



**MASTER OF SCIENCE IN HEALTH POLICY RESEARCH  
STUDENT HANDBOOK  
2023-2024**

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# Masters of Science in Health Policy Research

## Contact Information

### MSHP Program Co-Directors

Pete Groeneveld, MD, MS and Judy Shea, PhD

### MSHP Executive Committee

David T. Grande, MD, MPA

[dgrande@wharton.upenn.edu](mailto:dgrande@wharton.upenn.edu)

Pete Groeneveld, MD, MS

[petergro@penncare.upenn.edu](mailto:petergro@penncare.upenn.edu)

Scott Lorch, MD, MSCE

[lorch@chop.edu](mailto:lorch@chop.edu)

David Mandell, ScD

[David.mandell@penncare.upenn.edu](mailto:David.mandell@penncare.upenn.edu)

Marilyn Schapira, MD, MPH

[mschap@penncare.upenn.edu](mailto:mschap@penncare.upenn.edu)

Judy Shea, PhD

[sheaja@penncare.upenn.edu](mailto:sheaja@penncare.upenn.edu)

Rachel Werner, MD, PhD

[rwerner@upenn.edu](mailto:rwerner@upenn.edu)

### MSHP Faculty in HPR courses 2023-2024

Anish Agarwal, MD, MPH

[anish.agarwal@penncare.upenn.edu](mailto:anish.agarwal@penncare.upenn.edu)

Kate Courtright, MD, MSHP

[Katherine.Courtright@penncare.upenn.edu](mailto:Katherine.Courtright@penncare.upenn.edu)

Paula Chatterjee, MD, MPH

[pchat@penncare.upenn.edu](mailto:pchat@penncare.upenn.edu)

Norma Coe, PhD

[nbcoe@penncare.upenn.edu](mailto:nbcoe@penncare.upenn.edu)

Danielle Cullen, MD, MSHP

[cullendl@chop.edu](mailto:cullendl@chop.edu)

David T. Grande, MD, MPA

[dgrande@wharton.upenn.edu](mailto:dgrande@wharton.upenn.edu)

Michael Harhay, PhD, MPH

[mharhay@penncare.upenn.edu](mailto:mharhay@penncare.upenn.edu)

Shimrit Keddem, PhD

[shimrit.keddem@uphs.upenn.edu](mailto:shimrit.keddem@uphs.upenn.edu)

Meghan Lane-Fall, MD, MSHP

[meghan.lane-fall@uphs.upenn.edu](mailto:meghan.lane-fall@uphs.upenn.edu)

Zachary F. Meisel, MD, MPH, MSHP

[zachary.meisel@uphs.upenn.edu](mailto:zachary.meisel@uphs.upenn.edu)

Knashawn Morales ScD

[knashawn@penncare.upenn.edu](mailto:knashawn@penncare.upenn.edu)

Marilyn Schapira, MD, MPH

[mschap@penncare.upenn.edu](mailto:mschap@penncare.upenn.edu)

Aaron Schwartz, MD, PhD

[aaron.schwartz@penncare.upenn.edu](mailto:aaron.schwartz@penncare.upenn.edu)

Judy A. Shea, PhD

[sheaja@penncare.upenn.edu](mailto:sheaja@penncare.upenn.edu)

Alex Vekker, PhD

[avekker@wharton.upenn.edu](mailto:avekker@wharton.upenn.edu)

Gary Weissman, MD, MSHP

[gary.weissman@uphs.upenn.edu](mailto:gary.weissman@uphs.upenn.edu)

## **MSHP Administrative Staff**

**Location: Blockley 13<sup>th</sup> floor**

Kathleen Cooper, Program Coordinator: [Kathleen.Cooper@Penmedicine.upenn.edu](mailto:Kathleen.Cooper@Penmedicine.upenn.edu)

- Registration and Enrollment
- Scheduling
- Community Access

Maria Dantis, Administrative Director: [Maria.Dantis@Penmedicine.upenn.edu](mailto:Maria.Dantis@Penmedicine.upenn.edu)

- Financial Management
- Expense Reimbursements
- Payroll and Tuition Questions



**An online calendar with all MSHP related events can be found on  
Google:**

[https://calendar.google.com/calendar/u/0/embed?src=pennmshp@gmail.com&ctz=America/New\\_York](https://calendar.google.com/calendar/u/0/embed?src=pennmshp@gmail.com&ctz=America/New_York)

**The handbook and appendix materials can be found on our website:**

<https://mshp.med.upenn.edu/current-students>

# Introduction

Health policy research is a scientific field of inquiry that examines the structures, functions and outcomes of health services delivered to individuals and populations and the impact of and implications for policies governing the delivery of these services. Health policy research has been developing as an academic discipline for the past 50+ years, and given this maturity and established professional identity, the development of outstanding training programs in health policy research has become a growing priority for the field. The University of Pennsylvania provides a unique and fertile environment for a Master of Science in Health Policy Research (MSHP). Penn has leading health policy investigators in the Schools of Medicine, Business, and Nursing—internationally recognized scholars spanning the spectrum of health policy research. The retention and recruitment of outstanding health policy researchers within these schools has resulted in a cohesive and growing group of faculty members for the MSHP program. Increasing numbers of Penn Medical students and graduate medical trainees are interested in issues of health care delivery and health policy, and a growing number of the current faculty members in the School of Medicine want to develop expertise in health care policy and health services research.

The MSHP is a two-year rigorous, skills-based research degree that enables clinicians to leverage their knowledge of medical practice to improve the ways in which health care is organized, financed, managed and delivered. This program is based in the University of Pennsylvania, Perelman School of Medicine.

The MSHP curriculum spans four major domains: health economics, health policy, qualitative and quantitative measurement, and statistics. There are seven core courses developed specifically for the MSHP. In addition, all students participate in a research-in-progress symposium and work with a research mentor toward completing a research thesis (two credits). A total of 12 course credits are required for completion of the degree. The educational experience is deepened with a two-year professional development series that introduces students to skills that are important for success, including topics such as negotiations, conflict resolution, managing teams, personal finance, motivation and productivity, using social media professionally, and preparing for media interviews.

Students completing the MSHP program are well situated to pursue careers in academia, government, community and health policy. Customized educational experiences teach students to engage effectively with community partners, policy makers, and other interested stakeholders. Through mentored research, students learn to plan and execute policy-relevant, patient, provider and health system research using a variety of different methodologies including qualitative, simulation, quasi-experimental, and experimental study designs.

# Curriculum

The program curriculum spans four major domains: health economics, health policy, research methods, and statistics. A total of 12 course units are required for completion of the degree and full-time students must be registered for 2 course units per term. The 12 credits are comprised as follows:

- Seven Core classes
- Two Thesis credits
- Three Electives
  - At least **one** of these three electives must be selected from the elective courses run or cosponsored by the MSHP (see list below).
  - Some or all electives may be prescribed for students on certain fellowships. Please clarify these requirements with individual fellowships.
  - Classes selected outside of the MSHP must be upper-level courses (5xx and above) and can be taken from around the University, including the Perelman School of Medicine, Wharton School, Annenberg School for Communications, School of Nursing, School of Social Policy and Practice, and the School of Arts and Sciences, as well as others. To have the requirement of at least one elective being run or cosponsored by the MSHP or to take a class that is lower than 5xx waived, the student needs to submit a 5xx waiver request to take the course. Requests will be reviewed on an individual basis and it is up to the program’s discretion whether or not the waiver will be approved.

