



Master of Public Health

Preparing your Program of Study

Graduate Program of Study (POS)

Required by Graduate School

Graduate Handbook, Chapter 2, Section C. The Program of Study

- Every master's student must file with the Graduate School a Program of Study, a formal list of the courses the student intends to take to fulfill the requirements of the degree.
- The program of study should consist solely of courses directly related to the master's degree.
- Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours.

Graduate POS

- The student should prepare the POS in consultation with the supervisory committee, all members of which must indicate their approval by signing the POS form provided by the Graduate School.
- The head of the academic unit must endorse the POS and forward it to the Dean of the Graduate School, whose approval must be received within the first two semesters of graduate work.
- Subsequent changes require approval of all members of the supervisory committee, and if changes are made, a Program/Committee Change form should be submitted to the Graduate School before graduation.


Preparing the POS – Overview of Requirements

- MPH degree consists of 42 credit hours.
- Every MPH students must complete the 15-hour, 5 courses core requirement.
- Every MPH students must complete an APE (6 hours). If completing a thesis APE requirement is 3 hours and thesis research is 6 hours.
- Remainder of hours (21) is completed with emphasis area required and elective courses.
- MPH Website <https://www.k-state.edu/mphealth/> has list of required and approved electives by emphasis area.
- Excel planning sheet on MPH Website by emphasis area. Use this sheet to discuss with your major professor which classes you should take and list on the POS.

Electronic POS on Graduate School's Website

Found at:  K-State home » Graduate School » About » Forms

[About](#) | [Admissions](#) | [Academics](#) | [Student success](#) | [Financial support](#) | [Faculty resources](#)

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Electronic Form Submission

Most Graduate School student forms can be submitted electronically. You will be prompted to login with your K-State eid and password to access these forms. Electronic forms cannot be saved and must be completed in one session. Additional Graduate School forms are available at the bottom of this page. Submit an electronic form by clicking on a form name below.

[Program of Study](#)



[Program and Committee Change](#)



[Approval to Schedule Final Examination](#)



[Request for Preliminary Examination Report](#)



Select this form.

Instructions for Completing POS

Detailed instructions for the POS may be found on the MPH Website under Home>Current Students

Program of Study: Every student in the MPH Program who intends to earn a degree must file a Program of Study (POS), signed by members of his/her supervisory committee and the MPH Program Director. The POS should consist solely of courses directly related to the MPH degree. *Full-time students should file their POS before the end of their second semester of graduate study, and part-time student should do so upon completion of 9 semester credit hours in the semester.* This form must be filled out electronically. To do so select [Electronic Form Submission](#) on on The Graduate School's form page.

To make preparing your POS easier, we have entered MPH specific information in this PDF file for your use. [Electronic MPH Program of Study with instructions](#)

Master of Public Health Program

Home
Prospective Students
Current Students

Current MPH Students

Thank you for using

MPH specific instructions

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

Name:

Your name will appear here.

eID:

WID:

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

Program Information

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

Type

Non Thesis / Report



Degree program

Master of Public Health

College

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 #

MPH 701

e.g., AGRON101

Course title

Fundamental Methods of Biostati

e.g., Basic Introduction

Hours

3

e.g., 3

Semester taken

Fall 2022

e.g., Spring 2018

Remove Course

Course

Course #

MPH 720

e.g., AGRON101

Course title

Administration of Health Care Or

e.g., Basic Introduction

Hours

3

e.g., 3

Semester taken

Fall 2022

e.g., Spring 2018

Course

Course #

MPH 754

e.g., AGRON101

Course title

Introduction to Epidemiology

e.g., Basic Introduction

Hours

3

e.g., 3

Semester taken

Fall 2022

e.g., Spring 2018

Remove Course

Course

Course #

MPH 802

e.g., AGRON101

Course title

Environmental Health

e.g., Basic Introduction

Hours

3

e.g., 3

Semester taken

Spring 2023

e.g., Spring 2018

Remove Course

Course

Course #

MPH 818

e.g., AGRON101

Course title

Social and Behavioral Bases of Pu

e.g., Basic Introduction

Hours

3

e.g., 3

Semester taken

Spring 2023

e.g., Spring 2018

Course

Course #

MPH 840

e.g., AGRON101

Course title

Public Health Practice

e.g., Basic Introduction

Hours

6

e.g., 3

Semester taken

multiple

e.g., Spring 2018

Even if you split MPH 840 between two semester, list it only once as 6 credits.

If you are completing a thesis, list MPH 840 as 3 credits and add thesis credit, using the thesis research course number from your emphasis area for 6 hours.

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 #

Vet Med Block Transfer

e.g., AGRON101

Course title

Document K-State DVM Credits i

e.g., Basic Introduction

Hours

12

e.g., 3

Semester taken

e.g., Spring 2018

University

Kansas State University

Remove Course

List the courses from your DVM/MS/PhD degree that meet an MPH requirement for the MPH degree here.

Course

Course #

Shared credit

e.g., AGRON101

Course title

Document any "shared" credits b

e.g., Basic Introduction

Hours

e.g., 3

Semester taken

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.

Transfer credit as allowed by the Graduate School:

- DVM/MD degree = 12 credits
- Masters = 6 credits for overlapping graduate credit (credits shared between two MS degrees at K-State); from another institution = 10 credit hours
- PhD = 10 credits
- Other possible transfer? Ask the MPH program office
- There are more criteria/considerations Ask the program MPH office
- See D5, D6 <https://www.k-state.edu/grad/graduate-handbook/chapter2.html>

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

The MPH Program Office (acting as the advisor) will check your POS for accuracy and send it back to you if needed for corrections. You are the only person who can make corrections to the POS.

Supervisory Committee

Only use @ksu.edu

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

Committee Member

Name

E-mail

List your Major Professor first

Then list the 2 other members of your graduate committee.

Role

Major Professor



Department

Master of Public Health

Dr. Mulcahy emulcahy@ksu.edu as the Program Director is listed last on every form submitted to the Graduate School.

Becky rsj9999@ksu.edu is listed as the Program Advisor (first) on every form submitted to the Graduate School.

Research Approval

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).

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](#).

Submit

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.

The POS will be returned to you for corrections if any of your committee, major professor or Dr. Mulcahy find errors (even spelling). Please use a planning sheet and double check everything!

POS Planning Table at end of Instructions

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.			

Resources

- <https://www.k-state.edu/mphealth/current/> (MPH website)
- <https://www.k-state.edu/mphealth/faculty/faculty-staff.html> (MPH website)
- Electronic POS <https://www.k-state.edu/grad/academics/forms/> (Graduate School's website)
- MPH POS instructions <https://www.k-state.edu/mphealth/pdf/pos/MPH%20Electronic%20POS%20Instructions.pdf>
- MPH Graduate Handbook, see 4.1, 5.1 (p13) https://www.k-state.edu/mphealth/pdf/mph_handbooks/18-19%20MPH%20GRADUATE%20STUDENT%20HANDBOOK.pdf
- Masters Supervisory Committee <https://www.k-state.edu/grad/graduate-handbook/chapter2.html#Supervisory%20Committee> (Graduate School's website)

Contact us with any questions

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