Such behavior violates provisions of the *Faculty Handbook* and will be sanctioned as outlined in the handbook.
- As a community of scholars, it is expected that students will complete examinations without duplicating the exam answers of other students, using course materials or notes or otherwise gaining an unfair advantage over other students who are also taking the exam. Such behavior hinders the academic work of fellow students, claims credit for work done by the student, and is academically dishonest. However, if the exam is expressly designated as open book or take home exam, the use of course materials or notes is allowed.
- As a community of scholars, it is expected that a student will be responsible and discuss re-submissions or research/project continuations with the faculty prior to submitting any potentially redundant work.
- As a community of scholars, it is expected that faculty will clearly state course and exam objectives. If the student believes clarity is lacking, it is the responsibility of the student to request clarification in a timely manner. Faculty should provide clarification in writing whenever possible to avoid misunderstanding(s).

- Faculty expect that students will be responsible and discuss re-submissions or research/project continuations with the faculty prior to submitting any potentially redundant work.
- As a community of scholars, it is expected that students maintain the highest standards of honesty and integrity in academic and professional matters. If a student fulfills university expectations of maintaining the highest standards of honesty and integrity in academic and professional matters, yet is having difficulty in a class, the student may expect faculty to consider available options that may assist the student, which may include, but are not limited to: deadline extensions, auditing, incomplete grades, or withdrawals.
- As a community of scholars, it is expected that if a faculty or staff member witnesses or learns of an instance of possible academic dishonesty, he/she should promptly report the incident to the instructor in charge of the class where the alleged academic dishonesty occurred.
- As a community of scholars, it is required that an incident of academic dishonesty will be dealt with as outlined in the *Pathfinder* and the *Faculty Handbook*.
- As a community of scholars, it is expected that Academic Freedom will be upheld as defined in the *Faculty Handbook*. <http://handbook.unm.edu/>

The COPH BSPH Program will utilize the following procedure when an instructor believes that a violation of academic dishonesty has occurred:

- The instructor shall discuss the alleged violation with the student as soon as possible and provide the student an opportunity to explain.
 - After this discussion, the instructor may impose an appropriate sanction within the scope of the academic activity, such as grade reduction and/or involuntary withdrawal from the course.
 - The instructor shall notify the student of the academic sanction.
 - The instructor should contact the COPH director of undergraduate programs and review the alleged violation, appropriate sanctions and any need to refer the case to the COPH Dean for disciplinary action beyond the faculty-imposed sanction with the UNM Dean of Students.

B. Student Grievance Procedures

All students are expected to abide by the university values and guidelines for professional practice, academic integrity, and responsible conduct of research; they are also protected by those same values and guidelines. Academic grievances include, but are not limited to, issues related to progress toward the degree, improper implementation of academic procedures, and unfair treatment. When at all possible, students should attempt to resolve their complaints directly with the parties involved. If the complaint cannot be resolved at that level, the student may meet with department or college/school administrators (chair, dean, or dean's designate) or the Dean of Students to discuss the concerns, clarify the rules and procedures that should be followed, and explore constructive means to resolve the problem. If a formal grievance is necessary, the student should follow the procedures stipulated in the *UNM Pathfinder and the UNM Faculty Handbook*. If a grievance or complaint involves alleged discrimination or sexual harassment, it must be directed to the Office of Equal Opportunity (OEO).

The *Pathfinder* states:

The UNM Student Grievance Procedure is intended to provide Procedures for the resolution of disputes of an academic nature between students and University faculty, as well as Procedures for handling student disciplinary matters. The following categories of disputes or disciplinary matters are provided for in the articles indicated. Any question about these Procedures should be directed to the Office of the Dean of Students.

This article sets forth the procedures which should be followed by a student who believes that he or she has been unfairly or improperly treated by a faculty member or academic program/department

in connection with the academic process. For example, it applies to disputes over assignment of grades, decisions about program or degree requirements or eligibility, or claims that course requirements are unfair.

Any student grievances concerning decisions made by University personnel, outside the academic process, for which specific procedures are not established, shall be resolved between the student and the office or department involved. If no resolution is reached, the parties may appeal to the appropriate Dean or Director and then to the appropriate Vice President. Appeals should be filed in writing within one week of the decision.

The Faculty Handbook states:

The University of New Mexico promotes a working, learning, and social environment where all members of the UNM community, including but not limited to the Board of Regents, administrators, faculty, staff, students, and volunteers work together in a mutually respectful, psychologically-healthy environment. UNM strives to foster an environment that reflects courtesy, civility, and respectful communication because such an environment promotes learning, research, and productivity through relationships. Because a respectful campus environment is a necessary condition for success in teaching and learning, in research and scholarship, in patient care and public service, and in all other aspects of the University's mission and values, the University is committed to providing a respectful campus, free of bullying in all of its forms.

The COPH Program will utilize the following procedure for student grievances:

- The students should first try to resolve the grievance informally by discussing the grievance with the instructor as soon as possible.
- If the student and faculty member cannot reach an agreement, the student should discuss the grievance with the COPH director of undergraduate programs.
- If the grievance is still not resolved, the student should discuss the grievance with the COPH Dean.

A decision by the Dean of the College of Population Health may be appealed to the Health Sciences Center Chancellor, or his or her designee, under procedures adopted by the Chancellor's Office.