

*University of South Florida College of Public Health  
College Catalog  
January 1 – December 31, 2005*

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## Degrees Offered

### **Master Health Administration (MHA)**

Description: The MHA program prepares students for leadership positions in public and private health organizations, such as health systems, health insurance, and health agencies. This is achieved by providing a relevant curriculum that requires students to develop professional and management decision-making skills and knowledge, with application to health services and encompassing a clinical and community perspective.

Students develop knowledge and skills in accounting, financial management, health economics, quantitative methods, policy analysis, information management, strategic management, and marketing. In addition, students develop knowledge and skills in leadership, human resources management, physician relations, and governance. Students develop a working knowledge of health insurance, health law and ethics, and quality and performance improvement, and develop a clinical and community perspective through the public health core courses.

Master of Health Administration graduates will be able to:

- Assess the health care system in the United States, including the role of the public health disciplines;
- Demonstrate ability to use analytic and decision-making skills in accounting, finance, health economics, quantitative methods, and policy analysis;
- Apply management, leadership and performance improvement theories and principles in solving related health services problems;
- Analyze ethical issues and implications of cultural diversity in health policy and management;
- Demonstrate ability to utilize knowledge of information systems, health law, strategic planning, and marketing to advance health services delivery and outcomes;
- Develop interpersonal and communication skills; and
- Apply critical thinking skills and knowledge to health management cases and to a health care or related organization.

#### Prerequisites

- Public health course prerequisites: College requires HSC 4554 Survey of Human Diseases or comparable course for students who do not have public health or biology courses or experience.
- Suggested/preferred undergraduate majors: Life sciences, social sciences, business, or health professions.
- Prerequisite undergraduate courses: Micro-economics.
- Work experience: Preferred, but not required.
- Minimum undergrad GPA: 3.0 upper division (some exceptions made if GRE exceeds 1000).
- Verbal GRE Score: 500 minimum with a total verbal and quantitative score of 1000.
- Quantitative GRE Score: 450 minimum with a total verbal and quantitative score of 1000.

#### Curriculum or Plan of Study

##### **Management and Policy (21)**

PHC 6102	Principles of Health Policy and Management (3)
PHC 6180	Health Services Management (3)
PHC 6420	Health Care Law, Regulation and Ethics (3)
PHC 6148	Strategic Planning and Healthcare Marketing (3)
PHC 6181	Organizational Behavior in Health Services (3)
PHC 6196	Information Systems in Health care Management (3)
PHC 6151	Health Policy and Politics (3)

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**Finance, Economics and Quantitative (16)**

ACG 6025	Financial Accounting for Managers (2)
ACG 6075	Management Accounting and Control (2)
PHC 6161	Health Care Finance Applications (3)
PHC 6050	Biostatistics I (3)
PHC 6191	Quantitative Analysis in Health Care Management (3)
PHC 6430	Health Economics I (3)

**Health Plans (3) Choose one**

PHC 6158	Managed Care (3)
PHC 6435	Economics of Health Insurance (3)

**Health and Communities (9)**

PHC 6000	Epidemiology (3)
PHC 6357	Environmental and Occupational Health (3)
PHC 6410	Social and Behavioral Sciences Applied to Health (3)

**Culminating Experiences**

- PHC 6945 Supervised Field Experience
  - Students with little or no professional experience: 3 hours minimum
  - Students with relevant professional experience: 1-3 hours minimum
  - Students with substantial work experience can negotiate a reduced number of hours with their advisor (e.g., 1 or 2 hours) if the student has meaningful experience (involving decision-making) in a health care or related organization
- PHC 6977 Special Project (3)
- PHC 6183 Advanced Seminar in Health Care Management (2): Case-based capstone course that includes the final comprehensive exam.

**TOTAL CREDITS: 54 plus field experience**

## ***Master of Public Health (MPH)***

The Master of Public Health (MPH) is the primary professional degree in public health. The program provides a set of skills and principles essential for students who intend to apply their training in a professional setting, provide leadership in a specific health specialty, and improve and protect the health and well being of populations. All MPH students complete coursework designed to prepare public health professionals to actively and effectively contribute to population-based, culturally appropriate, and innovative approaches concerning current and emerging public health problems.

