Student Handbook

2012-13
The Graduate Programs in Public Health (GPPH) at the University of New England offer two online programs: the Graduate Certificate in Public Health and the Master of Public Health. GPPH is accredited by the Council on Education for Public Health to award the Master of Public Health (MPH) degree. The program successfully prepares its students to become public health professionals in the workforce.

This Handbook has pertinent information about online resources and describes the policies and procedures particular to the Graduate Programs in Public Health and our students. The University of New England's Student Handbook also provides added information pertaining to the operations of the University with policies governing issues and areas not covered here. Contact Joel Pelletier in the UNE Student Affairs Office by e-mail at: jpelletier@une.edu for a copy of the UNE Student Handbook. All UNE public health students should be familiar with both handbooks.

Equal Opportunity Policy

The University of New England operates in accordance with Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, as amended, the Maine Human Rights Act, the Americans with Disabilities Act, and all other appropriate civil rights laws and regulations. The University of New England does not discriminate on the basis of race, religion, color, sex, age, marital status, ancestry, national or ethnic origin, physical or mental handicap, sexual orientation, or veteran status in the administration of its employment practices or in the educational programs or activities that it operates.

Non-sexist Language Policy

The University of New England, as an equal opportunity educational institution, is committed to both academic freedom and the fair treatment of all individuals. It, therefore, discourages the use of sexist language. Language that reinforces sexism can arise from imprecise word choices that may be interpreted as biased, discriminatory, or demeaning even if they are not intended to be. Each member of the University community is urged to be sensitive to the impact of language and to make a personal commitment to eliminate sexist language. Supervisory personnel have a particular responsibility to discuss this policy with faculty and staff and to make available to them guidelines on nonsexist language. Guidelines have been developed by a University-wide committee. Guidance is provided by the Human Resources Office. Complaints about the use of sexist language should be directed to the appropriate Dean, Senior Administrative Officer, or to the Human Resources Director.
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Mission Statement

The Graduate Public Health Program's mission is to improve the health and promote the well being of individuals, families, and communities, through education, research and service.

Goals for the MPH Program

Educational
• Provide students with the knowledge, skills and values necessary for individuals engaged in professions related to public health.
• Provide a program that is based on the attainment of defined student competencies.
• Provide a public health education for professionals active in the area of health.
• Provide a program to upgrade the skills and competencies of current public health professionals.
• Provide a program that is convenient in its delivery and accessibility, regardless of where students live or work.
• Provide faculty development activities.

Research
• Implement a public health research program commensurate with faculty interest and program areas of concentration.
• Provide students with research learning opportunities that allow for meaningful participation in the generation of new knowledge in the program's area of interest-including rural delivery systems, health disparities, chronic disease prevention and environmental health.

Service
• Provide opportunities for students to perform community service with public health focus.
• Encourage faculty members to share their expertise in service activities as a public health professional.

Workforce Development

• Monitor and address the public health related workforce development needs and potential solutions.
• Collaborate with Area Health Education Center (AHEC), Geriatric Education Center (GEC) and the Health Literacy Institute.

Program Development

• Recruit and select students with diversity in ethnicity, race, age, gender, experience, and personal goals for the program who meet or exceed academic requirements for the program.
Student Association of Public Health

The online Student Association for Public Health (SAPH) was founded in 2009. It has the distinction of being the first online student association at UNE. A constitution was developed and approved by public health students and was ratified by the UNE Graduate Student Council. Election of SAPH officers (President, Vice-President, Councilor, Secretary, and Treasurer) are held every fall term. The President of SAPH (or an appointed representative) sits on the GPPH Advisory Committee, Program/Faculty Meetings and the Academic Affairs Committee. SAPH holds open monthly meetings for all students in which students can discuss program issues and concerns. The SAPH President meets regularly with the Program Director to discuss SAPH plans, requests, and pertinent student issues. Every student is a member of SAPH; no dues or applications are required. All students are welcomed and encouraged to become involved in this endeavor. Because it is only as strong and active in program affairs as the constituency it represents, SAPH encourages students to become active members.

