

*University of South Florida College of Public Health  
College Catalog  
2008/2009 Academic Year*

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## Versions

- **Adobe Acrobat Version:** The current version you are reading is the *Official Catalog* for a specified time period. This catalog is effective from July 1, 2008 – June 30, 2009.
- **On-line version:** Available at [www.publichealth.usf.edu](http://www.publichealth.usf.edu), the on-line version in HTML format is the most up-to-date version of the University of South Florida College of Public Health Catalog. All approved changes, additions and corrections are incorporated as soon as possible, thus allowing the College to communicate these in a timely manner.

## Questions

Please contact [advisor@health.usf.edu](mailto:advisor@health.usf.edu) or call toll-free 888-USF-COPH or 888-873-2674 and press 1 to be transferred to Advising.

## Disclaimer

This catalog includes policies, procedures and program descriptions in effect at the time of publication. The College and the University reserve the right to repeal, change, or modify the policies, procedures and program descriptions at any time.

## 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: 450 minimum
- Quantitative GRE Score: 550 minimum

#### 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 6114	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 42 semester credit hours with some concentrations requiring additional credit hours. Dual degree programs are available and may have different credit hours required.

All MPH students are required to successfully complete:

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- 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.

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.
- Electives (variable).

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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.
  - D. Demonstrate innovative methods of data collection and analysis.

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- 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. The plan of study shall include all required departmental courses, prerequisites, research tools, courses

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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 qualifying examination. The Tools of Research may include a wide range of skills or

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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."

**Note:** In order to be considered for admission to the Ph.D. 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).

[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.

### ***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.

## Degrees and Concentration Matrix

**Department: Community and Family Health**

Concentration	Degree	Notes
Community and Family Health	MSPH PhD	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.
Maternal and Child Health	MPH	
	MSPH	
	PhD	
Public Health Education	MPH	Accelerated entry program available
	MSPH	
	PhD	
Behavioral Health	MPH	
	MSPH	
	PhD	
Socio-Health Sciences	MPH	
	MSPH	
	PhD	

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Available Certificates

- [Social Marketing](#)
- [Violence and Injury: Prevention and Intervention](#)
- [Interdisciplinary Women's Health](#)

Available Dual Degrees

- [Anthropology \(MA or PhD\)](#)
- [Medicine \(MD\)](#)
- [Social Work \(MSW\)](#)
- [Physical Therapy \(DPT\)](#)

**Department: Environmental and Occupational Health**

Concentration	Degree	Notes
Environmental Health	MPH	
	MSPH	
	PhD	
Toxicology and Risk Assessment	MPH	
	MSPH	
	PhD	
Safety Management	MPH	
Industrial Hygiene	MSPH	
	PhD	
Occupational Health	MPH	MPH only available to dual MS Nursing Students or qualified Health Professionals
	MSPH	MSPH only for MDs in the Occupational Medicine Residency Program
	PhD	

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Available Certificates

- Safety Management

Available Dual Degrees

- Adult Nursing (MS)
- Anthropology (MA or PhD)
- Biochemistry/Molecular Biology (PhD)
- Medicine (MD)
- Physical Therapy (DPT)

**Department: Epidemiology and Biostatistics**

Concentration	Degree	Notes
Epidemiology	MPH	
	MSPH	
	PhD	
Biostatistics	MPH	
	MSPH	
	PhD	
Epidemiology and Biostatistics	MPH	Combined Concentration
Epidemiology and Global Health	MPH	Combined concentration

Special Programs

- MPH Program in Epidemiology for Pediatric Residents or Fellows

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Available Certificates

- [Epidemiology Certificate](#)

Available Dual Degrees

- [Anthropology \(MA or PhD\)](#)
- [Biochemistry/Molecular Biology \(PhD\)](#)
- [Medicine \(MD\)](#)
- [Physical Therapy \(DPT\)](#)

**Department: Global Health**

Concentration	Degree	Notes
Global Communicable Disease <sup>1</sup>	MPH	
	MSPH	
	PhD	
Global Health Practice	MPH	Master's International Peace Corps Program (optional as field experience)
Epidemiology and Global Health	MPH	Combined concentration

