

University of South Florida • Tampa

COLLEGE OF PUBLIC HEALTH

Catalog 2009/2010

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Academic Procedures

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About the Catalog

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, 2009 – June 30, 2010.

On-line version: Available at 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 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.

Diversity

The University of South Florida is committed to the principles of equal education and employment opportunities without regard to race, color, marital status, sex, religion, national origin, disability, age, Vietnam or disabled veteran status as provided by law and in accordance with the University's respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.

Students with Disabilities

Students should contact the Office of Student Disability Services at <http://www.sds.usf.edu/>

Refer to USF Graduate Catalog

The University of South Florida Graduate Catalog is located at <http://catalog.grad.usf.edu/>

Application and Admission

Overview

Thank you for your interest in the University of South Florida, College of Public Health. Below are links to the Admission Requirements and Application Procedures, categorized by the degree you plan to pursue.

MPH, MSPH, and MHA Degree Programs	Doctoral Degree Programs												
<p>Step 1: Complete the Schools of Public Health Application Service (SOPHAS) centralized application</p> <p>Step 2: Complete the USF Graduate School application</p> <p>After all application materials are received by the College of Public Health, the application will be reviewed. A decision will be made two to four weeks after all materials are received. Monitor your email and the Graduate School web site for decisions and other communications.</p> <p>See the sections below on admission requirements and procedures for Master’s Degree Programs for details.</p> <table border="1" data-bbox="203 1123 784 1329"> <thead> <tr> <th>Semester and Year</th> <th>Application Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring Semester*</td> <td>October 15</td> </tr> <tr> <td>Summer Semester*</td> <td>February 15</td> </tr> <tr> <td>Fall Semester*</td> <td>June 1</td> </tr> </tbody> </table> <p>* Graduate Admissions Application Deadlines differ for International Students. Please click here (http://www.grad.usf.edu/graduate-admissions.asp).</p> <p>If deadline falls on Saturday or Sunday, the deadline is the following Monday.</p>	Semester and Year	Application Deadline	Spring Semester*	October 15	Summer Semester*	February 15	Fall Semester*	June 1	<p>Step 1: Complete USF Graduate School application</p> <p>Step 2: Complete College of Public Health supplemental application</p> <p>Completed applications are reviewed in early January. Monitor your email and the Graduate School web site for decisions and other communications.</p> <p>See the sections below on admission requirements and procedures for Doctoral Degree Programs for details.</p> <table border="1" data-bbox="831 978 1414 1079"> <thead> <tr> <th>Semester and Year</th> <th>Application Deadline</th> </tr> </thead> <tbody> <tr> <td>Fall Semester*</td> <td>December 15</td> </tr> </tbody> </table> <p>*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).</p> <p>If deadline falls on Saturday or Sunday, the deadline is the following Monday.</p>	Semester and Year	Application Deadline	Fall Semester*	December 15
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Fall Semester*	December 15												

Admission Requirements for PhD and DrPH Degree Programs

Application deadline for the Ph.D and DrPH programs is December 15 for Fall semester admittance. Please refer to [Application Procedures for PhD and DrPH Degree Programs](#) below 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. **(PhD only)**
3. MCAT scores are accepted for the doctoral programs only in the Departments of Maternal and Child Health, Environmental Health, and Global Health. The minimum score required is a mean of 8.

Ph.D 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.

DrPH Applicants seeking consideration to the doctoral program must possess the MPH, MHA or equivalent degree and a minimum of two years work experience in public health, a closely related field or as a health professional. Those who hold other graduate degrees will be considered, but as a pre-requisite they must complete all five public health core courses.

