

**GRADUATE STUDENT HANDBOOK**  
**for the Master of Public Health (MPH) Program**

**at**

**Kansas State University**  
**Manhattan, KS**



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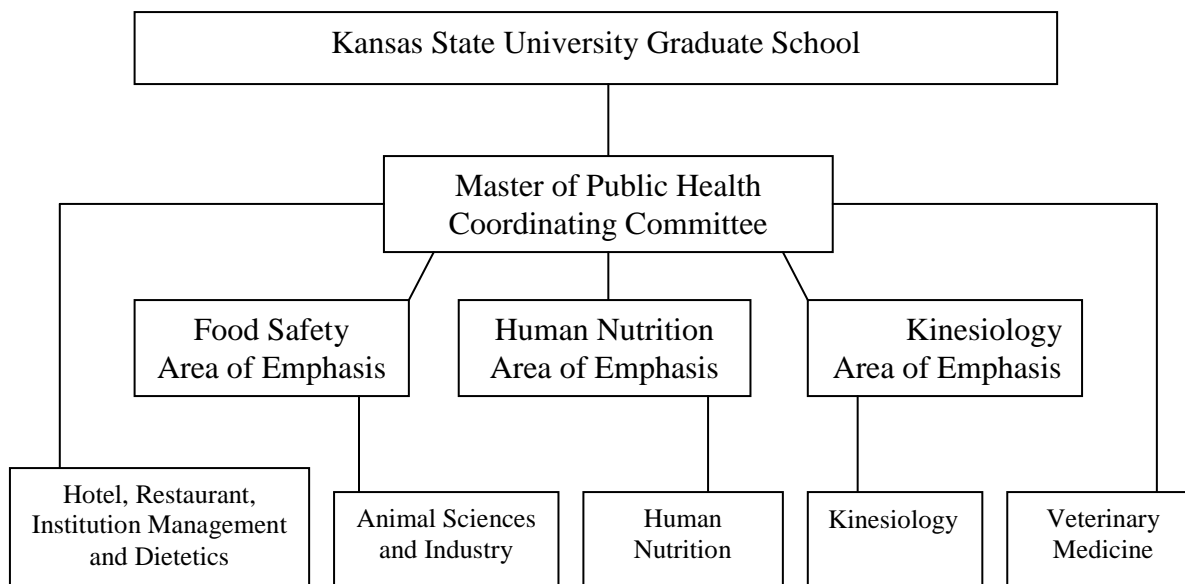
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## I. Introduction

The purpose of this handbook is to provide graduate students with information on the Master of Public Health Program (MPH) at Kansas State University. This program is an interdisciplinary program comprised of five areas of emphasis. Each student applying to the program is admitted into one of these areas:

- Food Safety
- Human Nutrition
- Human Nutrition and Physical Activity
- Infectious Diseases and Zoonosis (pending approval)
- Physical Activity

The following diagram illustrates the structural outline of the KSU Master of Public Health Program:



Students and faculty are expected to follow the policies and procedures of the Graduate School as well as those given in this manual. The most recent edition of the KSU Graduate Handbook is available online at <http://www.ksu.edu/grad>. The Graduate Handbook contains detailed information on the master's degree requirements. Graduate School forms, the official calendar, and forms specific to the MPH program are available online also.

The policies and procedures presented in this manual were approved by the members of the MPH Coordinating Committee representing each of the areas of emphasis. This document presents information unique to the MPH program as well as university-wide policies and procedures appropriate to a master's degree.

## II. Definition of Terms

**Graduate School:** The central administrative unit of the University responsible for the development and formulation of general University policies and procedures pertaining to all graduate programs. The Graduate School is located at 103 Fairchild Hall.

**Graduate Program:** A Kansas Board of Regents approved program of instruction leading to a graduate degree. Kansas State University offers an interdisciplinary Master of Public Health (MPH) degree program. Units in four colleges—Agriculture, Arts and Sciences, Human Ecology, and Veterinary Medicine-- offer courses in the program. Administrative functions are under the leadership of a Director. Policies and procedures are developed by a Coordinating Committee and approved by graduate faculty in the program. Details of the program are described in a brochure available from the Graduate School and on the MPH website at <http://www.ksu.edu/humec/hn/mph.htm>

## III. Admission Categories

All new graduate students, both domestic and international, are assigned to one of four categories upon admission:

### 1. Full standing

- a. Undergraduate training essentially the same as that at Kansas State University.
- b. "B" average or higher in the junior and senior years (advanced GPA)
- c. A combined Graduate Record Examination (GRE) score of 1000 or higher for the verbal and quantitative sections combined. This requirement will be waived for applicants who already hold a graduate degree or a graduate professional degree.
- d. A TOEFL score of 550 (paper) or 213 (computer) or higher for applicants whose native language is not English
- e. At least one year of health-related experience in a health-care setting is preferred. One year of an approved internship or employment in Extension will count. For applicants who lack this requirement, a directed field experience concurrent with the program will be required.

### 2. Provisional

- a. Transcript evaluation uncertain, as is sometimes the case with international students
- b. B average or higher in the junior and senior years, but some course deficiencies in undergraduate work
- c. Final transcripts indicating award of a degree not yet in hand; applicant completing degree; other criteria for full standing met

### 3. Probationary

- a. Grade point average from 2.65 to 2.99 (A=4.00) in the last two years of undergraduate work. If work has shown a marked improvement in later semesters and there are grades of "B" or better in demanding courses in the major and related professional areas, admission is considered.
- b. Grade point average below 2.65 in last two years of undergraduate work. Admission is considered only upon documentation that the student is now qualified to do graduate work. Evidence may include: (1) satisfactory grades on

GRE Advanced Test or Miller Analogies Test; (2) satisfactory work at another graduate school; or (3) outstanding professional experience that demonstrates the ability to handle academic work in the major area

#### **4. Special (non-degree)**

- a. Students who have an undergraduate degree but do not plan to work for the MPH degree may be admitted to graduate study as special students. No more than 9 credit hours earned as a special student may be applied toward the degree.
- b. Special students are required to meet the same academic standards as other graduate students. Special students who later wish to work for an MPH degree must make a formal application to the program and be formally admitted by the Graduate School as a student with full standing status.