Available Certificates

- [Humanitarian Assistance](#)
- [Infection Control](#)
- [Disaster Management](#)

Available Dual Degrees

- [Anthropology \(MA or PhD\)](#)
- [Biochemistry/Molecular Biology \(PhD\)](#)
- [Physical Therapy \(DPT\)](#)

**Department: Health Policy and Management**

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Concentration	Degree	Notes
Health Policy & Management	MSPH	Department wide to permit focal research area
	PhD	
Health Administration	MHA	
Health Care Organizations & Management	MPH	
Public Health Administration	MPH	Web or Campus Based
Health Policies and Programs	MPH	

**Available Certificates**

- [Health Management and Leadership](#)
- [Public Health Policy and Programs](#)

**Available Dual Degrees**

- [Anthropology \(MA or PhD\)](#)
- [Medicine \(MD\)](#)
- [Physical Therapy \(DPT\)](#)

**College - Wide Programs**

Concentration	Degree	Notes
Public Health Practice	MPH	Offered (1) Online and (2) Executive MPH (Weekend Program)
<b>Available Certificates</b>		<b>Available Dual Degrees</b>
<ul style="list-style-type: none"> <li>• Public Health Generalist</li> </ul>		<ul style="list-style-type: none"> <li>• Doctor of Physical Therapy (DPT), available with Online program only</li> </ul>

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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> ▪ Linear Algebra  ▪ Calculus (2) ▪ Human Health  ▪ Biology	Chemistry and Lab (2 semesters)	Microeconomics	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> ▪ College Algebra ▪ Human Structure and Function ▪ Human Health Biology	Biochemistry Lab (optional)	Accounting (required for MHA and some MPH tracks)		
	Introductory Statistics			Microbiology Lab (optional)		
				Immunology Lab (optional)		
Pre-requisite knowledge for All Degree Programs: Computer Skills, Course: Survey of Human Disease or equivalent, Other prerequisites may be required by individual departments or concentrations						

## **Application & Admission**

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

Application deadline for the PhD program is December 15 for Fall semester admittance. Please refer to [Application Procedures](#) for information on the application process.

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. Minimum Verbal GRE score of 480 and minimum Quantitative GRE score of 620, 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.
3. MCAT scores are accepted for the Ph.D programs only in the Departments of Maternal and Child Health, Environmental Health, and Global Health. The minimum score required is a mean of 8.

Applicants seeking consideration to the doctoral program must possess the MPH, MSPH, or equivalent. Those who hold other graduate degrees will be considered, but as a pre-requisite, they must complete the Epidemiology and Biostatistics core courses, one additional core course, and other courses as required and approved by their advisory committee. 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).

All requirements for doctoral degrees must be completed within eight (8) calendar years from the student's date of admission for doctoral study. Students have four (4) years from the date of admission to complete all required coursework, pass the qualifying examination, and be admitted to doctoral candidacy. Students then have four (4) years from the date of doctoral candidacy to complete degree requirements.

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

For PhD Application Procedures go to <http://health.usf.edu/publichealth/degereqs.html>.

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## **Application Procedures for Doctoral Degree Programs**

(Please also refer to [PhD Admission Requirements](#))

### **I. USF Graduate Admissions Office Requirements: (Domestic Students)\***

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/>)
- Official Transcripts from all institutions of higher learning where degree was earned (Graduates of USF: official transcripts are on file and will be retrieved)
- Official GRE, MCAT or GMAT Scores (as applicable—see requirement specifics listed in Admission Requirements).
- 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, BEH 304  
4202 East Fowler Ave., Tampa, FL 33620-7910

\* All **International Applicants** must submit their USF application through the International Admissions Office at <http://web.usf.edu/iac/admissions/>. The additional USF College of Public Health application materials (Section II below) should be forwarded directly to the College of Public Health.

### **II. College of Public Health Requirements: (Domestic and International Students)**

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 or the International Admissions office forwards your application file to the College of Public Health, the items listed below will be added to your application and given to the department you have specified.