Course of Study and Student Status

Course Withdrawal

Students may drop from a course prior to the course start date by notifying the program office in writing. As all courses officially begin on a Wednesday, students must notify the program office during business hours no later than the Tuesday prior to the start date. A student may withdraw from a course without academic penalty with a grade of W at any time during the first two-thirds of the semester as specified in the current academic calendar. If withdrawal occurs after that date, the grade of WP (withdrawn passing) or WF (withdrawn failing) will be entered. The grade of WF is computed in the grade point average. Course withdrawals will result in tuition refunds based on short-term courses refund schedule noted in the Financial Information for Graduate Programs. Non-matriculated students will forfeit their registration fee. Not logging into a course does not constitute a withdrawal.

Audit Policy

A student may, with prior consent of the instructor and the program director or designee, enroll in a course for an audit grade (AU). This must be requested at the time of registration for the course and must be accompanied by signed approval of the instructor and program director or designee. This applies to both matriculated and non-matriculated students. Reversal or change of an audit grade is not possible. Once enrolled for AU the grade becomes permanent on a student's academic record. The student who wishes later to be graded for such a course must re-enroll in and pay for graded credit. In auditing a course, the student is expected to complete all lectures and discussion boards, but is not permitted to submit course work for evaluation, take examinations, receive grades, or earn credit. Auditing a course does not count toward...
enrollment status (i.e., part-time, full-time, etc.) and therefore cannot be considered for financial aid purposes, veteran's benefits, etc.

Leave of Absence

Students must enroll and successfully complete at least one course per school year. A leave of absence (LOA) for a specified period of time, not to exceed one (1) academic year, may be granted to a matriculated student with the authorization of the academic dean, program director or designate and upon completion of the required Request for Leave of Absence form available from the respective program director, or Registration Services. Application for readmission is not necessary if the student returns as planned; however, the student who does not return at the specified time will be administratively withdrawn and will be subject to readmission procedures. Policy on leave of absence tuition credit is located in Financial Aid section of the University catalog. The LOA period is considered as part of the six years to complete the MPH or three years to complete the GCPH.

Note: It is the responsibility of the student to contact the office of the appropriate academic dean or program director to indicate change of plans.

University/ Program Withdrawal

All matriculated students who wish to withdraw from the University must complete notification documentation available from the program director, or Registration Services. Documentation must be signed by designated academic and administrative authorities. Student responsibilities include: (a) knowledge of the University’s policies regarding refund of tuition and/or fees as stated in University catalog; (b) return of University identification (ID) card to the Office of the Graduate Programs in Public Health; (c) return of any University keys in your possession to the appropriate departments. The University reserves the right to withhold the issuance of refunds and transcripts until the process has been completed.

Advanced Standing

Students, who have earned a certificate of graduate study in public health from another institution within the last five years, may apply for admissions to the MPH program with advanced standing. The MPH program will grant advanced standing when a faculty review determines that the courses are equivalent to the UNE certificate courses, and that the student’s transcripts reflect a “B” or better in all core public health courses.

UNE graduate certificate-matriculated students, who are in good standing, may apply to the MPH program and request advanced standing at any time during the certificate program. UNE students who have completed the graduate certificate program may apply for advanced standing in the MPH program within five years of completing the graduate certificate program in Public Health.
Transfer Credit

To request consideration for transfer credit, the student must provide an official transcript, a course syllabus, and complete the transfer credit form. Transfer credit is awarded at the discretion of the Graduate Programs in Public Health.

Graduate Certificate in Public Health (GCPH) Program: upon acceptance, students may apply to transfer up to two, 3-credit courses (maximum six semester credits) into the program.

Master of Public Health (MPH) Program: upon acceptance, students may apply to transfer up to three, 3-credit courses (maximum nine semester credits) into the program.

