

MPH Student Handbook

Part 1



THE UNIVERSITY OF
TOLEDO
1872

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TABLE OF CONTENTS

MESSAGE FROM THE PROGRAM DIRECTOR	4
INTRODUCTION	5
MPH VISION	5
MPH MISSION	5
MPH VALUES	5
MPH GOALS	5
UNIVERSITY OF TOLEDO STUDENT CODE OF CONDUCT	6
POLICY STATEMENT.....	6
PURPOSE OF THE POLICY	6
VIOLATIONS OF THE CODE OF STUDENT CONDUCT.....	6
PROCEDURES	7
SANCTIONS.....	7
GRADUATE STUDENT ACADEMIC DISHONESTY	8
POLICY STATEMENT.....	8
PURPOSE OF THE POLICY	8
SCOPE	8
GRADUATE STUDENT ACADEMIC GRIEVANCE	9
POLICY STATEMENT.....	9
PURPOSE OF THE POLICY	9
PROCEDURES	9
STUDENT DISABILITY SERVICES	10
MISSION OF STUDENT DISABILITY SERVICES	10
PURPOSE OF THE POLICY	10
PRINCIPLES OF THE ETHICAL PRACTICE OF PUBLIC HEALTH	11
AMERICAN PUBLIC HEALTH ASSOCIATION	11
CLASSIFICATION OF STUDENTS	12
STATUS	12
MAJORS	13
SINGLE MAJORS	13
DUAL MAJORS	13
DUAL DEGREES.....	13
FIRST THINGS FIRST	14
SETTING UP YOUR STUDENT ACCOUNT AND EMAIL.....	14
MPH WEBSITE	14
MPH UPDATE	14
PARKING	14

HOW TO GET THINGS DONE.....	15
FULL-TIME AND PART-TIME.....	15
REGISTRATION FOR CLASSES.....	15
REGISTERING FOR THE INTERNSHIP OR SCHOLARLY PROJECT	15
REGISTRATION FOR INTEGRATED LEARNING EXPERIENCE	16
ADDING AND DROPPING COURSES	16
ELECTIVES.....	16
TRANSFER CREDITS.....	16
PLANS OF STUDY.....	16
PLAN OF STUDY COURSE SUBSTITUTION	17
CHANGING OR ADDING A MAJOR.....	17
ADDING A GRADUATE CERTIFICATE.....	17
WITHDRAWING FROM CLASSES	18
ACADEMIC STANDING	19
GOOD ACADEMIC STANDING	19
ACADEMIC PROBATION	19
GRADES OF C AND BELOW	19
GRADES OF U.....	19
GRADES OF F	19
GPA	19
FINANCES.....	20
HEALTH INSURANCE COVERAGE	20
TUITION AND FEES	20
IN-STATE TUITION AND THE MICHIGAN INITIATIVE.....	20
PROGRAM FINANCIAL ASSISTANCE	20
GRADUATION	21
TIME AND CREDIT HOUR REQUIREMENTS	21
APPLYING FOR GRADUATION.....	21
CAPS AND GOWNS.....	22
APPENDIX A – FOUNDATIONAL AND MAJOR COMPETENCIES.....	23
FOUNDATIONAL COMPETENCIES	23
MAJOR COMPETENCIES.....	24
APPENDIX B – OVERVIEW OF INTERNSHIP REQUIREMENTS	26
APPENDIX C – OVERVIEW OF SCHOLARLY PROJECT REQUIREMENTS	27

MESSAGE FROM THE PROGRAM DIRECTOR

Welcome to the University of Toledo (UT) Master of Public Health (MPH) program. The faculty and staff of the UT MPH program are here to assist you in reaching your professional goals. Please let us know how we can your course of study more meaningful to you.

The MPH program is accredited by the Council on Education in Public Health (CEPH). The MPH program was accredited under the Northwest Ohio Consortium for Public Health (NOCPH) and the University of Toledo MPH program has been accepted as an applicant by CEPH. The next site visit will occur during Fall 2020 and there will be no gap in accreditation.

The MPH program is designed to be easily accessible by offering all foundational and major courses in the evening or on Saturday. All the courses utilize the Blackboard course management software accessible through MyUT.

While two majors have been discontinued (Public Health Administration and Public Health Nutrition) from the MPH program under NOCPH, two new majors were added to the UT MPH program beginning in Spring 2019. The two new majors are Public Health Policy and Law and Generalist. Additionally, two new core courses have been added and another two core courses have been revised. These revisions reflect both the change of the program to the University of Toledo and the changes in accreditation criteria by CEPH.

We hope that you enjoy your time at the UT MPH program.

Sheryl A. Milz, PhD, MOD, CIH, FAIHA
Program Director



INTRODUCTION

The MPH program, created in 1997, is fully accredited as a Public Health program by the Council on Education for Public Health (CEPH). The accreditation was initially conferred in 2001 and then re-accredited in 2006 and 2013. The current accreditation is effective through 2020.