**Note:** Provisional and probationary students are advised of deficiencies and of other conditions to be met to achieve admission in full standing. Their status is reviewed after completing 9 credit hours of course work at Kansas State University. Those who have earned grades of “B” or higher and a GPA of 3.0 or higher for the first 9 credit hours, exclusive of individualized study, and removed all deficiencies specified at the time of admission, will be placed in full standing.

### **IV. Graduate Student Advisement**

Upon acceptance to the MPH program and one of the areas of emphasis, each student is assigned a temporary major professor who serves until the student files a Program of Study (POS). The temporary major professor may be retained for the entire program or the student may change at the time of the filing of the POS.

#### **Program of Study:**

Every student in the MPH program who intends to earn a degree must file with the Graduate School a Program of Study (POS), which is the formal approved list of the courses the student intends to take to fulfill the requirements of the degree. The POS should consist solely of courses directly related to the MPH degree. Deficiency courses should not be listed. 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.

The student should prepare the POS in consultation with the major professor and the supervisory committee, all members of which must indicate their approval by signing the POS form provided by the Graduate School. This form can be downloaded in MS-Word or PDF format from <http://www.ksu.edu/grad/guidelines/masters>. Guidelines for preparing a POS and a sample of a POS are located in Appendix A and Appendix B at the end of this handbook.

The Director of the MPH Program must then 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. ***Do not ask the head of an academic department to approve or sign the POS as only the Program Director is authorized by the Graduate School to do this.***

Subsequent changes in the POS require approval of all members of the supervisory committee, and if changes are made, a Program/Committee Change form (Appendix C) should be submitted to the Graduate School before graduation. This form can be downloaded from the Graduate School website noted above.

**Supervisory Committee:**

Prior to preparation of the POS, the graduate student must form a supervisory committee including a major professor and at least two other graduate faculty. All three committee members may be from the same area of emphasis with the exception of the nutrition and physical activity combined area. In this area at least one graduate faculty person must be from the Department of Human Nutrition and at least one graduate faculty person must be from the Department of Kinesiology. A list of approved MPH graduate faculty members can be found near the end of this handbook and on the MPH program website.

The role of the supervisory committee is to offer advice concerning the POS and approve the original and any subsequent changes in the POS. The supervisory committee also assists in the intellectual and professional development of the student and in evaluation of the student's research project, if the thesis option is selected. The supervisory committee will participate in the final examination of the student in fulfillment of the degree requirements set by each area of emphasis.

The student is responsible for obtaining the signatures of the supervisory committee members on the POS which meets the requirements of the Graduate School and the MPH Program. The student is also responsible for filing the POS within the time frame specified in the previous section. The major professor serves as the chair of the supervisory committee. After approval, the Dean of the Graduate School will formally appoint the supervisory committee.

## V. Communication

**K-State eID:** As a new member of the K-State community, you must register and select an eID, your K-State electronic identification. Your eID is part of your e-mail address and your key to the resources on K-State's central computer systems. For more information on eIDs and to register your eID, logon to the website at <http://www.eid.k-state.edu>.

**Electronic listserve:** All graduate students in the MPH degree program will be included in a distribution list created by the Director for sending communications that are relevant to everyone. Each department also maintains a listserve for graduate students in the individual areas of emphasis.

**Campus mailbox:** It is common practice for students who are receiving financial assistance through a department to be assigned a mailbox in the department responsible for the area of emphasis. For students who are parttime or who are not receiving funds from an assistantship or fellowship, the department secretary should be contacted for an assigned mailbox for receiving postal mail.

**Postal mail address:** Be sure to give your preferred mailing address to the Director of the MPH Program and to the secretary of the department of your affiliation. This is especially important for communication over semester breaks and during the summer session if you are not on campus.

## **VI. Graduate Assistantships**

A limited number of financial assistance awards are available each year through the departments participating in the MPH program or through the Graduate School. Assistantships usually vary between two-tenths and four-tenths time (8 to 16 hours per week based on a 40-hour work week) and are renewable each semester. If a department awards graduate teaching assistantships (GTA), the student is eligible for a tuition waiver with amounts based on the number of tenths of the appointment. For graduate research assistantships (GRAs), students must have at least a four-tenths appointment to qualify for resident tuition and an opportunity for purchasing low cost health insurance.

A student on a 0.4 time appointment must be enrolled for a minimum of six (6) and not more than 12 graduate credit hours per semester. Individual departments may have a higher minimum requirement for the regular academic year. During the summer session, a student must be enrolled in a minimum of three (3) graduate credit hours while on an assistantship appointment. Only the Dean of the Graduate School in extenuating circumstances may grant exceptions to the enrollment requirements. An applicant interested in obtaining an assistantship should contact the Graduate Program Coordinator in the department responsible for the area of emphasis in the MPH program. Application deadlines vary by department.

## **VII. Information Relating to Courses and Grades**

### **Course Load:**

The usual course load for a graduate student who is not receiving an assistantship is 12 graduate credit hours. The maximum course load for graduate students is 16 credit hours. Minimum and maximum course loads for students on graduate assistantships is described in the previous section of this Handbook.

### **Enrollment:**

Enrollment is the process of selecting and registering for courses to be taken during the semester. New students should meet individually with the Director of the MPH Program and the temporary major professor prior to the beginning of the first graduate semester. The core courses for the MPH degree are prescribed for everyone but may be taken during any semester when they are available. The courses approved for the area of emphasis are to be selected in consultation with the major professor and may be taken at any time.

