



COLLEGE OF  
POPULATION HEALTH

## Bachelor of Science in Population Health

# Student Handbook

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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).**

This handbook provides students with information they will need during their degree progress. While many questions will be answered in this handbook, each student is unique, and questions and issues could arise that are not covered here. Students should contact their academic advisor, the Manager of Academic Advisement or the COPH Director of Academic Success (see the COPH Academic Success Team section below) for additional assistance. Further, the information here is a supplement to the [UNM Pathfinder](#). Students should review the Pathfinder for more information to answer their questions.

## Program Background

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

## Office Location

### Administrative Office Location

University of New Mexico  
College of Population Health  
2300 Tucker NE  
MSC09 507  
Albuquerque, NM 87131-5267  
Phone: (505) 272-4173  
FAX: (505) 272-4494  
Website: [hsc.unm.edu/population-health](https://hsc.unm.edu/population-health)

## 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 emphasizes 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.

### A. What is Population Health?

Population health is a “systems-based approach” to improving health outcomes by addressing social drivers of health within a framework that includes the individual, their social network, cultural/community factors, systems of care, and policy levels. Population health embraces a multi-system understanding of the contexts of the health and disease status of diverse populations. Growing out of the combined legacies of public health and medicine, population health encourages partnerships between health systems and community organizations to address social drivers of health and to achieve their mutual goal to improve health equity and achieve social justice.

Students of population health science must attain a broad set of competencies, including skills in 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 CPH 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 and local/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 the UNM CPH 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 grassroots problems.
- Encourages 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
- Public health
- 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 able to access the Student Lounge in the College of Nursing and Public Health Excellence Building on north campus. 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, 8:00 am -5:00 pm, Monday-Friday.

The student lounge contains computers 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 software [currently approved by UNM](#). Students can access this software, as well as applications and widgets on their personal devices through the [UNM Apps store](#). Students also have access to the Internet and e-mail using 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, internships, financial aid and other items. Students should make sure to share their UNM e-mail address with their assigned academic advisor. All students are urged to check their emails regularly.

## E. 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](#))
- [LoboRESPECT](#).
- The UNM main campus and Health Sciences Center libraries have many resources for students, including providing access to books and peer-reviewed literature and training on search strategies and use of free citation software (e.g., [Zotero](#)). [library.unm.edu](#), [hsc.unm.edu/hslic](#)
- The Campus Lobo Food Pantry provides free food to all currently enrolled UNM students. [loborespect.unm.edu/services/campus-lobo-food-pantry.html](#)
- **Resource Centers** offer advocacy, community, and support to students and are open to all. A list of resource centers is available at [students.unm.edu/find-your-pack/resource-centers.html](#)

# Financial Aid Information

## Student Employment Information

During the course of the year, student employment opportunities may be available to qualified BSPH students. Notices regarding these opportunities are forwarded to students through email.

## Financial Aid Work Study

Student employment positions are available to qualified students through UNM Work Study. Information about these opportunities can be found at [financialaid.unm.edu/types-of-financialaid/employment.html](#)

## Scholarships

Scholarship opportunities are forwarded to students via e-mail. General UNM scholarship information is available [here](#).

## COPH Academic Success Team

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## 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 coursework 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 be 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 meet with their assigned advisor first, then consult the UNM Graduation webpage ([graduation.unm.edu](http://graduation.unm.edu)). Students can reach out to the student success manager or the 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 12-21 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: Community Health Education; Environmental Health; Exercise Science; Health Economics; Health Information Systems; Health Policy; Maternal & Child Health; Native American Studies; Nutrition; Psychology; Spanish. Students should meet with their advisor to explore content that could serve as the area of focus.

Further, a student may propose their own tailored area of focus. 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.

NOTE: Students may not transfer any course to the BSPH program 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 ten 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. Students who interrupt their degree program and are not enrolled for three or more consecutive semesters (including the summer session) must comply with the Catalog requirements in effect at the time of re-enrollment.

## D. Reapplication

If the student was previously enrolled as an undergraduate student at UNM and wishes to reapply, they may do so here: [admissions.unm.edu/future-students/readmission-returning.html](https://admissions.unm.edu/future-students/readmission-returning.html)

## E. Schedules

Students will register for their courses before each semester starts. Available courses are listed in the UNM schedule of classes by semester, posted on the COPH website under courses ([hsc.unm.edu/population-health/programs/undergraduate-programs/classes-requirements.html](https://hsc.unm.edu/population-health/programs/undergraduate-programs/classes-requirements.html)) and on LoboWeb. Some courses are restricted, and permission of the instructor is required to enroll. Holds will be placed on the student's file before registration for each semester to ensure they meet with their 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	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
			F = 0.00

## G. Incompletes

**According to UNM Policy, the grade of "I" is assigned *only when circumstances beyond the student's control prevent completion of the coursework within the official dates of a semester or summer session.***

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from The University of New Mexico. Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received to resolve the "I" (incomplete) grade. If an instructor requires the student to repeat the class in order to resolve the Incomplete, the student must register for the course on an audit basis.

**Incomplete grades received must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned.** Incomplete grades not resolved within the time frame stated in this policy are converted automatically to an F (failure) grade. Students resolving Incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office) by the appropriate deadline. Students are responsible for informing instructors that they are graduating and that the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

The instructor of record reports the final grade for the course in which the Incomplete was assigned to the Records and Registration Office.

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 be cleared in 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 their 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 must 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 again. Students have three opportunities to earn the minimum grade of C in any PH 200 or higher course before they are dismissed from the program.

## **I. Inclusive and Accessible Education**

UNM is committed to providing courses that are inclusive and accessible for all participants. In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you bring such needs to the instructor's attention, as the instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Please contact the Accessibility Resource Center at [arc@unm.edu](mailto:arc@unm.edu) or by phone at 505-277-0316 for assistance with the accommodations process. For additional information, visit [UNM ARC](#).



# 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.

## 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 coursework 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.*

*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 or generated by an artificial intelligence (AI) algorithm; and/or publications. If in doubt, consult UNM's AI resource webpage.*

[airesources.unm.edu/index.html](https://airesources.unm.edu/index.html)

## 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 coursework 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 or generated by an artificial intelligence (AI) algorithm; and/or publications. If in doubt, consult UNM's AI resource [webpage](#).**

- 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 the 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 an open-book or take-home exam by the instructor, 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 resubmissions of work from other courses 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).
- 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 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*.

The CPH 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 with 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 CPH director of undergraduate programs and review the alleged violation and appropriate sanctions, and any need to refer the case to the CPH 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 possible, students should try to resolve their complaints directly with the parties involved. If the complaint cannot be resolved at that level, the student may meet with college/school administrators (CPH director of undergraduate programs, Assistant Dean for Education, 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 [UNM 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 questions about these Procedures should be directed to the Office of the Dean of Students.*

*This article sets forth the procedures that 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 the assignment of grades, decisions about program or degree requirements, 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 Copenh 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 Copenh director of undergraduate programs.
- If the grievance is still not resolved, the student should discuss the grievance with the Assistant Dean of Education, who will escalate the issues to the Dean if needed.

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.