In order to be considered for admission to the PhD or DrPH 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:

PhD students:

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

DrPH Students:

1. Successful completion of required coursework including 12 credit hours of policy, leadership and management courses.
2. Evidence of teaching proficiency
3. Successful performance on the qualifying examination for doctoral candidacy
4. Preparation and formal approval of dissertation proposal which must be practice based
5. Conduct of dissertation research activities and preparation of dissertation document
6. Nine credit hours of field experience the data from which can be used in preparation of dissertation document

Application Procedures for PhD and DrPH Degree Programs

(Please also refer to [PhD and DrPH 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 School 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).
 - NOTE: GRE scores should be sent to directly to the USF Graduate School (ETS Code : "5828 U SOUTH FLORIDA"). Do not send your GRE scores to ETS code : " 4224 U SOUTH FLORIDA COLL PUBLIC HEALTH" as the scores must be sent to the USF Graduate School.
- 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

***International Applicants:** Please go to http://www.grad.usf.edu/newsite/admissions/main_int.asp for important information for international applications and to access the USF Graduate School Application.

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 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.

- One of the following forms:
 - College of Public Health PhD Supplemental Application Form (download at <http://health.usf.edu/publichealth/pdf/supinfohd.pdf>)
 - College of Public Health DrPH Supplemental Application Form (download at: http://health.usf.edu/publichealth/pdf/DrPH_Supplemental_Application_Form.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 you wish to obtain a PhD or DrPH degree in Public Health.
- Ph.D applicants: A graduate level term paper, research paper or thesis chapter(s) of which you are the sole author, or publication on you are 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 for their specific PhD guidelines. Links to Departments and Academic Programs are from the College home page at <http://www.publichealth.usf.edu>

MPH, MSPH, and MHA Programs Admission Requirements

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:
 - “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

- “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 must take the Graduate Record Exam or an equivalent taken within five years preceding application AND must meet the following criteria:

- 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)
- 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:**
 - MCAT scores are **NOT** accepted for Epidemiology and Biostatistics degree programs;
 - 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.
 - 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 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 [HTTP://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
- **Meeting of these criteria shall not be the only basis for admission**

GRE Scores Table

Concentration	MPH	MSPH	MHA
Behavioral Health	Verbal: 500 Quantitative: 550	Verbal: 500 Quantitative: 550	
Biostatistics	Verbal: 450 Quantitative: 550	Verbal: 450 Quantitative: 600	
Disaster Management and Humanitarian Relief	Verbal 450 Quantitative 550		
Environmental Health	Verbal: 450 Quantitative: 550	Verbal: 450 Quantitative: 550	
Epidemiology	Verbal: 450 Quantitative: 550	Verbal: 500 Quantitative: 550	

Epidemiology & Biostatistics Combined Concentration	Verbal: 450 Quantitative: 550		
Epidemiology & Global Health Combined Concentration	Verbal: 450 Quantitative: 550		
Global Communicable Disease	Verbal: 450 Quantitative: 550	Verbal: 450 Quantitative: 550	
Global Health Practice	Verbal: 450 Quantitative: 550		
Health Administration			Verbal: 450 Quantitative: 550
Health Care Organization & Management	Verbal: 450 Quantitative: 550		
Health Policy & Management		Verbal: 450 Quantitative: 550	
Health Policies & Programs	Verbal: 450 Quantitative: 550		
Industrial Hygiene		Verbal: 450 Quantitative: 550	
Maternal & Child Health	Verbal: 500 Quantitative: 550	Verbal: 500 Quantitative: 550	

Occupational Health	Verbal: 450 Quantitative: 550	Verbal: 450 Quantitative: 550	
Public Health Administration	Verbal: 450 Quantitative: 550		
Public Health Education	Verbal: 500 Quantitative: 550	Verbal: 500 Quantitative: 550	
Public Health Practice	GRE exam no longer required as of Spring 2008. Contact the <u>PHP program</u> for more info		
Safety Management	Verbal: 450 Quantitative: 550		
Socio-Health Sciences	Verbal: 500 Quantitative: 550	Verbal: 500 Quantitative: 550	
Toxicology & Risk Assessment	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 [Master's Programs 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

Telephone: (813)974-6505

For consideration of admission into a Master's degree program, all applicants must complete BOTH Step 1 and Step 2 below.