- College of Public Health PhD Supplemental Application Form (download at <http://health.usf.edu/publichealth/pdf/supinfohd.pdf>)
- Two letters of recommendation \*\* (Dept of Community and Family Health requires three letters)
- Resume/Curriculum vitae
- Detailed personal statement of less than five pages that describes why the applicant wishes to obtain a PhD degree in Public Health.
- A graduate level term paper, research paper or thesis chapter(s) of which the student is the sole author, or publication on which the student is the first author

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

In order to be considered for admission to the Ph.D. 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).

\*\* PhD Applicants should also refer to the guidelines listed in the Department to which they are applying website for their specific PhD guidelines. Link to Departments and Academic Programs from the College home page at <http://www.publichealth.usf.edu>.

## Admission Requirements for Master's Degree Programs

Applicants to the MPH, MSPH, and MHA programs may apply for any of the three semesters – fall, spring, or summer. After you have reviewed the Admission Requirements please see the [Application Procedures](#). In order to be considered for admission, prospective Master's students must meet the following requirements.

**1. An applicant must have one of the following (A, B, or C):**

- A. A bachelor's degree from a regionally accredited institution and satisfying at least one of the following criteria:
  - o "B" average (3.00 on a 4.00 scale) or better in all work attempted while registered as an undergraduate student working for a degree, OR
  - o "B" average (3.00 on a 4.00 scale) or better in all work attempted while registered as an upper division undergraduate student working for a baccalaureate degree.
- B. A bachelor's degree from a regionally accredited institution and a previous graduate degree from a regionally accredited institution.
- C. The equivalent bachelors and/or graduate degrees from a foreign institution.

(Note: Undergraduate applicants to the Accelerated Public Health Education MPH program are an exception and must consult the specific department advisor.)

**2. All applicants (*not presently applicable to the Public Health Practice Program*) must take the Graduate Record Exam or an equivalent taken within five years preceding application AND must meet the following criteria:**

- o MPH applicants must submit minimum GRE scores (defined in the *GRE Scores Table* below) **OR** a minimum "B" average (GPA of 3.00 on a 4.00 scale)
- o MSPH and MHA applicants must submit minimum GRE scores (defined in the *GRE Scores Table* below), **AND** a minimum "B" average (GPA of 3.00 on a 4.00 scale).

**Additional information on test scores:**

- GRE or equivalent scores must be submitted with every application regardless if the GPA is 3.00 or better. (Both the GPA and test scores are considered when the application is reviewed by the admissions committee. Other factors are considered as well. See below under Additional Admission Requirement information)
- In lieu of the GRE, applicants to the Department of Health Policy and Management may submit a minimum GMAT score of 500 for the MPH, MSPH, and MHA.
- An MCAT score (with a mean of 8 or above) may be submitted in lieu of the GRE for all MPH and MSPH programs **with the following exceptions:**
  - o MCAT scores are **NOT** accepted for Epidemiology and Biostatistics degree programs;
  - o MCAT scores are **NOT** accepted for the MSPH or MHA programs in the Health Policy and Management Department
- LSAT scored is not accepted in lieu of the GRE
- Some applicants may be eligible for a waiver of the GRE.
  - o Applicants who have terminal degrees such as the **PhD** or **EdD**, and those with advanced professional degrees (**MD, DDS, DO, DVM, JD, PharmD, DPT**) from

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- accredited institutions and are individually licensed in the United States in their profession may request to waive the GRE.
- The GRE waiver is not automatic and must be approved by the Admissions Committee and the College of Public Health Academic Dean.
  - The *Request to Waive the GRE Requirement* Form can be found at [publichealth.usf.edu/forms.html](http://publichealth.usf.edu/forms.html) and must be submitted to USF College of Public Health Academic and Student Affairs Office, 13201 Bruce B. Downs Blvd., MDC 56, Tampa, FL 33612-3805.
- International applicants from non-English-speaking countries must provide a minimum Test of English as a Foreign Language (TOEFL) score of 79-80 (internet based test), 213 (computer-based test) or 550 (written test), taken within 2 years of the desired term of entry.