The MPH core involves course work in biostatistics, epidemiology, health policy and management, environmental and occupational health, and social and behavioral sciences. In addition to the public health core, students further focus their skills by completing course work in one of several concentration areas: biostatistics; epidemiology; health care organizations and management, policy and programs; environmental health; toxicology and risk assessment; safety management; occupational health; global public health and communicable diseases; maternal and child health; health education; behavioral health; public health practice; or socio-health sciences. The MSPH in Industrial Hygiene is a professional degree program instead of a research degree program and thus is listed here.

The MPH degree is a minimum of 39 semester credit hours (plus field experience) with some concentrations requiring additional credit hours. Dual degree programs are available and may have different credit hours required.

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All MPH students are required to successfully complete:

- Five college core courses (15 credits)
  - Biostatistics I
  - Epidemiology
  - Principles of Health Policy and Management
  - Environmental and Occupational Health
  - Social and Behavioral Sciences Applied to Health
- Concentration courses in specialty areas (12 credits minimum)
- Comprehensive exam and/or capstone course
- Field experience (1-12 credits)
- Special project (3 credits)
- Electives (variable)

Concentration specific objectives are in addition to the following college wide objectives. Within the context of a specific professional public health career, the graduate will be able to:

- Provide leadership in a specific health specialty that is ethical, population focused, culturally appropriate and uses innovative approaches to pressing public health problems;
- Demonstrate the application of public health skills and knowledge by completing a comprehensive special project;
- Apply knowledge of core areas and specialized public health techniques, practices, policies, and programs to improve the health and well being of all populations; and
- Demonstrate a commitment to improve the health of communities by working with others to solve pressing public health problems.

### ***Master of Science in Public Health (MSPH)***

A Master of Science in Public Health (MSPH) degree is offered by each of the academic departments of the college. The MSPH provides a focus in research design, data collection, analysis and application of research in public health intended to improve and protect the health of populations. The program is designed for students with good quantitative and/or qualitative skills and an interest in the science of public health and a comprehensive research experience. Students are prepared for research roles in academic or professional public health careers by incorporating epidemiological principles and biostatistical methods with their focus within the core areas of public health.

The MSPH involves course work in biostatistics and epidemiology and one of the other three core courses. In addition to the core courses, students further focus their skills by completing course work in one of several concentration areas: socio-health sciences, health education, maternal and child health, behavioral health, health care organizations and management, health policies and programs, environmental health, toxicology/risk assessment, global communicable diseases, epidemiology, or biostatistics.

The MSPH degree is a minimum of 40 semester credit hours, plus thesis.

All MSPH students are required to successfully complete:

- 9 credits of college core courses including Biostatistics I and Epidemiology, plus one other core course approved by the academic advisor (select from Principles of Health Policy and Management, Environmental and Occupational Health, or Social and Behavioral Sciences Applied to Health).
- Biostatistics II
- Courses in specialty areas as designated by advisory committee ( 12 credits minimum)
- Research methods as determined by advisory committee.
- Comprehensive exam while enrolled for a minimum of 2 credits.
- Thesis for a minimum of 6 credits.

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- Electives (variable).

Concentration specific objectives are in addition to the following college wide objectives. Within the context of a specific public health career that emphasizes research activities, the MSPH graduate will be able to:

- Use epidemiological principles and biostatistical methods to address public health issues;
- Participate in research activities that are ethical, culturally sensitive and innovative in solving pressing public health problems;
- Integrate research skills with public health knowledge in a thesis;
- Apply specialized public health research techniques to improve the health and well being of all populations; and
- Demonstrate a commitment to improve the health of communities by working with others to solve pressing public health problems.

The MSPH in Industrial Hygiene is a professional degree program instead of a research degree program and is covered in the MPH description.

### ***Doctor of Philosophy (PhD)***

The **Doctor of Philosophy (PhD)** is granted in recognition of high attainment in a specified field of knowledge. It is a research degree and is not conferred solely upon the earning of credit or the completion of courses. It is granted after the student has shown proficiency and distinctive achievement in a specific field, has demonstrated the ability to do original, independent investigation, and has presented these findings with a high degree of literary skill in a dissertation. This degree requires a minimum of 90 credits beyond the baccalaureate degree.

**Mission:** The mission of the program of studies for the Doctor of Philosophy degree is to prepare public health professionals to make substantive contributions to public health inquiry and practice.

**Philosophy:** Students should acquire the skills to create and disseminate knowledge, and also to lead, collaborate with and teach others in various public health academic, research and field settings.