USF COPH participates in the Schools of Public Health Application Service (SOPHAS), a centralized application service for the 40 CEPH accredited schools of public health. SOPHAS gathers all the application materials and verifies the documentation for the schools. After applications are verified, SOPHAS forwards them to the schools to which applicants have chosen to apply. Once USF's College of Public Health receives a completed SOPHAS application, a check is made to see if the applicant has completed a USF application (*step 2 of the application process*). When both a completed SOPHAS application and USF Graduate application are received, the review process for that applicant will begin.

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

Please see the section on "*Applying to USF College of Public Health using SOPHAS*" below or at http://health.usf.edu/publichealth/degreereqsapp_applying_COPH_using_SOPHAS.html.

Remember to log into your SOPHAS account frequently to check the process of your application until it is mailed to USF's College of Public Health.

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

International Applicants:

Please go to <http://www.grad.usf.edu/graduate-admissions-international.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.

Applications 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. You should monitor your SOPHAS application process closely after you submit it by logging into your SOPHAS account and checking the application status. Once verified, SOPHAS 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.

Contact Information

SOPHAS

PO Box 9111

Watertown, MA 02471

Tel: (617) 612-2090

Email: 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

<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>.

Applying to USF College of Public Health using SOPHAS

When applying to SOPHAS you will need to submit the following items.

- GRE test scores (unless waived –see [Admission Requirements page](#))
 - Have official GRE scores sent to USF College of Public Health (ETS code "4224 U SOUTH FLORIDA COLL PUBLIC HEALTH"). This will automatically enter your scores in the SOPHAS system.
- 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.

- Transcripts.
 - **Official transcripts from all institutions of higher learning where a degree was earned and 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 (<http://www.grad.usf.edu/graduate-admissions-Foreign-Transcript-Evaluation.asp>).
 - 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.
- The 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>.

Helpful Suggestions about SOPHAS

- Apply to SOPHAS EARLY. It can take SOPHAS up to four weeks to receive all documents and verify the application materials.
- Submit your application as soon as you have completed the online information. To facilitate the timely processing of your application, do not wait for SOPHAS to receive all your documents before you submit the online application. Processing will begin automatically when all required official transcripts, letters of recommendation, and payments are received by SOPHAS if you have submitted your application.
- Frequently log-in to your SOPHAS account (at <https://portal.sophas.org/>) and check the status of your application (see the “Status” section of your application). You will be able to monitor the receipt of external documents after you have submitted the SOPHAS application and **see when the application is sent to USF for review**. It is your responsibility to ensure application materials and official transcripts meet designated deadlines.
- Remember, schools do NOT receive your application for review until it has passed through the SOPHAS system.

*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 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.

Academic Procedures

The following academic procedures will assist you in processing the required paperwork needed to accomplish each request. Please follow the procedure properly in order to expedite your request quickly. All of the forms needed are on the forms page unless otherwise stated.

Grades and Academic Standards

Graduate students must maintain an overall average of 3.0 ("B") in all courses, and meet the requirements of the degree program to be considered "in good standing." No grade below "C" will be accepted toward a graduate degree. This includes C- grades. All grades will be counted in computing the overall grade point average (GPA). This means that any class in a student's program in which he/she receives a grade below a C (C- to F) must be retaken.

Only grades of "B" (3.0) or higher earned as a non-degree seeking student are eligible for transfer after acceptance into the College of Public Health . Please be aware that a "B-" (2.67) grade will not be transferred.

Any student who is not in good standing (GPA below 3.0) at the end of a semester shall be placed on probation. As of Fall 2004 USF has implemented automated academic probation procedures. More information on the procedures can be found in the Graduate School catalog at <http://www.grad.usf.edu/catalog.asp>.