**3. Additional Admission Requirement Information**

- Applicants will also be required to submit:
  - Minimum of two letters of recommendation
  - Statement of purpose and objectives
  - Resume or curriculum vitae
- Applicants to the MPH in Public Health Practice program via Executive Weekend format should visit the Program website at (<http://health.usf.edu/publichealth/php/executiveformat.html>). Applicants to the Online MPH in Public Health Practice program should visit the Online MPH Program web site at <http://health.usf.edu/publichealth/php/onlineformat.html>.
- Applicants with insufficient background or training in public health or other health and biological sciences may be required to take prerequisite courses. Check specific department web sites for more information.
- Basic computer competency is expected.
- Students in all online public health courses are expected to meet certain technology requirements in order to successfully participate in their courses. It is the student's responsibility to ensure all requirements are met prior to the start of the semester. For more information, visit:[http://health.usf.edu/publichealth/eta/students\\_tech\\_requirements.htm](http://health.usf.edu/publichealth/eta/students_tech_requirements.htm)
- **Meeting of these criteria shall not be the only basis for admission**

**GRE Scores Table**

<b>Concentration</b>	<b>MPH</b>	<b>MSPH</b>	<b>MHA</b>
<b>Behavioral Health</b>	Verbal: 500 Quantitative: 550	Verbal: 500 Quantitative: 550	
<b>Biostatistics</b>	Verbal: 450 Quantitative: 550	Verbal: 450 Quantitative: 600	
<b>Environmental Health</b>	Verbal: 450 Quantitative: 550	Verbal: 450 Quantitative: 550	
<b>Epidemiology</b>	Verbal: 450 Quantitative: 550	Verbal: 500 Quantitative: 550	
<b>Epidemiology &amp; Biostatistics Combined Concentration</b>	Verbal: 450 Quantitative: 550		
<b>Epidemiology &amp; Global Health Combined Concentration</b>	Verbal: 450 Quantitative: 550		
<b>Global Communicable Disease</b>	Verbal: 450 Quantitative: 550	Verbal: 450 Quantitative: 550	

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<b>Global Health Practice</b>	Verbal: 450 Quantitative: 550		
<b>Health Administration</b>			Verbal: 500 Quantitative: 550
<b>Health Care Organization &amp; Management</b>	Verbal: 450 Quantitative: 550		
<b>Health Policy &amp; Management</b>		Verbal: 450 Quantitative: 550	
<b>Health Policies &amp; Programs</b>	Verbal: 450 Quantitative: 550		
<b>Industrial Hygiene</b>		Verbal: 450 Quantitative: 550	
<b>Maternal &amp; Child Health</b>	Verbal: 500 Quantitative: 550	Verbal: 500 Quantitative: 550	
<b>Occupational Health</b>	Verbal: 450 Quantitative: 550	Verbal: 450 Quantitative: 550	
<b>Public Health Administration</b>	Verbal: 450 Quantitative: 550		
<b>Public Health Education</b>	Verbal: 500 Quantitative: 550	Verbal: 500 Quantitative: 550	
<b>Public Health Practice</b>	GRE exam no longer required as of Spring 2008. Contact the <a href="#">PHP program</a> for more info		
<b>Safety Management</b>	Verbal: 450 Quantitative: 550		
<b>Socio-Health Sciences</b>	Verbal: 500 Quantitative: 550	Verbal: 500 Quantitative: 550	
<b>Toxicology &amp; Risk Assessment</b>	Verbal: 450 Quantitative: 550	Verbal: 450 Quantitative: 550	

Applicants with disabilities should contact the Office of Academic Support and Accommodations for Students with Disabilities (813)974-4309 -- TTY: (813)974-5651 or visit <http://www.asasd.usf.edu/> for more information. The College provides classroom equipment for the hearing impaired.

### ***MPH, MSPH and MHA Application Procedures***

It is very important that you carefully review the [Admission Requirements](#) before beginning the application process. If you have questions regarding the Admission Requirements you should contact our Office of Academic and Student Affairs at:

Email: [advisor@health.usf.edu](mailto:advisor@health.usf.edu)  
Telephone: (813)974-6505

USF COPH participates in the Schools of Public Health Application Service (SOPHAS), a centralized application service for COPH accredited schools of public health. **For consideration of admission into a Master's degree program, all applicants must complete BOTH Step 1 and Step 2 below.**

#### **STEP 1: SOPHAS Application** (Schools of Public Health Application Service)

When applying to SOPHAS you will need to submit :

- GRE or other test scores (unless waived –see [Admission Requirements page](#)). Once test scores are sent to SOPHAS, they do not need to be sent to USF Graduate Admissions.