Therefore, the foundation of a strong PhD program in public health includes:

- Capable, ethical and scholarly faculty to mentor students in their area of interest,
- The potential for financial assistance/funding of doctoral student research and teaching,
- Availability of courses in student's area of interest,
- Students who have the academic and professional potential to achieve the doctoral competencies,
- Students who are ethical, scholarly representatives of the profession and the school,
- The availability of meaningful professional development activities, and
- Opportunities for students to participate in departmental activities.

**Competencies:** Competencies are met by successfully completing a doctoral committee approved plan of academic study and research, and documented professional and other scholarly experiences.

Competencies for all doctoral students include:

1. *Scientific Knowledge and Theory*
  - A. Critically evaluate and use scientific theories and frameworks relevant to public health.
  - B. Synthesize knowledge from a broad range of disciplines in public health.
2. *Research*
  - A. Critically analyze research literature.
  - B. Develop models for guiding independent research.
  - C. Design and carry out original research that contributes to knowledge base in public health.

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- D. Demonstrate innovative methods of data collection and analysis.
  - E. Apply a set of ethical standards in the conduct and dissemination of research.
  - F. Work as an effective research team member.
  - G. Prepare scholarly publications and make oral presentations.
  - H. Investigate funding sources.
  - I. Develop grant-writing skills.
3. *Teaching*
- A. Demonstrate ability to teach a university level course using current pedagogical techniques.
  - B. Demonstrate communication skills that facilitate learning by others in formal and informal settings.

**Areas of Study:** Doctoral programs leading to a PhD are offered in all five departments and the five core areas of public health. Students have an opportunity to specialize within their department.

Department of Community & Family Health	Behavioral Health
	Maternal & Child Health
	Public Health Education
	Socio-Health Sciences
Department of Environmental & Occupational Health	Environmental Health
	Industrial Hygiene
	Occupational Health
	Toxicology and Risk Assessment
Department of Epidemiology & Biostatistics	Epidemiology
	Biostatistics
Global Health	Global Communicable Disease
Department of Health Policy & Management	Health Policy & Management

Students and their major advisor jointly create a written plan to meet these competencies via the plan of study, research experiences, departmental and professional activities, and other appropriate methods. Students work with their major advisor and a committee throughout the course of study.

**Advisor:** Upon admission the department chairperson appoints a faculty advisor. Typically the advisor is the major professor of the dissertation committee. The advisor serves as a mentor and facilitates the student's doctoral studies by:

1. Meeting with the student to develop a plan of study for doctoral committee approval by the end of the second semester.
2. Monitoring and keeping the doctoral committee informed of the student's progress.
3. Meeting with the student on a regular basis about academic and research progress.
4. Complete with the student, the PhD Student Competencies tool located at <http://publichealth.usf.edu/forms.html>.
5. Coordinating the development, administration, and grading of the qualifying exam.
6. Guiding the student in development and implementation of a quality dissertation (including proposal, implementation of the research, and the written document).
7. Recommending an appropriate chair for the dissertation defense.

**Doctoral Committee:** By the end of the second semester the faculty advisor and student shall form a doctoral committee. The committee will meet with the student and approve the student's plan of study.

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The plan of study shall include all required departmental courses, prerequisites, research tools, courses required outside of department, and teaching activities. The plan should include proposed time schedule to complete each course, and copies shall be given to each committee member and to the Office of Academic Affairs. The Doctoral Committee members, major advisor, or student have the privilege of calling additional meetings to discuss student's progress, research ideas, plan for qualifying exam, or a significant change in plan of study. It is the student's responsibility to set up each meeting.

The doctoral committee is responsible for the following:

1. Meet with the student to discuss plan of study, research proposal, qualifying exam, or academic progress.
2. Facilitate opportunities for research and scholarly growth.
3. Approve and monitor a plan of study that prepares the student to sit for qualifying exams and conduct dissertation research.
4. Develop and grade qualifying exam.
5. Guide student throughout dissertation.
  - A. Approve written dissertation proposal through a formal oral presentation process.
  - B. Provide guidance and support during dissertation.
  - C. Evaluate dissertation through dissertation defense process.

Students are encouraged to select a major advisor that will serve as the major professor of the dissertation. Occasionally, a student desires to change major advisor or committee members. Some examples when this may occur are when research interests are more closely matched with another faculty member, the student and faculty member mutually agree that another person is more appropriate, or a faculty member is leaving the university. This action is to be approved by the department chair, academic affairs, and Graduate School.