Graduate Grading System

Graduate grades will be assigned quality points in the Grade Point Average (GPA) grading system as follows:

A+ = 4.0

A = 4.0

A- = 3.67

B+ = 3.33

B = 3.00

B- = 2.67

C+ = 2.33

C = 2.00

C- = 1.67

D+ = 1.33

D = 1.00

D- = .67

F = 0.00

FF = Failure due to academic dishonesty

IF = 0.00 (Incomplete Fail)

MF = 0.00 (Missing Fail)

The following are not computed into the GPA:

I = Incomplete

M = Missing Grade / No grade reported by instructor

N = Audit

S / U = Satisfactory / Unsatisfactory

W = Drop or Withdrawal from course without penalty

Z = Continuing registration in multi-semester internship or Thesis/Dissertation Courses

Incomplete Grades

Graduate Students - Please refer to the Graduate School Incomplete Grade Policy at:

<http://www.grad.usf.edu/>.

Undergraduate Students - An "I" grade may be awarded at the discretion of the instructor only when the student is otherwise earning a passing grade and only if the incomplete is due to the omission or fault of the student. Fifty (50%) percent of coursework must be satisfactorily completed to be eligible for an incomplete grade. Students are to download the Contract for Incomplete Grades form. The contract should include a description of the work to be completed, the date by which the work is to be submitted and should be approved and signed by the course instructor. The "I" is not computed in the grade point average. If not changed after two terms (including summer), "I" grades will be converted to "IF" (Incomplete Fail) or "IU" (Incomplete Unsatisfactory) and will be computed into GPA until removed. Students do not re-register for courses in which they are only completing previous course requirements to change an "I" grade. If a student wants to audit a course for review in order to complete course requirements, full fees must be paid. All "I" grades excluding field experience, special project, and thesis must be removed before approval is granted to take the comprehensive exam. All "I" grades must be removed before approval is granted for the Ph.D. qualifying examination and graduation.

Undergraduate students complete the following steps -

1. Download and complete the Contract for Incomplete Grades for Undergraduate Students on the [COPH forms page \(http://health.usf.edu/publichealth/forms.html\)](http://health.usf.edu/publichealth/forms.html)
2. Get the required signatures
3. Submit to the COPH Academic and Student Affairs Office

Missing Grades

In the event a grade is lost or the instructor fails to turn in a grade by the end of semester deadline, the Registrar assigns a default grade of "M" (missing). An "M" grade is not calculated into a student's GPA. If an "M" grade is not changed by the **end of the next semester**, it will automatically turn into an "MF" (Missing Fail) or "MU" (Missing Unsatisfactory) as appropriate. An "MF" or "MU" is calculated into the GPA. All missing grades excluding field experience, special project, and thesis must be removed before approval is granted to take the comprehensive exam. All missing grades must be removed before approval is granted for the Ph.D. qualifying examination and graduation.

Change of Grade

Incomplete or missing grades are the responsibility of the student. Upon completing all work required for the class, please contact the instructor to submit a change of grade form to the COPH Academic and Student Affairs Office. Only the faculty member can pick up a change of grade form.

Change of Advisor

Download the COPH form Petition for Change of Advisor, Concentration Area, Department or Degree Program. Complete the top portion of the form and submit to COPH Academic and Student Affairs Office. The student will be notified by email once the change is approved. All forms will be processed during the semester processing dates established by the department.

Change of Concentration Area

Download the COPH form Petition for Change of Advisor, Concentration Area, Department or Degree Program. Complete the top portion of the form and submit to COPH Academic and Student Affairs Office. The student will be notified by email once the change is approved. All forms will be processed during the semester processing dates established by the department.

Change of Degree Program

Download the COPH form Petition for Change of Advisor, Concentration Area, Department or Degree Program. Complete the top portion of the form and submit to COPH Academic and Student Affairs Office. A USF Change of Degree Program form will be required also, this form is only available in the COPH Academic and Student Affairs Office. The student will be notified by email once the change is approved. All forms will be processed during the semester processing dates established by the department.