The *MPH Student Handbook* provides guidance to MPH students to help them access and understand policies and procedures that are applicable to them. The policies and procedures are from the University of Toledo or from the College of Graduate Studies.

MPH VISION

A health and thriving Northwest Ohio.

MPH MISSION

As Northwest Ohio's only public health program, the mission of the Master of Public Health Program at the University of Toledo is to improve the health and well-being of the community through education, research, and service throughout the region.

MPH VALUES

The values of the Master of Public Health Program at the University of Toledo are:

- Integrity – applying honesty in teaching, research, and service
- Leadership – preparing professionals to advocate for public health
- Diversity – striving for inclusion in education, research, and service
- Compassion – demonstrating that health is a fundamental right of every human being

MPH GOALS

In support of its vision, mission, and values, the Master of Public Health Program at the University of Toledo has the following three goals:

- Effectively educate and train students as professionals in support of the public health needs of the community (instructional goal)
- Conduct basic and applied research to address public health needs in the community (research goal)
- Provide service to meet public health needs in the community (service goal)

UNIVERSITY OF TOLEDO STUDENT CODE OF CONDUCT

Policy Number: 3364-30-04

https://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_Student_code_of_conduct.pdf

Policy Statement

The University of Toledo is focused on the overall growth and development of its students in preparation for them to become global citizens. The office of Student Conduct and Community Standards aims to educate students on the impact their personal and social choices, and behavior have on the community, and to assist them with making future decisions that lead to their professional success.

Purpose of the Policy

The Student Code of Conduct articulates the University's expectations of behavior for students, student groups, and student organizations and the potential outcomes to be imposed for inappropriate conduct. This policy explains the University's requirements for notice, and the student, student groups, and student organization's opportunity to be heard with regard to alleged violation(s) of the Student Code of Conduct. The Student Code of Conduct is not intended to be exhaustive in terms of defining all acts of misconduct. The Student Code of Conduct specifies the rights and responsibilities of students, student groups, student organizations, the university, and the rights of other parties through the Student Conduct Process.

Students, student groups, and student organizations are expected to engage in conduct that represents the mission, vision, and values of the university.

Sanctions implemented through the Student Conduct Process are designed to provide students, student groups, and student organizations with the opportunity to accept responsibility, provide accountability, reflect on their choices, challenge their decision-making processes, and assist them in changing their behavior to better align with the University's expectations. Being a member of the UT Community is a privilege. Actions by students, student groups, or student organizations that interfere with the welfare and/or safety of the UToledo Community is not acceptable and will not be tolerated.

Violations of the Code of Student Conduct

Any of the following actions, or attempts at the following actions, constitute conduct for which a student, student groups, or a student organization may be subject to conduct action:

1. Physical or other harm to a person
2. Sexual misconduct
3. Harassment
4. Discriminatory harassment
5. Hazing in any act or situation
6. Weapons

7. Fire safety
8. Controlled substances/drug violations
9. Alcohol violations
10. Disruptive conduct
11. Unauthorized possession or use of property
12. Theft of/abuse of computer facilities and resources
13. Unauthorized entry to University facilities
14. Acts of dishonesty
15. Unauthorized electronic or digital recording
16. Abuse of the student conduct process
17. Gambling
18. Violation of residence life policies and procedures
19. Violation of University policy
20. Violation of law

Procedures

Violation of law and the Student Code of Conduct – The Student Conduct Process may be instituted against a respondent charged with conduct that potentially violates the Student Code of Conduct. Proceedings under this policy may be carried out prior to, or simultaneously with, any related criminal or civil matters. Determination of responsibility or sanctions posed under the Student Code of Conduct will not change because criminal or civil charges arising out of the same facts giving rise to violation of university rules have been dismissed, reduced, or resolved in favor of, or against, a criminal or civil defendant.

Sanctions

Respondents found responsible for violating the Student Code of Conduct will receive sanction(s). Sanctions are designed to educate the respondent on community expectations regarding appropriate behavior and protect the UToledo Community and its members. Sanctions also help the respondent repair the harm they caused to the community.

GRADUATE STUDENT ACADEMIC DISHONESTY

Policy Number: 3364-77-01

https://www.utoledo.edu/policies/academic/graduate/pdfs/3364_77_01.pdf

Policy Statement

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success as an educator or in another profession. Activities inconsistent with these aims will not be permitted. Graduate students are responsible for knowing what constitutes academic dishonesty; if students are uncertain what constitutes plagiarism or cheating, they should seek their instructors' advice.

Purpose of the Policy

The purpose of the policy is to outline the procedures that allow graduate students to appeal an adverse decision by their college of an instance of academic dishonesty.