**Academic Residency:** Students must be enrolled in a doctoral program for a minimum of 3 years beyond the baccalaureate degree. At least one academic year, defined as minimum of 9 hours per semester for 2 semesters (18 hours total), must be completed on a USF campus. Deviations from this rule must be recommended by the student's doctoral committee and approved by the Dean of Graduate Studies.

**Course of Study:** The student's course of study will include the following:

- A. **Prerequisites:** A minimum of Biostatistics I, Epidemiology, and one other selected college core course are required by all students who do not have a master's degree in public health. The doctoral committee or the department may require other prerequisites. These courses are not included in the minimum number of hours a student needs to complete the PhD and are expected to be completed early in the course of study.
- B. **Required Course Work:** The courses and number of credit hours required are defined by the department and the doctoral committee and include course work from another department or college. There must be a minimum of 13 credits at the 7000 level. Generally, the doctoral degree requires a minimum of 90 credits beyond the bachelor degree. Departments determine the number of credits accepted from previous master(s) degree. All doctoral students take a minimum of three semesters (one credit each semester) of a college wide Advanced Interdisciplinary Seminar in Public Health (PHC 7931).
- C. **Tools of Research** may be required by the department. Departmental Guidelines will address whether they are required for doctoral students within that department (consistency within the department required). If required, the student must complete a minimum of two of the "Tools of Research" options designated by the department, and approved by the doctoral committee before the student is eligible to take the doctoral

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qualifying examination. The Tools of Research may include a wide range of skills or competencies relevant to research in the discipline not ordinarily part of the program of study, such as programming languages and application packages or other skills relevant to the area of study. The department will determine if credit hours taken to fulfill the Tools of Research will be credited toward the program of study.

- D. **Teaching:** All doctoral students will demonstrate or document proficiency in teaching academic courses at the university level. The doctoral committee will determine the required teaching activities or if previous university teaching is sufficient to exempt the student from further teaching experience.
  
- E. **Qualifying Exam:** When all required coursework is satisfactorily completed (including tools of research and prerequisites), the student must pass a written comprehensive qualifying examination covering the subject matter in the major and related fields. The department sets the specific criteria. This exam may be supplemented by an oral exam as determined by the department. Results of the written exam will be communicated in writing to the student within 15 working days of the examination. If all or part of the exam is failed, the student has one more opportunity to retake the exam. Each department has specific guidelines for retakes. After successful completion of the qualifying exam and appropriate paperwork is submitted to Graduate School, the student is admitted to candidacy and may register for dissertation hours.
  
- F. **Dissertation:** All students must follow the University's "Guidelines for Dissertations and Theses."

[http://www.grad.usf.edu/thesis\\_dissertation.asp](http://www.grad.usf.edu/thesis_dissertation.asp).

The doctoral committee may continue to serve as the dissertation committee, although this is not necessary. The dissertation committee will formally approve the student's written research proposal after an oral presentation given by the student, supervise the research, read and approve the dissertation for defense, and conduct the dissertation defense. The committee will include at least three credentialed faculty from the department and one faculty from outside of the department. According to Graduate School guidelines, a faculty member outside of the department is specially appointed to chair the dissertation defense. Each department will have additional guidelines. A minimum of 18 dissertation credits are required.

## Degrees and Concentration Matrix

Department	Concentrations	Degree				Dual Degrees Offered	Notes
		MPH	MSPH	MHA	PhD		
<b>Community &amp; Family Health</b>	Community & Family Health		X		X		The MSPH and the PhD are degrees that are crafted (with specified requirements) by students with the approval of their committee; thus any concentration offered in the department could be crafted for the MSPH or PhD
	Behavioral Health	X	X		X	Social Work <sup>2</sup>	
	Maternal & Child Health	X	X		X	Social Work, MD, MA/PhD in Anthropology <sup>2</sup>	
	Socio-Health Sciences	X	X		X		
	Public Health Education	X	X		X	MA/PhD in Anthropology <sup>2</sup>	Accelerated entry program available
	<b>Graduate Certificates<sup>1</sup></b>	<sup>1</sup> For a description of Graduate Certificate Programs, please go to the catalog chapter entitled <i>Graduate Certificates</i> .  <sup>2</sup> For a description of Dual Degree Programs, please go to the catalog chapter entitled <i>Dual Degrees Offered</i> .					
	Social Marketing						
	Violence & Injury: Prevention & Intervention						
	Women's Health (Interdisciplinary)						