Change of Department

Download the [COPH form Petition for Change of Advisor, Concentration Area, Department or Degree Program](http://health.usf.edu/publichealth/pdf/changepetition.pdf) (<http://health.usf.edu/publichealth/pdf/changepetition.pdf>). Complete the top portion of the form and submit to COPH Academic and Student Affairs Office. The student will be notified by email once the change is approved. All forms will be processed during the semester processing dates established by the department.

Dissertation

See the PhD Checklist to assist you.

Add a Course

please see our staff to assist you during the first week of classes to add a course in the OASIS system. To petition to add a course after add/drop week the form required for this action is a [USF Graduate Petition](#)

(http://download.grad.usf.edu/Graduate_School_Petition.pdf) available in the COPH Academic and Student Affairs Office. Petitions submitted will take 2-3 weeks to process before a change in the OASIS system is noted.

Drop a Course / Withdraw

You can drop a course in the OASIS system up to the final drop date without academic penalty. See the COPH Schedule for dates. After the final drop date the form required for this action is a [USF Graduate Petition](http://download.grad.usf.edu/Graduate_School_Petition.pdf) (http://download.grad.usf.edu/Graduate_School_Petition.pdf) available in the COPH Academic and Student Affairs Office. Please see our staff to assist you. Petitions submitted will take 2-3 weeks to process before a change in the OASIS system is noted.

Delete a Course

The form required for this action is a [USF Graduate Petition Delete Form](http://download.grad.usf.edu/Delete_Course_Form.pdf) (http://download.grad.usf.edu/Delete_Course_Form.pdf) available in the COPH Academic and Student Affairs Office. Only non-attended courses can be deleted. Please see our staff to assist you. Petitions submitted will take 2-3 weeks to process before a change in the OASIS system is noted.

Exchange a Course

The form required for this action is a [USF Graduate Petition](http://download.grad.usf.edu/Graduate_School_Petition.pdf) (http://download.grad.usf.edu/Graduate_School_Petition.pdf) available in the COPH Academic and Student Affairs Office. Please see our staff to assist you. Petitions submitted will take 2-3 weeks to process before a change in the OASIS system is noted.

Late Registration

Two forms are required for this action a [USF Registration Form](http://download.grad.usf.edu/Graduate_School_Petition.pdf) & a [USF Graduate Petition](http://download.grad.usf.edu/Graduate_School_Petition.pdf) (http://download.grad.usf.edu/Graduate_School_Petition.pdf) available in the COPH Academic and Student Affairs Office. This procedure replaces the normal OASIS registration. Students do not need to register again in OASIS. Please see our staff to assist you. Petitions submitted will take 2-3 weeks to process before a change in the OASIS system is noted.

Thesis

See the MSPH Checklist to assist you.

Time Conflict

A Time Conflict form is needed when a student has two classes in conflict and cannot complete their registration in OASIS. Complete the Time Conflict form, get the required signatures, and attach to the Registration Worksheet. Submit the forms to the COPH Academic and Student Affairs Office to receive a time conflict permit in order to register.

Transfer Credits

Students who would like to transfer credits earned from USF or another accredited university will need to see the COPH Academic and Student Affairs staff for assistance. Please read the information below prior to submitting your request:

- Non-Degree Seeking Students: only 12 credits taken as a non-degree student at the University of South Florida (USF) can be transferred into a program with grades of "B" or higher. Please be aware that a "B-" (2.67) grade will not be transferred. No transcript will be required for USF courses.
- Degree Seeking Students: only 12 credits with grades of "B" or higher taken at another university can be transferred into your program per department/advisor approval. Please be aware that a "B-" (2.67) grade will not be transferred. An official transcript will be required unless on file in your COPH permanent record in the Academic and Student Affairs Office.

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, PhDc or DrPHc. 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.