All students complete a mentored research project (a Master’s thesis), with the assistance of a mentor and two additional members of the thesis committee. The thesis usually is completed over the two years of the program with the goal of producing a publishable manuscript by the end of the program.

Two Year MSHP Degree Plan					
FIRST YEAR			SECOND YEAR		
Summer	Fall	Spring	Summer	Fall	Spring
<b>HPR 6000:</b> Introduction to Health Services Research (1.0 cu)	<b>HPR 6030:</b> Health Services and Policy Research Methods I (1.0 cu)	<b>HPR 5010:</b> Economics of Health Care Delivery (1.0 cu)	<b>TBD ###:</b> Elective (1.0 cu)	<b>HPR 6060:</b> Fundamentals of Health Policy (1.0 cu)	<b>TBD ###:</b> Elective (1.0 cu)
<b>HPR 6040:</b> Introduction to Statistics for HPR (1.0 cu)	<b>HPR 6080:</b> Applied Regression Analysis for HPR (1.0 cu)	<b>HPR 6070:</b> Health Services and Policy Research Methods II (1.0 cu)	<b>HPR 9510:</b> Mentored Research Project/Thesis I (1.0 cu)	<b>TBD ###:</b> Elective (1.0 cu)	<b>HPR 9520:</b> Mentored Research Project/Thesis II (1.0 cu)



## Core Courses

**HPR 5010-Economics of Health Care Delivery:** Examines how medical care is produced and financed in private and public sectors, economic models of consumer and producer behavior, and applications of economic theory to health care.

**HPR 6000-Introduction to Health Policy and Innovation Science:** Provides an overview of health services research using lectures by dynamic and innovative researchers who can provide a context for the fundamentals of HSR and an overview of existing cutting-edge research.

**HPR 6030-Health Services and Policy Research Methods I – Primary Data Design and Collection:** Introduces students to commonly used primary data collection methods, provides examples of how they have been used in health services research. Students will define a primary data collection research project and develop methods necessary to conduct the project.

**HPR 6040-Introduction to Statistics for Health Policy:** Introduces basic concepts of statistical thinking and analysis. Includes descriptive statistics, hypothesis testing for differences between two or more groups and correlation and prediction.

**HPR 6060-Fundamentals of Health Policy:** Students gain an overview of the U.S. health care system and comprehensive understanding of politics and government, economics of the public sector, the nature of persuasion, and techniques and formats for communication of scientific research to policy audiences.

**HPR 6070-Health Services and Policy Research Methods II – Causal Inference Using Secondary Data:** Introduces research methods appropriate for data analysis of administrative and public datasets to address health policy issues.

**HPR 6080-Applied Regression Analysis for Health Policy Research:** Students learn how to select an appropriate regression model for a given set of research questions/hypotheses, assess how adequately a given model fits a particular set of observed data, and how to correctly interpret the results from the model fitting procedure.

## Elective Courses Offered by MSHP

**HPR 5030-Qualitative Methods in Health Research:** The purpose of this course is to expose students to a variety of qualitative approaches/methodologies that may be used in health services/policy research. Students are given the opportunity to apply the theoretical approaches to their own research interests with direct input from the faculty and their peers.

**HPR 6110-- Implementation Science in Health and Health Care:** In this course, a suite of qualitative, quantitative and mixed research methods that address the features of implementation science are highlighted. The course is largely case-based, evaluating examples of both successful and unsuccessful efforts in knowledge translation and evidence dissemination.

**HPR 6210 – Advanced Topics in Implementation Science:** This seminar course offers an opportunity for students to advance their understanding of the thorniest methodological challenges in implementation science. Broadly, topics include study design, study execution, and tensions in the field. The intention will be for attendees to directly apply their learnings to their ongoing or proposed implementation research.

**HPR 6250 – Pragmatic Clinical Trials in Healthcare:** This seminar course offers an opportunity for students to understand what a pragmatic randomized controlled trial (RCT) is, how it differs from explanatory RCTs, why it is relevant, and key methodological and analytic issues that arise in the conduct of pragmatic trials. The student will also learn about ethical issues in pragmatic trials, nesting relevant studies within a trial, and trial reporting requirements. The intention will be for attendees to be able to directly apply their learnings to their ongoing or future clinical research.

**HPR 6600 – Applied Predictive Modeling for Health Services Research:** This course offers an introduction to the principles and applications of predictive modeling. It is geared toward health services researchers with an emphasis on clinical and policy scenarios and the use of electronic health record and administrative claims data.

**HPR 6700 – Leadership in Health Care and Business Acumen:** This week-long course aims at developing essential business acumen and leadership skills required to thrive in a constantly changing health care ecosystem. Taught by invited faculty who have experience working with health care leaders, this course will focus on actionable knowledge in financial acumen, strategic decision making, innovation, and building high-performance teams.

**HPR 7990-Independent Study:** Prior approval is required (see policies below).

### Elective Courses co-listed by MSHP

**HPR 7140 – Grant Writing and Review:** This course is designed to assist students in the design of an NIH Grant (F-32, K, R21, or R01) or other grants for submission by enhancing their appreciation of the specifics of the grant writing process and in understanding the grant review process. This course provides background, training, and practice with the writing and submitting of NIGH-style grants.

## **Mentoring**

One of the most important components of the MSHP program is the very strong commitment to mentorship. Upon matriculation, each trainee is assigned a primary advisor and later, if needed, a biostatistics advisor. The student selects additional faculty members to serve on the Thesis Committee, with the approval of his/her/their primary mentor. The Program Directors also play a role in advising MSHP students. One of the program's core philosophies is to foster each student's capacity to think independently and solve problems. The process of mentor selection and matching harnesses this philosophy.

### Primary Research Mentor

The primary research mentor relationship is a priority in the MSHP program. It is expected that the primary research mentor will meet with his/her/their advisee at least bi-weekly over the full two years of the program. The primary role of the mentor is to provide ongoing and intensive guidance in the development of the thesis concept, the design and conduct of the thesis project, and writing of the thesis report and any resulting publishable papers. At the outset of the program, the mentor will work closely with the student to design his/her/their two-year course plan, by discussing sequencing of courses, and suggesting electives. In addition, the mentors will serve as a resource to provide ongoing help with all aspects of the students' didactic and self-guided learning.

### MSHP Program Mentor

In addition to a primary research mentor, all students are assigned a MSHP Program Mentor from program leadership. The role of the MSHP Program Mentor is to provide oversight throughout the

student's tenure on the program regarding program milestones, important deadlines, thesis requirements, thesis committees, overall academic planning, including electives selection and identification of relevant academic resources, and graduation preparation. Students will meet with their MSHP Program Mentor once or twice in each of their two years.

