

# School of Public Health

## Syllabus and Course Information



UNIVERSITY OF MINNESOTA  
Driven to Discover<sup>SM</sup>

### PubH 6390 Clinical Epidemiology Spring 2018

---

<b>Credits:</b>	<b>2</b>
<b>Meeting Days:</b>	<b>online</b>
<b>Instructor:</b>	<b>Kamakshi Lakshminarayan MD PhD MS</b>
<b>Office Address:</b>	<b>491 WBOB (1300 S 2<sup>nd</sup> street)</b>
<b>Office Phone:</b>	<b>612-624-9492</b>
<b>Fax:</b>	<b>612-624-0315</b>
<b>E-mail:</b>	<b>kamakshi@umn.edu</b>
<b>Office Hours:</b>	<b>Via Webex or in-person (at WBOB or on Campus) or by Phone. Email instructor for appointment</b>

---

#### I. Course Description

Clinical epidemiology is the science of using population methods to answer individual patient questions. This course in clinical epidemiology will cover the design of epidemiological studies and the analysis and interpretation of epidemiological data in order to answer clinical questions. A variety of study designs methods including cohort, case-control, and cross-sectional study designs will be used. In addition to disease and exposure, the course will cover concepts related to prognosis, diagnosis, treatment and prevention. The design and analysis of clinical trials is covered in-depth by other courses (e.g. PubH 7420 and 7415) and hence is not covered here. This course is intended for MS students majoring in clinical research. Others including medical students, students in various MS programs, MPH and PhD programs in the School of Public Health and other interested students are welcome to enroll as long as they meet the course requirements.

If you have already studied advanced methods in epidemiology or biostatistics or completed Epi Methods II (PubH 6342) or more advanced courses, please do not take this 2-credit course since there will be redundant material. Starting Spring of 2019, this course will be split into two 1-credit courses. One of these 1-credit courses will focus on methodological issues and the second will focus on more clinical aspects including prognosis, diagnosis, treatment and prevention. Students who have completed Epi Methods II or equivalent or more advanced courses are strongly advised to wait until Spring 2019 and take just the appropriate 1-credit course.

#### Acknowledgements

The content of this course was developed by Dr. Kamakshi Lakshminarayan with significant contributions from Dr. Jim Pankow. Guest lecturers include Dr. Deb Hennrikus and Dr. Pam Lutsey.

## II. Course Prerequisites

- a. Fundamentals of Epidemiology (PubH 6320; grade of B- or higher), Epidemiological Methods I (PubH 6341; grade B- or higher), or equivalent.
- b. Biostatistics Literacy (PubH 6414; grade of B- or higher), Biostatistics I (PubH 6450; grade B- or higher), or equivalent.

## III. Course Goals and Objectives

1. Apply epidemiological study designs and methods to answer questions of clinical relevance.
2. Evaluate quality of scientific literature, assess available evidence, generation of evidence and levels of evidence
3. Apply principles of observational study design, including variants of the case-control design, use of matching, sample size and power calculations.
4. Select and develop appropriate exposure and outcome measurement procedures, including questionnaires, interviews, collection of biological specimens, physical measurements, and quality control and assurance methods.
5. Identify major sources of bias in observational studies and ways to identify their likely direction, magnitude and nature of their threat to causal inference.
6. Understand the concept of prognosis, design of prognostic studies, bias in prognostic studies, and the development of clinical prediction rules.
7. Understand the principles of diagnostic testing and applying them in clinical research and practice, interpretation of multiple tests.

## IV. Methods of Instruction and Work Expectations

Instruction will be through a combination of online lectures, interactive online exercises, and assignments. Students are expected to turn in assignments on time and take exams at scheduled times as well. Exceptions to deadlines will be determined on a case-by-case basis.

- The course is NOT offered as an independent study course where you can go at your own pace. Please see the calendar below for a listing of the class schedule and due dates of assignments.