Comprehensive Examination

The Core Comprehensive Examination is a requirement for all students seeking an MPH or MSPH degree in the College of Public Health. (MHA degree students are required to take the HPM Capstone course.) Students are encouraged to take the core exam *early* in their program - *as soon as they have taken all their core courses (or are enrolled in their last core course)*. See below for more information about eligibility requirements and application.

PLEASE NOTE: Students must take the exam on the regularly scheduled exam dates listed. Alternate exam dates will **not** be approved.

APPLICATION FOR MPH / MSPH COMPREHENSIVE EXAM		
Semester	Deadline to Apply	Exam Date
Spring 2009	Feb. 13, 2009	March 27, 2009
Summer 2009	May 22, 2009	June 26, 2009
Fall 2009	Sept. 18, 2009	October 30, 2009
Spring 2010	Feb. 12, 2010	March 26, 2010

NOTE: In the Environmental and Occupational Health Department (EOH), there is a core and concentration exam that may be taken separately or concurrently. See below for more information.

1. Core Exam

This tests mastery related to all of the five core courses –

PHC 6050 Biostatistics I	Modified Course Syllabus * http://health.usf.edu/publichealth/academicaffairs/Bio%20I.pdf Dr. Jim Mortimer jmortime@health.usf.edu 974-7046
PHC 6000 Epidemiology	Modified Course Syllabus http://health.usf.edu/publichealth/academicaffairs/Epi%206000.pdf Dr. Aurora Sanchez-Anguiano asanchez@health.usf.edu 974-6671
PHC 6102 Health Policy & Management	Modified Course Syllabus http://health.usf.edu/publichealth/academicaffairs/HPM%206102.pdf Meg Comins mcomins@health.usf.edu 974-4217
PHC 6357 Environmental & Occupational Health	Modified Course Syllabus http://health.usf.edu/publichealth/academicaffairs/EOH%20.pdf Dr. Steve Mlynarek smlynare@health.usf.edu 974-6628

PHC 6411 Social and Behavioral Sciences Applied to Public Health	Modified Course Syllabus http://health.usf.edu/publichealth/academicaffairs/SBS%206410.pdf Dr. Stephanie Marhefka smarhefk@health.usf.edu 974-5810
* Students approved to take the exam - call (813) 974-6505 for Biostatistics video link	

This section is developed by a committee comprised of faculty and is administered to all students taking the exam regardless of their home department. The Associate Dean for Academic and Student Affairs and the Educational Outcomes Committee are responsible for assessing and monitoring the quality and outcomes. MPH/MSW and MPH/MS Adult Nursing dual degree students must take all five core sections of the exam although the class PHC 6410 Social & Behavioral Sciences Applied to Health is not required in these programs. However, students do have the option to take the course. ***In the case of some MSPH degree programs which only require 3 core courses, the student will only need to take the 3 sections of the Core Exam that correspond with the 3 core courses he/she took.*** The MSPH in Industrial Hygiene and Occupational Medicine require completion of all five Core areas of the exam.

Eligibility for the Core Exam:

A student must have:

- Either completed all Core courses, or completed 4 out of 5 Core courses and be currently enrolled in the last Core course.
 (*some MSPH programs: completed 2 out of 3 Core courses and currently enrolled in the third course)
- Attained at least a 3.0 GPA and be in good academic standing.
- Only grades of "B" (3.0) or higher earned as a non-degree seeking student are eligible for transfer after acceptance into the College of Public Health. "B-" (2.67) grades will not be transferred.
- No core course work with a grade of incomplete.
- Written approval of advisor and Associate Dean for Academic and Student Affairs
- Registered for at least two credits in the semester the exam is taken (not required to be registered in order to retake the exam the following semester).
- All outstanding issues related to taking the exam resolved prior to the application deadline

Format for the Core Exam: 100 multiple choice questions to be answered on a Scantron bubble form with a number 2 pencil. 20 questions per Core subject. You will have 3 hours to complete the Core Exam.

2. Concentration Exam (EOH students only)

This tests mastery related to the students' department and concentration requirements. This section will be designed according to department written criteria. **Note:** Not all EOH concentrations have a concentration exam – check with your advisor for more information.