#### Monitoring Mentor Quality

We monitor quality through informal feedback during student meetings, as well as formal mentee and mentor surveys twice a year. If any concerns are identified, such as a mentor or mentee who is not satisfied with the experience, the MSHP Executive Committee members follow up as appropriate. All MSHP mentor changes should be discussed with MSHP Co-Directors.

## **MSHP Thesis Requirements**

### **Thesis Research Projects**

Each MSHP student is expected to design a research project, write a formal research protocol that is approved by a Thesis Committee, obtain IRB approval or exemption, perform the study per protocol, and prepare a comprehensive scholarly scientific paper reporting the results. It is anticipated that the thesis will be relevant to the fields of health policy and health services research. Students receive two credit units for completing the master's thesis. Typically, the student works with the thesis committee chair (usually the primary mentor) during the first year to develop a thesis proposal that will be reviewed and approved by the entire Thesis Committee. The proposal should be completed and approved by the student's Thesis Committee by October 1 of the second year, optimally sooner. The research is often started in the summer term between the first and second year. Before any work on the thesis is started by the student, the student's Thesis Committee should have the opportunity to provide feedback based on the proposal – see below.

### Thesis Purpose

Students are expected to develop and implement a research project, conduct appropriate data analyses, and summarize the results in a publishable manuscript. The thesis provides hands-on experience in formulating one or more research or policy questions; searching the medical literature; translating research question(s) into an appropriate research design; assessing study feasibility; writing a detailed study protocol; designing data collection instruments or database management systems, as appropriate; conducting field work, where appropriate; performing data analyses; and preparing a manuscript for publication.

### Types of Acceptable Thesis Projects

The key criterion for an acceptable thesis is that it be of publishable quality and magnitude. Feasibility and scientific merit are two major factors to consider when deliberating thesis options. In general, it should be possible to complete the study during the second year of the fellowship. In addition, students should not embark upon a study for the master's thesis that is dependent on substantial funding or resource support.

Thesis projects should originate from a student's idea and should not be a pre-existing project already underway by a mentor.

The thesis project must be able to stand on its own (e.g., it should not simply be a subgroup analysis or other work that is highly derived from another investigator's study). In particular, the study must have a plan to collect sufficient data to answer a research question. Preliminary work that may lead to a larger effort in the future is encouraged, provided the thesis work has adequate scientific merit on its own accord. If a study is too small or not adequately designed to answer a question definitively, it will not be

publishable in its own right. However, in many cases, there are important questions to be answered before conducting a major study that can be published and are acceptable as theses. The student's primary mentor, thesis committee chair and advisors can provide substantial guidance concerning appropriate question(s) for the thesis proposal. The student is encouraged to think big by outlining a set of steps towards the answer to an important health policy or public health issue and then to develop one of the initial steps into a thesis proposal and project. Suitable thesis projects include both projects requiring primary data collection and those involving analysis of existing data sources.

NOTE: Students sometimes do more than one project that could qualify as a thesis. It is the mentor's responsibility to be aware of the breadth of activities a student has undertaken, and the responsibility of the student to inform the mentor of the full range of activities.

### Thesis Committee

The thesis committee consists of at least three people. The primary mentor usually serves as the thesis committee chair, although if the content and/or methods are outside of the mentor's interest, sometimes another faculty person will become the thesis committee chair. Two additional members may be chosen from across University faculty or other individuals (e.g., community leaders, government officials) representing the necessary content and/or methodological expertise that will support the proposed work. The student should invite individuals to serve on the committee with the guidance of the thesis committee chair and Program Directors. The student must complete MSHP's online Thesis Committee Declaration by October 1 of Year Two, at the latest. This web-based process requires electronic attestations by all thesis committee members and the approval of the Program Directors. At least one month prior to signing the Thesis Committee Form, thesis committee members should have the opportunity to review a brief (3-5 page) but complete proposal, offer comments, and see revisions if appropriate.

### Proposal Development

The proposal development process is one of the most important components of completing the thesis. It is an interactive process for the student and his/her/their thesis committee members that includes several phases: meeting with the thesis committee chair and perhaps other advisor(s) to select and refine feasible research question(s) and design; forming a thesis committee; conducting a literature review; developing a proposal; and obtaining IRB approval for the study. It is expected that this phase of the thesis will be completed by October 1 of the second year.

In most cases the format of the thesis proposal will mirror the format of an NIH proposal (1 Page for specific aims) and separate sections for Significance, Innovation, and Approach. Typically, the proposals will be no more than 3-5 pages. Many students use, or revise the proposals developed as part of the Methods 1 (primary data) or Methods 2 (secondary data) course. As noted above, thesis committee members need the opportunity to comment upon and see revisions of the proposed plan prior to electronically attesting to the student's online Thesis Committee Declaration.

### Conducting Thesis Research

Students are required to conduct all aspects of the thesis including (when appropriate) data collection, data analyses, and writing the final manuscript. In circumstances where the amount of work required exceeds what could be reasonably expected of a single investigator, help may be used. In such cases, the student is expected to oversee the process and provide sufficient monitoring to ensure that the quality of the data is not compromised.

Because this process often involves human subjects' research data, protection of the privacy of the data is of paramount importance. Almost all projects require either IRB approval or formal exemption before

research can be started, including assurance that any individually identifiable data will be heavily protected and that federal laws regarding the use of protected health information for research (i.e. HIPAA) will be followed. These experiences provide exposure to the importance of human subject protection, data security, privacy protection, and other essential research practices. It is expected that the student will seek the advice of his/her/their thesis committee during this process to ensure an efficient and appropriate analysis process.

The final Product

Writing up of the thesis is the primary responsibility of the student, with input from their thesis committee including reading and commenting on the paper during the writing process. The final thesis is in the format of a journal article and should be acceptable for submission to a journal once approved by the Thesis Committee (including title page, authors, abstract, etc.). Of note, while the primary mentor (and thesis committee chair if different) and other members of the Thesis Committee may serve as authors on this manuscript, authorship is not automatically linked to these roles. We encourage students to have conversations about authorship early with their committee. Guidelines for authorship criteria are provided to students in the program. The thesis committee chair should be the first to review the thesis. Once the chair’s suggestions are incorporated, the thesis must be submitted to the other members of the Thesis Committee for formal approval. Once the student responds satisfactorily to the comments of all committee members, the thesis can be approved. In the month prior to graduation each student’s thesis committee must electronically approve the student’s thesis via MSHP’s online BP Logix Thesis Approval System.

Submission Deadlines

It is expected that students will provide their thesis to their committee for review **at least one month prior to their intended graduation date**. This is required so that the Thesis Committee has time to request changes prior to signing off. There are three graduation cycles for the program: May, August and December.

**Program Milestones**

To ensure successful completion of the program, MSHP students should make note of the following recommended program milestones in addition to the class schedule.