**Communications:** We will use the Class Q&A forums in Moodle and the University of Minnesota X500 email to communicate important information to you. Please check for our messages throughout the semester. The instructor is available to meet for office hours by Webex, or by phone or in person. Please email her for an appointment.

- **We will follow a class calendar with scheduled lessons, discussion posts, other assignments, and quizzes.** Our expectations and requirements for this course are no different from those for a graduate level epidemiology course that is taught in-person, so you will need to properly pace yourself as you work through the class content and assignments.
- **We expect you to take part in the ClinEpi Cafe discussions.** Please check the ClinEpi café each week to answer questions posed by the teaching team and respond to another student's post. The instructions will be available under that week's activities. Some weeks may not have a ClinEpi Café discussion and this will be posted. Participation in ClinEpi Café will contribute to your participation grade. See the section on grading for further discussion of ClinEpi Café grading. A separate document on ClinEpi Café guidelines is also posted.
- **We expect you to take quizzes and exams independently,** without help from any other person, unless otherwise specified.
- **We expect that students will have access to a computer and access to the internet.** High speed internet access is recommended. For computer hardware and software specifications, please see <http://www.oit.umn.edu/moodle/technical-support>. We also expect students in the course to be able to use their computers and software, and their knowledge of the World Wide Web, to fully participate in class

discussion and submit labs, assignments and quizzes via Moodle. **It is the responsibility of students to determine if they will have adequate internet access, particularly if they are in remote areas. Poor internet access will not be accepted as an excuse for late assignments.** Computer labs are also available throughout campus (for locations and hours see: <http://it.umn.edu/computer-labs-locations-and-hours>). It is also recommended that you back up your files frequently in case of computer disasters, and that you save your work frequently when completing assignments online (e.g. Quizzes and Exams).

- **We expect you to be polite, succinct and professional** in your e-mail communications and discussion postings, please remember to use the same etiquette that you would use in face-to-face conversations with both fellow students and instructional staff.

## V. Course Text and Readings

- The required text book for the course is **Epidemiology Beyond the Basics by Szklo and Nieto, 3<sup>rd</sup> edition**. This book is available for student use electronically via the UMN library. A link to this text is provided. The link leads to the book's table of contents and students can navigate to the required readings. No purchase is required.
- The course uses readings from other texts including **Designing Clinical Research, Hulley, Cummings et al., 4<sup>th</sup> edition**. Many students may already have this book from other classes. To accommodate those who do not have this text, we have linked to this book electronically via the library.
- **All other readings are listed and available via the Moodle course site.**

## VI. Course Outline/Weekly Schedule

Week	Topic & Lectures	Assignments
<b>WEEK 1</b> Jan 16-21	<p><b>Course Orientation, Levels of Evidence, Identifying the Study Population</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>• Introduction to the course, Course Overview (Lakshminarayan)</li> <li>• Levels of Evidence: Setting the Context (Lakshminarayan)</li> <li>• Identifying the Study Population (Pankow)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>• Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the ClinEpi Café: Introductions (due Fri 1/19)</li> <li>• Begin working on Homework 1 Guideline Analysis. This assignment has two parts: <ul style="list-style-type: none"> <li>○ Part 1 (guideline) is due Sat 1/27</li> <li>○ Part 2 (recommendations) is due Sat 2/3</li> </ul> </li> </ul>
<b>WEEK 2</b> Jan 22-28	<p><b>Study Design, Implementation, Leveraging existing Studies for Manuscript Proposals</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>• Study Design Part 1 (Pankow)</li> <li>• Study Design Part 2 (Pankow)</li> <li>• Designing a Large Cohort Study: MESA (Lutsey)</li> <li>• How to use Large NIH funded Cohort Studies to Create New Manuscripts: Examples from WHI and ARIC (Lakshminarayan)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>• Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the ClinEpi Café 1: Levels of Evidence (due Fri 1/26)</li> <li>• Submit Homework 1 Guideline Analysis Part 1 (due Sat 1/27)</li> <li>• Begin working on Homework 1 Guideline Analysis Part 2 of 2 (due Sat 2/3)</li> </ul>
<b>WEEK 3</b> Jan 29 - Feb 4	<p><b>Sample Size and Power</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>• Sample Size and Power Calculations (Pankow)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the ClinEpi Café 2: Sample Size (due Mon 2/5)</li> <li>• Submit Homework 1 Guideline Analysis Part 2 (due Sat 2/3)</li> </ul>

