

Student's Name \_\_\_\_\_

## Requirements for an MPH Graduation

Form/Activity	Timeframe	Submit to	✓ when done
<b>First Year of Program</b>			
MPH Outline of Graduate Work	ASAP after Admission to Program	Dept Admin & Student Services	
<b>Ongoing Requirements</b>			
Advise Student Each Semester / Approve Enrollment form	Enrollment period each semester	<a href="mailto:hcophenroll@ouhsc.edu">hcophenroll@ouhsc.edu</a>	
Student participates & completes Inter-professional Education All Professions Days-Fall and Spring Semester	Note: may also be completed in Second Year	Student Services	
<b>CPH Exam</b>			
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	<a href="http://nbphe.org/">http://nbphe.org/</a>	
<b>Practicum Preparation</b>			
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: <i>All Change of Major requests MUST be on approved and on file with Univ Admissions &amp; Records BEFORE completing CPH 7941</i>	<a href="mailto:hcophenroll@ouhsc.edu">hcophenroll@ouhsc.edu</a>	
Enroll student in CPH 7950 MPH Practicum (Pre-requisite: CPH 7941)	Enrollment period following successful completion of CPH 7941 and the 6 Core Courses	<a href="mailto:hcophenroll@ouhsc.edu">hcophenroll@ouhsc.edu</a>	
<b>Practicum and Graduating Semester of Program</b>			
Enroll student in at least 2 credit hours at the University (Univ. requirement in graduating semester)	Enrollment period of graduating semester	<a href="mailto:hcophenroll@ouhsc.edu">hcophenroll@ouhsc.edu</a> or Student Services	
Sit for CPH Exam attempt 1 (HCOPH voucher) and attempt 2 if needed (out-of-pocket).	Mid-point of graduating semester	<a href="http://nbphe.org/">http://nbphe.org/</a>	
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	<a href="https://publichealth.ouhsc.edu/Current-Students/Student-Forms">https://publichealth.ouhsc.edu/Current-Students/Student-Forms</a>	
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.

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2024-SUMMER MPH GRADUATION AND RELATED REQUIREMENTS	
ON RECORD BY:	FINAL DATE (TO COMPLETE):
MAY 31	ENROLL IN 2 OR MORE CREDIT HOURS AT THE UNIVERSITY
JUNE 19	SCHEDULE MPH ORAL PRESENTATION & MPH EXAMINATION
JUNE 19	SUBMIT ADMISSION TO CANDIDACY (both pages)
JULY 5	SUBMIT DC STUDENT & COMMITTEE REVIEW FORMS (Redcap)
JULY 5	SCHEDULE LOCATION OF ORAL PRESENTATION & MPH EXAM
JULY 5	SUBMIT MID-COURSE REVIEW OF STUDENT PROGRESS
JULY 15	SUBMIT DRAFT ILE PAPER TO CANVAS CPH 7950 COURSE
JULY 15	SEND DRAFT PRODUCTS TO CHAIR FOR FEEDBACK (ILE, APE, PRESENTATION)
JULY 22	CHAIR RETURNS FEEDBACK TO STUDENT (ILE, APE, PRESENTATION)
JULY 22	COMPLETE CPH 7950 COURSEWORK IN CANVAS
JULY 24	SIT FOR CPH EXAM (both attempts)
JULY 25	SEND FINAL DRAFT PRODUCTS TO COMMITTEE (ILE,APE)
JULY 30	COMMITTEE RETURNS PRODUCT FEEDBACK TO STUDENT (ILE, APE)
AUGUST 2	STUDENTS' ORAL PRESENTATION AND MPH EXAMINATION
AUGUST 9	COMMITTEE RETURNS AUTHORITY PAPERWORK TO STUDENT SERVICES
AUGUST 9	CA CONFIRMATION OF ILE & APE PRODUCTS TO STUDENT SERVICES
AUGUST 9	COMPLETE EXIT SURVEYS WITH STUDENT SERVICES