Term	Milestones
Year 1 –Summer	Meet with assigned mentor  Begin thinking about research agenda
Year 1 –Fall	Solidify mentorship team  Develop protocol for primary data project as part of Methods 1

Year 1 – Spring	Develop protocol for secondary data project as part of Methods 2  Begin to identify/plan electives courses for Year 2  Identify thesis committee chair (if different from mentor) and Thesis Committee
Year 2 – Summer	Use less structured time to work on projects as needed  Start thesis proposal
Year 2 – Fall	By September 1 complete thesis proposal, circulate to committee  By October 1 submit Thesis Committee Declaration (online)
Year 2 – Early May	Submit completed thesis and obtain online acceptances of the thesis by all Committee members.

Additional things to consider:

- You will develop primary and secondary data collection proposals in Methods I and II; however, you do not need to wait for these classes to end to start working on projects
- It takes time to get IRB approval (about 2-3 weeks at Penn and CHOP, 2 months at the VA), so plan accordingly as you establish your project's timeline.

## Other Training Activities

### STATA Labs

There are STATA Labs scheduled during the fall semesters of students' first year. Statistics homework assignments and other exercises are used to develop competency with the software and to prepare students for future research projects that require statistical analysis.

### MSHP Research In Progress (RIP) – MANDATORY for non-NCSP students

**Fall 2023:** most Tuesdays from 12:00-1:30PM; two students assigned per RIP. Please refer to the online calendar for specific dates. **Spring 2024:** most Tuesdays from 8:30-am-10:00am.

MSHP RIP provides an opportunity for students to present on their work to their peers and faculty from the program and receive constructive feedback. The sessions take place throughout the academic year and students attend and present during each of the two years that they are in the program. Lunch/Breakfast is provided.

### Professional Development Series (PDS) –(MANDATORY)

*3-4 speakers per year, Tuesday's during the lunch hour 12:00-1:30pm, September through December.*

**Spring 2024:** Tuesdays from 8:30am-10:00am.

Various faculty from across campus present on a number of topics related to developing students' career and training. Past topics have included: negotiations, meeting facilitation, conflict resolution, work/life balance, personal finance, motivation and productivity, presentation skills and mentorship. Each session is evaluated and lectures are added or removed based on student interest.

## Local Journal Clubs/Grand Rounds

*As scheduled*

Most clinical departments and fellowships have their own journal clubs, Grand Rounds, or other similar activities. MSHP students can participate in these activities per their specialty and the clinical department with which they are affiliated.

## LDI Research and Policy Seminar Series (Strongly Recommended)

*As scheduled, typically selected Tuesdays or Thursdays 12-1:30 PM*

The LDI Health Policy Seminar Series convenes national policy makers, corporate leaders, health services research faculty, and students to discuss issues in health care policy, delivery, and research. All MSHP students are strongly encouraged to attend. Seminar abstracts/summaries and speaker biographies are available. Seminars are typically on Fridays. Specific dates can be found on the LDI Calendar of Events: <http://ldi.upenn.edu/events>.



**Penn LDI** LEONARD DAVIS INSTITUTE  
of HEALTH ECONOMICS

LDI and its Senior Fellows are among the pioneers in interdisciplinary health services research and have helped guide health policies at all levels of government and the private sector. More than 200 LDI Senior Fellows work to improve the health of the public through studies on the medical, economic, and social issues that influence how health care is organized, financed, managed, and delivered.

Trainees at the University of Pennsylvania or Children's Hospital of Philadelphia (CHOP) with established or emerging track records in the field of health policy or health systems research, or specialized training in a related field and are mentored by LDI Senior Fellows, are invited to apply to become Fellows of the Leonard Davis Institute of Health Economics.

**All MSHP students are strongly encouraged to become Associate LDI Fellows by applying via the link below.**

**Apply here:** <https://ldi.upenn.edu/fellows/become-an-ldi-fellow/>

## Specialty Academic Meetings

*Annual meetings; locations vary*

Most clinical specialties have their own regional and national academic meetings. MSHP students are encouraged to attend these meetings and to submit and present their research. MSHP mentors are available to support students as they prepare submissions and to give feedback on abstracts or presentations.

## Online Training Certifications

### *Upon matriculation*

All MSHP students are required to complete online HIPAA training. In addition, all MSHP students engaged in human research are required to complete discipline-appropriate training (including, but not limited to CITI training) in human research protections. All online training requirements can be completed via [Workday@Penn Learning](mailto:Workday@Penn Learning).

## Financial Resources

### **Intramural Penn Pilot Grants Programs\***

There are multiple other sources of pilot funding at Penn, many of which are open to MSHP students directly, and others that require collaboration with a mentor/faculty member. These include the grants from the Leonard Davis Institute, the University Research Foundation, the VA's Center for Health Equity Research and Promotion, and others. These programs generally offer pilot grants in the \$5,000 to \$50,000 range that are awarded competitively through a peer review process. These awards have the advantage of providing both funds and the experience and recognition of having received competitive research funding. Historically, MSHP students have been very successful in obtaining these funds.

\*Alerts regarding RFP's and funding opportunities are sent to all students via email when they are announced.

## Other Resources

### Programming and Biostatistics Support

#### Programming Support

Beyond what is provided in STATA Lab, advanced programming and data analysis services are available via on-campus centers and institutes on a fee for service basis. With prior approval from the Program Directors, MSHP funds may be available for this purpose pending budgets and if no alternate financial support is available. Before proceeding with formal requests to these groups, students should first discuss their needs with Knashawn Morales, PhD and the Program Directors to assess the necessity of this specialized support and, if applicable, identify the most appropriate center/institute to utilize. In many cases, the STATA instructor may be able to provide the required assistance.

#### Biostatistics Support

Students often need a one-time detailed discussion with a biostatistician to discuss the best approach to analyzing data. If their research mentor is unable to help answer a question, a variety of MSHP affiliated biostatisticians are available for one-time meetings. If the student requires regular ongoing biostatistical help that the main research mentor is unable to provide, then the student needs a biostatistical mentor. A biostatistical mentor, who will generally be a faculty member in the Division of Biostatistics, will expect to meet with the student on a regular basis to provide guidance on the design and analysis plan for the project. Co-authorship on all abstracts and papers is expected. Programming support will come from an MS-level programmer. To request this support, students are required to submit a [MSHP Biostats Help Request form](#) to the MSHP Program Coordinator. These resources are coordinated by the MSHP Director of Statistics.



## **HSRDC – A Secure Server Cluster for Health Care Data**

MSHP students have access to the Leonard Davis Institute’s Health Services Research Data Center (HSRDC), a secure server cluster that is HIPAA-compliant and meets FISMA requirements for the storage of individually identifiable protected health information (PHI). The cluster uses a Linux operating system and is accessible via Penn’s Virtual Private Network (VPN). HSRDC hosts several analytical software packages, including Stata, SAS, R, MySQL, and Python. Requests for a user account and basic information on use of the system should be directed to LDI’s Associate Director of Research, Jibby Kurichi ([jkurichi@penncare.upenn.edu](mailto:jkurichi@penncare.upenn.edu)).