	<p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Begin working on Homework 2 Manuscript Proposal. This assignment has three parts: <ul style="list-style-type: none"> <li>Homework 2 Manuscript Proposal Part 1 (due Sat 2/10)</li> <li>Homework 2 Manuscript Proposal Part 2 (due Sat 3/24)</li> <li>Homework 2 Manuscript Proposal Part 3 (due Fri 5/4)</li> </ul> </li> </ul>
<p><b>WEEK 4</b> Feb 5-11</p>	<p><b>Designing Data Collection Instruments</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>Designing data collection instruments: Best practices (Henrikus)</li> <li>Part 1: Intro and Improving Response Rates</li> <li>Part 2: Designing Surveys</li> <li>Part 3: Selecting/Writing Survey Questions</li> <li>Part 4: Response Categories</li> <li>Part 5: Putting the Survey Together</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Submit Homework 2 Manuscript Proposal Part 1 of 3 (due Sat 2/10)</li> <li>Begin working on Part 2 of the Manuscript Proposal (due Sat 3/24)</li> <li>Begin working on ClinEpi Café 3: Ancillary Studies from Existing Cohort Studies (initial post Fri 2/16 by 12:00 CST, response due Mon 2/26)</li> </ul>
<p><b>WEEK 5</b> Feb 12-18</p>	<p><b>Cohort Study Analysis</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>Cohort Study Analysis Part 1 (Lakshminarayan)</li> <li>Cohort Study Analysis Part 2</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Post an initial response to ClinEpi Café 3: Ancillary Studies from Existing Cohort Studies (initial post due Fri 2/16 by 12:00 CST, response due Mon 2/26)</li> </ul>
<p><b>WEEK 6</b> Feb 19-25</p>	<p><b>Case-control and cross-sectional study analysis</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>Case-control and Cross-sectional Study Analysis (Pankow)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Begin working on Homework 3 Cohort and Case Control Study Exercises (due Sat 3/10)</li> <li>Post response to ClinEpi Café 3: Ancillary Studies from Existing Cohort Studies (due Mon 2/26)</li> </ul>
<p><b>WEEK 7</b> Feb 26-Mar 4</p>	<p><b>Confounding</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>Confounding: Using Causal Models to Identify Confounders (Pankow)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Continue working on Homework 3 Cohort and Case Control Study Exercises (due Sat 3/10)</li> <li>Continue working on Homework 2 Manuscript Proposal (Part 2 is due Sat 3/24, Part 3 is due Fri 5/4)</li> </ul>
<p><b>WEEK 8</b> Mar 5-11</p>	<p><b>Midterm Exam</b></p>	<ul style="list-style-type: none"> <li>Midterm Exam - this is a take-home exam. It will be available on the Moodle site Thurs 3/8 and</li> </ul>