Scope

Examples of academic dishonesty include, but are not limited to:

1. Plagiarism, which is representing the words, ideas, or information of another person as one's own and not offering proper documentation
 - a. Copying of passages, either verbatim or nearly verbatim (e.g., greater than 50% on turn-it-on or similar program), with no direct acknowledgement of the source
 - b. Making superficial changes in the text instead of quoting a passage directly and including appropriate citation of sources (s)
 - c. Paraphrasing a quotation from another source
 - d. Participating in plagiarism by providing (or selling) to another written work with the possibility that the work will be plagiarized
2. Giving or receiving, prior to the examination, any unauthorized information concerning the content of that examination
3. Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination
4. Communicating during an examination in any manner with any unauthorized materials inside or outside the examination room during the course of an examination
5. Giving or receiving substantive aid during the course of an examination
6. Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period
7. Taking, converting, concealing, defacing, damaging, or destroying any property related to the preparation or completion of assignments, research, or examination
8. Submitting the same written work to fulfill the requirements of more than one course

GRADUATE STUDENT ACADEMIC GRIEVANCE

Policy Number: 3364-77-02

https://www.utoledo.edu/policies/academic/graduate/pdfs/3364_77_02.pdf

Policy Statement

The graduate student grievance policy covers appeals in which a graduate student disputes (grieves) a particular grade. Appeals dealing with academic dishonesty, including, but not limited to, cheating and plagiarism, are explicitly exempt from this process and shall be dealt with under the procedures outlined in the Graduate Academic Dishonesty Appeal Policy (3364-77-01).

Purpose of the Policy

The purpose of this policy is to provide graduate students and their colleges with the procedures to follow to grieve a particular grade after appeals within their respective college are exhausted. This policy grants the graduate student the right to appeal in writing to the Dean of the College of Graduate Studies for further and final consideration of the student's appeal.

Procedures

The procedures to be used to arrive at a resolution of the grievance are set by the student's college, and these procedures should be followed as the first steps in the appeals process. After appeals within the college are exhausted, the graduate student may appeal in writing to the Dean of the College of Graduate Studies.

STUDENT DISABILITY SERVICES

Mission of Student Disability Services

Student Disability Services is committed to removing barriers for students with disabilities at The University of Toledo by ensuring that appropriate accommodations are provided. Student Disability Services works directly in partnership with students, instructors, administrators, and staff to coordinate and provide accommodations for students with disabilities. We promote equal access for students and strive for full inclusion.

The Student Disability Services website (www.utoledo.edu/offices/student-disability-services/) includes links that will help students to register and includes a handbook for students with disabilities.

Policy Number: 3364-50-03 – Nondiscrimination on the Basis of Disability – Americans with Disabilities Act

https://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_03_Nondiscrimination_o.pdf

Purpose of the Policy

The purpose of the policy is to provide guidance to the University in committing itself to equal education and employment opportunities as well as quality health services to people with disabilities and complying with the ADA, Section 504 of the Rehabilitation Act of 1973, Section 1557 of the Affordable Care Act, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

PRINCIPLES OF THE ETHICAL PRACTICE OF PUBLIC HEALTH

American Public Health Association

Version 2.2 of the Principles of Ethical Practice of Public Health were published by the Public Health Leadership Society in 2002 (apha.org/media/files/pdf/membergroups/ethics/ethics_brochure.ashx). The 12 principles are listed below.

1. Public health should address principally the fundamental causes of disease and requirements for health, aiming to prevent adverse health outcomes.
2. Public health should achieve community health in a way that respects the rights of individuals in the community.
3. Public health policies, programs, and priorities should be developed and evaluated through processes that ensure an opportunity for input from community members.
4. Public health should advocate and work for empowerment of disenfranchised community members, aiming to ensure that the basic resources and conditions necessary for health are accessible to all.
5. Public health should seek the information needed to implement effective policies and programs that protect and promote health.
6. Public health institutions should provide communities with the information they have that is needed for decisions on policies or programs and should obtain the community's consent for their implementation.
7. Public health institutions should act in a timely manner on the information they have within the resources and the mandate given to them by the public.
8. Public health programs and policies should incorporate a variety of approaches that anticipate and respect diverse values, beliefs, and cultures in the community.
9. Public health programs and policies should be implemented in a manner that most enhances the physical and social environment.
10. Public health institutions should protect the confidentiality of information that can bring harm to an individual or community if made public. Exceptions must be justified on the basis of the high likelihood of significant harm to the individual or others.
11. Public health institutions should ensure the professional competence of their employees.
12. Public health institutions and their employees should engage in collaborations and affiliations in ways that build the public's trust and the institution's effectiveness.

CLASSIFICATION OF STUDENTS

Status

Regular status applies to students who are approved for admission to the MPH program without any conditions or deficiencies. These students met all admission criteria at the time of admission. All MPH students must be in Regular status in order to graduate.

Regular status with conditions applies to students who have met all admission criteria at the time of admission, EXCEPT that their final official transcript has not yet been received. Students in this status may register for classes for one semester. Their final official transcript must be received before the student will be permitted to register for a second semester. Upon receipt of the final official transcript, showing the degree earned, the classification will be changed to Regular status.