## **Optum Health Care Database**

MSHP students who become Associate LDI Fellows are authorized to access LDI’s Optum database, a detailed set of health care claims data from over 70 million privately insured patients ranging in age from 0 to 64, with a broad national geographic distribution. All analyses of these data must be conducted on the HSRDC servers described above (no downloads are permitted). Further inquiries about Optum data access should be directed to LDI’s Associate Director of Research, Jibby Kurichi ([jkurichi@penncare.upenn.edu](mailto:jkurichi@penncare.upenn.edu)).

## **Research Support**

Current MSHP students can request support for data acquisition, specialized software, and/or research assistance for MSHP projects via the [MSHP Application for Research Support Form](#). Funding decisions are made on a case-by-case basis; as a general rule the student must demonstrate that supplemental funding is necessary to accomplish their mentor-committee-approved MSHP thesis goals. Students must also have exhausted all other funding sources (e.g., T32 or NCSP research funds) to qualify for MSHP assistance. The standard award amount/initial award limit is \$3,000. If granted, the Administrative Director will assist with the hiring process and payroll. Hours submitted by research personnel are monitored regularly to ensure that the hours used do not exceed the hours approved.

## **Academic Supplies**

The MSHP program provides all of its students with STATA, the use of a common computer with NVIVO, all required textbooks for **core** courses, and miscellaneous office supplies as needed and as appropriate.

## **Wellness at Penn**

[Wellness at Penn](#) is dedicated to caring for students during their academic journey while creating a campus-wide community of care. The Wellness team is committed to offering a wide range of opportunities to access support, clinical resources, education, and practical tools to meaningfully engage with one’s health and wellbeing.

The organization is built upon two pillars ([Student Health and Counseling](#) and [Public Health and Wellbeing](#)) that operate collaboratively to create a campus community centered on wellness

## Postdoctoral Trainees at Penn

### [Office of the Vice Provost for Research, Post Doc Resources](#)

The Office of the Vice Provost for Research (OVPR) aims to facilitate and strengthen the resources, community, and support for postdoctoral trainees (PDTs) at the University of Pennsylvania.

## Childcare Services at Penn

In the event of school closures due to severe weather or unexpected child care needs, Penn has a number of resources available to students and faculty. Information about Penn's childcare services, including eligibility and cost, can be found via the following links:

[Emergency Backup Child Care for eligible full-time students and post-doctoral fellows at Penn](#)

[Penn Faculty and Staff Child Care Resources](#)

## Nursing/Lactation Spaces

A lactation room is available in Blockley Hall, room 424. There is no key required for entry and it is available for use as needed.

You can find other on-campus lactation spaces here:

<https://www.hr.upenn.edu/PennHR/wellness-worklife/family-care/lactation-support-program/how-to-find-on-campus-nursing-and-lactation-space>

## Parental Accommodations

New parents interested in learning more about support and accommodations offered by MSHP should set a meeting with a program director.

## Graduate Student Center

Many resources are available to students via the Graduate Student Center (<http://www.gsc.upenn.edu/>) including:

Guide to Thriving at Penn: <https://gsc.upenn.edu/resources>

Graduate and Professional New Student Orientation: <https://gsc.upenn.edu/welcome>

Family Center: <http://www.familycenter.upenn.edu/>

## Transportation at Penn

Visit Penn's Transportation and Parking site for further information on benefits for commuters:

<https://cms.business-services.upenn.edu/transportation/>

- [Discounts for SEPTA passes](#)
- [Free shuttles](#): LUCY Bus, Evening Shuttles, PennRides on Request

# Administrative Requirements

Throughout the program, students will be required to keep track of and follow through on all administrative requirements for the MSHP degree. Here is a summarized list of the requirements:

1. **Online training certifications** – as mentioned, you will be required to complete HIPAA and discipline-appropriate training in human research protections (see [www.knowledgelink.upenn.edu](http://www.knowledgelink.upenn.edu) and <https://irb.upenn.edu/mission-institutional-review-board-irb/guidance/citi-training>).
2. **Registering for Courses** – The administrative office for the MSHP will register you for classes. In advance of each term, you will be asked to submit your course requests via email. It is also your responsibility to check your registration early in each term to confirm that you are enrolled in your intended classes.
3. **Paying for Courses**-Any students who qualify for Upenn faculty and staff tuition benefits are required to apply online for those benefits every semester: [Tuition Benefits for Faculty and Staff](#). The administrative office for the MSHP will alert you when this needs to be done. Failure to apply for these benefits in a timely manner will result in financial penalties that will be the responsibility of the student. For all other funding sources, staff conducts student billing audits on a regular basis and will coordinate with students' departments/training grant managers/other administrators to process any payments due. No action is required from students in this regard unless otherwise notified by MSHP Staff. Please thus ignore any automated messages from Student Financial Services.
4. **Thesis proposal forms** – Students are required to complete and obtain signatures on two thesis forms before graduation: the online Thesis Committee Declaration (due by October 1 of Year 2) and the Thesis Acceptance form (due one month prior to the student's intended graduation date). Forms and instructions are available on our [website](#), as well as from administrative staff.
5. **IRB certifications** – Every student must submit current IRB status information (e.g. IRB approval or confirmation of exempt status) on the IRB Information Form. This must be submitted prior to commencing any research. [http://www.upenn.edu/regulatoryaffairs/index.php?option=com\\_content&task=view&id=3&Itemid=8](http://www.upenn.edu/regulatoryaffairs/index.php?option=com_content&task=view&id=3&Itemid=8). Your mentor will be able to assist you with the IRB process.
6. **Course evaluations** – Every student is required to complete a course evaluation for every course – these are automatically e-mailed to students for completion. **Per MSHP policy, final grades are withheld from students until course evaluations are entered.** The MSHP Program Coordinator monitors evaluation completion and enters grades on a student-by-student basis as evaluations are submitted. Note: The MSHP Program Coordinator cannot see your evaluation responses – they can only see whether you have submitted the evaluation or not.
7. **Diploma application** – The MSHP degree is conferred by the Medical School of the University of Pennsylvania and granted in May, August, or December. In order to be considered for conferral of the degree, a student must complete a “diploma application” at the prescribed time frame. The diploma application initiates an academic audit that, assuming all requirements are met, then places the student with the next graduation cohort. Students who have attained the number of credits for the degree will be automatically contacted about applying for graduation. The administrative office will automatically send out graduation application solicitations at the beginning of each term.
8. **Student Status** – After the final term of course registration, a student will either have their degree conferred (if all other degree requirements have been met) or they will be placed “On Leave

Pending Graduation". This status suspends student privileges, such as library access unless a fee is paid each term until the degree is completed.

## Penn Community/Access

### PennCard

PennCard is the official identification card of the University of Pennsylvania and is required for all students. The PennCard Center is located on the 2<sup>nd</sup> floor of the Penn Bookstore at 3600 Walnut Street. A valid government issued photo I.D. will be required in order to pick up your new PennCard. The Office can be reached via e-mail at [penncard@pobox.upenn.edu](mailto:penncard@pobox.upenn.edu) and online at <http://www.upenn.edu/penncard>.