		<p>must be submitted by Sat 3/10 no later than 11:55pm.</p> <ul style="list-style-type: none"> <li>Submit Homework 3 Cohort and Case Control Study Exercises (due Sat 3/10)</li> </ul>
Mar 12-16	Spring Break	
<b>WEEK 9</b> Mar 19-25	<p><b>Strategies to Address Bias</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>Strategies to Address Selection and Information Bias (Pankow)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Submit Homework 2 Manuscript Proposal Part 2 of 3 (due Sat 3/24)</li> </ul>
<b>WEEK 10</b> Mar 26 - Apr 1	<p><b>Strategies to Address Effect Modification</b></p> <p>Effect Modification: Strategies to Address Effect Modification (Pankow)</p> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Begin working on Homework 4 Confounding, Bias, Effect Modification Exercises (due Sat 4/14)</li> </ul>
<b>WEEK 11</b> Apr 2-8	<p><b>Epidemiology of Diagnostic Testing</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>Epidemiology of Diagnostic Tests: Part 1 (Lakshminarayan)</li> <li>Epidemiology of Diagnostic Tests: Part 2</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Continue working on Homework 4 Confounding, Bias, Effect Modification Exercises (due Sat 4/14)</li> </ul>
<b>WEEK 12</b> Apr 9-15	<p><b>Screening Tests and Exercises in Diagnosis and Screening</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>Epidemiology of Screening (Lakshminarayan)</li> <li>Practice Exercises on the Epidemiology of Diagnostic Testing and Screening (Lakshminarayan)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Submit Homework 4 Confounding, Bias, Effect Modification Exercises (due Sat 4/14)</li> </ul>
<b>WEEK 13</b> Apr 16-22	<p><b>Prognostic Studies</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>Epidemiology of Disease Prognosis (Lakshminarayan)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Begin working on ClinEpi Café 4: Prognosis (initial post due Sat 4/21, response due Sat 4/28 - note that you have 2 weeks to complete this discussion)</li> <li>Continue working on Homework 2 Part 3 (due Fri 5/4)</li> </ul>
<b>WEEK 14</b> Apr 12-29	<p><b>Using Medicare Data</b></p>	<ul style="list-style-type: none"> <li>Complete the ClinEpi Café 5: Medicare Data (post due Fri 5/4)</li> </ul>

	<p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>Research Using Existing Data: Focus on Medicare Claims Data (Lakshminarayan)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Finalize Homework 2 Manuscript Proposal Part 3 of 3 (due Fri 5/4)</li> </ul>
<p><b>WEEK 15</b> Apr 30 - May 6</p>	<p><b>Using Electronic Health Record Data</b></p> <p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>Using Data from Electronic Health Records for Research (Lakshminarayan)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>Available via the Moodle site</li> </ul>	<ul style="list-style-type: none"> <li>Submit Homework 2 Manuscript Proposal Part 3 of 3 (due Fri 5/4)</li> </ul>
<p>May 7-12</p>	<p><b>Final Exam</b></p>	<ul style="list-style-type: none"> <li>Final Exam - this is a take-home exam. It will be available on the Moodle site Thurs 5/10 and must be submitted by Sat 5/12 no later than 11:55pm.</li> </ul>

## Assignments

### ClinEpi Café Discussions (total 20 points)

- ClinEpi Café is an online discussion forum and participation is part of your grade. There is a total of 20 points for the ClinicEpi café discussions (see chart below). Each late post will lead to the deduction of 0.5 points from the 20 points. However, once a post is closed you will not be able to post on the topic and hence will not be able to earn the points for that discussion topic. *Forums will be closed 1 week (7 days) after the final due date.*

### Homework 1 (total 10 points)

- Part 1 (2 points).** Find a substantial guideline in your field/area of interest and send me a link in a word document. The guideline should address both treatments and diagnostic testing and should have recommendations spanning various levels of evidence.
- Part 2 (8 points).** In the guideline you submitted in Part 1, identify a total of 5 recommendations. Three of these 5 should be in treatment or prevention and 2 in diagnosis. For each of these 5 recommendations, state the level of evidence underlying that recommendation and the study designs which provided the evidence. In the lecture titled, Levels of Evidence, I showed this type of analysis for the AHA Stroke Prevention Guidelines. Create a word document showing your answer. (**Note:** In part 2, you will parse your guideline for levels of evidence and study design underlying 3 recommendations in treatment / prevention and 2 recommendations in diagnosis. You are requested to pick no more than 2 level 1 recommendations in total. So you will have to use other levels of evidence.)

