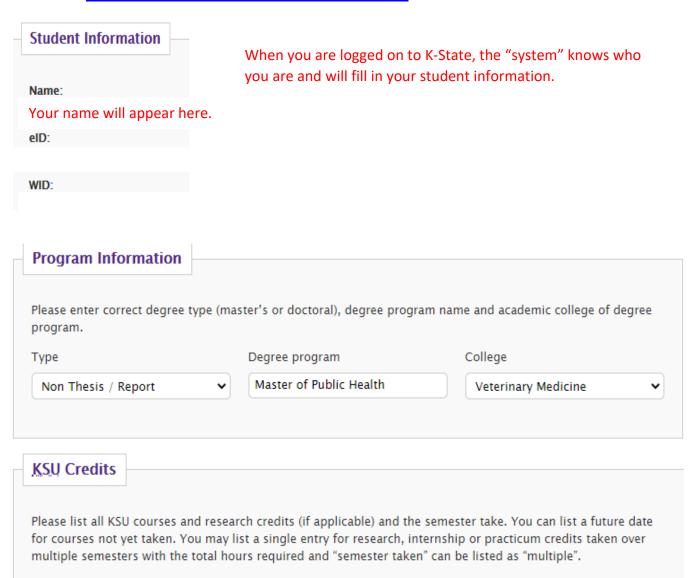# MPH Electronic Program of Study (POS) Instructions

Program of Study

A full-time student must file a program before the end of the second semester of graduate study, and part-time students must do so upon completion of 9 credit hours. If courses have already been taken, department codes, course numbers, course names, credits earned, and the semesters taken should be listed on the program of study as they appear on the transcript(s). Research credit hours for master's and doctoral students should be listed on one line with the total sum of credits. Do not include course work earned more than six years prior to the semester this program is submitted.

Link: https://www.k-state.edu/grad/academics/forms/ … Select Electronic Form Submission

Student Information

When you are logged on to K-State, the "system" knows who you are and will fill in your student information.

Name:

Your name will appear here.

eID:

WID:

Program Information

Please enter correct degree type (master's or doctoral), degree program name and academic college of degree program.

Type	Degree program	College
Non Thesis / Report	Master of Public Health	Veterinary Medicine

KSU Credits

Please list all KSU courses and research credits (if applicable) and the semester take. You can list a future date for courses not yet taken. You may list a single entry for research, internship or practicum credits taken over multiple semesters with the total hours required and "semester taken" can be listed as "multiple".
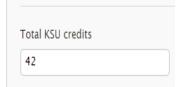
Start your POS by listing the MPH core courses as listed in the example. These core classes are never waived unless the exact course has been taken at a graduate level from a CEPH accredited program.

The last page of this document contains a table you can use to plan out your POS so that filling out the form is easier and goes faster.

Course

Course #	Course title	Hours	Semester taken
MPH 701	Fundamental Methods of Biostati	3	Fall 2022
e.g. AGRON101	e.g. Basic Introduction	e.g. 3	e.g. Spring 2018

Remove Course

Course

Course #	Course title	Hours	Semester taken
MPH 720	Administration of Health Care Or	3	Fall 2022
e.g. AGRON101	e.g. Basic Introduction	e.g. 3	e.g. Spring 2018

Remove Course

Course

Course #	Course title	Hours	Semester taken
MPH 754	Introduction to Epidemilogy	3	Fall 2022
e.g. AGRON101	e.g. Basic Introduction	e.g. 3	e.g. Spring 2018

Remove Course

Course

Course #	Course title	Hours	Semester taken
MPH 802	Environmental Health	3	Spring 2023
e.g. AGRON101	e.g. Basic Introduction	e.g. 3	e.g. Spring 2018

Remove Course

Course

Course #	Course title	Hours	Semester taken
MPH 818	Social and Behavioral Bases of Pu	3	Spring 2023
e.g. AGRON101	e.g. Basic Introduction	e.g. 3	e.g. Spring 2018

Remove Course

Course

Course #	Course title	Hours	Semester taken
MPH 840	Public Health Practice	6	multiple
e.g. AGRON101	e.g. Basic Introduction	e.g. 3	e.g. Spring 2018

Continue to add your required and elective emphasis area classes. Classes are listed on the MPH website: https://www.k-state.edu/mphealth/ (see "Areas of Emphasis" [left hand side menu] and select area).