Provisional status applies to students who are admitted without meeting all of the admission criteria. In terms of the undergraduate GPA, applicants in provisional status generally earned a GPA less than 3.00, but greater than 2.70. Federal financial aid and UToledo MPH program Graduate Assistantships are not available to students with Provisional status.

Provisionally admitted students must complete 12 credit hours (4 courses) in the MPH program, enrolling only in core and major courses, with no more of than 2 of the 4 courses being major courses. Provisionally admitted students must earn a grade of B or better in all 4 courses. If any grade lower than a B is earned (B- and below), Provisionally admitted students may be removed from the MPH program. Provisionally admitted students who receive Bs or better in all 4 courses have their status changed to Regular.

MAJORS

Single Majors

The MPH program offers five majors:

- Environmental and Occupational Health (ENVH)
- Generalist (GENL)
- Health Promotion and Education (HPRO)
- Public Health Epidemiology (PHEP)
- Public Health Policy and Law (PHPL)

Dual Majors

Students may combine any two of the majors, except for the Generalist major, to create a dual major. Dual majors add an additional 21 credit hours (7 courses) to the 45 credit hours required for a single MPH major. The dual majors are:

- Environmental and Occupational Health/Health Promotion and Education (EHHP)
- Environmental and Occupational Health/Public Health Epidemiology (EHPH)
- Environmental and Occupational Health/Public Health Policy and Law (EHPL)
- Health Promotion and Education/Public Health Epidemiology (PHHP)
- Health Promotion and Education/Public Health Policy and Law (HPPL)
- Public Health Epidemiology/Public Health Policy and Law (PHPO)

Dual Degrees

The MPH program offers four defined dual graduate degrees. Students must meet all admission, retention, and graduation requirements for each of the individual degrees. Students completing a dual degree must be simultaneously registered for both degrees for at least one semester. Students will be able to share a maximum of 12 credit hours between the two degree programs, with the approval of their advisors from both degree programs.

The four defined dual degree programs are:

- JD/MPH
- MD/MPH
- MPH/MBA
- MPH/MSOH

The MPH program also offers two undergraduate dual degree programs (3+2 programs). The two 3+2 programs are with the BS in Environmental Sciences degree at UToledo and with the BS in Public Health degree at Lourdes University.

Students interested in completing a 3+2 program apply to the MPH program during the junior year of their undergraduate program. These students must meet all admission criteria to the MPH program except for a completed undergraduate degree. Students that are accepted then complete either 3 MPH courses (for the Lourdes University degree) or 4 MPH courses (for the UToledo degree) during the senior year of their undergraduate program. These graduate courses will count towards both their undergraduate degree and their MPH degree.

FIRST THINGS FIRST

The University of Toledo Master of Public Health program is in the College of Health and Human Services, School of Population Health.

Setting up Your Student Account and Email

The first step of students admitted to the MPH program is to activate their account and set up their email at UT. All communication for the MPH program is through the UToledo email. ALL STUDENTS MUST EITHER CHECK THEIR UToledo EMAIL FREQUENTLY OR FORWARD THEIR UToledo EMAIL TO THEIR PREFERRED EMAIL.

Students will need their Rocket number, which is supplied in their acceptance letter, in order to set up their student account and activate their student email. Go to myUTaccount.utoledo.edu and follow the instructions provided.

MPH Website

The MPH website contains the course schedules, Plans of Study, forms, and other information necessary for the pursuit of the MPH. The MPH website should be the student's first source of information specific to the MPH. The website is located at www.utoledo.edu/hhs/master-of-public-health/.

MPH Update

The MPH Update is distributed weekly to all MPH students. Application deadlines, changes in courses, reminders, job postings, grant and scholarship opportunities, as well as new policies and processes will be in the MPH Update. MPH students are responsible for keeping up with the changes and announcements in the MPH Update. The MPH Update is distributed electronically through the student's UToledo email.

Parking

The UToledo parking system is based on license plate numbers. UToledo scans license plates in the parking lot to determine who is parked illegally. Refer to the Parking Services website at www.utoledo.edu/parkingservices/ for parking information.

HOW TO GET THINGS DONE

Full-time and Part-time

MPH students are considered full-time if they are taking 9 or 12 credit hours during Fall and Spring semester and 6 or 9 credit hours during Summer semester. Part-time students take fewer than 9 credit hours during Fall and Spring semester and fewer than 6 credit hours during Summer semester.

No more than 15 credit hours can be taken during Fall and Spring semesters. However, it is recommended that no more than 12 credit hours be taken during these two semesters. Additionally, no more than 12 credit hours can be taken during Summer semester.

Registration for Classes

Registration is completed electronically through the MyUT portal. The CRNs for all public health courses can be found in the schedules posted to the MPH website. These CRNs can be entered on the registration page which eliminates the need to search for courses.

MPH students are responsible for registering during the registration period. Late registration could result in late charges and possible denial of registration.

Registering for the Internship or Scholarly Project

All MPH students are required to register for either an internship (PUBH 6960) or a scholarly project (PUBH 6970). Both the internship and the scholarly project are variable credit hour courses. The default value in the MyUT system is 1 credit hour. MPH students must select the number of credit hours they will complete each semester.

