



**Master of Public Health  
Student Handbook  
2011/2012**





Welcome!

On behalf of the faculty, staff, and administration, welcome to the Master of Public Health program in the Department of Public Health at Western Kentucky University. We are pleased you have joined us to become a member of the growing number of public health professionals. Public Health is a service-oriented profession with a variety of career opportunities and can make meaningful contributions to the health and welfare of all our citizenry.

The Department of Public Health and the Masters in Public Health degree program prepares students to effectively plan, develop, implement and evaluate prevention based health programs. Students investigate a comprehensive body of knowledge and can participate in a variety of strategies and experiences that promote professional growth and development.

We encourage you to make the most of your program by getting involved. There are numerous opportunities to develop and expand your professional network. While in this program, whether you can engage in community work projects, serve as an officer in a pre-professional organization, present posters or papers at professional meetings, or volunteer in a public health setting, the opportunities for involvement are plentiful.

The MPH Student Handbook was developed to help guide you through the MPH program. In it you will find the degree requirements and a suggested course of study for the MPH program. It also includes a number of forms and policies to assist you in completing this program as quickly as possible. In addition to the handbook you also have been assigned an academic advisor. You are encouraged to meet with your advisor and discuss your program at your earliest convenience. If there are questions that fall outside the scope of this handbook you should work with your advisor or a program administrator to have your questions or concerns addressed.

Welcome aboard!



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# I. MPH PROGRAM

## A. OUR VISION

Improving the health of people where they live, work, learn, and play.

## B. OUR MISSION

To prepare competent public health practitioners -- through instruction, research, and service -- to enhance the health status and quality of life of diverse populations in local, state, national, and global communities.

## C. OUR VALUES

**S**ervice to students, department, university, and the communities we serve

**P**artnerships and collaborations within and beyond our academic home

**I**nvolvement and engaged, in our classroom, community, and profession.

**R**esearch that is applied, community-based, and engages students

**I**ntegrity, professionalism, and transparency in all we do

**T**eaching excellence: competency-based, relevant, and application-focused

## D. PROGRAM OVERVIEW

The Master of Public Health (MPH) is a *professional* degree and the most widely recognized credential for public health practitioners. Our MPH program builds competencies in the five basic disciplines of public health – biostatistics, epidemiology, public health administration, environmental health, and health behavior – and prepares students for public health practice in one of two areas of concentration: health education or environmental health



## E. MPH PROGRAM GOALS

### Instruction

**Instructional Goal 1:** Provide graduate-level professional preparation in the core disciplines and domains of public health and in area of concentration.

*The MPH program provides quality, competency-based education throughout its core curriculum, two concentrations (health education and environmental health), and culminating and practice experiences. As a teaching institution, Western places a premium on teaching and student learning and is outcomes-driven in terms of student success.*

### Research

**Research Goal 1:** Foster applied public health research among faculty and students in area of expertise/concentration.

*Western encourages applied research, which dovetails nicely with public health's call for community-based participatory research. All MPH faculty members are expected to establish and maintain an active research agenda in their field of expertise, and to disseminate their findings in professional venues. Although not required, faculty and students are encouraged to seek and receive extramural and intramural funding.*

**Research Goal 2:** Encourage collaborative research between faculty, students, and other constituents.

*By nature, public health depends on collaborative relationships among diverse professions to promote and protect health. In recognition, the MPH program emphasizes research that is interdisciplinary and community-based, that creates synergy by capitalizing on the individual strength and expertise of the faculty working together, and that involves students through faculty-directed research or their own applied research agendas.*

### Service

**Service Goal 1:** Provide opportunities for students to engage in meaningful service-learning.

*The MPH program embodies Western's quality enhancement plan (QEP) theme, "Engaging Students for Success in a Global Society" by emphasizing learning through service-- in classroom activities, practice placements, and extracurricular activities -- to cultivate professionalism and civic, social, and moral responsibility.*



**Service Goal 2:** Foster faculty involvement in public service activities.

*MPH program encourages faculty to be actively involved in service illustrative of its vision -- improving the health of people where they live, work, learn, and play – through direct activities and membership in organizations and professional societies.*

## **F. CORE COMPETENCIES**

The MPH curriculum is designed to ensure that all graduates, regardless of their area of concentration, develop the core competencies needed to become effective public health practitioners. These core competencies are central and similar to other accredited MPH programs. Each course and other program activities provide you with the necessary information and experience you need to develop these competencies. MPH core competencies fall into five discipline areas and five cross-cutting domain areas:

### **Public Health Disciplines**

Biostatistics: The development and application of statistical reasoning and methods in addressing, analyzing and solving problems in public health; health care; and biomedical, clinical and population-based research.