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Department	Concentrations	Degree				Dual Degrees Offered	Notes
		MPH	MSPH	MHA	PhD		
Environmental & Occupational Health	Environmental Health	X	X		X	MA/PhD in Anthropology, PhD in Biochemistry/ Molecular Biology <sup>2</sup>	
	Industrial Hygiene		X		X		
	Occupational Health	X				MS Adult Nursing <sup>2</sup>	The MPH only available to dual MS Nursing students or qualified health professionals
				X		MD <sup>2</sup>	MSPH only for MDs in the Occupational Medicine Residency Program
					X		
	Safety Management	X					
	Toxicology & Risk Assessment	X	X		X	PhD in Biochemistry/ Molecular Biology <sup>2</sup>	
	<b>Graduate Certificates<sup>1</sup></b>		<sup>1</sup> For a description of Graduate Certificate Programs, please go to the catalog chapter entitled <i>Graduate Certificates</i> .  <sup>2</sup> For a description of Dual Degree Programs, please go to the catalog chapter entitled <i>Dual Degrees Offered</i> .				
Safety Management							

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Department	Concentrations	Degree				Dual Degrees Offered	Notes
		MPH	MSPH	MHA	PhD		
Epidemiology & Biostatistics	Epidemiology	X	X		X	MA/PhD in Anthropology, MD, PhD in Biochemistry / Molecular Biology <sup>2</sup>	
	Biostatistics	X	X		X		
	Graduate Certificate <sup>1</sup>						
	Clinical Epidemiology						
Global Health	Bioinformatics		X				Jointly offered with I <sup>2</sup> IT in Pune, India (to start Fall 2005)
	Global Communicable Disease	X	X		X <sup>3</sup>	MA/PhD in Anthropology, PhD in Biochemistry / Molecular Biology <sup>2</sup>	
	Global Health	X				MA/PhD in Anthropology <sup>2</sup>	Master's International Peace Corps Program
	Global Health Informatics	X					Jointly offered with I <sup>2</sup> IT in Pune, India
	Graduate Certificate <sup>1</sup>	<sup>1</sup> For a description of Graduate Certificate Programs, please go to the catalog chapter entitled <i>Graduate Certificates</i> . <sup>2</sup> For a description of Dual Degree Programs, please go to the catalog chapter entitled <i>Dual Degrees Offered</i> . <sup>3</sup> Global Communicable Disease was originally in the Department of Environmental and Occupational Health and was entitled Tropical Public Health / Communicable Disease. This program is transitioning to the new department of Global Health, but the paperwork to formalize this transition is not yet complete. Please read the description of the PhD in the Department of Environmental and Occupational Health to learn about the PhD in this area of interest.					
	Infection Control						
Disaster Management (Web-based format)							

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		MPH	MSPH	MHA	PhD		
Health Policy & Management	Health Administration			X			
	Health Care Organizations and Management	X				MA/PhD in Anthropology, MD <sup>2</sup>	
	Health Policies & Programs	X					
	Health Policy & Management		X		X		
	<b>Graduate Certificate<sup>1</sup></b> Health Management & Leadership	<sup>1</sup> For a description of Graduate Certificate Programs, please go to the catalog chapter entitled <i>Graduate Certificates</i> .  <sup>2</sup> For a description of Dual Degree Programs, please go to the catalog chapter entitled <i>Dual Degrees Offered</i> .					
<b>College-Wide Program</b>	Public Health Practice	X					Offered (1) on line and (2) Executive MPH (weekend program)

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## Common Academic and Professional Backgrounds

<b>Community &amp; Family Health</b>	<b>Environmental &amp; Occupational Health</b>	<b>Epidemiology &amp; Biostatistics</b>	<b>Global Health</b>	<b>Health Policy &amp; Management</b>	<b>Public Health Practice</b>
Medicine	Natural Sciences (especially Biology and Chemistry)	Mathematics	International Development	Business	Medicine
Nursing	Engineering	Statistics	International Studies	Health Administration	Nursing
Allied Health Professions	Computer Science	Computer Sciences	Medicine	Political Studies	Dentistry
Psychology	Physics	Natural Sciences	Nursing	Nursing	Pharmacology
Anthropology	Mathematics	Biology	Sociology	Medicine	Allied Health Professions
Education	Medicine	Nursing	Epidemiology	Law	Health Administration
Communications	Nursing	Medicine	Anthropology		Nutrition
Social Work	Allied Health Professions	Dentistry	Natural Sciences		Environmental Health
Nutrition	Veterinary Medicine	Veterinary Medicine	Biology		
Special/Early Childhood Education		Pharmacology	Returned Peace Corps Volunteers		
Child Health & Development		Gerontology			
Social/Behavioral Sciences		Allied Health Professions			
Gerontology		Environmental Health			
		Management Information Systems			