MPH students may register for 1, 2, 3, or 4 credit hours in a semester. The internship or scholarly project may be completed during one semester or over a period of four semesters. MPH students may not register for the internship or scholarly project until 24 credit hours in the MPH program have been completed.

Both the internship and the scholarly project require instructor approval to be able to register. MPH students must complete an online “Internship Seminar”, available at <https://testbank.utoledo.edu/Public/Login.aspx>, prior to requesting instructor approval. Instructor approval is required every semester that the internship or scholarly project will be taken, but the “Internship Seminar” must be completed only once.

All MPH students are required to complete an internship unless they have more than 1 year of experience in their field of study. Students with more than 1 year of experience may waive the internship and complete a scholarly project.

Students with more than 1 year of experience need to apply for an internship waiver. The waiver application requires that students provide a copy of their current resume/CV. They must also describe how they have met at least three of the Foundational Competencies and two of the Major Competencies. The internship waiver must be submitted to the MPH Program Director for approval. Once approval is given, the student is permitted to register for a scholarly project in place of the internship.

An overview of the internship requirements can be found in Appendix B. Additional details for the internship can be found in Part 2 of the Student Handbook. An overview of

scholarly project requirements can be found in Appendix C. Additional details for the scholarly project can be found in Part 3 of the Student Handbook.

Registration for Integrated Learning Experience

All MPH students are required to complete the Integrated Learning Experience (PUBH 6950). This course MUST be complete during the student's final semester in the program.

Adding and Dropping Courses

Adding and dropping courses generally can be done electronically through MyUT during the first 5 days of the semester. However, paper add/drop forms may be necessary when MyUT does not permit the change. After the 5th day of the semester and through the 15th day of the semester, adding and dropping a course required the paper add/drop form and the signatures of both the course instructor and the Dean. The paper add/drop form for the 5th through the 15th day of the semester can be found at

<http://www.utoledo.edu/offices/registrar/pdfs/Course%20Request%20form%20revised%20May%202016.pdf>.

Adding a course after the 15th day of the semester is considered unfunded late registration (ULR). With ULR, the Provost must also sign the form, along with the course instructor and the Dean. ULR could result in a fee of up to \$1,000 if the MPH student is not registered for any other course that semester. The ULR form can be found at

<https://www.utoledo.edu/offices/registrar/pdfs/CourseRequestNONFUNDEDLATEREG.pdf>.

MPH courses that begin before the official Monday start to the semester will always require a paper add/drop form after the course has started.

Electives

All MPH students are required to take 2 advised elective courses. Numerous electives are included in the scheduled posted to the MPH website. In addition, any graduate course (number 5000 or higher) may be used as an elective. MPH students must receive approval from their major advisor for ALL electives.

Transfer Credits

MPH students may take courses at other accredited institutions. A maximum of 12 credit hours may be transferred into the MPH program. The courses must have been taken within five years and must not have been used for another degree. Transfer courses must be approved by the Program Director. If the transfer credits are to be used to replace a core or major course, the instructor of the core or major course must also approve the transfer. Grades do not transfer, only the credit hours. Transfer credits in any course with a grade lower than a B (B- and below) will not be accepted. Additional information and the transfer credit request form can be found at

<https://www.utoledo.edu/graduate/currentstudents/references/transfercredit.html>.

Plans of Study

A plan of study is required to be completed by all MPH students prior to the completion of 12 credit hours. The Plan of Study MUST be completed with the guidance of the student's

major advisor and MUST include all courses by number, name, and semester taken. All Plans of Study MUST be completed in ink (any Plan of Study completed in pencil will be returned to the student). The student must sign the Plan of Study and obtain the signature of their major advisor. The Plan of Study must then be submitted to the MPH program office in 4416 Collier Building on the Health Science Campus for the signature of the Program Director. The program will forward the completed form to the Dean's office for signature and then on to the College of Graduate Studies for inclusion into their permanent record. The Plan of Study form is available by major at <http://www.utoledo.edu/hhs/master-of-public-health/studyplans.html>.

It is highly recommended that students maintain a copy of their completed Plan of Study to follow throughout their program.

Plan of Study Course Substitution

MPH students should follow their Plan of Study when registering for courses each semester. If the student, with approval from their major advisor, decides to change a course or courses in their Plan of Study, a Plan of Study Course Substitution Form must be completed and submitted to the MPH program office in 4416 Collier Building on the Health Science Campus. The program forwards the completed form to the College of Graduate Studies for inclusion into their permanent record. The form only needs to be completed when changing a course. The form does not need to be completed for a change in the semester the course is taken. The plan of Study Course Substitution Form is available at <http://www.utoledo.edu/hhs/healtheducation/pdfs/CourseSubPOS.pdf>.