Currently enrolled students complete the enrollment process during the prior semester (pre-enrollment). Pre-enrollment is held in late March for summer and fall semesters and late October for spring semester. Consult the current line schedule at <http://> For course offerings, times, and location as well as additional enrollment information, such as tuition, fees, and payment schedules. Graduate students may enroll on the first day of pre-enrollment. Enrollment on this day is highly recommended, as many elective courses will fill and close within a few days. Some departments may require major professor permission to enroll. In such cases, after conferring with your major professor electronic permission will be granted to permit you to enroll. Enrollment can be completed via the KSU electronic system known at **KATS** for a small fee or via a walk-in method at Enrollment Services in Willard Hall (2<sup>nd</sup> floor).

***Students must be enrolled in courses before the 20<sup>th</sup> day of the semester.***

**Drop-Add Procedure:**

If it is necessary to drop or add a course after the initial enrollment, a Drop/Add form must be filed with the signatures of the Director of the MPH Program and the Dean of the Graduate School. Drop/Add forms are available in department offices, Justin Hall 210, and in Fairchild 103. During the first two weeks of classes, drop-adds are handled at the Enrollment Center in Willard Hall. After this period, the Dean's Office in the Graduate School processes the completed forms. *This process is the responsibility of the student.*

**Grade Change:**

If a student has a good reason to believe that an incorrect grade has been received for a course or if an incomplete grade has been recorded, the student should first consult with the instructor of the course involved. If the instructor agrees that the grade should be changed, the instructor is responsible for filing a Grade Change Report form with the Registrar's Office.

**Incomplete Grades:**

The grade of "Incomplete" (I) is may be given in regular courses (other than independent studies, research, and problems) upon request of the student for personal emergencies that are verifiable. The instructor of the course has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the "I" grade during the first semester in residence at the University after receiving the grade. Exceptions to this policy include credit hours for the thesis, dissertation, or directed research.

A grade may be given by the instructor without further consultation with the student if the student does not make up the incomplete (I) during the first semester in residence after receiving it. After the end of the first semester if the "IX" remains on the transcript, it will be changed to an "F" and will be computed in the GPA with a weight of 0 points per credit hour. A grade of "NR" for no grade reported will be treated in a like manner. Only the grades "A", "B", "C", "D", and "F" (and the designation "IX", under conditions described above) are used in calculating resident graduate grade point average (GPA).

If a student receives a grade of incomplete in a course, a Grade Change Report form must be filed in order to change the "I" to a letter grade. A student may not graduate with an "I" on record. It is the student's responsibility to make sure that the instructor files a Grade Change Report to remove the "I" from the transcript.

**Courses Applied Toward Two Degrees:**

No graduate student may use credit for a course in meeting the requirements for the bachelor's degree and the master's degree. Students fulfilling the requirements for two master's degrees may apply no more than six (6) credit hours from the first master's degree to the requirements of the second degree.

**Transfer of Credit:**

Kansas State University accepts graduate credit hours from another institution under the following conditions: 1) other accredited institutions that offer graduate degree programs appropriate to the level of the credit to be transferred; 2) credit is fully acceptable to the other institution in satisfaction of its own advanced degree requirements; and 3) credit is applicable to



the student's program of study for the MPH degree at Kansas State University. ***The Program of Study should consist solely of courses directly related to the MPH degree.***

Upon approval by the Director of the MPH Program at KSU, students may transfer up to 10 graduate credit hours for the MPH degree. Only courses with a grade of "B" or better may be transferred. Credit hours earned more than six (6) years prior to the semester in which the Program of Study is approved cannot be transferred. ***Research conducted outside the MPH program cannot be accepted for credit as part of a Program of Study.***

### **Class Attendance:**

The instructor of each course determines the class attendance policies for his/her course. The student is responsible for learning the procedures from each instructor. Absence from all classes does not automatically constitute dropping the course and may result in a grade of "F" being recorded for the course.

### **Grade Requirements:**

A student must receive a grade of "C" or higher in order to receive graduate credit for a course.

### **Dismissal:**

A graduate student will be denied continued enrollment at Kansas State University for any of the following reasons:

1. Failure of a student on probationary status for admission to achieve a minimum cumulative GPA of 3.0 in the first 9 credit hours of graduate level coursework.
2. Failure of a student placed on probation for deficient grades to achieve a cumulative GPA of at least 3.0 within two (2) semesters for fulltime students and within 12 graduate credit hours for part-time students.
3. Failure to meet published departmental, program, or university-wide requirements.
4. Failure to maintain satisfactory progress, as determined by the major professor or the supervisory committee, toward a graduate degree.

### **Reinstatement:**

A student who has been dismissed may petition for reinstatement to the same program or for admission to a different one. Petitions for readmission are heard and decided by the Graduate Council Readmission Committee. Students whose petitions are granted are readmitted on probation as a condition of readmission. In such cases, Graduate Council Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions. To regain regular status, the reinstated student must satisfy the conditions outlined in the Graduate Handbook, Section F.3 for removal from probation.

### **Change of Curriculum:**

Students wanting to change areas of emphasis within the MPH degree program should consult with the Director of the MPH Program as well as with the Graduate Coordinator of the department responsible for the area of emphasis. If both departments involved agree to the curriculum change, the student must then consult with the Dean of the Graduate School. A Change of Curriculum form must then be processed by the Graduate School before the transfer is formalized.

**Withdrawal from School:**

If it is necessary to withdraw from all courses during a semester, notify the Director of the MPH Program. The Director will then contact the Graduate School to process a Notice of Withdrawal. If the Notice of Withdrawal is not filed with the Office of Admissions and Records, the student's name may not be removed from the class roll. This will result in the reporting of failing grades for each of the courses in which the student was enrolled.