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## Recommended Areas of Pre-Requisite Knowledge

<b>Community &amp; Family Health</b>	<b>Environmental &amp; Occupational Health</b>	<b>Epidemiology &amp; Biostatistics</b>	<b>Global Health</b>	<b>Health Policy &amp; Management</b>	<b>Public Health Practice</b>	
Physiology	General Chemistry and Lab (2 semesters)	<b>Biostatistics</b> <ul style="list-style-type: none"> <li>▪ Linear Algebra</li> <li>▪ Calculus (2)</li> <li>▪ Human Health</li> <li>▪ Biology</li> </ul>	Chemistry and Lab (2 semesters)	Microelectronics	Three years experience as a health professional	
Chemistry	Introductory Biology and Lab		Introductory Biology and Lab Zoology	Political Science	Computer applications (internet, spreadsheet skills)	
Child Development	Advanced Algebra				Sociology	
Educational Psychology	Calculus				Health Care Administration	
Sociology	Physics				Public Policy	
Anthropology	Organic Chemistry		Biochemistry	Statistics		
Psychology	Technical and/or Physical Science	<b>Epidemiology</b> <ul style="list-style-type: none"> <li>▪ College Algebra</li> <li>▪ Human Structure and Function</li> <li>▪ Human Health Biology</li> </ul>	Biochemistry Lab (optional)	Accounting (required for MHA and some MPH tracks)		
	Introductory Statistics		Microbiology Lab (optional)			
			Immunology Lab (optional)			
<b>Prerequisite Knowledge for All Degree Programs:</b> (1) Computer skills (2) Survey of Human Disease course or equivalent (3) Other prerequisites may be required by individual departments or concentrations						

## **Admission / Application**

### ***Admission Requirements for Master Degree Programs***

Prospective students may apply for any of the three semesters - Spring, Summer, or Fall. Please see the following information to assist you in considering a graduate degree program at the College of Public Health. After you have reviewed the Admissions Requirements please see the Application Procedure below to apply.

In order to be considered for admission, a first-time graduate student or a student transferring from a graduate program at another university must follow the applicable steps below:

1. Applicants must have a Bachelor's degree or equivalent from a regionally accredited university (Undergraduate applicants to the Accelerated Public Health Education MPH program are an exception and must consult the specific department advisor).
2. All Applicants must take the Graduate Record Exam or an equivalent taken within five years preceding application (unless noted as exceptions) and must meet the following criteria. To clarify: GRE or equivalent scores must be submitted with every application even if the grade point average is 3.0 or better. Both the GRE and grade point average are considered when the application is reviewed by the admissions committee.
  - a. Shall have earned an undergraduate degree from an accredited institution
  - b. Shall have earned a "B" average (3.0 on a 4 point scale) or better in all work attempted while registered as an upper division student working toward a baccalaureate degree or,
  - c. Shall have a total Verbal and Quantitative Graduate Record Exam (GRE) General test score of 1000 or higher for the MPH
  - d. MSPH and MHA applicants must submit a minimum GRE (quantitative and verbal) score of 1000 and a grade point average of 3.0.
  - e. In lieu of the GRE, only applicants to the Department of Health Policy and Management may submit a minimum GMAT score of 500 for the MPH, MSPH and MHA.
  - f. An MCAT score may be submitted in lieu of the GRE. A mean of 8 is required.
  - g. LSAT scores are not accepted in lieu of the GRE.
  - h. Meeting of these criteria per se shall not be the only basis for admission.
3. Applicants to the MPH in Public Health Practice program via Executive MPH format must visit the Professional Weekend MPH Program website (<http://publichealth.usf.edu/weekendmph/>) for more information. Applicants to the MPH in Public Health Practice program via Distance Learning format, please visit the Distance Learning Program web site for more information at <http://www.hsc.usf.edu/publichealth/dlp/>.
4. Applicants with insufficient background or training in public health or other health and biological sciences will be required to take pre-requisite courses, such as, HSC 4554 Survey of Human Disease and HSA 4120 Introduction to Public Health. Specific programs may have additional pre-requisites.
5. International applicants are also required to meet admission criteria. International applicants from non English-speaking countries must provide a minimum Test of English as a Foreign Language (TOEFL) score of 213 (computer-based test) or 550 (written test), taken within two years of the desired term of entry.
6. Applicants who have terminal degrees such as the PhD or EdD, and those with advanced professional degrees (MD, DDS, JD, DO) from accredited institutions and are licensed in the U.S. may request to waive the GRE. Please see
7. Two Letters of Recommendation are required.