Changing or Adding a Major

Any MPH student may change their major at any time, including adding a dual major or removing a dual major. To change, add, or remove a major, MPH students must complete a Change of Major form. The form requires the signatures of the former major advisor, the new major advisor, and the Program Director. The completed form should be submitted to the MPH program office in 4416 Collier Building on the Health Science Campus. The program will forward the form to the College of Graduate Studies for inclusion in their permanent record. The Change of Major form can be found at <http://www.utoledo.edu/hhs/healtheducation/pdfs/mphchangemajor.pdf>. The form to declare a dual major can be found at <http://www.utoledo.edu/hhs/healtheducation/pdfs/MPH%20Declaration%20of%20Dual%20Major.pdf>.

Adding a Graduate Certificate

While pursuing the MPH, students may add a graduate certificate in Contemporary Gerontological Practice (GERO) or Disaster Preparedness and Response (DISM) while completing the MPH program. Descriptions of these graduate certificates can be found at <http://www.utoledo.edu/hhs/healtheducation/Certificates.html>.

Up to 6 credit hours can be shared between the GERO certificate and the MPH. PUBH 6090 – Issues in Public Health is the only course that can be shared between the DISM certificate and the MPH. If there is an other overlap in required courses between the MPH and DISM, a course substitution is necessary for the certificate.

The form to add a graduate certificate can be found at <http://www.utoledo.edu/hhs/healtheducation/pdfs/gradcert-1.pdf>. The Plans of Study for the graduate certificates can be found at <http://www.utoledo.edu/hhs/healtheducation/Certificates.html>.

Withdrawing from Classes

An MPH student can withdraw from any or all courses before the end of the eighth week of the semester. Withdrawing from courses may have an adverse effect on financial aid benefits, scholarships, loan deferments, athletic eligibility, health insurance, veterans' benefits, degree requirements, or other areas. MPH students should discuss withdrawal plans with their major advisor prior to completing the add/drop form.

In the event of a serious medical/mental health condition or family emergency, a student may request a medical withdrawal from classes. Information on a medical withdrawal can be found at <http://www.utoledo.edu/offices/registrar/adminadj/medicalwithdrawal.html>.

ACADEMIC STANDING

Good Academic Standing

A 3.0 cumulative GPA is required of all MPH students to maintain good academic standing. No graduate student may receive a graduate degree without a final GPA of 3.0.

Academic Probation

Students whose cumulative GPA falls below 3.0 may be placed on academic probation until the cumulative GPA increases to at least 3.0. Students on academic probation should work with their major advisor and program director to develop a plan to raise their GPA above 3.0. Students who are unable to raise their GPA above 3.0 will be dismissed from the MPH program.

Grades of C and Below

MPH students may graduate with no more than two C grades (C+ or C). If more than two Cs (C+ or C) are received, core or major courses must be repeated with grades no lower than a B-. If the Cs are received in electives, the courses can either be repeated or other electives can be taken those with C grades. The credit hours for a repeated course count only once in meeting graduation requirements.

Course grades of C- and below are considered unacceptable. Students receiving unacceptable grades (C- and below) MUST repeat the course to have it count towards their degree requirements. MPH students may repeat a course only once. If the student receives an unacceptable grade when the course is repeated, the student may be dismissed from the MPH program.

Grades of U

MPH students receiving a grade of U may be placed on academic probation until an equal number of credit hours with a grade of S have been completed. Any repeated credit hours should be completed within one year or the student may be dismissed from the MPH program.

Grades of F

MPH students receiving a grade of F may be placed on academic probation until an equal number of credit hours with a grade of C or above have been completed. Any repeated credit hours should be completed within one year of the student may be dismissed from the MPH program.

GPA

The University of Toledo College of Graduate Studies does not allow for any grades earned during graduate coursework to be removed from the cumulative GPA recalculation. MPH students earning any grade below a C must work with their major advisor and the program director to develop a plan for increasing the student's cumulative GPA to at least 3.0.

FINANCES

Health Insurance Coverage

MPH students are eligible to enroll in one of the UT authorized insurance plans, but it is not required.

Information on the UT student health insurance plans can be found at http://www.utoledo.edu/healthservices/student/health_insurance/.

Tuition and Fees

Tuition and fees for the MPH program are outlined in the Finance Brochure at http://www.utoledo.edu/offices/treasurer/finance_brochures.html.

In-State Tuition and the Michigan Initiative

To be eligible for in-state tuition and fees, a student must be a legal resident of the State of Ohio or of Monroe County in Michigan.

Residents of Hillsdale, Lenawee, Macomb, Oakland, Washtenaw, and Wayne Counties in Michigan are eligible to apply for the Michigan Initiative Scholarship. This scholarship covers the out-of-state surcharge. More information and the application form can be found at <https://www.utoledo.edu/graduate/scholarships/docs/termsandconditionsOSS1.pdf>.

For MPH students who graduated from an Ohio high school and the left the state, are eligible to apply for Forever Buckeye status, which qualifies these students for in-state tuition. More information can be found at <http://www.utoledo.edu/offices/registrar/residency/C5.html>.