Transfer courses must:
- Be classified as graduate level.
- Have been taken within five years of application.
- Be from a CEPH accredited institution.
- Have been completed with a grade of “B” or better.
- Be equivalent to one of the required program courses or a particular course that meets the goal of the student’s public health education.
- Not have been applied toward any other degree here or elsewhere.

Experiential Learning

No credit will be awarded to students for experiential learning.

Curriculum

Degree Requirements & Courses

The Graduate Certificate in Public Health includes the following required courses (18 credits):

<table>
<thead>
<tr>
<th></th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>GPH 702 Public Health Policy and Management</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>GPH 712 Principles of Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>GPH 714 Principles of Public Health</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>GPH 716 Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>GPH 722 Introduction to Environmental Health</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>GPH 726 Social and Behavioral Health</td>
<td>3</td>
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</table>

The Master in Public Health program includes the following courses (46 credits):

The following five core courses (15 credits):

<table>
<thead>
<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>GPH 702 Public Health Policy and Management</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>GPH 712 Principles of Epidemiology</td>
<td>3</td>
</tr>
</tbody>
</table>
3. GPH 716 Biostatistics (3 credits)
4. GPH 722 Introduction to Environmental Health (3 credits)
5. GPH 726 Social and Behavioral Health (3 credits)

All students must complete the following required courses (10 credits)

- GPH 714 Principles of Public Health Concepts (3 credits)
- GPH 719 Research Methods (3 credits)
- GPH 745 Integrated Public Health Practicum: Practical Experience (2 credits)
- GPH 746 Integrated Public Health Practicum: Capstone Project (2 credits)

7 of the following 10 electives (21 credits)

- GPH 704 Public Health Law, and Ethics (3 credits)
- GPH 705 Community-Based Participatory Research (3 credits)
- GPH 706 Public Health Administration (3 credits)
- GPH 720 Organizational Theory and Behavior (3 credits)
- GPH 725 Public Health Financial Management (3 credits)
- GPH 728 Health Literacy and Plain Language (3 credits)
- GPH 730 Health Care Economics (3 credits)
- GPH 735 Health Care Information Systems (3 credits)
- GPH 740 Global Health (3 credits)
- GPH 724 Occupational Health (3 credits)

Integrated Public Health Practicum

The integrated public health practicum includes a 2-credit practical experience (GPH 745) and a 2-credit capstone project (GPH 746).

**GPH 745 Integrated Public Health Practicum: Practical Experience (2 credits)**

The field experience is a required part of the Master of Public Health program and provides students with the opportunity to apply classroom learning in a public health environment and to work with experienced public health professionals. Working with a preceptor, students will develop goals for the practical experience and complete a defined project in a minimum of 120 hours. This will be an opportunity to develop practice-based skills that enhance individual career goals and to demonstrate additional skills such as leadership, communication and teamwork. This experience is supervised by an approved preceptor and takes place at an approved placement site.

**GPH 746 Integrated Public Health Practicum: Capstone Project (2 credits)**

This is the synthesis component of the Master of Public Health Program, which allows each student the opportunity to apply the theory, principles and science of public health. Each student is required to design, execute and complete a project and must have
successfully completed all Master of Public Health course requirements before registering for this component. The project will complement each student's professional and personal goals. The capstone project provides the opportunity for students to integrate and apply learning from throughout the public health curricular experience.

**Academic Policies**

**Repeat Grades**

Core and required courses in the Graduate Programs in Public Health are offered once per year. Most elective courses are offered every other year. If a student fails to meet the minimum required grade (B-), s/he is allowed to repeat the course: however, s/he must wait until the next time that course is offered in the schedule. Students repeating the course must complete the registration process and pay the tuition.

Upon completion of a repeated course, a new listing and assigned grade are placed on the student's transcript. The original course listing and grade remain on the student's transcript. All courses are listed chronologically on the transcript by semester and academic period in which they are enrolled. However, only the second or last course taken will receive credit on the student's transcript, and only the second or last grade received will calculate into the cumulative GPA.