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- TOEFL scores (Applicants whose native language is not English or who have not earned a degree in the United States must also submit TOEFL scores earned within two (2) years of the desired term of entry). Once your TOEFL scores are sent to SOPHAS, they do not need to be sent to USF Graduate Admissions.
- Official transcripts
  - from all institutions of higher learning where a degree was earned
  - from all institutions from which courses were used to apply to a degree at another institution (for example community college coursework).
  - All foreign transcripts require a course by course evaluation from a foreign transcript evaluation service. **See also Recommended Foreign Transcript Evaluation Services**
  - **Once transcripts are sent to SOPHAS, you do not need to send a copy to USF Graduate Admissions**
- a minimum of two letters of recommendation of a professional or academic nature
- a statement of purpose and objectives
- a resume or curriculum vitae
- SOPHAS application fee (depends on number of schools applied to)\*
- See SOPHAS instructions for more details about the above points

To start the SOPHAS application process, go to <http://www.sophas.org>.

## **STEP 2: University of South Florida Graduate Application**

### **Domestic Applicants:**

Please complete the USF Graduate School Application  
[http://www.grad.usf.edu/newsite/admissions/grad\\_app.asp](http://www.grad.usf.edu/newsite/admissions/grad_app.asp)

### **International Applicants:**

Please go to [http://www.grad.usf.edu/newsite/admissions/main\\_int.asp](http://www.grad.usf.edu/newsite/admissions/main_int.asp) for important information for international applications and to access the USF Graduate School Application.

USF Graduate School Application fee: \$30 for both domestic and international applicants.  
Application can not be processed until application fee is received.

### **Application Processing:**

It will take SOPHAS approximately 2-4 weeks to process your application once they receive all the required documents. SOPHAS then forwards your application file to the College of Public Health, where it will be combined with your USF Graduate School application. Your application will then be given to the department you have specified in your application for review, and a decision will be made in two to four weeks providing all materials per the Application Procedures have been received. Monitor your e-mail and the [Graduate School](#) web site for decisions and other communications.

### **\* SOPHAS Application Fee Waivers**

Fee waivers for the SOPHAS application will be granted based on financial need and will apply to the first application only. Applicants will have to produce for SOPHAS tax returns to prove income of less than 200% of the current U.S. poverty level (updated annually).

International applicants who currently reside in their country of citizenship and demonstrate financial need can apply for a SOPHAS fee waiver. Contact SOPHAS directly for more information.

Students participating in the McNair Scholars Program are eligible to be waived from the

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SOPHAS application fee. This waiver is accepted for up to three schools only. If you apply to four or more schools (designations) a fee will be levied based on the number of schools. Applicants are required to provide an official standard letter on McNair Scholars letterhead affirming participation.

**Contact Information**

SOPHAS  
PO Box 9111  
Watertown, MA 02471  
Tel: (617) 612-2090  
Email: [sophasinfo@sophas.org](mailto:sophasinfo@sophas.org)  
<http://sophas.org>

USF, College of Public Health  
13201 Bruce B. Downs Blvd., MDC 56  
Tampa, FL 33612  
Tel: (813)974-6505  
Email: [advisor@health.usf.edu](mailto:advisor@health.usf.edu)  
<http://health.usf.edu/publichealth>

**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. Non-degree student registration information can be found at:

<http://health.usf.edu/publichealth/academicaffairs/registration/nondegreeseeking.html>.

This option 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;
- Prospective students interested in public health coursework
- Graduate Certificate Students. For more information go to:  
<http://www.outreach.usf.edu/gradcerts/>.

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 and Student Affairs Office to transfer in non-degree credits. Contact information is located on the Academic and Student Affairs site at <http://health.usf.edu/publichealth/academicaffairs>.

## **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: 11/27/07**

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 subject/s of 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 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 following completion of the course/s and must **PASS** on that administration. If the student fails a third time, the College has the authority to dismiss the student from the program.

**Students do have the opportunity to enroll in the public health capstone course which includes taking the core comprehensive examination. A student who receives a passing grade of C or higher in the capstone course will be considered as having met the core comprehensive exam requirement.**

### **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

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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.