Total KSU credits

42

The total must be at least 42 credits. If you are using credits from another degree program at K-State or transferring credits from another university, use the transfer credits section below. Total credits from all sources must be 42.

Transfer Credits

Please list all courses taken at other universities approved by your supervisory committee for you K-State program of study. You must provide course number, course title, semester taken as listed on the transfer university transcript and the name of the university. If you are transferring credit from an awarded degree, you can list the course number as "degree", the course title as "name of degree awarded" (ex. master of science) and for "semester taken", please list the semester the degree was awarded.

Course

Course #	Course title	Hours	Semester taken
Vet Med Block Transfer	Document K-State DVM Credits i	12	
e.g. AGRON101	e.g. Basic Introduction	e.g. 3	e.g. Spring 2018

University

Kansas State University

Remove Course

Course

Course #	Course title	Hours	Semester taken
Shared credit	Document any "shared" credits b		
e.g. AGRON101	e.g. Basic Introduction	e.g. 3	e.g. Spring 2018

University

Kansas State University

Total transfer credits

12

Transfer credit should be "subtracted" from the "Total KSU Credits" above. The combined total must be at least 42 credits.

Program Advisor

This section is optional. It is for use by students in degree programs with program advisors or coordinators who review forms prior to the supervisory committee. If you have a program advisor/coordinator, please list the name, K-State e-mail address (eID@ksu.edu) and department of your program advisor/coordinator.

Name

MPH Program Office

E-mail

rsj9999@ksu.edu

Fill in as indicated use @ksu.edu.

Department

Master of Public Health

Supervisory Committee

Please list name, K-State e-mail (eID@ksu.edu), role and department of all supervisory committee members. All committees must have a major professor or co-major professors as well as regular committee members. You must also include your department head or graduate program director in order to submit the form. If you have a non-K-State committee member approved by the Dean of the Graduate School, use the "external committee member" role and give their off-campus e-mail address

List your Major Professor first

Then list the 2 other members of your graduate committee.

Committee Member

Name

E-mail

Role

Department

Dr. Ellyn Mulcahy (emulcahy@ksu.edu) as the MPH Program Director is listed last.

You must fill out this section. If you do not know answer "No." You can apply for an IRB or IACUC if you need one for your Applied Practice Experience (APE).

Research Approval

Review and approval by a federally mandated Compliance Committee is required for all research activities that involve the use of subjects or materials as listed below. Please indicate if your research involves any of these and the Compliance Committee's approval number. If you have not yet received approval, you must do so before beginning any research activities. The Compliance Office is located in Room 203 Fairchild Hall. Information is available on the Compliance Office website.

After all sections are filled out, select "Submit." Your POS will be emailed to your major professor, committee members and Dr. Mulcahy. So that it does not "sit" in someone's email, let your major professor and committee members know it has been submitted and to watch for it.

Submit

MPH POS Planning Table

Course Number	Course Title	Credit Hours	Semester Taken
MPH 701	Fundamental Methods of Biostatistics	3	
MPH 720	Administration of Health Care Organizations	3	
MPH 754	Introduction to Epidemiology	3	
MPH 802	Environmental Health	3	
MPH 818	Social and Behavioral Bases of Public Health	3	
MPH 840	Public Health Practice	6	
The MPH courses listed above are required for everyone. Below list the areas of emphasis required and elective courses.			
Any notes needed for POS such as: Student allowed to take [list class] in lieu of [list MPH required class] because [meets career needs; course taken as an undergraduate; etc.]			
		Total	

Transfer Credit(s)

Indicate where/when transfer course and/or degree work was/will be completed. Official transcript required if not a K-State course.			
		Total	

Total Credits required for MPH Degree is 42.