Eligibility for the Concentration Exam:

A student must have:

- Completed a minimum of 75% of the credit hours for his/her required Concentration courses **prior to** the semester in which the exam is taken and be currently enrolled in your remaining Concentration courses.
- Attained at least a 3.0 GPA and be in good academic standing.
- Only grades of "B" (3.0) or higher earned as a non-degree seeking student are eligible for transfer after acceptance into the College of Public Health. "B-" (2.67) grades will not be transferred.
- No concentration course work (excluding field experience, special project, and thesis) with a grade of incomplete.
- Written approval of advisor and Associate Dean for Academic and Student Affairs
- Registered for at least two credits in the semester the exam is taken (not required to be registered in order to retake the exam the following semester).

Format for the EOH Concentration Exam: The EOH department is responsible for writing its own concentration exam. Please check the [EOH website \(http://health.usf.edu/publichealth/eoh/\)](http://health.usf.edu/publichealth/eoh/), under Student Resources, for the department's Comprehensive Exam Guidelines. You can also ask your department advisor questions regarding the Concentration Exam. You will have 3 hours to complete the Concentration exam.

3. Grading

All exams are graded on a pass/fail basis.

Core Exam: There are FIVE core areas. An overall average score of 70% is required to pass. If a 70% overall score is not achieved, only the section(s) in which 70% was not achieved will need to be retaken.

Concentration Exam: Contact your advisor with questions about the grading of your concentration exam.

Typically, all Comprehensive Exams will take 2 to 3 weeks to process. Students will be notified by email of their exam results about 2 to 3 weeks after they take the Exam.

Retaking the Exam

College of Public Health Core Comprehensive Exam Retake Procedure:

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 also have the opportunity to enroll in the [public health capstone course](http://health.usf.edu/publichealth/academicaffairs/capstone.html) (<http://health.usf.edu/publichealth/academicaffairs/capstone.html>) 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.

Concentration Exam Retake Procedure: Please check the [EOH website](http://health.usf.edu/publichealth/eoh/) (<http://health.usf.edu/publichealth/eoh/>), under Student Resources, for that department's Comprehensive Exam Guidelines for retake exams.

4. Comprehensive Exam Application and Process

The [Comprehensive Examination Application](http://health.usf.edu/publichealth/pdf/Application%20On%20Campus%20ONLY.pdf) is available for downloading at <http://health.usf.edu/publichealth/pdf/Application%20On%20Campus%20ONLY.pdf>.

Application Procedure:

- Download the form and complete. Get your advisor's signatures. Note: the Deadline Dates at <http://health.usf.edu/publichealth/academicaffairs/impdeadlines.html>.
- Submit the completed form to the COPH Academic and Student Affairs Office.
- Each student's academic course work will be reviewed by the Academic and Student Affairs Office and submitted for final approval to the COPH Academic Dean.
- The approval process takes approximately two weeks after the application deadline date.
- Each student will receive an email confirming approval or denial to take the Comprehensive Examination
- Each student who is approved to take the Comprehensive Exam will receive emails to their USF Health e-mail address with further exam information and updates

Important Note:

Students planning to graduate see [Graduation](http://health.usf.edu/publichealth/academicaffairs/graduation.html), Application & Procedure (<http://health.usf.edu/publichealth/academicaffairs/graduation.html>) for more information.

Graduation Procedures

APPLICATION TO GRADUATE		
Semester	Deadline to Apply	Ceremony Date
Spring 2009	January 30, 2009	May 2, 2009
Summer 2009	June 5, 2009	August 8, 2009
Fall 2009	September 18, 2009	December 12, 2009
Spring 2010	February 5, 2010	May 8, 2010

Students must be registered for at least 2 graduate hours in the semester of graduation. You must complete all program, department and College requirements, all "I" or "M" grades must be cleared and any outstanding issues with the Registrar's Office need to be resolved. Also note, students who are certified to graduate will receive a diploma two months after the commencement ceremony.