## **VIII. Academic Honesty**

A graduate student's personal integrity is presumed to be sufficient assurance that in academic matters, including research and field experience, one does work *without unauthorized assistance* from any other source. Graduate students are expected to abide by the KSU Undergraduate Honor Pledge System that states: *"On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."*

The KSU Honor System presumes that all work, submitted as part of academic requirements, is the product of the student submitting it unless credit is given with proper citations, or as prescribed by the course instructor or major professor. The system applies to examinations and to all work handed in, such as research papers and reports, case studies, solutions to problems, non-print media, and computer programs, unless an exception is made by the faculty person. Plagiarism and cheating are serious offenses and carry penalties that may involve failure on the exam, paper, or project; failure in the course; and/or expulsion from the University. If failure in the course is recommended by the Honor Council, an "XF" grade will be assigned and recorded on the transcript. An "XF" designates failure of a course as a result of a breach of academic honesty. More detailed information about the policy can be found on the Honor System web page at: <http://www.ksu.edu/honor>.

## **IX. Award of the MPH Degree**

**Requirement:**

The following conditions must be met in order for a student to be awarded an MPH degree:

1. The student must not be on probation.
2. The student's graduate grade point average must be at least 3.0.
3. All requirements of the Graduate School, the student's academic program area, and the student's supervisory committee must be met.
4. The student must be enrolled for at least 1 credit hour during the semester in which the degree requirements must be met.

**Graduate Commencement Ceremony:**

Graduation ceremonies are held during the last week of the spring and fall semesters. All graduates are encouraged to attend these ceremonies and be recognized. Approval Forms, Graduation Check sheets, Graduation Fees, and Graduation Cards are due throughout the student's final semester. The deadlines are posted and can be checked on the Graduate School website. Failure to submit forms in a timely manner will delay graduation date, posting of the degree, and/or listing in the Graduation Program for the Commencement Ceremony.

## **X. Graduate Student Rights and Grievance Procedure**

### **A. Graduate Student Rights and Responsibilities**

1. Every graduate student has:
  - a. Freedom of inquiry, conscience, expression, and association and the right to petition for the redress of grievances.
  - b. The right, to the extent permitted by law, to have any information about his or her opinions and associations unrelated to academic performance or assigned responsibilities that has been acquired by professors or administrators in the course of their work as instructors, advisors, or counselors held confidential at his or her request and not disclosed to others without his or her consent.
  - c. Freedom from unfair treatment by faculty or administration in the assignment and evaluation of academic work toward the completion of requirements for a particular course.
  - d. The right to due process in the conduct of proceedings pursuant to the provisions of this document or of any proceedings conducted under any other provisions of any other rule or regulation governing Kansas State University.
  - e. The right to immunity from reprisal in the form of University disciplinary action or proceedings for seeking redress pursuant to the provisions of this document.
2. Every graduate student is responsible for:
  - a. The exercise of applicable rights and freedoms, as enumerated above, in a manner that does not materially and substantially interfere with the requirements of appropriate discipline in the operation of the institution nor infringe upon the rights of other students, faculty, or staff.
  - b. Completing the requirements and meeting the standards of any course in which he or she is enrolled.
  - c. Understanding the legal and ethical standards applicable to scholarship in general and to the student's discipline, and understanding the policies and procedures that the University has in place to ensure compliance with these standards.

### **B. Graduate Student Grievance Procedures**

The *Graduate Handbook* contains general rules and procedures governing graduate education developed by the Graduate Council. In addition, each graduate program may have more detailed departmental or program guidelines that specify how that degree program operates within general Graduate School policies, and what graduate students can expect during their graduate career. If departmental or program policies are inconsistent with Graduate School policy, the Graduate School policy is the overriding policy. Non-academic conduct of graduate students is governed by the KSU Student Code of Conduct in the *Student Life Handbook* and the hearing procedures therein. The undergraduate grievance procedure applies to any academic matter involving an undergraduate student taking graduate courses.

## 1. Definition of Terms

- a. Graduate Student - Under these procedures, a graduate student is any person who has been formally admitted into the Graduate School of Kansas State University and was enrolled as a graduate student at the time the alleged events leading to the grievance occurred.
- b. Grievance - A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or is in violation of his or her rights established through formal prior agreement. "Grievances" under this procedure shall include disputes over grades, academic integrity, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.
- c. Respondent - The person(s) against whom a grievance is being made.
- d. Working Days - For the purpose of this section a "working day" is defined as any weekday that is part of the regular nine-month academic calendar, including all days that classes are conducted and the period of final examinations. Legal holidays and the time when summer school is in session are excluded from the definition of "working day ." However, if it is agreed to by all of the parties, a hearing can be conducted and/or the process completed during a vacation period.

## 2. Procedures

- a. Graduate student should attempt to resolve any grievance first with the faculty member, supervisory committee, or administrator involved.
- b. If, after earnest inquiry, the grievance remains unresolved, the graduate student should discuss the grievance with the department head, chairperson, or other immediate administrative superior of the respondent and, if pertinent, with any relevant departmental faculty member or committee. If the grievance is not resolved to the satisfaction of all parties concerned by discussions at the departmental level, the graduate student may further discuss it with the academic dean of the college in which the alleged violation has occurred (hereafter called the "academic dean") and/or with the Dean of the Graduate School. If the grievance is satisfactorily resolved by any of the above discussions, the terms of the resolution shall be reduced to writing and signed by the graduate student, respondent, and administrative superior involved in negotiations, if any of the involved parties desires to have such a written statement.
- c. If the grievance is not resolved by the above discussions and the graduate student then chooses to pursue the matter further, the issue must be reduced to writing promptly by the graduate student and sent immediately to the Dean of the Graduate School. The grievance must be submitted to the Dean of the Graduate School within 6 months of the time that the graduate student knows of the matter prompting the grievance, or the graduate student relinquishes any opportunity to pursue the grievance. The written grievance shall include a clear, concise statement of the policy or policies/procedures violated, and the redress requested. The Dean of the Graduate School shall forward a copy of the grievance to the respondent. Within 10 working days after receipt of the grievance, the respondent shall provide

the Dean of the Graduate School with a copy of his or her written response.