Program Financial Assistance

Four Graduate Assistantships are available for MPH students through the program. Awards only become available when the student with an award graduates. Graduate Assistantships cover tuition for up to 12 credit hours a semester and pay a stipend for 20 hours of work each week.

The Graduate Assistantships provided by the MPH program are awarded first to Ohio residents, then US residents, and then international students. The application form can be found at <http://www.utoledo.edu/hhs/pdfs/UTAssistantships.pdf>.

The MPH website (<http://www.utoledo.edu/hhs/master-of-public-health/>) provides links to additional sources of financial aid, including scholarships and grants. These links can be found at <http://www.utoledo.edu/hhs/master-of-public-health/prospective-students/financial-resources.html>.

GRADUATION

Time and Credit Hour Requirements

The MPH degree requires a minimum of 45 credit hours. Full-time students are generally able to complete the program in four semesters (including summer semester). Part-time students are generally able to complete the program in eight semesters (including summer semester).

MPH students have a maximum of six years from the date of initial enrollment to complete their degree. Students may apply for a one-year extension in order to complete their degree. The form for enrolled students can be found at <http://www.utoledo.edu/graduate/forms/Matriculation.pdf>. If more time is needed, students can submit a request for time extension form which can be found at <https://www.utoledo.edu/graduate/forms/TimeExtension.pdf>.

MPH students who encounter extenuating circumstances such as family issues or health issues, can apply for a one-year leave of absence from the program. The leave of absence does not count toward the degree time limit. Additional information for a graduate student leave of absence can be found at <http://www.utoledo.edu/graduate/currentstudents/references/GradLOA.html>. The leave of absence request requires approval from the student's major advisor and the Program Director.

MPH students who have not taken courses for more than one year must apply for readmission to the program. Information on graduate readmission guidelines can be found at <http://www.utoledo.edu/graduate/prospectivestudents/forms/ReadmissionGuidelines.html>. Additional fees are encountered for readmission so that all previous coursework can be certified as still being acceptable to the degree.

Applying for Graduation

MPH student MUST apply to graduate no later than at the beginning of their final semester in the program. The College of Graduate Studies will determine if the MPH degree requirements have been met by performing a degree audit. Degree audits cannot be performed without a Plan of Study in the student's permanent record.

MPH students must be registered for a minimum of one credit hour during the semester in which they attend to graduate. Finishing the requirements of an incomplete (IN) or an in progress (PR) grade does NOT meet the registration requirement. MPH students cannot graduate with an IN or PR grade on their transcript. It is the student's responsibility to work with the faculty to ensure that the IN or PR grades are removed from their transcript.

The University of Toledo holds commencement ceremonies for Fall and Spring semesters only. Students have the option of participating or not participating the commencement ceremony. Participation in the ceremony does not guarantee a clearance for graduation. Graduation is considered official when the degree appears on the official transcript.

The College of Graduate Studies sends notices by email to graduating students alerting them to any issues that will delay graduation. These emails will be sent only to each students' Rockets email account. DO NOT IGNORE THESE EMAILS!

Caps and Gowns

MPH students who participate in one of the commencement ceremonies should purchase their cap and gown at the UToledo Barnes and Noble, located at the corner of Dorr and Secor near Main Campus. Make sure that the bookstore is aware that you are receiving a master's degree and that your degree is in public health. The tassel and velvet trim of the master's hood will be salmon, the color of public health.

Caps, gowns, and hoods used by previous graduates of the MPH program may be available. Check with the MPH program office in Collier Building, room 4416 for availability.

APPENDIX A – Foundational and Major Competencies

Foundational Competencies

The Council on Education for Public Health (CEPH) has established 22 Foundational Competencies that must be addressed in the curriculum and must be assessed for every MPH student. The UToledo MPH program addresses all 22 Foundational Competencies in the six didactic core courses.

Evidence-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy, or practice

Public Health & Health Care Systems

5. Compare the organization, structure and function of health care, public health, and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities, and racism undermine health and create challenges to achieving health equity at organizational, community, and societal levels

Planning & Management to Promote Health

7. Assess population needs, assets, and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project, or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

Policy in Public Health

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social, or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

Leadership

16. Apply principles of leadership, governance, and management, which include creating a vision, empowering others, fostering collaboration, and guiding decision making
17. Apply negotiation and mediations skills to address organizational or community challenges

Communication

18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

Inter-professional Practice

21. Perform effectively on inter-professional teams

Systems Thinking

22. Apply systems thinking tools to a public health issue

Major Competencies

Each MPH major has its own set of Major Competencies that must be addressed in the curriculum and must be assessed for every MPH student in that major. The Major Competencies are addressed in the five major courses of each major.