### Homework 2 (total 30 points)

- Part 1 (2 points).** Identify a large federally funded data source relevant to your field similar to the studies discussed in Week 2 on Cohort Study Implementation. You can use one of the listed cohorts. Identify the manuscript development template that is usually available on the study website. Upload this for the instructor's review by end of week 4. The instructor will have to approve your choice to move forward.

- **Part 2 (8 points).** Develop a manuscript proposal (the idea has to be novel) based on the template identified on Part 1. The instructor will provide feedback within 2 weeks of the due date. Feedback will be in person or via skype or google chats as preferred.
- **Part 3 (20 points).** Submit final manuscript proposal.

### Homework 3 (20 points)

- Exercises on cohort and case control study analysis. Due end of week 9.

### Homework 4 (20 points)

- Problems on confounding, bias and effect modification.

### Midterm & Final Exams

- Midterms (50 points) and Final (50 points) are take-home, open book exams.

	<b>Points</b>
<b>DISCUSSIONS</b>	<b>20</b>
ClinEpi Café: Introductions	1
ClinEpi Café 1: Levels of Evidence	5
ClinEpi Café 2: Sample Size	1
ClinEpi Café 3: Ancillary Studies from Existing Cohort Studies	6
ClinEpi Café 4: Prognosis	5
ClinEpi Café 5: Medicare Data	2
<b>HOMEWORK</b>	<b>80</b>
Homework 1 Guideline Analysis Part 1	2
Homework 1 Guideline Analysis Part 2	8
Homework 2 Manuscript Proposal Part 1	2
Homework 2 Manuscript Proposal Part 2	8
Homework 2 Manuscript Proposal Part 3	20
Homework 3 Cohort and Case Control Study Exercises	20
Homework 4 Confounding, Bias, Effect Modification Exercises	20
<b>EXAMS</b>	<b>100</b>
Midterm Take-home Exam	50
Final Take-home Exam	50
<b>TOTAL</b>	<b>200</b>

## VII. Evaluation and Grading

Students will be graded through a combination of homework assignments, mid-term quiz, clinical epidemiology paper, and final exam. MS CR students are required to take this course for the A/F grading option to fulfill their curricular requirements and a grade of B- or higher is needed to advance in the program.

Late homework assignments will be penalized 10% of their total points for each business day (Saturday and Sunday excluded). So a HW carrying 30 points will lose 3 points for each overdue date counting only business days.

Expectations are that the student will work by themselves. If you have a genuine reason for being unable to take the exam in that time window, please contact the instructor for alternate arrangements.

**Grades (A-F) will be assigned on the basis of the following distribution of grades**

Highest	Lowest	Letter	
100.00 %	93.00 %	A	Represents achievement that is outstanding relative to the level necessary to meet course requirements
92.99 %	90.00 %	A-	
89.99 %	87.00 %	B+	
86.99 %	83.00 %	B	Represents achievement that is significantly above the level necessary to meet course requirements
82.99 %	80.00 %	B-	
79.99 %	77.00 %	C+	
76.99 %	73.00 %	C	Represents achievement that meets the course requirements in every respect
72.99 %	70.00 %	C-	
69.99 %	67.00 %	D+	
66.99 %	60.00 %	D	Represents achievement that is worthy of credit even though it fails to meet fully the course requirements
59.99 %	0.00 %	F	

**For additional information, please refer to:**

<http://policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>.

**Course Evaluation**

The SPH will collect student course evaluations electronically using a software system called CourseEval: [www.sph.umn.edu/courseeval](http://www.sph.umn.edu/courseeval). The system will send email notifications to students when they can access and complete their course evaluations. Students who complete their course evaluations promptly will be able to access their final grades just as soon as the faculty member renders the grade in SPHGrades: [www.sph.umn.edu/grades](http://www.sph.umn.edu/grades). All students will have access to their final grades through OneStop two weeks after the last day of the semester regardless of whether they completed their course evaluation or not. Student feedback on course content and faculty teaching skills are an important means for improving our



work. Please take the time to complete a course evaluation for each of the courses for which you are registered.