- d. Upon receipt of the written response, the Dean of the Graduate School shall, within 10 working days, appoint an ad hoc grievance committee to hear and make a decision regarding the grievance. The Dean of the Graduate School shall appoint, from the membership of the Graduate Council, a committee chair (without vote), and 3 committee members. A member of the Graduate School staff will be selected as secretary (without vote). Two graduate students will be appointed as committee members from a slate of nominees selected by the Graduate Student Council.
- e. The hearing shall be scheduled within 30 working days after the appointment of the ad hoc grievance committee barring extenuating circumstances.
- f. Guidelines for ad hoc grievance committee hearings and appeals
  1. Pre-hearing procedures
    - a. Notice of the time and place of the hearing shall be given by the chair to the graduate student and the respondent not less than 10 working days prior to the hearing.
    - b. The notice shall include the written grievance and the written response of the respondent.
    - c. A copy of the procedures guiding the hearings shall accompany the notice.
    - d. The following must be submitted by each party to the chair at least five working days prior to the hearing:
      - i. A copy of all written supporting documentation that the party will present at the hearing,
      - ii. A list of witnesses to be called by the party (each party is responsible for ensuring that his/her witnesses are at the hearing), and
      - iii. The name of any advisor who will accompany the party to the hearing and whether the advisor is an attorney.
  2. Hearing
    - a. At the hearing, each party may be accompanied by an advisor, who may advise the party but not participate in the hearing.
    - b. All hearings shall be closed except for parties to the grievance and their advisors unless the graduate student requests that the hearing be open.
    - c. The evidence shall be presented by the graduate student and then by the respondent at the hearing.
    - d. The parties and the committee shall have the opportunity to question all witnesses.
    - e. Formal rules of evidence shall not apply, and any evidence relevant to a fair determination of the charges may be admitted.

- f. Following the presentation of evidence, the committee will permit each party to present a brief closing statement.
- g. The committee will meet in closed session to render a decision.
- h. The committee's written decision shall be forwarded to the Dean of the Graduate School within 10 working days from the conclusion of the hearing.

**Appeal.** If the graduate student is not satisfied with the decision of the ad hoc committee, an appeal in writing may be submitted to the Dean of the Graduate School. Any appeal at this level shall be on the basis of the complete written record only. The Dean of the Graduate School shall make a decision on the matter within 10 working days from the date of the receipt of the appeal. His/her decision shall be forwarded in writing to the parties and the ad hoc committee chair. This decision is final.

## **XI. MPH Graduate Faculty**

**Betsy Barrett** (Associate Professor of Hotel, Restaurant, Institution Management and Dietetics) BA 1971, Stephen F. Austin State University; MEd 1973, Mississippi State University; MS 1983, University of Southern Mississippi; PhD 1993, Kansas State University.

**Tom Barstow** (Head and Professor of Kinesiology; Ancillary, Anatomy & Physiology, Human Nutrition) BS 1974, MA 1978, PhD 1985, University of California-Davis.

**Richard C. Baybutt** (Associate Professor of Human Nutrition; Adjunct, Kinesiology, Biochemistry) BS 1978, Syracuse University; MS 1983, University of Maryland; PhD 1992, Pennsylvania State University.

**Deborah D. Canter** (Professor of Hotel, Restaurant, Institution Management and Dietetics) BS 1972, MS 1974, PhD 1977, University of Tennessee.

**Delores H. Chambers** (Assistant Professor of Human Nutrition; Food Science) BS 1990, Southeast Missouri State University; MS 1992, PhD 1994, Kansas State University.

**Edgar Chambers IV** (Professor of Human Nutrition; Food Science) BS 1977, University of Tennessee; MS 1979, PhD, 1980, Kansas State University.

**M.M. Chengappa** (Head and Professor of Diagnostic Medicine/Pathobiology) BVSc 1970, MS 1973 University of Agricultural Science, India; PhD 1981, Michigan State University; Diplomate 1981, American College of Veterinary Microbiology.

**David Dzewaltowski** (Director of the Community Health Institute; Professor of Kinesiology; Ancillary, Human Nutrition) BA 1983 University of Iowa; MS 1985 West Virginia University; PhD 1987 University of Iowa.

**Daniel Y.C. Fung** (Professor of Animal Sciences and Industry; Food Science) BS 1965 International Christian University, Japan; MSPH 1967, University of North Carolina; PhD 1969, Iowa State University.

**Roman R. Ganta** (Associate Professor of Diagnostic Medicine/Pathobiology, Biochemistry, Entomology) BS 1978, MS 1980 Andhra University, India; PhD, All India Institute of Medical Sciences, New Delhi.

**Katharine K. Grunewald** (Professor of Human Nutrition) BS 1974, University of Wisconsin; MS 1976, PhD 1979, University of Kentucky.

**Nancy Gyurcsik** (Assistant Professor of Kinesiology; Extension Specialist; Ancillary, Human Nutrition, Gerontology) BSc 1993, MSc 1994, University of Windsor, Canada; PhD 1999, University of Waterloo, Canada.

**Craig Harms** (Associate Professor of Kinesiology) BS 1979 Nebraska Wesleyan University; MS 1990, Colorado State University; PhD 1994, Indiana University.

**Mark D. Haub** (Assistant Professor of Human Nutrition, Gerontology) BA 1992, Fort Hays State University; MS 1996, PhD 1998, University of Kansas.

**Mary Meck Higgins** (Assistant Professor of Human Nutrition; Extension Specialist; Gerontology) BS 1975, Purdue University; MS 1979, PhD 1982, Iowa State University.