Environmental and Occupational Health

1. Evaluate environmental and occupational health hazards
2. Collect and evaluate applicable chemical and toxicological data to perform a human health risk assessment
3. Recommend and assess measures to control environmental and occupational health hazards
4. Explore methods and procedures to improve worker health, safety, and well-being
5. Generate technical reports on the evaluation and control of environmental and occupational health hazards

Generalist

1. Evaluate environmental and occupational health hazards
2. Differentiate the major epidemiologic research study designs based on their strengths and limitations
3. Interpret data arising from local, national, and international research and surveillance databases
4. Apply theories and/or models to the assessment process
5. Apply program evaluation knowledge and skills

Health Promotion and Education

1. Design a theory-based intervention
2. Apply theories and/or models to the assessment process
3. Formulate and complete an effective needs assessment, program plan, and program evaluation
4. Analyze policy problems to develop evidence-based policy recommendations and influence policy decisions
5. Apply program evaluation knowledge and skills

Public Health Epidemiology

1. Differentiate the major epidemiologic research study designs based on their strengths and limitations
2. Distinguish between the major sources of bias in epidemiologic research (confounding, selection bias, and measurement error)
3. Determine if an association is causal using appropriate criteria
4. Formulate appropriate public health recommendations using evidence-based practice based on a synthesis of findings across studies in the scientific literature
5. Design appropriate public health recommendations
6. Identify and apply molecular/genetic principles and technologies in public health practice
7. Interpret data arising from local, national, and international research and surveillance databases

Public Health Policy and Law

1. Demonstrate how legal rules from cases, statutes, and regulations apply to specific factual situations
2. Evaluate policies and institutions within the US health care system and their functions in the delivery of health care within the nation
3. Interpret when legal authority can intervene in public health based on powers and limitations
4. Evaluate and weigh the relative merits of various local, state, and federal legal interventions for public health, demonstrating the ability to elect appropriate kinds of legal interventions to address specific public health issues
5. Develop policies and plans to support community health efforts
6. Analyze policy problems to develop evidence-based policy recommendations and influence policy decisions

APPENDIX B – OVERVIEW OF INTERNSHIP REQUIREMENTS

All MPH students are required to complete a 3 credit hour internship, unless a waiver is obtained allowing the student to complete a 3 credit hour scholarly project. The internship can be completed in one semester or over three semesters. Students completing an internship MUST read the MPH Student Handbook, Part 2, which provides the specific details of an internship.

Overview of the MPH internship requirements:

1. Meet with an Internship Advisor in their major the semester before registering for the internship.
 - a. This may or may not be the Major Advisor.
2. Search and apply for an internship.
 - a. The Internship Advisor can suggest opportunities or provide introductions.
3. Complete the internship seminar online and provide the Internship Advisor with the documentation that the seminar has been completed.
4. Register for the appropriate section of PUBH 6960 after asking the Internship Advisor to provide the necessary override for instructor approval.
 - a. Each Internship Advisor has a section of PUBH 6960.
 - b. Students select the CRN for the section taught by their Internship Advisor.
5. Obtain an internship contract from the Internship Advisor and complete the contract with the Internship Supervisor.
6. Send the resume/CV of the Internship Advisor to the MPH program office at publichealth@utoledo.edu.
7. Complete the minimum of 300 hands-on hours required of the internship
8. Have the Internship Supervisor complete the Internship Evaluation forms and return them to the Internship Advisor.
9. Complete the Student Evaluation of Internship and return it to the Internship Advisor.
10. Complete the internship portfolio and submit to the Internship Advisor.
11. Present a 10-minute PowerPoint to faculty and peers.
12. Email the PowerPoint to publichealth@utoledo.edu.

APPENDIX C – OVERVIEW OF SCHOLARLY PROJECT REQUIREMENTS

MPH students who have a least one year of work experience in public health in their field of study may apply for a waiver of the internship and complete a scholarly project. The scholarly project can be completed during one semester or over three semesters. Students completing a scholarly project MUST read the MPH Student Handbook, Part 3, which provides the specific details of a scholarly project.

Overview of the MPH scholarly project requirements:

1. Request the Internship Waiver form from the MPH program office.
 - a. Compose a summary of work experience responsibilities specifically identifying their public health work experience.
 - b. Link the public health work experience to both the Foundational Competencies and to the Major Competencies (see Appendix A).
2. Provide the summary, the form, and a current resume to the Program Director for approval.
3. If approved, register for the appropriate section of PUBH 6970 after asking the Scholarly Project Advisor to provide the necessary override for instructor approval.
 - a. Each Scholarly Project Advisor has a section of PUBH 6970.
 - b. Students select the CRN for the section taught by their Scholarly Project Advisor.
4. Complete a GRAD form found at http://www.utoledo.edu/graduate/files/GRAD_Form_fillable_03_05_2012.pdf, including all signatures, and submit to the MPH program office in 4416 Collier Building on the Health Science Campus.
5. Complete a 3 credit hour scholarly project under the direction of the Scholarly Project Advisor.
6. Submit a signed Approval of Project form to the MPH program office 4416 Collier Building on the Health Science Campus.
7. Present a 10-minute PowerPoint to faculty and peers.
8. Email the PowerPoint to publichealth@utoledo.edu.