You will need your PennCard to access Blockley Hall, and the 13<sup>th</sup> Floor. HUP ID cards cannot be used in place of PennCards. Once you have your PennCard, please see Administrative Staff so they can ensure you have access to Blockley Hall and the 13<sup>th</sup> Floor.

### PennKey

Your PennKey name and password gives you access to AirPennNet, a Penn e-mail account, and many other essential services managed through the MSHP Program. All students are required to have a current, active PennKey and password. With your PennKey, you can apply for a School of Medicine email address here: <http://www.med.upenn.edu/pmacs/requestingaccount.shtml>. **IMPORTANT: DO NOT SHARE YOUR PENNKEY OR PASSWORD WITH ANYONE.** Your PennKey is essentially your online 'fingerprint' and any unauthorized access or policy violations committed via your credentials will be your responsibility and can result in termination.

### PATH@PENN

[PATH@PENN](#) provides secure web access to view current billing information, course registration and schedules, academic records, student health insurance, etc. *Access to this site requires login with PennKey and password.*

How-To Video on PATH@PENN: <https://srfs.upenn.edu/path-at-penn>

### The PennPortal

The [PennPortal](#) webpage bundles together links to important information for students. *Access to the PennPortal requires your PennKey name and password.*

## MSHP policies

### Diversity and Inclusion

The MSHP is committed to supporting efforts and activities, inside and outside the classroom, to increase diversity and inclusion among students and faculty. The PSOM mission statement is consistent with our views. <https://www.med.upenn.edu/inclusion-and-diversity/mission/>  
If a student witnesses or is involved in an incident that involves bias and/or discrimination, we encourage the student(s) to report the incident.

Here is the link for the bias form – <https://diversity.upenn.edu/diversity-at-penn/bias-motivated-incident-report>

## Course Placement Policy

The MSHP recognizes that some students have completed graduate-level coursework in prior academic programs that may qualify them for more advanced Statistics or Methods training. On a case-by-case basis, the MSHP will consider student requests to “place out” of the following core requirements: *HPR 6030: Health Services and Policy Research Methods I*, *HPR 6040: Introduction to Statistics for HPR*, *HPR 6070: Health Services and Policy Research Methods II* and/or *HPR 6080: Applied Regression Analysis for HPR*.

Approved students must substitute more advanced Statistics and/or Methods courses for these core credits. Substitutions must be equivalent, i.e. a more advanced Statistics course must be substituted for *HPR 6040/6080* and a more advanced Methods course must be substituted for *HPR 6030/6070*. All MSHP students must complete two Statistics courses and two Methods courses as part of the 12 required credits for the degree.

### For Methods courses (HPR 6030/6070):

At least four weeks prior to the semester start date, it is the student’s responsibility to initiate a review of his/her/their prior qualifications and to provide the following items to the Methods course director(s):

- A brief description of the student’s interests
- A brief description of the student’s preferred areas of study for advanced methods training, including course numbers and titles for alternate level-500+ courses
- Transcript(s) with letter grades for prior graduate-level Methods courses
- Course syllabi for all relevant prior graduate-level Methods courses

Upon receipt of these items and in consultation with the MSHP Co-Directors, the course director(s) will review the student’s qualifications in detail. As part of this review, the student may be asked to meet with the course director(s) in person. The course director(s) will then inform the student regarding the program’s decision: denial of the request, approval of the request or continued consideration of the request pending further review.

### For Statistics courses (HPR 6040/6080):

At least four weeks prior to the semester start date, it is the student’s responsibility to initiate the statistics placement process with the MSHP Director of Statistics.

Students interested in placing out of either *HPR 6040: Introduction to Statistics for HPR* or *HPR 6080: Applied Regression Analysis for HPR* are required to take a time-limited (1.5-hour) open book/open note placement exam. The exam will assess the student’s comprehension of required key competencies.

If the student receives a grade of B or higher on the exam, the student’s request is approved.

If the student does not receive a grade of B or higher on the exam, the student’s request is denied.

The MSHP Director of Statistics will contact approved students to discuss their interests and preferred areas of study for advanced statistical training. A list of pre-approved advanced statistics electives is available for review by approved students.

## Code of Student Conduct

### Student Conduct

Students must comply with the University's Code of Student Conduct and other University policies related to student conduct that appear in the Pennbook: <https://catalog.upenn.edu/pennbook/>

Any student who exhibits unprofessional behavior as determined by program leadership will be evaluated for probation. Continued unprofessional behavior will be grounds for removal from the program.

### **Code of Academic Integrity**

<https://catalog.upenn.edu/pennbook/code-of-academic-integrity/>

### **University of Pennsylvania Nondiscrimination Statement**

<https://catalog.upenn.edu/pennbook/nondiscrimination-statement/>

### **Sexual Misconduct Policy, Resource Offices and Complaint Procedures**

<https://catalog.upenn.edu/pennbook/sexual-misconduct-resource-offices-complaint-procedures/>

### **Student Grievance Procedures**

<https://catalog.upenn.edu/pennbook/student-grievance/>

### **Financial Policies**

<https://catalog.upenn.edu/pennbook/financial-policies/>

### **Authorship**

Students are required to adhere to the guidelines as set forth by the University of Pennsylvania Perelman School of Medicine Authorship Policy, including qualifications for authorship, the authors and responsibilities, and disclosure of funding and potential conflicts of interests:

[https://www.med.upenn.edu/evdresearch/assets/user-content/documents/2\\_Announcement\\_MemoLJLRE\\_PerelmanSchoolofMedicineAuthorshipPolicy.pdf](https://www.med.upenn.edu/evdresearch/assets/user-content/documents/2_Announcement_MemoLJLRE_PerelmanSchoolofMedicineAuthorshipPolicy.pdf)

### **Tuition and Fees**

Tuition is calculated based on course unit plus general and technical fees. Tuition for non-HPR courses vary by department in the summer term and students should contact the individual department to verify tuition cost. For current tuition rates, visit <https://sfs.upenn.edu/costs-budgeting/med/masters>

### **Description of Fees**

**General Fee:** The general fee enables the University to maintain essential facilities such as the library system, museums and institutes, special laboratories, the Student Health Service, Athletics, and Career Services, all of which provide benefits to students both before and after graduation.

**Technical Fee:** Students are charged a technical fee for computing services such as access to computer labs and use of email accounts.

**Clinical Fee:** Full-time students (enrolled in more than 2 c.u. in a term) are required either to pay a separate Clinical Fee for access to the Student Health Service or to enroll in a health insurance plan that provides a capitated payment to the Student Health Service (i.e., the Penn Student Insurance Plan or a private plan that provides an equivalent capitated payment).

A review of the Penn Student Insurance Plan can be found at the following website:

<https://shs.wellness.upenn.edu/psipinsurance/>

### **Supplemental Financial Policies**

All students are billed per course unit (CU) up to 3CU. At 3CU, the General Fee and Technology Fee are billed at a flat rate and will not increase after 3CU. Tuition will not be billed at a flat rate.