**Grade Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100 pts.</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>90-93 pts.</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>87-89 pts</td>
<td>Competency achieved to high standard</td>
</tr>
<tr>
<td>B</td>
<td>84-86 pts.</td>
<td>Competency achieved</td>
</tr>
<tr>
<td>B-</td>
<td>80-83 pts.</td>
<td>Satisfactory competency</td>
</tr>
<tr>
<td>F</td>
<td>79 or below</td>
<td>Failing</td>
</tr>
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**Incomplete Grades**

Students are expected to complete all course work by the appointed end date of the course. Under extenuating circumstances, a student may petition the course instructor and program director or designee, *in writing*, for a temporarily-assigned Incomplete (I) grade. The petition must include an expected date of course completion agreed upon by the instructor and student, and may not exceed four weeks following the end of the term course. The I grade must be changed within the time limit imposed by the course instructor, but no more than four weeks following the end of the course. The I grade
defers computation of credits for the course to which it is assigned. Failure to complete the work before the limitation date, or within the time imposed by the instructor, results in the assignment of an administrative F grade for the course. In exceptional circumstances (death in family, significant illness, accident), an additional extension may be requested. Any such request must be reviewed and signed by the program director and academic dean.

Academic Probation & Dismissal

Students must maintain a cumulative grade-point-average (GPA) of 3.0 (B) or better. Failure to do so will result in academic probation and possible termination from the program. A student receiving a grade below B- (80 pts) has the option to re-enroll and repeat the course to achieve a grade of B- (80 pts) or better. Any student who fails two or more classes is dismissed from the program. GPH 745/746 (Integrated Public Health Practicum) will be on a high pass, pass or fail grading system and is not calculated in the GPA.

Academic Integrity

The University of New England values academic integrity in all aspects of the educational experience. Academic dishonesty in any form undermines this standard and devalues the original contributions of others. It is the responsibility of all members of the university community to actively uphold the integrity of the academy; failure to act, for any reason, is not acceptable.

Charges of academic dishonesty will be reviewed by the dean of the appropriate College and, if upheld, will result at minimum in a failing grade on the assignment and a maximum of dismissal from the University of New England. Academic dishonesty includes, but is not limited to the following:

1. Cheating, copying, or the offering or receiving of unauthorized assistance or information.
2. Fabrication or falsification of data, results, or sources for papers or reports.
3. Action which destroys or alters the work of another student.
4. Multiple submission of the same paper or report for assignments in more than one course without permission of each instructor.
5. Plagiarism, the appropriation of records, research, materials, ideas, or the language of other persons or writers and the submission of them as one's own.

Student Policies

Office for Students with Disabilities
Disability Services exists to provide the qualified student with a documented disability, equivalent access to, and equal opportunity in, the educational environment. A major goal of Disability Services is to assist the student to achieve maximum independence. The University will make a good faith effort to provide an effective accommodation to the student with a documented disability.

Learning Assistance Center

Portland Campus
Proctor Center, Proctor Hall, (207) 221-4247
http://www.une.edu/studentlife/portland/las/index.cfm

Learning Assistance Services (LAS) provides a broad array of programming to assist students in meeting the University’s academic standards and in attaining their personal educational goals. Services include placement in writing and mathematics, developmental coursework in writing and mathematics, as well as writing support and undergraduate content area tutoring by peer and professional tutors. A Learning Specialist is available to meet by appointment with students to discuss note-taking skills, active reading skills, time-management skills and test-taking skills. The Learning Specialist administers and interprets Learning Style Inventories, identifies study skills in accordance with each student’s learning style and his/her specific course demands and helps the student develop a personal learning plan. In addition, LAS professionals offer a variety of workshops and classroom presentations, including discipline specific study strategies and preparation for national exams such as the PRAXIS, CCNA, NCLEX, NBDH, NBCOT and COMLEX. LAS also maintains a library of exam preparation guides (MCAT, GRE), handouts on preparing bibliographies, as well as other references for student use.