Graduation Application

The USF Degree Application must be submitted in order to graduate. The application must be submitted the semester you anticipate the completion of your program. If you do not graduate, you must submit a new application by the deadline in the term in which your degree requirements will be met.

The Application for Degree is a packet consisting of four parts

- [Application for Degree](#) (click 'Graduate Degree Graduation Application' link)
- [COPH Graduation Information Form](#)
- [Continuing Professional Education Mailing List Sign-up Form](#) (optional)
- Last page of the Graduate Exit Survey (see below)

Procedure

- Download the application packet above.
- Complete the Degree Application.
- Complete the remaining forms.
- Complete the [Graduate Online Exit Survey](#) and print the last page of the survey. The last page of the survey must be included in your packet for graduation certification.
- **Submit the completed packet to the COPH Academic and Student Affairs Office (Room 1133)** , College of Public Health, USF, 13201 Bruce B. Downs Blvd., MDC 56, Tampa, FL 33612.
- **DO NOT** send the Application for Degree to the Registrar's Office.

Submit your application on time! Any application received after the deadline will not be accepted. See [Important Deadlines](#)

Academic Guidelines

- Students must be registered for at least 2 graduate hours in the semester of graduation.
- All incomplete & missing grades must be cleared by the last day of classes of the semester you are graduating. See the instructor to request a change of grade.
- **MPH students who entered their CPH program in the Spring 08 term or later need to submit their ASPH Public Health competencies form to their Department Administrator before the end of the semester.** http://health.usf.edu/publichealth/pdf/ASPH_Compety Student.doc
- All issues must be resolved before the last day of classes.

USF Main Campus Commencement

After all of the requirements for the degree have been fulfilled, graduate students may participate in commencement exercises. If you are participating in the commencement ceremony on main campus, you will need to order your cap & gown from the USF Bookstore on main campus. Go to the Bookstore's [web site](#) for more information. For more information about the [USF Commencement Ceremony](#) see their web site.

CPH Graduation Ceremony

The College of Public Health is planning a Graduation Ceremony for our Summer Graduates on Friday, August 7 from 3:00 - 5:00 pm. The Dean's Office will be mailing an invitation to all students who are anticipating graduation at that time.

USF Summer Commencement Graduate Ceremony

Saturday, August 8 at 1:30 p.m. at the USF Sun Dome. All students, family and friends are encouraged to attend this ceremony. Please go to <http://www.usf.edu/commencement> for more information.

Relocation & Completing your Degree

If you are relocating you will need to meet with your advisor as soon as possible to discuss a plan to complete any unfinished course work. Contact the CPH Academic and Student Affairs Office prior to your departure to coordinate all of your final paperwork (813) 974-6505.

Diploma

Unless notified, all students will be certified to graduate and will receive their diploma in the mail with an official complementary transcript from the Registrar's Office approximately 2 months after their graduation. Students with a change of address should contact the Academic and Student Affairs Office prior to the graduation ceremony. Questions regarding diplomas should be directed to the Registrar's Office at (813) 974-2000.

USF Health E-mail Address

Your USF Health e-mail address will be deactivated approximately six weeks after graduation (unless you are continuing to take COPH classes in the following semester or are a USF Health staff or faculty member). Please make sure you transfer any e-mails or documents that you wish to be able to retrieve after this date to another e-mail provider or other storage modality.

Graduate Certificates

Students who have completed a Graduate Certificate Program should contact the [Graduate Certificate Office](#), (813) 974-2442, for the procedure to receive their Graduate Certificate (see Graduate Certificate Completion Process on their web site).

Transcripts

Students who would like to order additional copies of their transcripts will need to place an order and pay online at http://www.registrar.usf.edu/data_display.php?page_key2=hkduYp6t0hoO97lVtY73UmPoXf&link_type=Our+Students&link.