### **Incomplete Contracts**

A grade of incomplete “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances (e.g., documented illness or hospitalization, death in family, etc.), the student was prevented from completing the work of the course on time. The assignment of an “I” requires that a contract be initiated and completed by the student before the last official day of class, and signed by both the student and instructor. If an incomplete is deemed appropriate by the instructor, the student in consultation with the instructor, will specify the time and manner in which the student will complete course requirements. Extension for completion of the work will not exceed one year (or earlier if designated by the student’s college). For more information and to initiate an incomplete contract, students should go to SPHGrades at: [www.sph.umn.edu/grades](http://www.sph.umn.edu/grades).

**University of Minnesota Uniform Grading and Transcript Policy** - A link to the policy can be found at [onestop.umn.edu](http://onestop.umn.edu).

## **VIII. Other Course Information and Policies**

### **Technical Issues and Support**

We understand that there can be technical problems or computer “glitches”. If you experience a technical problem, DO NOT PANIC. These types of problems can be solved and we can make allowances for such problems. So if you are in the middle of a quiz at 11:55 pm on a Saturday night and the website shuts down and you try to get back in and can’t and the deadline for the quiz is at 12:01 am Sunday. DO NOT PANIC. Send an email explaining the problem. Technical issues are electronically documented in the course. We will help you on Monday morning. We will understand that you had a problem, and we can give you a break. Our past experience with this class shows that variety of technical problems can occur during any given semester. Often the teaching team can provide only limited technical support for many of these problems and you may need to contact others for assistance. Listed below are some helpful tips on whom to contact about various technical problems you might encounter during the semester: For content-related problems such as broken links, content or tables not available: post a note in the “Content, Typos, Errors, and Broken Links” discussion forum and/or contact the instructor.

For Moodle-related technical problems, call the Help Desk (612) 301-4357 (1-HELP on Campus). They respond to questions and concerns Monday-Friday, 8am-5pm. Or, fill out the help request form at: <http://it.umn.edu/course-management-system-moodle-related/students>. Regularly scheduled maintenance of Moodle would be noted on this website (<https://umnprd.service-now.com/sysstatus/>), although updates and maintenance for Moodle is infrequent and usually occurs between semesters, so we don’t anticipate that this will pose a problem. For technical issues, you may also contact the Distance Education Coordinator, Jim Harpole: [harpo002@umn.edu](mailto:harpo002@umn.edu).

For all other computer- and software-related problems contact the Help Line at 612-301-4357, <http://www.oit.umn.edu/help-support/>

### **Grade Option Change** (if applicable)

For full-semester courses, students may change their grade option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e. summer and half-semester courses) can be found at [onestop.umn.edu](http://onestop.umn.edu).

### **Course Withdrawal**

Students should refer to the Refund and Drop/Add Deadlines for the particular term at [onestop.umn.edu](http://onestop.umn.edu) for information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

Students wishing to withdraw from a course after the noted final deadline for a particular term must contact the School of Public Health Office of Admissions and Student Resources at [sph-oasr@umn.edu](mailto:sph-oasr@umn.edu) for further information.

### **Student Conduct Code**

The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. Similarly, the University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

As a student at the University you are expected adhere to Board of Regents Policy: *Student Conduct Code*. To review the Student Conduct Code, please see:

[http://regents.umn.edu/sites/default/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf).

Note that the conduct code specifically addresses disruptive classroom conduct, which means "engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities."

### **Scholastic Dishonesty**

You are expected to do your own academic work and cite sources as necessary. Failing to do so is scholastic dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis. (Student Conduct Code:

[http://regents.umn.edu/sites/default/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf)) If it is determined that a student has cheated, he or she may be given an "F" or an "N" for the course, and may face additional sanctions from the University. For additional information, please see:

<http://policy.umn.edu/Policies/Education/Education/INSTRUCTORRESP.html>.