UNE Judicial System

The University of New England encourages responsible student conduct through the establishment and publication of clear community standards, through providing consistent feedback on behavior, and through the Judicial System outlined below. Upon receipt of a report by a member of the campus community (faculty, staff, or student), the University Judicial System will be activated. Under most circumstances, the University will proceed with a disciplinary situation at the lowest level appropriate to the offensive conduct. However, the University reserves the right to determine the disposition of a disciplinary matter based upon the presenting information.

Academic and Disciplinary Appeals Policy
I. Definition
An appeal may be initiated by a student when that student perceives that there is:
   i. a reasonable claim of substantive miscarriage of justice;
   ii. relevant new evidence;
   iii. material procedural irregularities;
   iv. imposition of an improper or excessive penalty.
A student appeal will be a process designed to resolve internal differences, not a legal proceeding. Therefore, neither the student nor the University will have an attorney present.

II. Appeal Process

A. Informal Review Process

   1. Concerns should be discussed and resolved, if possible, by the parties involved. This should occur as soon as possible so that if the issue is not resolved, a formal review may be requested within the required ten (10) working day period (see Formal Review).

   2. It may be useful for the student to seek the assistance of an academic or field advisor or an advisor from the University community. The role of academic and field advisors is to provide personal support for the student and to assist in resolving the concern. If necessary, the academic and field advisors will provide guidance regarding the appeals process.

B. Formal Review Process

The student who believes that his/her concern requires a formal review should submit a written petition of appeal to the appropriate Dean. Academic appeals should be submitted to the student's Academic Dean, disciplinary appeals to the Dean of Students. Petitions should include a description of the grounds for appeal sufficiently detailed for the Review Committee to decide whether or not to grant a hearing. An appeal should be submitted within ten (10) working days of the event giving rise to the grievance or, in the case of a formal decision, notification of that decision. The Dean will notify all parties involved, in writing, that an appeal has been filed.

1. Upon receipt of petition of appeal the Academic Dean or designate will make a determination whether grounds, as described in Section “I. Definition,” are present in the petition to warrant the formation of a review committee. The Dean or designate will notify the student in writing of a decision within ten working days of the receipt of the appeal. If a committee is to be formed the guidelines under IIIC1-IIIC4 will be followed.

   a) Academic Appeal Review Committee
b) Disciplinary Appeal Student Appeal Board - from Judicial Hearing Officer
- 5 students selected through the student government.

c) Disciplinary Appeal Review Committee - from the Committee on Discipline or Dean of Students
- Three (3) faculty or administrators, and
- Two (2) students from the student's college.

Persons may not serve on the Review Committee unless they can be available for the entire hearing process. The Committee will select its own Chair.

2. A person may not serve as a member of the Review Committee if he/she is the accuser, is to be a witness for or against the student, or has been involved in any capacity in events leading to the appeal. Should a conflict of interest be perceived by any parties involved, the Review Committee will decide whether any member will be replaced. If necessary, the Dean will appoint a new member within ten (10) working days of receipt of the student's written statement of appeal.

3. In advance of the Committee's first meeting, the Dean will supply each member with copies of the written appeal plus any relevant documentation, any material requested by members of the Committee, and the names of individuals who will be appearing before the Committee. The Dean will also forward the same to the student.

4. Preliminary Meeting of the Review Committee:

a. During the Fall and Spring semesters the Committee will meet to review the case no later than ten (10) working days after the Dean's receipt of the written statement of appeal. During summer months, the dean will convene the committee as soon as is practically possible, attempting to operate within the timeframe indicated above and below. The Committee will grant a hearing if/when it has determined that the petition is based upon one or more of the following:
- A reasonable claim of substantive miscarriage of justice;
- Relevant new evidence;
- Material procedural irregularities;
- Imposition of an improper or excessive penalty.

b. The student/Advisor may be called upon to provide additional information at this meeting, but will not be present when the Committee deliberates whether to grant a hearing.
c. If the Committee determines that a petition is improperly drafted or insufficiently detailed, it will so inform the student, who will have the right to submit an amended appeal within twenty-four (24) hours.

d. The Committee may decline to hear a case if none of the criteria set out in II.B.4.a. are satisfied. The Committee will inform the Dean in writing, within fifteen (15) working days of its first meeting, whether a hearing will be granted. The Dean will so inform the student.