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8. Basic computer competency is expected.
9. Supervised field experience is required for all MPH and MHA students prior to graduation. Each department has written guidelines.
10. All students are required to take a Comprehensive Examination consisting of a core portion (taken preferably after completion of all core courses) and a concentration portion developed by the student's department. Each department has written guidelines. See <http://publichealth.usf.edu/academicaffairs/compexam.html> for comprehensive exam policy.

Students who are qualified to enroll in graduate studies but do not have the required documents by the application deadline dates, or those who do not intend to work toward a graduate degree, can complete up to 12 hours as non-degree seeking students. In order for these credits to transfer to a degree program, the student must have earned a grade of "B" or higher. Please refer to "Non-Degree Option" at <http://publichealth.usf.edu/nondegree.html>. Applicants with disabilities should contact the Disabled Students Academic Services (813) 974-4309 for more information. The College provides classroom-equipment for the hearing impaired.

### **Admission Requirements for Doctoral Degree Programs**

Students applying for the Ph.D. in Public Health must submit their application and required credentials to the University of South Florida Graduate Admissions Office by December 15 for Fall Semester admittance. The documents will be assembled and forwarded to the College of Public Health. Applicants to the doctoral program in Public Health must meet the following minimum criteria in order to be considered for admission. However, the meeting of these criteria per se, shall not be the only basis for admission.

1. A score of 1100 or better on the GRE (verbal and quantitative) taken within 5 years preceding the application and a grade point average of 3.0 are needed to be considered.
2. A score of 600 or higher on the GMAT for applicants to only the Health Policy and Management Department will be considered.

Each applicant must submit evidence of written/analytical skills to the College of Public Health which will take two forms:

1. A graduate level term paper, thesis, or research paper of which the student is the sole author, or publication on which the student is the first author; and
2. A detailed personal statement of less than five pages that describes why the applicant wishes to obtain a PhD degree in Public Health.

Applicants seeking consideration to the doctoral program must possess the MPH, MSPH, or equivalent. Those who hold other graduate degrees will be considered, but they must complete the Epidemiology and Biostatistics core courses, one additional core course, and other courses as required and approved by their advisory committee. Each applicant must submit at least two formal Letters of Recommendation. The Department of Community and Family Health requires three Letters of Recommendation. In order to be considered for admission to the PhD Program in Public Health, applicants must be fully prepared to register as full-time students for at least one full academic year (consecutive Fall and Spring semesters).

Upon acceptance to the doctoral program in Public Health, each student shall sign a "letter of understanding" regarding the stages in the doctoral degree process. Each department has written guidelines for their doctoral programs as well as the following requirements:

1. Successful completion of required coursework
2. Evidence of teaching proficiency
3. Completion of PhD Competencies Worksheet
4. Successful performance on the qualifying examination for doctoral candidacy
5. Preparation and formal approval of dissertation proposal
6. Conduct of dissertation research activities and preparation of dissertation document
7. Formal and successful defense of dissertation

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Students admitted to candidacy have five academic years to obtain the doctoral degree

### **Application Procedure**

The following Applicant Checklist is provided for domestic applicants only. All international applicants please apply directly to the International Admissions Office at <http://web.usf.edu/iac/admissions/>. All domestic applicants please read the following instructions prior to submitting your application.

- Section I lists the documents to be mailed directly to the USF Graduate Admissions Office
- Section II lists the documents to be mailed directly to the College of Public Health

#### Section I USF Graduate Admissions Office requirements:

Applicants must submit one set of each of these forms for each program to which they are applying. When the documents are in order, they will be forwarded to the College of Public Health.