The Office for Student Conduct and Academic Integrity has compiled a useful list of Frequently Asked Questions pertaining to scholastic dishonesty: <http://www1.umn.edu/oscai/integrity/student/index.html>. If you have additional questions, please clarify with your instructor for the course. Your instructor can respond to your specific questions regarding what would constitute scholastic dishonesty in the context of a particular class-e.g., whether collaboration on assignments is permitted, requirements and methods for citing sources, if electronic aids are permitted or prohibited during an exam.

### **Makeup Work for Legitimate Absences**

Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances. Such circumstances include verified illness, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, and religious observances. Such circumstances do not include voting in local, state, or national elections. For complete information, please see:

<http://policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html>.

### **Appropriate Student Use of Class Notes and Course Materials**

Taking notes is a means of recording information but more importantly of personally absorbing and integrating the educational experience. However, broadly disseminating class notes beyond the classroom community or accepting compensation for taking and distributing classroom notes undermines instructor interests in their intellectual work product while not substantially furthering instructor and student interests in effective learning. Such actions violate shared norms and standards of the academic community. For additional information, please see: <http://policy.umn.edu/Policies/Education/Education/STUDENTRESP.html>.

### **Sexual Harassment**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Such conduct has the purpose or effect of unreasonably interfering with

an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program. Such behavior is not acceptable in the University setting. For additional information, please consult Board of Regents Policy: <http://regents.umn.edu/sites/default/files/policies/SexHarassment.pdf>

### **Equity, Diversity, Equal Opportunity, and Affirmative Action**

The University will provide equal access to and opportunity in its programs and facilities, without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. For more information, please consult Board of Regents Policy: [http://regents.umn.edu/sites/default/files/policies/Equity\\_Diversity\\_EO\\_AA.pdf](http://regents.umn.edu/sites/default/files/policies/Equity_Diversity_EO_AA.pdf).

### **Disability Accommodations**

The University of Minnesota is committed to providing equitable access to learning opportunities for all students. Disability Services (DS) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact DS at 612-626-1333 to arrange a confidential discussion regarding equitable access and reasonable accommodations.

If you are registered with DS and have a current letter requesting reasonable accommodations, please contact your instructor as early in the semester as possible to discuss how the accommodations will be applied in the course.

For more information, please see the DS website, <https://diversity.umn.edu/disability/>.

### **Mental Health and Stress Management**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. University of Minnesota services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website: <http://www.mentalhealth.umn.edu>.

### **The Office of Student Affairs at the University of Minnesota**

The Office for Student Affairs provides services, programs, and facilities that advance student success, inspire students to make life-long positive contributions to society, promote an inclusive environment, and enrich the University of Minnesota community.

Units within the Office for Student Affairs include, the Aurora Center for Advocacy & Education, Boynton Health Service, Central Career Initiatives (CCE, CDes, CFANS), Leadership Education and Development –Undergraduate Programs (LEAD-UP), the Office for Fraternity and Sorority Life, the Office for Student Conduct and Academic Integrity, the Office for Student Engagement, the Parent Program, Recreational Sports, Student and Community Relations, the Student Conflict Resolution Center, the Student Parent HELP Center, Student Unions & Activities, University Counseling & Consulting Services, and University Student Legal Service.

For more information, please see the Office of Student Affairs at <http://www.osa.umn.edu/index.html>.

### **Academic Freedom and Responsibility: for courses that do not involve students in research**

Academic freedom is a cornerstone of the University. Within the scope and content of the course as defined by the instructor, it includes the freedom to discuss relevant matters in the classroom. Along with this freedom comes responsibility. Students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students are free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.\*

Reports of concerns about academic freedom are taken seriously, and there are individuals and offices

available for help. Contact the instructor, the Department Chair, your adviser, the associate dean of the college, or the Vice Provost for Faculty and Academic Affairs in the Office of the Provost.

\* Language adapted from the American Association of University Professors "Joint Statement on Rights and Freedoms of Students".