**Carol Ann Holcomb** (Director of the MPH Program; Professor of Human Nutrition; Gerontology, Women's Studies) AB 1966, Mercer University; MA 1975, PhD 1977, Oregon State University.

**Curtis L. Kastner** (Professor of Animal Sciences and Industry; Food Science; Meat Science) BS 1967, MS 1969, PhD 1972, Oklahoma State University.

**Barbara Lohse** (Associate Professor of Human Nutrition; Extension Specialist) BS 1979 University of Wisconsin-Eau Claire; MS 1984, University of Wisconsin-Stout; PhD 1994 University of Wisconsin-Madison.

**James L. Marsden** (Regents Distinguished Professor of Animal Sciences and Industry; Food Science) BS 1970, MS 1972, PhD 1974, Oklahoma State University.

**Richard McAllister** (Associate Professor of Kinesiology; Ancillary, Anatomy & Physiology, Human Nutrition) BSc 1979 University of Ottawa; MA 1982, Ball State University; PhD 1990, SUNY Health Science Center, Syracuse.

**Mary McElroy** (Professor of Kinesiology; Ancillary, Human Nutrition; Women's Studies) BA 1974, Queens College, New York; MA 1975, Ohio State University; PhD 1978, University of Maryland.

**Denis M. Medeiros** (Head and Professor of Human Nutrition) BS 1974, Central Connecticut State University; MS 1976, Illinois State University; PhD 1981, Clemson University.

**Manuel Moro** (Assistant Professor of Diagnostic Medicine/Pathobiology) DVM 1985, University of San Marcos, Lima, Peru; MPH 1987 The Johns Hopkins University; PhD 1993 Iowa State University.

**Derek A. Mosier** (Professor of Diagnostic Medicine/Pathobiology) DVM 1978, Kansas State University; PhD 1985, Oklahoma State University; Diplomate 1986, American College of Veterinary Pathologist.

**Tim L. Musch** (Professor of Kinesiology and Anatomy & Physiology) BA 1972, MA 1974, University of California-Berkeley; PhD 1981, University of Wisconsin-Madison.



**T.G. Nagarja** (Professor of Diagnostic Medicine/Pathobiology) BVSc.1970 University of Agricultural Sciences, Bangalore, India; MVSc. University of Agricultural Sciences, Bangalore, India; PhD 1979 Kansas State University.

**Larry Noble** (Professor of Kinesiology) BS 1966, Eastern Kentucky University; MS 1968, University of Maryland; PhD 1970, University of Texas-Austin.

**Richard D. Oberst** (Associate Professor of Diagnostic Medicine/Pathobiology; Food Science) DVM 1983, Oklahoma State University; PhD 1987, University of California.

**Frederick W. Oehme** (Professor of Anatomy and Physiology; Research Toxicologist; Diagnostic Medicine/Pathobiology; Biochemistry) BS 1957, DVM 1958, Cornell University; MS 1962, Kansas State University; DVM 1964, Justus Liebig University; Diplomate 1968, American Board of Veterinary Toxicology; PhD 1969, University of Missouri; Diplomate 1980, American Board of Toxicology; Diplomate 1982, Academy of Toxicological Sciences.

**Karen P. Penner** (Professor of Animal Sciences and Industry; Extension Specialist; Food Science) BS 1971, MS 1972, Kansas State University; PhD 1981, Michigan State University.

**Paula K. Peters** (Associate Director of Extension-FACS; Associate Professor of Human Nutrition) BS 1977, MS 1985, South Dakota State University; PhD 1991, Ohio State University.

**Randall K. Phebus** (Associate Professor of Animal Sciences and Industry; Food Science) BS 1985, MS 1988, PhD 1992, University of Tennessee.

**David Poole** (Professor of Kinesiology and Anatomy & Physiology; Ancillary, Human Nutrition) BS 1980, Liverpool Polytechnic, England; MS 1984, PhD 1986, University of California-Los Angeles.

**Valentina M. Remig** (Assistant Professor of Human Nutrition; Gerontology) BS 1969, College of Mount St. Joseph-on-the-Ohio; MS 1980 University of Houston at Clear Lake; PhD 1990, Ohio State University.

**Michael W. Sanderson** (Assistant Professor of Clinical Sciences) BS 1985, DVM 1998, Colorado State University; MS VS 1995, Washington State University.

**J. Scott Smith** (Professor of Animal Sciences and Industry; Food Science) BS 1972, Brescia College, Kentucky; MS 1975, Kansas State University; PhD 1981, Pennsylvania State University.

**Dee K. Vernberg** (Assistant Professor of Journalism and Mass Communications) BS 1975, Emory University; MPH 1978, University of South Carolina; PhD 1996, University of Miami-Coral Gables.

## **Appendix A. Preparing a Program of Study**

Every master's student must file a Program of Study (POS) with the Graduate School. This program is a formal list of courses the student intends to complete to fulfill the requirements of the degree and should consist solely of courses directly related to the Master of Public Health (MPH) 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.

A student should prepare the program of study in consultation with their major professor and the Director of the MPH Program. All members of the supervisory committee and the Director of the MPH Program must approve the POS. The original and six (6) copies are then submitted for approval and the signature of the Dean of the Graduate School.