- Graduate Application (on-line: <http://admissions.grad.usf.edu/> )
- 2 Official Transcripts (Graduates of USF: official transcripts are on file and will be retrieved)
- Official GRE, MCAT or GMAT Scores (as applicable-refer to Admission Requirements earlier in this document)
- An application fee as noted on USF's Graduate Admissions website for each program to which you are applying

Mail these documents to: University of South Florida, Office of Graduate Admissions, FAO 147, 4202 East Fowler Ave., Tampa, FL 33620-7910

#### Section II College of Public Health requirements:

Applicants must also complete the College of Public Health forms indicated below. These forms specify which Department and Concentration you plan to pursue. When the USF Graduate Admissions Office forwards your application file to the College of Public Health, the items listed below will be added to your application file and given to the Department you have specified. It takes approximately 6 weeks to process an application.

- College of Public Health Supplemental Application Form (download at <http://www.publichealth.usf.edu/forms.html> )
- 2 Letters of Recommendation for Master Degree Application \*\*
- Resume/Curriculum Vitae and goal statement as Indicated in the Supplemental Form

Mail these documents to: College of Public Health, Academic Affairs Office, MDC 56, 13201 Bruce B. Downs Blvd., Tampa, FL 33612-3805

\*\* PhD Applicants have Additional Requirements; please refer to the Requirements for the Doctoral Degree (above), and the Department's website for specific PhD guidelines.

#### **Check Your Application Status on the Web:**

<https://sonic3.grad.usf.edu/Status.asp>

A complete application will be sent to the admissions committee and will take approximately 6 weeks to process before you will see the decision status.

## **Academic Procedures**

### **Comprehensive Exam**

Date Approved: 9/04-College of Public Health  
10/04-USF Graduate Council Subcommittee  
10/18/04- Fully Approved by the Graduate Council  
Date Implemented: 10/18/04  
Date Amended: 12/7/04

The comprehensive exam is one of the major ways the College provides a culminating experience for students. This exam provides a mechanism to ensure that the core principles of public health have been mastered. Students who fail the core portion of the comprehensive exam will be allowed to retake the exam for the failed subject/s. A student who retakes one or more subject/s and fails the subject/s a second time will be required to retake the core course/s pertaining to the failed subject/s and pass the course/s with a minimum of a B (80-89%). The student may then retake the failed subject/s of the core portion of the comprehensive exam a third and final time. The student must complete the exam retake on the NEXT administration of the comprehensive exam following completion of the course/s and must PASS the subject/s on that administration. If the student fails the section/s a third time, the College has the authority to dismiss the student from the program.

### **Non-Degree Option**

Applicants who have completed their Bachelor's degree may register for courses in the College of Public Health prior to applying. This option applies to non-admitted students registering for core courses or selected courses with the instructor's approval. This option also refers to:

- Applicants who are in the process of applying but do not have all of their documents in order by the application deadline date
- Potential students beginning with on-line courses prior to applying
- Students requesting to begin registration for certificate courses; please see the Graduate Certificate Office website at <http://www.outreach.usf.edu/gradcerts/> for more information

Students opting for non-admitted registration may register for a maximum of 12 hours. Only grades of "B" or higher earned as a non-degree student are eligible for transfer after acceptance into a program. Please see the COPH Academic Affairs Office to transfer in non-degree credits.

### **Student Academic Conduct**

Members of the University community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions for academic and personal freedom within the University. USF reserves the right to deny admission or refuse enrolment to students whose actions are contrary to the purposes of the University or impair the welfare or freedom of other members of the University community. Disciplinary procedures are followed when a student fails to exercise responsibility in an acceptable manner or commits an offense as outlined in the Student Conduct Code. These are described in detail in the Student Handbook: <http://www.sa.usf.edu/handbook/002/> .

### ***Use of “c” in Degree Acronyms for Degree Candidates***

The College of Public Health does not permit students who are pursuing their masters or doctoral degrees to use the degree acronym after their names and a small “c” for candidate. In other words students are not permitted to use MPHc, MSPHc, MHAc or PhDc. If students, after successfully completing all comprehensive exams (core and concentration) for the master degrees or the qualifying exam for the doctoral degree wish to put their name followed by the words—master degree candidate or doctoral degree candidate-- this is allowed.

The reason for this is that the use of the degree acronym and small “c” causes confusion for faculty, employers, and other individuals who are reviewing students’ CVs and other materials. It creates the situation whereby a student appears to already have the degree when this is not the case. As a degree-granting College, this cannot be allowed.