5. The Hearing:

a. If a hearing is granted, the Dean's Office will notify the student, in writing, of the time and means of contact. The student may participate in meetings where information is presented and witnesses are called. The student may have an Advisor present, from the University community, but not legal counsel. Neither the student nor Advisor may be present for Committee deliberations. All meetings will be conducted in confidence.

b. The Committee will focus on information relevant to the appeal and not to rehearing the original case. All information upon which a decision will be based must be introduced into evidence at the proceedings before the Committee; the decision will be based solely upon such information. The Committee will focus on fact-finding and protecting both University and student rights. It may call witnesses of its own and/or hear witnesses provided by the student and by other principals involved. The Chairperson may limit the number of witnesses to be heard, and may require statements in advance. Individuals, however, cannot be compelled to testify. The Committee may also require the Dean to produce University, student, or other records as permitted by law.

c. An attempt will be made to tape actual hearings; deliberations will not be recorded. If the hearing cannot be tape recorded, it will not affect the validity of the proceedings.

d. Unless deadlines have been extended by the Dean, the final findings and recommendations of the Committee will be forwarded to the Dean no later than thirty (30) working days subsequent to the Committee's first meeting.

The report will consist of a summary of the hearings, evidence presented, and recommendations of the Committee.

e. The Dean will make a decision and report it to all parties involved within ten (10) working days of receipt of the Committee’s findings and recommendations. The decision of the Dean will be final. (See U.N.E. Student Planner and Handbook Appeals Guidelines)

Technology

The University of New England has three important online services that you will use as a distance education student. All three services may be accessed from www.une.edu by
selecting the link to *eServices* at the bottom of the page. Here is an overview of these services.

**U-ONLINE:** Provides self-service access to your student and administrative records. Here you may update your personal information, register for classes (after initial new student registration), view your grades, pay your bill, etc. Your UserID is your PRN (Personal Reference Number) and your initial PIN is your date of birth MMDDYY.

**myUNE:** Provides Internet and Intranet services including e-mail, personal calendars, events calendars, groups, etc. Your myUNE e-mail account is the official communication tool between you and the university. It is your responsibility to check your e-mail for information from your program and from the university. Your LOGIN is your UNE username (in general your first initial and last name with a sequence number attached if there are similar names.) You can look up your username from the myUNE homepage. Your PASSWORD is your date of birth MMDDYY.

Blackboard Learning System: This is the course management system that will be used to deliver your courses online. Your LOGIN and PASSWORD are the same as myUNE.

**Financial Aid**

Detailed information and applications are available upon request from the Financial Aid Office. Call 207 602-2342 or visit the [Financial Aid website](#).

**Course Evaluations**

The students evaluate all instructors and courses. The purpose of the evaluation is to provide constructive feedback to an instructor in areas in which a person does particularly well or in areas in which improvement is possible. These evaluations are used as part of an instructor’s annual performance appraisal and/or the University’s reappointment, promotion, and tenure process.

**UNE Code of Ethics**

The University of New England is an academic institution seeking to promote intellectual, personal, social, and emotional growth. The University is committed to protect these educational purposes through the setting of standards of conduct and scholarship. It is expected that all members of the University Community will respect the rights of others and of the University. All members are responsible for maintaining an environment where behavior is guided by respect, reason, and honesty. These standards of conduct apply to University of New England students whenever on property owned or operated by the University or affiliated sites, at University related events off campus, while participating in online academic programs, and in any kind of university-related interaction. All University students are also expected to abide by
applicable federal, state, and local laws. Individuals in violation of those laws are subject to prosecution by appropriate federal, state, or local authorities regardless of whether the activity occurs on or off campus. In addition, students in violation may be subject to disciplinary action by the University for off-campus activity.