DC=Designated Competencies

CA=Committee Approved

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## FINAL DATES IN GRADUATING SEMESTER FOR AN MPH STUDENT

2024-FALL MPH GRADUATION AND RELATED REQUIREMENT FINAL DATE TO:	
ON RECORD BY:	FINAL DATE (TO COMPLETE):
16-AUG	ENROLL IN 2 OR MORE CREDIT HOURS AT THE UNIVERSITY
4-OCT	SCHEDULE MPH ORAL PRESENTATION & MPH EXAMINATION
4-OCT	SUBMIT ADMISSION TO CANDIDACY (both pages)
26-OCT	SUBMIT DC STUDENT & COMMITTEE REVIEW FORMS (Redcap)
26-OCT	SCHEDULE LOCATION OF ORAL PRESENTATION & MPH EXAM
26-OCT	SUBMIT MID-COURSE REVIEW OF STUDENT PROGRESS
HOLIDAY	THANKSGIVING ,28-29 NOV
2-DEC	SUBMIT DRAFT ILE PAPER TO CANVAS CPH 7950 COURSE
2-DEC	SEND DRAFT PRODUCTS TO CHAIR FOR FEEDBACK (ILE, APE, PRESENTATION)
9-DEC	CHAIR RETURNS FEEDBACK TO STUDENT (ILE, APE, PRESENTATION)
11-DEC	COMPLETE CPH 7950 COURSEWORK IN CANVAS
11-DEC	SEND FINAL DRAFT PRODUCTS TO COMMITTEE (ILE, APE)
18-DEC	COMMITTEE RETURNS PRODUCT FEEDBACK TO STUDENT (ILE, APE)
20-DEC	STUDENTS' ORAL PRESENTATION AND MPH EXAMINATION
WINTER BREAK	DEC 24 – JAN 1
3-JAN-25	SIT FOR CPH EXAM (both attempts)
3-JAN-25	COMMITTEE RETURNS AUTHORITY PAPERWORK TO STUDENT SERVICES
3-JAN-25	CA CONFIRMATION OF ILE & APE PRODUCTS TO STUDENT SERVICES
3-JAN-25	COMPLETE EXIT SURVEYS WITH STUDENT SERVICES

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2025-SPRING MPH GRADUATION AND RELATED REQUIREMENT FINAL DATE TO:	
ON RECORD BY:	FINAL DATE (TO COMPLETE):
10-JAN	ENROLL IN 2 OR MORE CREDIT HOURS AT THE UNIVERSITY
28-FEB	SCHEDULE MPH ORAL PRESENTATION & MPH EXAMINATION
28-FEB	SUBMIT ADMISSION TO CANDIDACY (both pages)
14-MAR	SUBMIT DC STUDENT & COMMITTEE REVIEW FORMS (Redcap)
14-MAR	SCHEDULE LOCATION OF ORAL PRESENTATION & MPH EXAM
SPR VACAT'N	15-23-MAR
14-APR	SUBMIT MID COURSE REVIEW OF STUDENT PROGRESS
14-APR	SUBMIT DRAFT ILE PAPER TO CANVAS CPH 7950 COURSE
14-APR	SEND DRAFT PRODUCTS TO CHAIR FOR FEEDBACK (ILE, APE, .PPTX)
23-APR	CHAIR RETURNS FEEDBACK TO STUDENT (ILE, APE, .PPTX)
28-APR	COMPLETE CPH 7950 COURSEWORK IN CANVAS
28-APR	SEND FINAL DRAFT PRODUCTS TO COMMITTEE (ILE, APE)
9-MAY	COMMITTEE RETURNS PRODUCT FEEDBACK TO STUDENT (ILE, APE)
16-MAY	STUDENTS' ORAL PRESENTATION AND MPH EXAMINATION
23-MAY	SIT FOR CPH EXAM (both attempts)
23-MAY	COMMITTEE RETURNS AUTHORITY PAPERWORK TO STUDENT SERVICES
23-MAY	CA CONFIRMATION OF ILE & APE PRODUCTS TO STUDENT SERVICES
23-MAY	COMPLETE EXIT SURVEYS WITH STUDENT SERVICES

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