The following guidelines should be followed when preparing a program of study:

1. The total number of hours required for an MPH degree at Kansas State University is 36. Six credit hours must be earned through a thesis, a practicum, or a combination of a report and a practicum.
2. Course numbers, course titles, course credit hours, and semester taken should be listed on the program as they are recorded on the transcript (i.e. in chronological order). Credits that were earned more than six years prior to the semester in which the POS is approved cannot be accepted.
3. No course in the student's area of emphasis may be at the 500 level unless a course is one of the required courses approved for the MPH degree (Example: FDSCI 501 Food Chemistry in the Food Safety Area of Emphasis).
4. Only three (3) credit hours of problems, readings, or other independent study courses may be applied toward the master's degree.
5. Courses designated as deficiencies at the time of admission CANNOT be used on a program of study. Please refer to the admission letter sent to you by the Graduate School for deficiencies designated by the department.
6. Ten (10) credit hours of graduate course work from an accredited university may be included as transfer credit on the POS, provided they were not part of another degree. Transfer courses must be graded A or B and must not have been taken more than six years prior to the semester that the program is approved. If a transfer course is to be taken in the future, the semester should be noted on the POS. Official transcripts that show the courses and grades for transfer credit must be on file in the Graduate School. Final approval of the POS cannot be determined until all transcripts are received.
7. Students pursuing a second master's degree may apply up to six (6) credit hours from the first master's degree to the program of the second.

8. If changes need to be made to a POS or the supervisory committee after being approved by the Graduate School, please submit a Program/Committee Change Form. Unless there are extensive changes, a new revised program does not have to be submitted.

The official Graduate Handbook written by the Graduate School contains additional information about programs of study and other requirements for graduate study at Kansas State University. The Graduate Handbook is available for downloading on the website for the Graduate School. The HRL for this site is <http://www.ksu.edu/grad>.

All forms requested by the Graduate School are available in the individual departments, in the Graduate School Office in Fairchild Hall, Room 103, or on the above website.

When a program of study cannot be approved, either because it violates Graduate School guidelines or because a student has not satisfied certain prerequisites, both the student and the committee are confronted by delays and extra work. In an effort to avoid such problems, the list below contains some of the more common reasons programs are returned:

- A course listed may not have been taken for graduate credit; it may have an incomplete or a grade below a C; it is more than six years old.
- There are too many credit hours of problems, readings, or independent study courses listed. The MPH program may include only 3 credits of such courses.
- The program includes deficiency courses.
- Courses listed do not match those appearing on the student's transcript. Course numbers, course titles, and credit hours should appear exactly as they appear on the transcript.
- All signatures of the student, supervisory committee, or the Director of the MPH Program have not been obtained; or a supervisory committee member has not been appointed to Graduate Faculty.
- The Graduate School has not received official transcripts for all transfer courses, or such transcripts indicate that the courses in question do not qualify for transfer credit.

## Appendix B. Public Health Core Requirements for the Master of Public Health (MPH) Degree

Public health component area	Course number and title	Department name;address; telephone	Instructor; email; address; telephone	Semesters offered
<b>Biostatistics</b>	<b>STAT 702</b> Statistical Methods for Social Sciences (3) or <b>STAT 703</b> Statistical Methods for Natural Scientists (3)	Statistics 101 Dickens Hall 785-532-6883	Staff; contact the Department Head	Fall, Spring, Summer; also DCE*
<b>Environmental health sciences</b>	<b>DMP 806</b> Environmental Toxicology (2)	Diagnostic Medicine/Pathobiology K-221 Mosier Hall 785-532-4401	Dr. Fred Oehme <a href="mailto:oehme@ksu.edu">oehme@ksu.edu</a> M213 Mosier Hall 785-532-4334	Spring
<b>Epidemiology</b>	<b>DMP 854</b> Disease Epidemiology (3)	Diagnostic Medicine/Pathobiology K-221 Mosier Hall 785-532-4401	Staff, contact the Department Head	Fall
<b>Health service administration</b>	<b>HRIMD 720</b> Administration of Health Care Organizations (3)	Hotel, Restaurant, Institutional Management and Dietetics 103 Justin Hall 785-532-5521	Dr. Deb Canter <a href="mailto:canter@ksu.edu">canter@ksu.edu</a> 103 Justin Hall 785-532-2216	Spring
<b>Social and behavioral sciences</b>	<b>KIN 818</b> Social and Behavioral Basis of Public Health (3)	Kinesiology 1A Natatorium 785-532-6765	Dr. Mary McElroy <a href="mailto:mmcelro@ksu.edu">mmcelro@ksu.edu</a> 206 Ahearn Gym. 785-532-0711	Spring

\* Course available in a distance format through the Division of Continuing Education (DCE). Contact DCE at 785-532-5566 for enrollment information.

## **Appendix C. Food Safety Area of Emphasis Requirements for the Master of Public Health (MPH) Degree**

### **Required courses:**

FDSCI 501 Food Chemistry (3)  
FDSCI 607 Food Microbiology (4)  
FDSCI 690 Principles of HACCP (2)  
FDSCI 713 Rapid Methods and Automation in Microbiology (2)  
FDSCI 791 Advanced Applications of HACCP Principles (3)

### **Elective courses:**

In addition to the above, students must select their remaining courses from the following or other courses as approved by the major advisor:

ASI 661 Problems: Food Microbiology (2)  
ASI 661 Problems: Concepts and Issues in Food Safety (2)  
FDSCI 695 Quality Assurance of Food Products (3)  
FDSCI 727 Chemical Methods of Food Analysis (2)  
FDSCI 728 Physical Methods of Food Analysis (2)  
FDSCI 815 Advanced Food Chemistry (3)  
FDSCI 915 Food Toxicology (2)  
STAT 703 Statistical Methods for Natural Scientists (3)  
STAT 704 Analysis of Variance (2)  
STAT 705 Regression and Correlation Analyses (2)

### **Field experience OR master's thesis OR combined field experience and master's report:**

ASI 799 Graduate Internship in Animal Sciences and Industry (1-4)  
ASI 898 Master's Report (2)  
ASI 899 Master's Research in Animal Sciences and Industry (Var.)