At 3CU, a student is considered full-time and is eligible for access to campus recreation spaces. Full-time students will be billed a Clinical Fee each term, which provides access to Student Health Services.

Students who are full-time employees—at Penn or elsewhere—and have health insurance through their employer should notify the program so that the Clinical Fee may be removed; Penn employees do not have access to Student Health Services.

### **Registration Timeline**

Student registration may be adjusted through PATH@PENN through the end of the Course Selection Period for each term, as listed in the term Academic Calendar. After the Course Selection Period ends, registration adjustments must be requested through the MSHP Program Coordinator. There will be a financial penalty assessed for dropping a course after the Course Selection Period, following the scheme below:

Drop on or before the Course Selection Period ends	100% reduction of tuition & fees*
Drop after the Course Selection Period ends and before the Drop Deadline	50% reduction of tuition & fees*
Drop after the Drop Deadline and before the Withdrawal Deadline	0% reduction in tuition & fees* Mark of 'W' added to the transcript
Drop after the Withdrawal Deadline	0% reduction in tuition & fees* Mark of 'WF' on the transcript, indicating Withdrawal with Failure

\*Tuition & fees refers to Tuition, General Fee, and Technology Fee. Clinical Fee is separate and is only removed when registration is below 3CU. Clinical Fee will be removed through the Drop Deadline but not afterward.

Note to students with Penn Faculty / Staff Tuition Benefits: Tuition benefits are calculated based on the number of registered CU and are adjusted in accordance with registration. Tuition benefits are always reduced 100%, regardless of the date of the drop, meaning they will not cover partial tuition & fees left on the bill as a result of dropping a course after the Course Selection Period ends. The portion of tuition and fees remaining on the bill after courses have been dropped are the student's responsibility.

#### Billing & Payment

Explain cadence of billing -e.g. each term based on registration.

- Access & Pay Your Student Bill: <https://srfs.upenn.edu/billing-payment/pennpay>
- University Billing Schedule: <https://srfs.upenn.edu/billing-payment/billing-schedule>
- Penn Tuition Benefit: <https://www.hr.upenn.edu/PennHR/benefits-pay/tuition/tuition-benefits-for-faculty-and-staff>
- Third Party Payment: <https://srfs.upenn.edu/billing-payment/third-party-payment>

## Grading

Grades for this program will be on a scale of A for excellent to F for failure. Letter grades may be modified with a + (plus) or – (minus). The grading system converts letter grades to a GPA on the 4.0 scale.

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.00

Students must have a minimum GPA of 3.0 in order to graduate. Students may attain no lower than a B- for courses to count toward the degree. A grade of C+ or lower must be remediated, pursuant to the policy on Grade Remediation, or the course retaken.

### Policy on Attendance at Scheduled Program Activities

Attendance is required at all scheduled coursework, seminars, and professional program activities, including but not limited to course meetings, Research-in-Progress seminars, the Professional Development Series and Stata Labs. It is expected that you will devote sufficient effort to attend all of the curricular, research, and community activities associated with this program. In the event of extenuating circumstances (e.g. Family and Medical Leave), absences from credit-bearing course sessions should be discussed in advance of the absence with the Course Director(s) and absences from other required program activities should be discussed with the Program Directors. **It is the student's responsibility to initiate planning for extended absences. If unexpected absences occur, student must initiate contact both with instructors and MSHP staff.**

### Classroom Etiquette

Our faculty and guest speakers are among the best assets of this program and it is asked that students participate fully in all lectures and discussions and refrain from multi-tasking (i.e. using laptops during face-to-face meetings, and using cell phones). If you have urgent business that needs to be dealt with during class time, it should be addressed outside of the classroom.

### Academic Standing

The MSHP degree program has specific academic standards that are expected of all students. Evaluation for most courses is based on letter grades as follows: "A," distinguished; "B," good; "C," unsatisfactory; "D," poor; "F," failure; and "I," for incomplete. Pluses and minuses may be awarded for each letter grade, at the discretion of the course director. It is expected that all students receive a B- or better in each of the courses being applied to the MSHP degree. Any student who accumulates multiple incompletes and fails to promptly communicate and outline a remediation plan to MSHP Staff and Leadership is at risk of dismissal from the MSHP program.

Any student who receives a grade of C+ or lower in any course will be placed on academic probation. This includes students who would have received a C+ or lower in a course but instead received an "incomplete." Return to good academic standing is contingent on receiving an acceptable grade (B- or higher) in all following courses. Ongoing studies must be approved by the Program Directors with input from the MSHP Executive Committee as needed.

Additional remediation may be required based on the judgment of the Program Directors, the student's research mentor, the MSHP Executive Committee, and/or the course directors. Any student who consistently fails to meet the terms of the remediation plan will be dismissed from the MSHP program and will not be eligible for re-admission. The status of any student who is or had previously been on academic probation and who receives a grade of C+ or lower in an additional course will be reviewed by the MSHP Executive Committee, the Program Directors, and the student's mentor. This committee is authorized to either dismiss the student or allow the student to remain in the program on a probationary status. If an MD/MSHP student is placed on academic probation, the dean(s) of Penn's MD program will be informed at the discretion of MSHP Program Directors.



## Independent Study

With explicit approval from the MSHP Directors, student can pursue an independent study as one of his/her/their electives credits. An independent study credit must have learning objectives that are separate from the student's thesis and active faculty supervision. Prior to enrolling in an independent study credit, students are required to submit a **MSHP Independent Study Approval Form**, signed by the student and the faculty supervisor, to the MSHP Program Coordinator. If approved by the MSHP Directors, the student will be alerted and registered for HPR 7990.

## Incomplete Grades

It is expected that a student shall complete the work of a course during the semester in which that course is taken. A student who fails to complete a course within the prescribed period shall receive at the instructor's discretion either a grade of "I" (incomplete) or "F" (failure). If an incomplete is given, the instructor may permit an extension of time up to one year for the completion of the course. If coursework remains incomplete after one calendar year after its official ending, Instructors are under no obligation to permit any further extensions and may choose to finalize the course grade as an "F" (failure). Students who receive *two or more* incompletes at the finish of a semester may not register for any subsequent semester(s) without the permission of the Program Directors.

## Time Limit for Completion of the Degree

Student progress is monitored to facilitate timely completion of degree. Monitoring degree advancement helps reveal obstacles students may encounter and facilitates a fair and timely progression to graduation. In addition, monitoring encourages students to maintain close academic communication with their graduate program and faculty to provide the support and motivation needed for students to finish their degree work at Penn.

It is required that the MSHP degree be completed within 5 years of Matriculation for full-time and part-time students. The Office of Masters and Certificate Programs at the Perelman School of Medicine (MAC Office) monitors students who have not graduated within 5 years from matriculation. After 5 years, an additional year of time may be granted to students who submit a written request to the MAC Office. Students who do not complete their degree requirements within the time limit, will be discontinued from the program.

