

Student's Name _____

Requirements for an MPH Graduation

Form/Activity	Timeframe	Submit to
MPH Outline of Graduate Work	ASAP after Admission to Program	Dept Admin & Student Services
Advise Student Each Semester / Approve Enrollment form	Enrollment period each semester	hcophenroll@ouhsc.edu
Student participates & completes Inter-professional Education All Professions Days-Fall and Spring Semester	Note: may also be completed in Second Year	Student Services
Request voucher to register for CPH Exam (student must pass or take twice)	Semester following completion of the 6 core courses, plus CPH 7003, and 21 credit hours or more of program	Student Services
Complete attempt 1, and attempt 2 if needed, of CPH Exam.	Immediately following receipt of voucher code Info	http://nbphe.org/
Enroll student in Practicum Prep Course (CPH 7941). Students will complete IRB training; student practicum pre-requisites including submission of current HIPAA student training, committee member selection/approval, Practicum Agreement, etc.)	Semester before enrollment in CPH 7950 MPH Practicum NOTE: All Change of Major requests MUST be on approved and on file with Univ Admissions & Records BEFORE completing CPH 7941	hcophenroll@ouhsc.edu
Enroll student in CPH 7950 MPH Practicum (Pre-requisite: CPH 7941)	Enrollment period following successful completion of CPH 7941 and the 6 Core Courses	hcophenroll@ouhsc.edu
Enroll student in at least 2 credit hours at the University (Univ. requirement in graduating semester)	Enrollment period of graduating semester	hcophenroll@ouhsc.edu or Student Services
Sit for CPH Exam attempt 1 (HCOPH voucher) and attempt 2 if needed (out-of-pocket).	Mid-point of graduating semester	http://nbphe.org/
Schedule Date of Oral Presentation & MPH Exam w/Committee	Mid-point of graduating semester	Committee
Admission to Candidacy (both pages)	Mid-point of graduating semester	https://publichealth.ouhsc.edu/Current-Students/Student-Forms
DESIGNATED COMPETENCY form completions—ILE Paper and APE Work Products (via email to student and committee)	Subsequent to AOC, usu. Mid-point	Redcap
Schedule Location of Practicum Presentation & Exam	Mid point of graduating semester (120)	Student Services
Mid-Course Review of Student Progress	Mid point of practicum contact hours (120)	CANVAS Assignment/Dropbox
Practicum Activities Time Log	Completion of practicum contact hours	CANVAS Assignment/Dropbox
Student Evaluation of the Practicum and Host Site	Completion of practicum contact hours	CANVAS Survey
Preceptor Evaluation of Student Performance in Practicum	Completion of practicum contact hours	Redcap
Draft ILE Paper, APE Work Products and visual Oral Presentation (slides) to Chair for review and feedback	3 or more weeks before Oral Presentation & MPH Exam date	Chair, CANVAS Assignment/Dropbox & Turnitin
Final draft ILE Paper and APE Work Product to Chair & Committee Members for review and feedback	2 weeks before oral presentation & exam date	Committee, CANVAS Assignment/Dropbox & Turnitin
Electronic copies of final-ILE Paper, -APE Work Products, and visual Oral Presentation to Committee Members†	Day of oral presentation & MPH exam	Committee
Return of Authority form and MPH Competency Evaluation forms,	8 Days following Oral Presentation & MPH Exam	Student Services
Committee Approved ILE Paper, APE Work Products, and visual Oral Presentation	8 days or less following Oral Presentation and MPH Exam	Committee & CANVAS Assignments/Dropboxes
Student Completes and Submits Exit Survey, Student Information Survey, and Interview	Final weeks of graduating semester	Student Services

†If changes to ILE Paper or visual Oral Presentation are required, time given is usually 7 days unless student services is notified otherwise. Remember to notify Student Services of extended return deadline and reason extension is necessary.