## **Appendix D. Infectious Disease and Zoonosis Area of Emphasis Requirements for the Master of Public Health (MPH) Degree**

While this area of emphasis was approved as part of the MPH Degree Program proposal, the specific course requirements have not been developed as of May 1, 2003. The participating department in the College of Veterinary Medicine will originate the course requirements and electives, then seek approval of the College faculty before sending the recommendation to the MPH Coordinating Committee. When reviewed and approved by the Coordinating Committee, the entire faculty in the MPH Program will vote on the proposed courses for the area of emphasis. The documentation and record of the vote will be forwarded to the Graduate School Academic Affairs Committee for approval. This is considered a programmatic decision and does not require approval of the Graduate Council and Faculty Senate.

## **Appendix E. Nutrition Area of Emphasis Requirements for the Master of Public Health (MPH) Degree**

### **Required courses:**

Students should have a grounding in human nutrition prior to acceptance into the MPH degree program with an emphasis in human nutrition. Knowledge equivalent to what is taught in HN 620 Nutrient Metabolism (4 credit hours) is required. The knowledge content will be determined by the instructor of record for HN 620. Complete each of the following courses:

HN 600 Public Health Nutrition (3)  
HN 610 Lifespan Nutrition (3)  
HN 800 Nutrition Education and Communication (3)  
HN 844 Nutritional Epidemiology (3)

### **Elective courses:**

In addition to the above, students must select their remaining courses from the following or other courses as approved by the major advisor:

HN 630 Clinical Nutrition (5)  
HN 635 Nutrition and Exercise (3)  
HN 660 Nutrition and Food Behavior (3)  
HN 702 Nutrition in Developing Countries (3)  
HN 718 Physical Health and Aging (3)  
HN 741 Consumer Response Evaluation (3)  
HN 880 Graduate Seminar in Human Nutrition (1)  
HN 995 Grantsmanship and Publication (3)  
EDACE 782 Educational Gerontology (3)  
EDACE 790 Characteristics of the Adult Learner (3)  
EDACE 815 Introduction to Community Educational Development (3)  
EDACE 830 Program Planning in Adult Education (3)  
SOCIO 541 Wealth, Power and Privilege (3)  
SOCIO 570 Race and Ethnic Relations in the USA (3)  
DMP 753 Zoonosis and Preventive Medicine (3)  
DMP 801 Toxicology (3)  
FDSCI 915 Food Toxicology (2)  
STAT 704 Analysis of Variance (2)  
STAT 705 Regression and Correlation Analyses (2)  
STAT 710 Sample Survey Methods (2)  
STAT 716 Nonparametric Statistics (2)  
STAT 720 Design of Experiments (3)  
STAT 730 Multivariate Statistical Methods (3)  
STAT 735 Statistics in Health Related Industries (2)

### **Field experience OR master's thesis OR combined field experience and master's report:**

HN 650 Practicum in Human Nutrition (var.)  
HN 898 Master's Report (var.) or HN 899 Master's Thesis (var.)

## **Appendix F. Physical Activity Area of Emphasis Requirements for the Master of Public Health (MPH) Degree**

### **Required courses:**

Select 9 hours from these four courses:

KIN 800 Advanced Physiology of Exercise (3)  
KIN 805 Physical Activity and Human Behavior (3)  
KIN 808 Social Epidemiology of Physical Activity (3)  
KIN 830 Public Health Physical Activity (3)

### **Elective courses:**

In addition to the above, students must select a minimum of 6 hours from the following list of approved courses:

KIN 600 Exercise Psychology (3)  
KIN 601 Cardiorespiratory Exercise Physiology (3)  
KIN 602 Gender Issues in Sport and Exercise (3)  
KIN 603 Cardiovascular Exercise Physiology (3)  
KIN 604 Exercise and Mental Health (3)  
KIN 605 Topics in the Biological Basis of Kinesiology (1 -3)  
KIN 606 Topics in the Behavioral Basis of Kinesiology (1 -3)  
KIN 607 Muscle Exercise Physiology (3)  
KIN 625 Exercise Testing and Prescription (3)  
KIN 635 Nutrition and Exercise (3)  
KIN 655 Fitness Promotion (3)  
KIN 657 Therapeutic Use of Exercise in the Treatment of Disease (3)  
KIN 796 Topics in Kinesiology (1 -4)  
KIN 808 Social Epidemiology of Physical Activity (3)  
KIN 820 Physical Activity Leadership (3)  
KIN 825 Mechanical Analysis of Human Movement  
KIN 835 Group Dynamics and Physical Activity (3)  
[KIN 855 Exercise Psychology in Special Populations (3)]

In addition to the above courses, the same statistics courses listed for the human nutrition emphasis may be taken for the physical activity emphasis.

### **Field experience OR master's thesis OR combined field experience and master's report:**

KIN xxx Internship (or practicum or field experience) in Public Health Physical Activity (6)  
KIN 898 Master's Report (1-4) or KIN 899 Master's Thesis (1-6)



## **Appendix G. Nutrition and Physical Activity Area of Emphasis Requirements for the Master of Public Health (MPH) Degree**

### **Required courses:**

Students may wish to pursue a combination of human nutrition and physical activity as the area of emphasis for the MPH degree. If this option is selected, 6 credits each in human nutrition courses and kinesiology courses is required in addition to the public health core and field experience or research requirements. The student's committee should use the core courses required of each option to formulate the student's program. A suggested program of study would be the following:

HN 800 Nutrition Education and Communication (3) or KIN Elective (3)  
HN 844 Nutritional Epidemiology (3)  
KIN 800 Advanced Physiology of Exercise (3)  
KIN 805 Physical Activity and Human Behavior (3)  
KIN 808 Social Epidemiology of Physical Activity (3)

### **Field experience OR master's thesis OR combined field experience and master's report:**

HN 650 Practicum in Human Nutrition (var.)  
HN 898 Master's Report (var.)  
HN 899 Master's Thesis (var.)  
OR  
KIN 898 Master's Report (1-4)  
KIN 899 Master's Thesis (1-6)