As per the University's Graduate Academic Rule and Regulations, the granting of a formal leave of absence does not automatically change the time limit. A leave of absence may be granted for military duty, medical reasons or family leave; this leave is typically for up to one year and "stops the clock" on time to completion. Personal leave for other reasons may be granted for up to one year with the approval of the Associate Dean, but it does not automatically change the time limit.

## Academic Grievances

Schools and academic departments within the University have established procedures for the resolution of student grievances concerning academic matters. Students who have a concern about a matter related to the graduate program or a course should first consult with individuals within their graduate program: instructor, Program Directors, mentor or coordinator. If the student's concerns persist, he or she may consult with The Office of Masters and Certificate Programs at the Perelman School of Medicine (MAC Office) or the Associate Dean for Masters Programs. A student who wishes to register a

grievance regarding the evaluation of his/her/their academic work should follow the academic grievance procedure applicable in the program or school which the academic work was performed.

Students who have a concerns about a matter related to the MSHP program, whether it concerns a course, instructor, or mentorship, are encouraged to come to the MSHP Director or Staff to discuss concerns. Alternatively, the student may wish to speak directly with their MSHP mentor about the issue.

### **Auditors**

A student who desires to attend a course without performing the work of the course must first secure the consent of the student's Program Coordinator and then the course instructor. If the student wishes the course to show on his/her/their official university transcript then he/she must register as an auditor. Auditors pay the same tuition and fees, but receive no credit for the course.

## **Continuous Registration / Academic Leave of Absence Policy**

Students are permitted to take a formal leave of absence from the MSHP program for a wide variety of reasons, including but not limited to:

- To manage a medical concern
- To fulfill a family obligation
- To pursue career-related opportunities
- To complete military service
- To work on a political campaign
- To complete coursework attempted in a previous term

Continuous registration as a graduate student is required unless a formal leave of absence is requested and granted. If an approved academic leave of absence is granted, it may, at the discretion of the Program leaders, "stop the clock" on the 5-year time limit between matriculation and degree completion. The length of the leave is determined by the program based on program policies and individual circumstances.

Students on leave should remain in contact with MSHP program staff and provide updates about any changes in plans. Students may not be required to complete any degree-related activities during a leave of absence. Exceptions may be made for repeating or completing coursework students have already attempted in previous terms. Such exceptions should be outlined in the leave of absence request and reflected in the approval letter. When preparing to return, students must consult with their program to develop a plan that includes the connection with appropriate resources and reactivation in the student record system.

### **Leave of Absence Request Process:**

A student may request a leave of absence at any time during their program of study. Students may wish to take a leave of absence from their studies for various reasons, including but not limited to: health issues, family medical leave, military service, or other personal circumstances.

**1. Requesting a Leave of Absence:** A request for leave of absence, including the reason and anticipated date of return, must be submitted in writing to the Program Director. The program reserves the right to stipulate conditions that must be met for a student to return from a leave of absence. Any stipulations will be provided to the student in writing. A leave of absence may be granted for up to one year.

Students must be mindful to adhere to the established time to completion of their program when considering taking a leave of absence.

**2. Extending a Leave of Absence:** If a student wishes to request an extension of their leave of absence, they must submit a request, including the reason and new anticipated return date, to the Program Director no less than six weeks prior to the start of the semester in which they were originally anticipated to return.

**3. Returning from Leave of Absence:** When returning from a leave, the student must formally declare their intent to return from leave by contacting their Program Director no less than six weeks prior to the start of the semester in which they plan to return. If a student fails to initiate the process to return from leave of absence within the established time limit, the student may be administratively withdrawn from the program and will be required to re-apply in order to be considered for readmission into the program.

**Student Grievance:** Should the student be denied permission by the program to take, extend, or return from a leave of absence, the student may petition the Associate Dean for Perelman School of Medicine Master's & Certificate Programs by e-mail ([macregistrar@penmedicine.upenn.edu](mailto:macregistrar@penmedicine.upenn.edu)) for further consideration. The decision rendered by the Associate Dean is final.

**Student Status and Systems Access:** Students have access to various systems at the University while enrolled. Upon taking a leave of absence, certain systems access may be suspended. Because systems access is constantly evolving, it is incumbent upon the student to engage with [DART](#) to confirm how a leave of absence will impact access to University systems.

**Billing and Loans:** If the student requests leave after the start of the semester, all normal drop and withdrawal policies apply, including policies related to tuition and fees. A leave of absence may impact student loan eligibility and repayment. This includes loans sought to pay for the degree which the student is taking a leave of absence and those from a previous academic career. This may result in loans going into repayment before the end of the leave of absence. Students are encouraged to talk to Student Registration and Financial Services prior to taking a leave of absence to ensure they have planned for any impact related to student loan eligibility and repayment.

Students considering a leave of absence are advised to review the [Checklist for Withdrawal/Leave of Absence](#) provided by Student Registration and Financial Services.

## **Nondiscrimination Statement**

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the [Office of Affirmative Action and Equal Opportunity Programs](#).

## **Graduate Student Center**

Many additional resources are available to students via the [Graduate Student Center at Penn](#) including: New Student Orientation: <https://gsc.upenn.edu/resources/new-students>

Wellness at Penn: <https://gsc.upenn.edu/resources/wellness>

Family Center at Penn: <https://familycenter.upenn.edu/>

Weingarten Learning Resources Center: <https://www.vpul.upenn.edu/lrc/>

Counseling and Psychological Services (CAPS): <https://caps.wellness.upenn.edu/>

## Social Media

### Twitter

Penn MSHP uses Twitter to promote MSHP events and share student projects, presentations, and publications with the broader Penn and HSR communities. Please follow us and tag us when you post about program-related items. If you have a presentation or project that you wish to promote, please email MSHP Staff.

Twitter: [@Penn\\_MSHP](https://twitter.com/Penn_MSHP)

## Forms

The forms below can be found on the [MSHP website](#), under the [Current Students](#) tab:

- Biostats Help Request Form
- MSHP Application for Research Support Form
- Thesis Committee Nomination Form
- [BP LOGIX Workflow](#)
- BP LOGIX Instructions



**MSHP Biostats Help Request**

(This form is to help us determine what level of support you need and to help us triage requests.)

Date:

Student Name:

Primary Mentor:

Type of help you are requesting:

Where are you at in the process (planning, data collection, analysis):

Do you think you need a biostatistical collaborator (a person who would expect to be included on papers):

Yes

No

Please explain the above:

Time frame in which help is needed:



**Master of Science in Health Policy Research  
Application for Research Support**

<b>First Name:</b>		<b>Last Name:</b>	
<b>MSHP Year:</b>		<b>Mentor Name:</b>	
<b>Project title:</b>		<b>Amount requested:</b>	
<b>Have you been awarded MSHP funds in the past? If yes, in what amount?</b>			
<b>Please provide a brief description of the project these funds will support.</b>			
<b>Please provide a brief budget for the project, including all other funding sources (if any).</b>			
<b>Please provide a detailed budget justification (budget narrative) for the MSHP funds.</b>			

<b>For office use only</b>	
Request granted? Y / N	Date approved:
MSHP Director Approval (initial):	Amount approved: