

Status: PENDING

**PROGRAM REQUEST**  
Master of Health Administration (MHA)

Last Updated: Myers, Dena Elizabeth  
12/28/2010

<b>Fiscal Unit/Academic Org</b>	School Of Public Health - D2505
<b>Administering College/Academic Group</b>	Public Health
<b>Co-administering College/Academic Group</b>	
<b>Semester Conversion Designation</b>	Converted with minimal changes to program goals and/or curricular requirements (e.g., sub-plan/specialization name changes, changes in electives and/or prerequisites, minimal changes in overall structure of program, minimal or no changes in program goals or content)
<b>Current Program/Plan Name</b>	Health Services Management and Policy
<b>Proposed Program/Plan Name</b>	Master of Health Administration (MHA)
<b>Program/Plan Code Abbreviation</b>	HSMP-MHA
<b>Current Degree Title</b>	Master of Health Administration

**Credit Hour Explanation**

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program		84	56.0	60	4.0
Required credit hours offered by the unit	Minimum	66	44.0	52.5	8.5
	Maximum	66	44.0	52.5	8.5
Required credit hours offered outside of the unit	Minimum	18	12.0	7.5	4.5
	Maximum	18	12.0	7.5	4.5
Required prerequisite credit hours not included above	Minimum				
	Maximum				

**Explain any change in credit hours if the difference is more than 4 semester credit hours between the values listed in columns B and C for any row in the above table**

The MHA degree currently requires a minimum of 84 quarter credit hours, which is equivalent to 56 semester credit hours. The college decided to change the degree to a minimum requirement of 60 semester credit hours. This represents an equivalent increase of 4 semester credit hours. In relation, the number of required courses offered by the unit, and accordingly, the number of semester credit hours, was increased. The rationale is based on the need to meet CAHME requirements, better align with several other accredited MHA degree programs, and provide increased scope and depth of content to better meet the degree core and program specialized competencies.

**Program Learning Goals**

Note: these are required for all undergraduate degree programs and majors now, and will be required for all graduate and professional degree programs in 2012. Nonetheless, all programs are encouraged to complete these now.

**Program Learning Goals**

- Explain financial and accounting information, prepare and manage budgets, and evaluate investment decisions.
- Use statistical and financial methods and metrics to set goals and measure organizational performance.
- Develop a schedule, budget and goals for a project and to manage project resources to meet goals.
- Recognize opportunities to improve health services organizations through application of organizational theories and organization development principles.
- Apply organizational behavior theories to health services organizations.
- Explain how organizational and environmental factors influence the structural design of health care organizations, including the distribution of authority and relationships among organizational subunits.
- Use systems-thinking and analytic methods to assess operations performance and improve organization processes.
- Explain how principles and practices of human resource management are used to develop a diverse and high performing work force.
- Discuss the value, opportunity, and risks of information technology in health service organizations and the broader health system.
- Utilize market techniques to position the organization favorably within its environment.
- Work cooperatively with others, to be part of a team, and to work together, as opposed to working separately or competitively.
- Formulate strategic goals and objectives with appropriate consideration of the business, cultural, political and regulatory environment and to develop programs and business plans in response to these goals.
- Apply principles of quality improvement in the context of clinical performance.
- Apply basic principles of ethical analysis to issues relevant to the profession and to the communities and settings in which they work.
- Communicate (speak and write) in a clear, logical, and grammatical manner, prepare cogent business presentations, and facilitate a group.
- Use information on health status and its determinants to manage health risks and behaviors in defined, diverse populations.
- Describe the public policy process related to health care, including the creation and implementation of policy and the political aspects of policy.
- Recognize legal issues that may arise in health care delivery and business settings and respond appropriately.
- Explain the role and function of governing boards and methods for establishing effective board relationships with executive management.

**Assessment**

Assessment plan includes student learning goals, how those goals are evaluated, and how the information collected is used to improve student learning. An assessment plan is required for undergraduate majors and degrees. Graduate and professional degree programs are encouraged to complete this now, but will not be required to do so until 2012.

**Is this a degree program (undergraduate, graduate, or professional) or major proposal? Yes**

**Does the degree program or major have an assessment plan on file with the university Office of Academic Affairs? No**

**DIRECT MEASURES (means of assessment that measure performance directly, are authentic and minimize mitigating or intervening factors)**

**Classroom assignments**

- Embedded testing (i.e. specific questions in homework or exams that allow faculty to assess students' attainments of a specific learning goal)

- Other classroom assessment methods (e.g., writing assignments, oral presentations, oral exams)

**Evaluation of a body of work produced by the student**

- Practicum, internship or research evaluation of student work
- Portfolio evaluation of student work
- Senior thesis or major project
- Capstone course reports, papers, or presentations

**Direct assessment methods specifically applicable to graduate programs**

- Thesis/dissertation oral defense and/or other oral presentation
- Publications

**INDIRECT MEASURES (means of assessment that are related to direct measures but are steps removed from those measures)**

**Surveys and Interviews**

- Student survey
- Alumni survey
- Employer feedback or survey
- Student evaluation of instruction
- Student interviews or focus groups

**Additional types of indirect evidence**

- Job or post-baccalaureate education placement
- Student or alumni honors/recognition achieved
- Peer review of program
- External program review
- Curriculum or syllabus review
- Grade review
- Outreach participation
- Comparison or benchmarking
- Other: CAHME accreditation

**USE OF DATA (how the program uses or will use the evaluation data to make evidence-based improvements to the program periodically)**

- Meet with students directly to discuss their performance
- Analyze and discuss trends with the unit's faculty
- Analyze and report to college/school
- Analyze and report to accrediting organization
- Make improvements in curricular requirements (e.g., add, subtract courses)
- Make improvements in course content
- Make improvements in course delivery and learning activities within courses
- Make improvements in learning facilities, laboratories, and/or equipment
- Periodically confirm that current curriculum and courses are facilitating student attainment of program goals
- Benchmark against best programs in the field

**Program Specializations/Sub-Plans**

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If you do not specify a program specialization/sub-plan it will be assumed you are submitting this program for all program specializations/sub-plans.

**Pre-Major**

Does this Program have a Pre-Major? No

**Attachments**

- ATTACHMENT\_CPH\_LETTER(Final\_12-23-10).pdf: CPH Letter + Exec Summary  
*(Letter from the College to OAA. Owner: Bisesi,Michael Salvatore)*
- ATTACHMENT\_CPH\_MHA(12-23-10).pdf: CPH MHA Info  
*(Program Rationale Statement. Owner: Bisesi,Michael Salvatore)*

**Comments**

- The MHA quarter-based curriculum, goals (competencies), aligned course learning objectives, and assessment plan and process were approved by the accreditation organization CAHME. These are completely reflected within the converted semester-based program. *(by Bisesi,Michael Salvatore on 12/28/2010 11:23 AM)*

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Bisesi,Michael Salvatore	12/28/2010 11:23 AM	Submitted for Approval
Approved	Ferketich,Amy Kathleen	12/28/2010 11:25 AM	Unit Approval
Approved	Ferketich,Amy Kathleen	12/28/2010 11:29 AM	College Approval
Approved	Myers,Dena Elizabeth	12/28/2010 11:39 AM	GradSchool Approval
Pending Approval	Soave,Melissa A	12/28/2010 11:39 AM	CAA Approval



**TO:** OSU Office of Academic Affairs

**FROM:** Stanley Lemeshow, PhD – Dean  
Michael Bisesi, PhD – Senior Associate Dean, Academic Affairs  
Amy Ferketich, PhD – Chair, Graduate Studies Committee

**DATE:** December 23, 2010

**RE:** Quarter-to-Semester (Q2S) Conversion for the College of Public Health (CPH)

### **CPH Quarter-Based CPH Degrees and Specializations**

The College of Public Health (CPH) currently offers several quarter-based graduate degrees and program specializations, as shown below:

- **Master of Health Administration (MHA) degree (84 quarter credit hours)**
- **Master of Public Health (MPH) degree w/ eight program specializations:**
  - Biostatistics (60 quarter credit hours)
  - Clinical Investigation (60 quarter credit hours)
  - Environmental Health Sciences (60 quarter credit hours)
  - Epidemiology (60 quarter credit hours)
  - Health Behavior & Health Promotion (60 quarter credit hours)
  - Health Services Management & Policy (60 quarter credit hours)
  - Program for Experienced Professionals (60 quarter credit hours)
  - Veterinary Public Health (60 quarter credit hours)
- **Master of Science (MS) degree w/ three program specializations:**
  - Biostatistics (60 quarter credit hours)
  - Environmental Health Sciences (60 quarter credit hours)
  - Epidemiology (60 quarter credit hours)
- **Doctor of Philosophy (PhD) degree w/ five program specializations:**
  - Biostatistics (120 quarter credit hours)
  - Environmental Health Sciences (120 quarter credit hours)
  - Epidemiology (60 quarter credit hours)
  - Health Behavior & Health Promotion (120 quarter credit hours)
  - Health Services Management & Policy (120 quarter credit hours)

### **CPH Program-Specific and College Accreditation**

During 2009-10, the MHA degree was fully reaccredited by the Commission on Accreditation of Healthcare Management Education (CAHME) and the MPH, MS and PhD degrees, via a college-wide self-study and review, were fully reaccredited by the Council on Education for Public Health (CEPH). Both CAHME and CEPH are aware that the courses and programs are undergoing conversion from quarter-to-semester credit hours and schedules with planned implementation summer 2012.

**CPH Q2S Conversion: Process**

To initiate the process within the college, a CPH Q2S Committee was formed in December 2009 consisting of division chairs and faculty members representing each degree and program specialization plus representation from the CPH Academic Affairs Office of Academic Programs. The committee was chaired by the Senior Associate Dean for Academic Affairs. The committee’s major roles were to interpret information conveyed by the OSU Office of Academic Affairs (OAA) and establish the related parameters and work plan for converting the courses and programs at the CPH division-levels. Course and program conversions were drafted, reviewed, revised, finalized and approved by the respective divisions. All course and program information submitted from the five divisions was reviewed and approved by the CPH Graduate Studies Committee and the Senior Associate Dean for Academic Affairs.

**CPH Q2S Conversion: Courses**

- **Course Titles and Descriptions:** The titles and descriptions of many of the existing courses were changed to better reflect the content without deviating from the original course learning objectives.
- **Course Codes:** The course numbers were changed to comply with the new OSU 4-digit format and categories of levels. Seven-letter alpha codes will precede each number. Refer to the table summary below:

CPH Division	Alpha Code
Biostatistics	PUBHBIO
Environmental Health Sciences	PUBHEHS
Epidemiology	PUBHEPI
Health Behavior & Health Promotion	PUBHHBP
Health Service Management & Policy	PUBHHMP
Interdisciplinary	PUBHLTH

- **Course Learning Objectives:** Due to the recent (2009-10) CEPH and CAHME reaccreditation reviews and full-term approvals, relatively minor modifications were made to the quarter-based curricula, core and specialized goals (competencies), aligned course learning objectives, and assessment plan and process. Indeed, these are completely reflected within the converted semester-based program and specializations.
- **Credit Hour Conversion Factor:** A 0.667 factor with rounding was used to convert from quarter-to-semester credits for approximately 100% of the existing quarter-based didactic courses within the college. For example, quarter-based lecture courses that are 4 quarter credit hours and 40 contact hours were converted to 3 semester credit hours and 45 contact hours. Refer to the table summary below:

Current Number Didactic Courses	Quarter Credit Hours (10 Equivalent Contact Hrs per Credit)	Semester Credit Hours (15 Equivalent Contact Hrs per Credit)	Change in Equivalent Contact Hours per Course
75	4	3	+5
5	3	2	0
2	4	4	+20
2	2	2	0
1	5	3	-5
1 (elective)	2	3	+15
4	2	1.5	+3

Similar conversion was made to the non-didactic courses to establish min/max credits. See table below:

Alpha Code	Numeric Code	Course	Variable Semester Credits		Max Total Semester Credits Allowed	Max Completions Allowed
			Min	Max		
PUBHLTH	6189.01	Gen'l Field Experience	1	6	6	6
PUBHLTH	6189.02	Global Health Field Experience	1	6	6	6
PUBHLTH	7189	Public Health Practicum	1	6	6	6
PUBHLTH	7191	Public Health Internship	1	6	6	6
PUBHLTH	7998	Culminating Project in PH	1	3	6	6
PUBHLTH	8998	Research Pre-Candidacy	1	12	12	12
PUBHLTH	7999	Public Health Thesis Research	1	15	15	15
PUBHLTH	8999	Public Health Dissertation Resch	1	12	99	99
PUBH(3-letter Division)	7899	Division Seminar (Regular)	1	3	9	9
PUBH(3-letter Division)	8899	PhD Seminar	1	3	9	9
PUBH(3-letter Division)	7888	Interdivisional Seminar	1	3	9	9
PUBH(3-letter Division)	X193	Individual Studies	1	4	16	16
PUBH(3-letter Division)	X194	Group Studies	1	3	12	12
PUBH(3-letter Division)	X797	Study at a Foreign Institution	1	6	12	12
PUBH(3-letter Division)	7X50	Special Topics	1	6	12	12

- **New and Discontinued Courses:** Twelve new didactic courses were developed for 2012 implementation. Five existing courses will be discontinued.

**CPH Q2S Conversion: Degrees and Program Specializations**

- **Degree and Program Specialization Competencies:** Due to the recent (2009-10) CEPH and CAHME reaccreditation reviews and full-term approvals, relatively minor to negligible modifications were made to the quarter-based curricula, core and specialized goals (competencies), aligned course learning objectives, and assessment plan and process. Indeed, current content, etc. are completely reflected within the converted semester-based program and specializations.
- **Titles:** There are no Q2S changes relative to the titles of the degrees or names of the specializations.
- **MHA Degree (no specializations):** The MHA degree currently requires a minimum of 84 quarter credit hours, which is equivalent to 56 semester credit hours. The college decided to change the degree to a minimum requirement of 60 semester credit hours. This represents an equivalent increase of 4 semester credit hours. The rationale was based on the need to meet CAHME requirements, better align with several other accredited MHA degree programs, and provide increased scope and depth of content to better meet the degree core and program specialized competencies.
- **MPH Degree (eight specializations):** The MPH degree currently requires a minimum of 60 quarter credit hours, which is equivalent to 40 semester credit hours. CEPH now requires a minimum of 42 semester credit hours and the college decided to change the degree to a minimum requirement of 45 and maximum requirement of 48 semester credit hours. This represents an equivalent increase of 5-8 semester credit hours from the equivalent quarter credits and is 3 to 6 semester credits higher than the CEPH minimum requirement. The rationale was based on the need to meet CEPH requirements, better align with several other accredited MPH degree programs, and provide increased scope and depth of content to better meet the existing degree core and program specialized competencies.
  - Biostatistics (48 semester credit hours)
  - Clinical Investigation (45 semester credit hours)
  - Environmental Health Sciences (45 semester credit hours)
  - Epidemiology (48 semester credit hours)

- Health Behavior & Health Promotion (45 semester credit hours)
  - Health Services Management & Policy (48 semester credit hours)
  - Program for Experienced Professionals (45 semester credit hours)
  - Veterinary Public Health (45 semester credit hours)
- **MS Degree (three specializations):** The college decided to change the degree to a minimum requirement of 45 and maximum requirement of 48 semester credit hours for the MS degree. This represents an equivalent increase of 5-8 semester credit hours. The rationale was based on the need to better align with several other accredited schools of public health master degree programs, and provide increased scope and depth of content to better meet the existing degree core and program specialized competencies.
    - Biostatistics (48 semester credit hours)
    - Environmental Health Sciences (45 semester credit hours)
    - Epidemiology (48 semester credit hours)
  - **PhD Degree (five specializations):** The PhD in Public Health currently requires a minimum of 120 quarter credit hours, which is equivalent to 80 semester credit hours. For the PhD degree, the college will follow the Q2S baseline requirement of a minimum of 80 semester credit hours established by the Graduate School. However, two of the five specializations, environmental health science and epidemiology, will require 90 semester credit hours and the remaining will require 80 semester credit hours.
    - Biostatistics (80 semester credit hours)
    - Environmental Health Sciences (90 semester credit hours)
    - Epidemiology (90 semester credit hours)
    - Health Behavior & Health Promotion (80 semester credit hours)
    - Health Services Management & Policy (80 semester credit hours)
  - Refer to the table below:

Degree	Specialization	Total Credit	Core Course Credit	Major Course Credit	Elec Course Credit	Prac-ticum Credit	Res Method Credit	Minor Credit	Thesis/Disser-tation Credit
<b>MPH</b>	Biostatistics	48	15	24	4	2, 3	-	-	-
	Clinical Transl Sci	45	16	21	3	2, 3	-	-	-
	Env Hlth Sci	45	15	19	6	2, 3	-	-	-
	Epidemiology	48	16	19-22	5-8	2, 3	-	-	-
	Hlth Behav Promo	45	15	20	4	2, 4	-	-	-
	Hlth Serv Mgt Policy	48	15	21	7	2, 3	-	-	-
	Prog Exper Prof	45	16	12	12	2, 3	-	-	-
Vet Pub Hlth	45	15	15	10	2, 3	-	-	-	
<b>MHA</b>	Health Admin	60	15	37.5	7.5	-	-	-	-
<b>MS</b>	Biostatistics	45	-	30	12	-	-	-	3
	Env Hlth Sci	45	-	36	6	-	-	-	3
	Epidemiology	48	-	38-39	6-7	-	-	-	3
<b>PhD</b>	Biostatistics	80	-	44	15	-	-	6	15
	Env Hlth Sci	90	-	33	6	-	24	12	15
	Epidemiology	90	-	15	15	-	30	15	15
	Hlth Behav Promo	80	-	31	-	-	31	12	6
	Hlth Serv Mgt Policy	80	-	25	7	-	24	15	9



**CPH Q2S Conversion: Transition Plan**

- The transition from a quarter-based to semester-based curriculum will be relatively straightforward for all the degrees and specializations. During January 2011, the CPH website will have a list of the quarter-based courses and the equivalent semester-based courses so that existing students who will likely still be enrolled beyond spring quarter 2012 can plan their course schedules. Each degree and program will indicate the equivalent semester-based courses required to meet the curriculum requirements specified in students original quarter-based plans of study. (Refer to last bullet for table summary)
- With assistance from their academic advisors, students will be provided with a list of quarter-based courses to complete during the quarters beginning spring 2011 through spring 2012. In relation, they will see the remaining didactic courses that will be offered beginning summer term 2012, when the conversion is implemented, and beyond.
- Students will be informed and the 2011-12 *Student Handbook* will reflect the required semester credit hours to complete the respective programs. Refer to the table summary below :

Degree	Specialization	Equivalent Minimum Semester Credits to Complete for Students Matriculated Prior to Summer 2012	Equivalent Semester Credits to Complete for Students Matriculated Summer 2012 or After
<b>MPH</b>	Biostatistics	42	48
	Clinical Transl Sci	42	45
	Env Hlth Sci	42	45
	Epidemiology	42	48
	Hlth Behav Promo	42	45
	Hlth Serv Mgt Policy	42	48
	Prog Exper Prof	42	45
<b>MHA</b>	Health Admin	56	60
<b>MS</b>	Biostatistics	42	48
	Env Hlth Sci	42	45
	Epidemiology	42	48
<b>PhD</b>	Biostatistics	80	80
	Env Hlth Sci	80	90
	Epidemiology	80	90
	Hlth Behav Promo	80	80
	Hlth Serv Mgt Policy	80	80

- Refer to the table summary below for the converted quarter-to-semester courses:

Quarter	Quarter	Qtr	Semester	Semester	Sem
Course	Title	Credit	Course	Title	Credit
<b>BIOSTAT</b>					
		New	PUBHBIO 2210	Biostatistics for Public Health Research	3
PUBHBIO 601	Statistical Methods for Public Health Practice I	4	PUBHBIO 6200	Statistical Methods for Public Health Practice	4
PUBHBIO 701	Design and Analysis of Studies in the Health Sciences I	4	PUBHBIO 6210	Design and Analysis of Studies in the Health Sciences I	3
PUBHBIO 702	Design and Analysis of Studies in the Health Sciences II	4	PUBHBIO 6211	Design and Analysis of Studies in the Health Sciences II	3
PUBHBIO 703	Problem-Oriented Approach to Biostatistics	4	PUBHBIO 6212	Regression Methods for the Health Sciences	3
PUBHBIO 604	Introduction to SAS for Public Health Students	2	PUBHBIO 6270	Introduction to SAS for Public Health Students	2
PUBHBIO 607	Practical Biostatistics for Biomedical Lab. Researchers	4	PUBHBIO 6280	Practical Biostatistics for Biomedical Lab. Researchers	3
PUBHBIO 793	Individual Studies in Biostatistics	1 to 6	PUBHBIO 7193	Individual Studies in Biostatistics	1 to 4
PUBHBIO 794	Group Studies in Biostatistics	1 to 6	PUBHBIO 7194	Group Studies in Biostatistics	1 to 3
PUBHBIO 606	Applied Logistic Regression	4	PUBHBIO 7220	Applied Logistic Regression	3
PUBHBIO 651	Survey Sampling Methods	4	PUBHBIO 7225	Survey Sampling Methods	3
PUBHBIO 624	Applied Longitudinal Analysis	4	PUBHBIO 7230	Applied Longitudinal Analysis	3
PUBHBIO 605	Applied Survival Analysis	4	PUBHBIO 7235	Applied Survival Analysis	3
PUBHBIO 652	Applied Statistical Analysis with Missing Data	4	PUBHBIO 7240	Applied Statistical Analysis with Missing Data	3
PUBHBIO 786	Biostatistics Consulting Lab	3	PUBHBIO 7245	Biostatistical Collaboration	2
PUBHBIO 750	Special Topics in Biostatistics	1 to 4	PUBHBIO 7250	Special Topics in Biostatistics	1 to 6
PUBHBIO 850	Seminar in Biostatistics	1 to 4	PUBHBIO 7899	Seminar in Biostatistics	1 to 3
PUBHBIO 726	Advanced Longitudinal Data Analysis	4	PUBHBIO 8230	Advanced Longitudinal Data Analysis	3
PUBHBIO 706	Advanced Regression Modeling of Time-to-Event Data	4	PUBHBIO 8235	Advanced Regression Modeling of Time-to-Event Data	3
PUBHBIO 875	Doctoral Seminar in Biostatistics	1 to 4	PUBHBIO 8899	Doctoral Seminar in Biostatistics	1 to 3
PUBHBIO 685	Field Experience in Biostatistics	1 to 8	PUBHLTH 7189	Field Experience in Public Health	2
PUBHBIO 602	Statistical Methods for Public Health Practice II	4	(discontinued)		
PUBHBIO 625	Multi-dimensional Data Analysis Applications from Current Hlth Sci Res	4	(discontinued)		
PUBHBIO 727	Statistical Methods in Toxicological Risk Assessment	4	(discontinued)		
<b>EHS</b>					
PUBHEHS 530	Current Issues in Environmental Health	4	PUBHEHS 2310	Current Issues in Global Environmental Health	3
PUBHEHS 535	Fundamentals of Environmental Health Risk Assessment	4	PUBHEHS 3320	Fundamentals of Environmental Health Risk Assessment	3
PUBHEHS 732	Basic Concepts in Toxicology	4	PUBHEHS 5315	Principles of Toxicology	3
PUBHEHS 794	Climate Change and Human Health	4	PUBHEHS 5320	Climate Change and Human Health	3
PUBHEHS 830	Principles of Occupational Health	4	PUBHEHS 5325	Principles of Occupational Health Science	3
PUBHEHS 731	Principles of Environmental Health	4	PUBHEHS 6310	Principles of Environmental Health Science	3
PUBHEHS 731S	Principles of Environmental Health (PEP students)	4	PUBHEHS 6305	Principles of Environmental Health for Exper. Profession.	3
PUBHEHS 731	Principles of Environmental Health (EHS Students)	4	PUBHEHS 6315	Advanced Environmental Health Science	3
PUBHEHS 730	Global Health and Environmental Microbiology	4	PUBHEHS 6320	Global Health and Environmental Microbiology	3
PUBHEHS 733	Toxicology of Chemical Agents	4	PUBHEHS 7325	Advanced Toxicology	3
PUBHEHS 832	Principles of Exposure Assessment	4	PUBHEHS 7330	Principles of Exposure Assessment	3

Quarter	Quarter	Qtr	Semester	Semester	Sem
Course	Title	Credit	Course	Title	Credit
PUBHEHS 736	Environmental Law and Policy for Public Health	2	PUBHEHS 7340	Environmental Law and Policy for Public Health	3
PUBHEHS 741	Principles of Environmental Management	2	(discontinued)		
PUBHEHS 729	Water Contamination: Sources and Health Impact	4	PUBHEHS 7360	Water Contamination: Sources and Health Impact	3
PUBHEHS 831	Principles of Risk Assessment	4	PUBHEHS 7365	Principles of Risk Assessment	3
PUBHEHS 735	Introduction to Water and Human Health Risk	4	PUBHEHS 7370	Human Health Risk Assess of Envir Microbial Agents	3
PUBHEHS 794	Exposure Science Monitoring Techniques	4	PUBHEHS 7380	Exposure Science Monitoring Techniques	3
PUBHEHS 835	Molecular Techniques for Environmental Health Sciences	5	PUBHEHS 8340	Molecular Techniques for Environmental Health Sciences	3
PUBHEHS 793	Individual Studies in Environmental Health Sciences	1 to 6	PUBHEHS 7193	Individual Studies in Environmental Health Sciences	1 to 4
PUBHEHS 794	Group Studies in Environmental Health Sciences	2 to 5	PUBHEHS 7194	Group Studies in Environmental Health Sciences	1 to 3
PUBHEHS 750	Special Topics in Environmental Health Sciences	1 to 4	PUBHEHS 7350	Special Topics in Environmental Health Sciences	3
PUBHEHS 850	Seminar in Environmental Health Sciences	1 to 4	PUBHEHS 7899	Seminar in Environmental Health Sciences	1 to 3
PUBHEHS 875	Doctoral Seminar in Environmental Health Sciences	1 to 4	PUBHEHS 8899	Doctoral Seminar in Environmental Health Sciences	1 to 3
<b>EPI</b>					
PUBH-EPI 510	Introduction to Epidemiology	4	PUBH-EPI 2410	Introduction to Epidemiology	3
PUBH-EPI 615	Field Epidemiology	3	PUBH-EPI 5411	Outbreak Investigations	2
PUBH-EPI 718	Infectious Diseases in the Developing World	2	PUBH-EPI 5412	Infectious Diseases in the Developing World	2
PUBH-EPI 700	Epidemiology for Experienced Health Professionals	4	PUBH-EPI 6400	Epidemiology for Experienced Health Professionals	3
PUBH-EPI 803	Health Data Sources and Uses	4	PUBH-EPI 6401	Health Data Sources and Uses	3
PUBH-EPI 710	Principles of Epidemiology	4	PUBH-EPI 6410	Principles of Epidemiology	3
PUBH-EPI 704	Biological Basis of Public Health	4	PUBH-EPI 6411	Biological Basis of Public Health	3
PUBH-EPI 795.1	Topics in Clinical and Translational Science	1-2	PUBH-EPI 6413.01	Basic Principles in Clinical and Translational Science	1
PUBH-EPI 795.2	Topics in Clinical and Translational Science	1-2	PUBH-EPI 6413.02	Conducting and Communicating Research in Clinical and Translational Scienc	1
PUBH-EPI 850	Seminar in Epidemiology	1-4	PUBH-EPI 6414	Scientific Writing for Biomedical and Clinical Scientists	1
		New	PUBH-EPI 6430.01	Epidemiology I	3
		New	PUBH-EPI 6430.02	Epidemiology I Lab	1
PUBH-EPI 705	Design and Implementation of Health Surveys	4	PUBH-EPI 6431	Design and Implementation of Health Surveys	3
PUBH-EPI 714	Injury Epidemiology	3	PUBH-EPI 6432	Injury Epidemiology	2
PUBH-EPI 716	Psychiatric Epidemiology	3	PUBH-EPI 6433	Psychiatric Epidemiology	2
PUBH-EPI 717	Tuberculosis: A Public Health Issue	1	PUBH-EPI 6434	Tuberculosis: A Public Health Issue	1
PUBH-EPI 814	Chronic Disease Epidemiology	4	PUBH-EPI 6435	Chronic Disease Epidemiology	3
PUBH-EPI 815	Infectious Disease Epidemiology	4	PUBH-EPI 6436	Infectious Disease Epidemiology	3
PUBH-EPI 816	Cancer Epidemiology	4	PUBH-EPI 6437	Cancer Epidemiology	3
PUBH-EPI 817	Cardiovascular Epidemiology	4	PUBH-EPI 6438	Cardiovascular Disease Epidemiology	3
PUBH-EPI 719		New	PUBH-EPI 6415	Nutrition in Public Health	3
PUBH-EPI 720		New	PUBH-EPI 6439	Genetic Epidemiology	3
PUBH-EPI 820	Reproductive & Perinatal Epidemiology	4	PUBH-EPI 6440	Reproductive & Perinatal Epidemiology	3

Quarter	Quarter	Qtr	Semester	Semester	Sem
Course	Title	Credit	Course	Title	Credit
PUBH-EPI 818	Women's Health Issues	3	PUBH-EPI 6441	Women's Health Issues	3
PUBH-EPI 793	Individual Studies in Epidemiology	1-6	PUBH-EPI 7193	Individual Studies in Epidemiology	1-4
PUBH-EPI 794	Group Studies in Epidemiology	1-6	PUBH-EPI 7194	Group Studies in Epidemiology	1-3
PUBH-EPI 711	Epidemiology I	4	PUBH-EPI 7410.01	Epidemiology II	3
PUBH-EPI 711	Epidemiology I	4	PUBH-EPI 7410.02	Epidemiology II Lab	1
PUBH-EPI 713	Epidemiology in Environmental Health	4	PUBH-EPI 7411	Epidemiology in Environmental Health	3
PUBH-EPI 715	Principles and Procedures for Human Clinical Trials	elective	PUBH-EPI 7412	Principles and Procedures for Human Clinical Trials	3
PUBH-EPI 822	Molecular Epidemiology of Cancer	4	PUBH-EPI 7413	Molecular Epidemiology of Cancer	3
PUBH-EPI 724	Molecular Epidemiology	4	PUBH-EPI 7414	Molecular Epidemiology of Infectious Diseases	3
PUBH-EPI 712	Epidemiology II	4	PUBH-EPI 7430	Epidemiology III	4
PUBH-EPI 810	Epidemiologic Methods	4	PUBH-EPI 7431	Epidemiologic Methods	3
PUBH-EPI 750	Topics in Epidemiology	1-4	PUBH-EPI 7450	Topics in Epidemiology	1-6
PUBH-EPI 850	Seminar in Epidemiology	1-4	PUBH-EPI 7899	Seminar in Epidemiology	1-3
PUBH-EPI 819	Epidemiology of Obesity	4	PUBH-EPI 8411	Epidemiology of Obesity	3
PUBH-EPI 821	Design and Analysis of Group-Randomized Trials	selective	PUBH-EPI 8412	Design and Analysis of Group-Randomized Trials	3
		New	PUBH-EPI 8430	Epidemiology IV	4
		New	PUBH-EPI 8431	Grant Writing in Epidemiology	2
PUBH-EPI 875	Doctoral Seminar in Epidemiology (research methods)	6	PUBH-EPI 8899.01	Doctoral Seminar in Epidemiology (research methods)	1
PUBH-EPI 875	Doctoral Seminar in Epidemiology (teaching)	6	PUBH-EPI 8899.02	Doctoral Seminar in Epidemiology (teaching)	2
<b>HBHP</b>					
PUBH-HBP 520	Role of Behavior in Public Health	4	PUBHHBP 2510	Role of Behavior in Public Health	3
PUBH-HBP 720	Preventing disease and promoting health	4	PUBHHBP 6510	Preventing disease and promoting health	3
PUBH-HBP 750	Special topics in HBHP	1to4	PUBHHBP 7550	Special topics in HBHP	1to6
PUBH-HBP 820	Foundations of HBHP	4	PUBHHBP7528	Foundations of professional practice in HP	3
PUBH-HBP 821	Community health assessment	4	PUBHHBP 7520	Community health assessment	3
PUB-HBP 822	Settings and special populations	4	PUBHHBP7542	Settings and special populations	3
PUBH-HBP 824	Program evaluation in public health	4	PUBHHBP 7532	Program evaluation in public health	3
PUBH-HBP 826	Substance abuse prevention	4	PUBHHBP 7552	Substance abuse prevention	2
PUBH-HBP 827	Program planning and implementation	4	PUBHHBP 7522	Program planning and implementation	3
PUBH-HBP 828	Cancer behavioral science	4	PUBHHBP7554	Cancer behavioral science	2
PUBH-HBP 830	Fundamental determinants of population	4	PUBHHBP 7544	Fundamental determinants of population hea	3
PUBH-HBP 875	Doctoral seminar in HBHP	1	PUBHHBP 8899.01	First year doctoral seminar in HBHP	1
PUBH-HBP 875	Doctoral seminar in HBHP	1	PUBHHBP 8899.02	Second year doctoral seminar in HBHP	1
850	Public Health in Action	New	PUBHHBP7556	Public health in action	2
850	Social-ecological strategies in prevention	New	PUBHHBP7558	Social-ecological strategies in prevention	2

Quarter	Quarter	Qtr	Semester	Semester	Sem
Course	Title	Credit	Course	Title	Credit
850	Health promotion research methods	New	PUBHHBP7534	Research methods in HBHP	3
	Health behavior change theory (master's)	New	PUBHHBP7562	Theoretical approaches to health behavior	2
	Health behavior change theory (doctoral)	New	PUBHHBP8562	Advanced theory of health behavior change	2
<b>HSMP</b>					
PUBHHMP 550	Health Care in America	4	PUBHHMP 4650	United States and International Health Care	3
PUBHHMP 800	Health Care Organization I	4	PUBHHMP 6609	Health Care Organization for Experienced Professionals	3
PUBHHMP 800	Health Care Organization I	4	PUBHHMP 6610	Introduction to Health Care Organization	3
PUBHHMP 800	Health Care Organization I	4	PUBHHMP 6611	Health Care Organization	3
PUBHHMP 801	Health Care Organization II	4	PUBHHMP 7601	Financing for Health Care	3
PUBHHMP 802	Economic Analysis of Health Services	4	PUBHHMP 7602	Economic Analysis of Health Services	3
PUBHHMP 803	Economics of Health Care I	4	PUBHHMP 7603	Economics of Health Care I	3
PUBHHMP 804	Economics of Health Care II	4	PUBHHMP 7604	Economics of Health Care II	3
PUBHHMP 805	Introduction to Health Policy	4	PUBHHMP 7605	Introduction to Health Policy	3
PUBHHMP 805	Introduction to Health Policy	4	PUBHHMP 7606	Applied Health Policy	3
PUBHHMP 823	Financial Management of Public Health Programs	4	PUBHHMP 7607	Financial Management of Public Health Programs	3
PUBHHMP 811	Legal Environment of Health Care	4	PUBHHMP 7611	Law and Ethics in Health Care	3
PUBHHMP 815	Health Services Organizational Management	4	PUBHHMP 7615	Health Services Organizational Management	3
PUBHHMP 817	Leadership in Health Care	4	PUBHHMP 7617	Leadership in Health Care	3
PUBHHMP 820	Health Services Finance I	4	PUBHHMP 7620	Health Services Finance I	3
PUBHHMP 821	Health Services Finance II	4	PUBHHMP 7621	Health Services Finance II	3
PUBHHMP 822	Health Services Financial Decision-Making	4	PUBHHMP 7622	Health Services Financial Decision-Making	1.5
PUBHHMP 824	Economic Evaluation of Health Care Programs and Services	4	PUBHHMP 7624	Economic Evaluation of Health Care Programs and Services	3
PUBHHMP 831	Strategic Management and Program Development	4	PUBHHMP 7631	Strategic Management and Program Development	3
PUBHHMP 840	Disability Policy and Politics	4	PUBHHMP 7640	Mental Health and Disability Policy	3
PUBHHMP 900	Advanced Topics in Health Services Management and Policy	2 to 4	PUBHHMP 7650	Advanced Topics in Health Services Management and Policy	1 to 3
PUBHHMP 870.01	Advanced Studies: General*	4	PUBHHMP 7671	Comparative Health Care Systems	3
PUBHHMP 870.02	Advanced Studies: Clinical Rotations	2	PUBHHMP 7672	Clinical Rotations	1.5
PUBHHMP 870.03	Advanced Studies: Data Analysis	2	PUBHHMP 7673	Understanding Health Care Organization Data	1.5
PUBHHMP 870.04	Advanced Studies: Ethics	2 to 4	PUBHHMP 7674	Ethical Cases in Health Care	1.5
PUBHHMP 870.05	Advanced Studies: Human Resources	2	PUBHHMP 7675	Human Resources Management in Health Care	1.5
PUBHHMP 870.06	Advanced Studies: Marketing	2	PUBHHMP 7676	Health Care Marketing	1.5
PUBHHMP 871	Introduction to Health Services Research	4	PUBHHMP 7678	Approaches to Health Services Research	3
		New	PUBHHMP 7679	Quality and Patient Safety	1.5
PUBHHMP 880	Operations Management for Health Service Organizations	4	PUBHHMP 7680	Operations Management for Health Service Organizations	3
PUBHHMP 881	Topics in Health Services Operations and Management	4	PUBHHMP 7681	Advanced Health Services Operations Management	3

Quarter	Quarter	Qtr	Semester	Semester	Sem
Course	Title	Credit	Course	Title	Credit
PUBHHMP 882	Information Systems for Health Services Organizations	4	PUBHHMP 7682	Information Systems for Health Services Organizations	3
PUBHHMP 870.01	Advanced Studies: General**	3	PUBHHMP 8671	Health Care Outcomes Measurement	2
PUBHHMP 870.07	Advanced Studies: Quantitative Methods	2	PUBHHMP 8677	cancelled	
PUBHHMP 693	Individual Studies in Health Services Management and Policy	1 to 5	PUBHHMP 7193	Individual Studies in Health Services Management and Policy	1 to 3
PUBHHMP 694	Group Studies in Health Services Management and Policy	1 to 5	PUBHHMP 7194	Group Studies in Health Services Management and Policy	1 to 3
PUBHHMP 850	Seminar in Health Service Management and Policy	2 to 4	PUBHHMP 7699	Seminar in Health Services Management and Policy	1 to 3
PUBHHMP 875	Doctoral Seminar in Health Services Management and Policy	2 to 4	PUBHHMP 8899	Doctoral Seminar in Health Services Management and Policy	1 to 3
<b>INTERDISC</b>					
PUBHHLTH 400	Introduction to Public Health	4	PUBHLTH 2010	Introduction to Public Health	3
PUBHHLTH 600	Introduction to Global Health	4	PUBHLTH 6000	Introduction to Global Health	3
PUBHHLTH 670.01	Topics in Applied PH Practice (General)	1 to 4	PUBHLTH 7350.01	Topics in Applied PH Practice (General)	3
PUBHHLTH 670.02	Topics in Applied PH Practice (PH Mgt Leader)	1 to 4	PUBHLTH 7350.02	Topics in Applied PH Practice (PH Mgt Leader)	1 to 3
PUBHHLTH 670.03	Topics in Applied PH Practice (Research Tools)	1 to 4	PUBHLTH 7350.03	Topics in Applied PH Practice (Research Tools)	1 to 3
PUBHHLTH 670.04	Topics in Applied PH Practice (Preparedness)	1 to 4	PUBHLTH 7350.04	Topics in Applied PH Practice (Preparedness)	1 to 3
PUBHHLTH 700	Public Health in Developing Countries	4	PUBHLTH 7000	Public Health in Developing Countries	1 to 3
PUBHHLTH 741	Public Health Organization	4	PUBHLTH 7040	Public Health Organization	3
PUBHHMP 685	Field Experience in (specialization)	1 to 8	PUBHLTH 6189.01	Field Experience in Public Health	1 to 6
		New	PUBHLTH 6189.02	Field Experience in Global Public Health	1 to 6
PUBHHLTH 685	Public Health Practicum	1 to 4	PUBHLTH 7189	Practicum in Public Health	1 to 6
PUBHHMP 785	Culminating Project in Public Health	1 to 8	PUBHLTH 7998	Culminating Project in Public Health	1 to 3
PUBH 799	Research in Public Health	1 to 18	PUBHLTH 7999	Thesis Research in Public Health	1 to 12
PUBH 799	Research in Public Health	1 to 4	PUBHHLTH 8998	Pre-Candidacy Research in Public Health	1 to 12
PUBH 999	Research in Public Health	1 to 18	PUBHLTH 8999	Post-Candidacy Research in Public Health	1 to 12



## **ATTACHMENTS – Master of Science in Public Health (MSPH) Degree Program**

### **Quarter-to-Semester (Q2S) Conversion for the College of Public Health (CPH)**

#### **Content**

- MHA Program Rationale
- Letters and Advisement Guides (w/ Courses) for each of three MPH degree program specializations
- Degree Transition Plan

#### **Program Rationale**

During 2009-10, the MPH, MS and PhD degrees, via a college-wide self-study and review, were fully reaccredited by the Council on Education for Public Health (CEPH). The review and approval included the program competencies and aligned course learning objectives. CEPH is aware that the courses and programs are undergoing conversion from quarter-to-semester credit hours and schedules with planned implementation summer 2012.

The Master of Science in Public Health (MSPH) degree program and the three specializations were converted from the existing CEPH accredited quarter-based curricula and credit hours with minimal changes to goals and/or requirements.

- Master of Science in Public Health (MSPH) degree w/ three program specializations:
  - Biostatistics
  - Environmental Health Sciences
  - Epidemiology

The MSPH degree currently requires a minimum of 60 quarter credit hours, which is equivalent to 40 semester credit hours. CEPH now requires a minimum of 42 semester credit hours and the college decided to change the degree to a minimum requirement of 45 and maximum requirement of 48 semester credit hours. This represents an equivalent increase of 5-8 semester credit hours relative to the conversion factor of 0.667, and only 3-5 semester credit hours beyond the CEPH minimum requirement. The rationale for the minor increase in credit hours is based on the need to meet minimum CEPH requirements, better align with several other accredited MPH degree programs, and provide increased scope and depth of content to better meet the existing degree core and program specialized competencies.

**Letter and Master of Health Administration Advisement Guide from CPH Division of Health Service Management and Policy:**



College of Public Health

Division of Health Services Management and Policy

**TO:** OSU Office of Academic Affairs  
**FROM:** Allard Dembe, DSc Chair, Division of Health Service Management and Policy  
Sharon Schweikhart, PhD Program Director MHA Degree Program  
**DATE:** November 1, 2010  
**RE:** Quarter-to-Semester Conversion for the College of Public Health (CPH)

**CPH DIVISION NAME:** Health Service Management and Policy

**DEGREE TITLE:** Master of Health Administration

**SPECIALIZATION TITLE:** Health Service Management and Policy

**PROGRAM ACCREDITATION:** Commission on Accreditation of Healthcare Management Education (CAHME)

**SEMESTER CREDIT HOURS REQUIRED and MODIFICATIONS:** 60 semester credit hours . . . The MHA degree currently requires 80 quarter credit hours, which is equivalent to 54 semester credit hours. Our accrediting organization CAHME does not specify a minimum number of required credits, but instead requires an MHA curriculum that meets specified program competencies. The MHA degree 60 semester credits to earn the degree specialization. This represents an equivalent increase of 6 semester credit hours. The rationale is based on the need to better align with several other elite accredited MHA degree programs, and provide increased scope and depth of content to better meet the existing degree core and program specialized competencies for Health Administration.

**COURSE and CURRICULUM MODIFICATIONS:** Most of the existing quarter-based courses are 4 quarter credit hours and 40 contact hours. The semester-based versions of these courses are predominantly 3 semester credit hours and 45 contact hours. The titles and descriptions of some courses were changed to better reflect the content without deviating from the original course learning objectives. The course numbers were changed to comply with the new 4-digit format and categories of levels.



## Advisement Guide for the Master of Health Administration degree program

Students admitted to the Master of Health Administration (MHA) degree program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser. For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/academics/handbooks.cfm/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

### PROGRAM OF STUDY

The curriculum consists of a minimum of 60 semester credits organized into three curricular domains:

1. Core courses in areas of knowledge basic to public health (15 semester credits)
2. MHA required courses (37.5 semester credits)
3. Elective courses approved for the specialization (7.5 semester credits minimum)

#### **Public Health Core Courses** (15 credits)

PUBHBIO 6210	Design and Analysis of Studies in the Health Sciences I	3 cr
PUBHEHS 6310	Principles of Environmental Health Science	3 cr
PUBHEPI 6410	Principles of Epidemiology	3 cr
PUBHHBP 6510	Preventing Disease & Promoting Health through Behavioral Science	3 cr
PUBHHMP 6611	Health Care Organization	3 cr

#### **MHA Required Courses** (37.5 credits)

PUBHHMP 7601	Financing for Health Care	3 cr
PUBHHMP 7602	Econ Analysis of Hlth Services	3 cr
PUBHHMP 7605	Introduction to Health Policy	3 cr
PUBHHMP 7611	Law and Ethics in Health Care	3 cr
PUBHHMP 7615	Health Services Org Mgmt	3 cr
PUBHHMP 7620*	Health Services Finance I	3 cr
PUBHHMP 7621	Health Services Finance II	3 cr
PUBHHMP 7622	Health Services Financial Decision-Making	1.5 cr
PUBHHMP 7631	Strategic Mgmt & Prog Dev	3 cr
PUBHHMP 7672	Clinical Rotations	1.5 cr
PUBHHMP 7675	Human Resources Management in Health Care	1.5 cr

*\*Students are expected to take a prerequisite introductory course in financial accounting prior to matriculation or prior to enrolling in PUBHHMP 7620.*

PUBHHMP 7676	Health Care Marketing	1.5 cr
PUBHHMP 7680	Operations Management for Health Service Organizations	3 cr
PUBHHMP 7682	Information Systems for Health Services Organizations	3 cr
PUBHHMP 7673	Understanding Health Care Organization Data	1.5 cr

#### **Recommended Electives** (7.5 credits minimum)

Students may select from the many electives recommended for the MHA, which are listed in Appendix E of the CPH *Student Handbook*.

## **ADMINISTRATIVE RESIDENCY**

Each MHA student is required to satisfy a practice placement requirement, which is ordinarily accomplished through a summer administrative residency during the summer between the first and second academic years. Although MHA students are not enrolled for course credit during the residency placement, they are expected to meet the same minimum of 120 hours on site; in practice the time spent is usually considerably more.

The MHA staff and faculty help students formulate their career development needs and identify potential sites, then work with the student for a successful placement. Some residency sites are filled by competitive application, while others are individually arranged. Many organizations participate in this program, giving students a wide range of potential experiences.

MHA students who are working as health care professionals during the time they are in the program may petition to substitute practice activities that are different from their regular work duties for the administrative residency. However, even students who have substantial health care experience benefit from the opportunity to observe and practice management under the guidance of a preceptor, without the pressure of a regular employment relationship and with the clear expectation that the residency will be tailored to fit individual career development needs.

Complete details on the process for seeking and confirming the residency, as well as detailed policies governing the residency, are found in *Guidelines for the Residency Program*, available online at <http://cph.osu.edu/academics/handbooks.cfm>.

## **INTEGRATIVE WRITING PROJECT**

The Graduate School requires that each master's student complete a Master's Examination. To satisfy this requirement, MHA students have the option of completing a research-oriented master's thesis (thesis option) or an integrative writing project (non-thesis option), which is completed through the required courses PUBHHMP 7622 and 7631. Typically, MHA students choose the non-thesis option, which also allows students to enroll in a larger number of elective courses to further their development of management and policy knowledge and skills. For more information on both options, see section 6.2 of the *CPH Student Handbook*.

## **ACADEMIC STANDARDS**

To remain in good academic standing, MHA students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses and the core courses (with the exception of a C or C+ in one core course). No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

## **TIME LIMIT**

The MHA degree must be completed within six years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with each student. Students who fail to complete the program in six years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 5.4 of the *CPH Student Handbook*.

## **GRADUATE NON-DEGREE & TRANSFER CREDIT**

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of seven semester credits may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 12 semester credits (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. For more information, see Section 10.3 of the *CPH Student Handbook*.

## **GRADUATION**

Students must be enrolled for a minimum of three graduate credits during the semester in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs for processing. The deadline for submitting the signed form to OAP is the first Friday of the semester of graduation. Since the signed Master Exam Report Form is due prior to finals week, students generally must finish their integrative writing projects by the middle of the semester of graduation. Prior to the end of the last semester of enrollment, students are asked to complete an Exit Survey, as explained in Section 13.14 of the *CPH Student Handbook*.

**MHA Transition Plan**

- The transition from a quarter-based to semester-based curriculum will be relatively straightforward for the MHA degree program and specializations. During January 2011, the CPH website will have a list of the quarter-based courses and the equivalent semester-based courses so that existing students who will likely still be enrolled beyond spring quarter 2012 can plan their course schedules. Each degree and program will indicate the equivalent semester-based courses required to meet the curriculum requirements specified in students original quarter-based plans of study.
- With assistance from their academic advisors, students will be provided with a list of quarter-based courses to complete during the quarters beginning spring 2011 through spring 2012. In relation, they will see the remaining didactic courses that will be offered beginning summer term 2012, when the conversion is implemented, and beyond.
- Students who are transitioning from quarter-to-semester and who matriculate prior to Summer 2012 will be required to complete the equivalent of 56 semester credits.
- Students will be informed and the 2011-12 CPH *Student Handbook* will reflect the curricula to complete the program. Refer to the table summary below:

<b>Degree</b>	<b>Specialization</b>	<b>Equivalent Minimum Semester Credits to Complete for Students Matriculated Prior to Summer 2012</b>	<b>Equivalent Semester Credits to Complete for Students Matriculated Summer 2012 or After</b>
<b>MHA</b>	Health Admin	56	60