Epidemiology: The study of patterns of disease and injury in human populations and the application of this study to the control of health problems.

Public Health Administration: The multidisciplinary field of inquiry and practice concerned with the delivery, quality and costs of health care for individuals and populations. This definition assumes both a managerial and a policy concern with the structure, process and outcomes of health services including the costs, financing, organization, outcomes and accessibility of care.

Environmental Health: The study of environmental factors including biological, physical and chemical factors that affect the health of a community.

Behavioral and Social Sciences: The study of the behavioral, social and cultural factors related to individual and population health and health disparities over the life course. Research and practice in this area contributes to the development, administration and evaluation of programs and policies in public health and health services to promote and sustain healthy environments and healthy lives for individuals and populations.

### **Cross-Cutting Public Health Domains**

Analytical Assessment/Critical Thinking: The ability to access relevant data from multiple sources and interpret information in meaningful ways to inform, educate, and improve diverse constituents.



Communication: The ability to gather, process, and present information to diverse audiences using various media and to strategically design the information and knowledge exchange process to achieve specific objectives.

Cultural Competence: The ability to interact with both diverse individuals and communities to produce or impact an intended public health outcome.

Leadership and Professionalism: The ability to create and communicate a shared vision for a changing future; champion solutions to organizational and community challenges; energize commitment to goals; demonstrate ethical choices, values and professional practices implicit in public health decisions; consider the effect of choices on community stewardship, equity, social justice and accountability; and to commit to personal and institutional development.

Program and Policy Development: The ability to plan for the design, development, implementation, and evaluation of strategies to improve individual and community health including addressing social, political, and financial factors that influence program success.

Each competency area is defined by several specific sub-competencies. These specific competencies – and the courses that you’ll take that address them – are available on the MPH website. You can also request a copy from the MPH Program Director.

## **G. CONCENTRATION COMPETENCIES**

Students also develop competencies within their area of concentration. These meet the standards established by national professional organizations. The Health Education concentration utilizes the competencies delineated in the National Commission for Health Education Credentialing publication “A Competency-Based Framework for Health Educators – 2010.” The Environmental Health concentration utilizes competencies set forth in the 2001 “Environmental Health Competency Project” issued by the National Center for Environmental Health, CDC, and APHA. Copies of these competency documents are available from the Program Director.

### **Health Education Competencies**

#### Area of Responsibility I: Assess Needs and Capacity for Health Education

Competency 1.1: Plan assessment process

Competency 1.2: Access existing information and data related to health

Competency 1.3: Collect quantitative and/or qualitative related to health

Competency 1.4: Examine relationships among behavioral, environmental and genetic factors that enhance or compromise health

Competency 1.5: Examine factors that influence the learning process

Competency 1.6: Examine factors that enhance or compromise the process of health education



Competency 1.7: Infer needs for health education based on assessment findings

Area of Responsibility II: Plan Health Education

Competency 2.1: Involve priority populations and other stakeholders in the planning process

Competency 2.2: Develop goals and objectives

Competency 2.3: Select or design strategies and interventions

Competency 2.4: Develop a scope and sequence for delivery of health education

Competency 2.5: Address factors that affect implementation

Area of Responsibility III: Implement Health Education

Competency 3.2: Implement a plan of action

Competency 3.2: Monitor implementation of health education

Competency 3.3: Train individuals involved in implementation of health education

Area of Responsibility IV: Conduct Evaluation and Research Related to Health Education

Competency 4.1: Develop evaluation/research plan

Competency 4.2: Design instruments to collect data

Competency 4.3: Collect and analyze evaluation/research data

Competency 4.4: Interpret results of the evaluation/research

Competency 4.5: Apply findings from evaluation/research

Area of Responsibility V: Administer and Manage Health Education

Competency 5.1: Manage fiscal resources

Competency 5.2: Obtain acceptance and support for programs

Competency 5.3: Demonstrate leadership

Competency 5.4: Manage human resources

Competency 5.5: Facilitate partnerships in support of health education

Area of Responsibility VI: Serve as a Health Education Resource Person

Competency 6.1: Obtain and disseminate health-related information

Competency 6.2: Provide training

Competency 6.3: Serve as a health education consultant

Area of Responsibility VII: Communicate and Advocate for Health and Health Education

Competency 7.1: Assess and prioritize health information and advocacy needs

Competency 7.2: Identify and develop a variety of communication strategies, methods and techniques

Competency 7.3: Deliver messages using a variety of communication strategies, methods and techniques

Competency 7.4: Engage in health education advocacy

Competency 7.5: Influence policy to promote health

Competency 7.6: Promote the health education profession



## **Environmental Health Competencies**

### Competency Area A. Assessment

Information Gathering

Data Analysis & Interpretation

Evaluation

### Competency Area B. Management

Problem Solving

Economic & Political Issues

Organizational Knowledge & Behavior

Project Management

Computer & Information Technology

Reporting, Documentation, and Record-Keeping

Collaboration

### Competency Area C. Communication

Educate

Communicate

Conflict Resolution

Marketing



## II. DEGREE REQUIREMENTS



### A. REGISTERING FOR CLASSES

New students in the program will find that they are unable to register for classes on Top Net. This is because a block of courses are restricted and therefore require permission of your advisor. For your first semester or second semester you will find that most courses are restricted. This is intended to keep students from getting “out of sequence” with courses they need to taking. After meetings with your advisor, log onto [www.wku.edu](http://www.wku.edu) and click on “Topnet” link. You will be prompted to enter you WKU ID number (also referred to as your “800” number) and PIN. There are links to follow if you do not know your password or PIN. After logging in, select the “Student Services” option and then “Registration.” Select “Register for Classes” and then follow the instructions. You can register online from any computer – on or off campus.

If you are having difficulty registering for a class that you need to take to stay in sequence, talk to your advisor or the MPH Program Director. Remember, we are here to help you in any way we can!

### B. ADVISEMENT

When you were accepted into the MPH program, you were assigned an advisor within your area of concentration. It is important that you meet with your *assigned* advisor prior to registering for courses each semester because course sequencing is critical to complete the program in 4 to 5 semesters. An advisor may also become your mentor, guiding you through research, selection of a career path, or preparation for further education. Use your meetings to seek important advice as well as build a relationship with him/her. Another important reason for meeting with your advisor is to keep you on track with completing important forms and documents such as Form B/C and form D. Remember that advisors are very busy. Changing advisors is permissible, but must be approved using the “Change of Advisor Form” available in the departmental office and meeting with the MPH Program Coordinator.

#### **Graduate Degree Program: Form B/C**

Students are ***required*** to complete a Form B/C with their advisor’s help during the first semester of study. This to form is then sent on to the Graduate Studies and Research office. The form lists out all of the required MPH core and concentration courses that you will take in your degree program. You will also declare which culminating experience option you plan on taking – capstone course (PH 588) or thesis (PH 599) – plus your electives. All public health electives, including those from Health Care Administration, are acceptable. You must check with your advisor before considering electives from other departments.



- A sample Form B/C for each concentration is included in the back of this book. NOTE: If you were admitted conditionally, the condition must be added to the bottom of your form (Such as taking UCC200 Academic writing course).
- Your assigned advisor MUST sign off on your Form B/C. A hold is placed on your account if Graduate Studies and Research does not have a completed and signed Form B/C on file for you at the completion of 12 credit hours.
- If you make a substitution to an elective or change the type of culminating experience option you selected on your Form B/C, you are required, if approved, to meet your advisor and complete a “Change of Course” form.

Note: Upon completion of your degree, Graduate Studies will perform an audit to compare your transcript with your BC form. If they do not match, you may delay in receiving your diploma.

#### **Admission to Candidacy: Form D**

Graduate Studies will also send an Admission to Candidacy, Form D, after a student has completed 15-18 credit hours. You will need to fill out this form and give it to your advisor who will verify that your deficiencies (if any) have been met and that you have met the grade requirements noted on the form.

Note: Admission to candidacy requires an approved program of study; removal of any deficiencies or conditions for full admission; a GPA of at least 3.0 in all graduate course work at the time of admission to candidacy; completion of the course.

The Form D must be approved and signed by the advisor or departmental representative before submitting the form to Graduate Studies.

### **C. COURSE LOAD**

Full time students are expected to complete the MPH program in 4 to 5 semesters. To do so require planning of course loads with the help of your advisor. In general, the number of semester hours of credit that may be earned during a given term may not exceed the number of weeks of instruction. During a regular semester, the course load for a full-time graduate student is 9-15 hours with 9 being the minimum and 15 the maximum. The Dean of Graduate Studies will not approve enrollment beyond the maximum of 15 hours. Graduate assistants are expected to carry a course load of 9-12 hours during each semester while holding an assistantship appointment.



## **D. COURSE NUMBERING**

### **500 to 800**

Courses numbered 500 and above are open to graduate students only.

### **400G**

Upper division undergraduate courses numbered at the 400-level and have a “G” designation (e.g., ENG 401G) may be taken for graduate credit. In these courses, graduate students are expected to complete additional course requirements as prescribed by the instructor. However, a student who has taken a particular 400-level course may not repeat that same course for 400G level credit. A maximum of 12 hours of 400G courses may be applied to the master’s degree.

### **400 and below**

Courses numbered at the 400-level or below cannot be taken for graduate credit. Courses of this nature will remain in a student’s overall GPA, but will not affect the student’s degree GPA.

## **E. COURSE DESCRIPTIONS**

Course descriptions are available through Western’s TopNet online registration system. To view a course description, go to TopNet from Western’s homepage Quick Links. Once at the TOPNET Registration homepage, select *Course Catalog* then *View Course Descriptions*. To choose a course, locate the department in the drop-down menu and select *Go*, then choose the course number and select *Go*.

## **F. TIME LIMITATION FOR COMPLETION OF DEGREE**

All requirements for the master’s must be completed within six years from the date the first course is taken regardless of whether you are a full time, part time or returning student. Failure to complete a degree in six years will result in the loss of some, if not all credits taken outside of the time limit. Students may request a one time, one year extension to be approved by the Dean of Graduate Studies. Extensions are considered on a case-by-case basis, and a student is not guaranteed approval. All records are purged after six years from the date of last enrollment at the university or degree completion. This is an important policy, should a student decide to take a leave from the program. The “Clock” of six years does not stop when you take a semester or two off from the program.



## G. CURRICULUM

### MPH Required Core Courses

	Cr
PH 520 Biostatistics for Public Health	3
PH 582 Epidemiology	3
PH 583 Public Health Administration	3
PH 584 Environmental Health	3
PH 587 Health Behavior	3
PH 580 Introduction to Public Health	3
PH 591 Evaluation	3
PH 546 Internship	3
<b>Core Total</b>	<b>24</b>

### Health Education Concentration

PH 548 Community Health Organization	3
PH 575 Health Ed/Promotion Programming	3
PH 576 Education and Communication Techniques in Health Education	3
PH 588 Public Health Seminar Capstone	3
<i>plus 2 Approved Electives</i>	6

#### OR

PH 599 Thesis	6
<i>plus 1 Approved Elective</i>	3

**HE Concentration Total 18**

### Environmental Health Concentration

PH 510 Watershed Management and Science	3
PH 571 Air Quality Management	3
PH 577 Environmental Toxicology	3
EHS 580 Solid and Hazardous Waste	3
PH 588 Public Health Seminar Capstone	3
<i>plus 1 Approved Elective</i>	3

#### OR

PH 599 Thesis	6
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**ENV Concentration Total 18**

MPH Core (24) + Concentration (18)

**MPH Program Total Hours 42**



## H. COURSE SEQUENCING

Courses are sequenced so that your competencies build incrementally. Therefore, it is important that you take your classes in the order recommended by your advisor. Most full-time students should be able to graduate at the end of two academic years or 4 to 5 semesters, if the two-year schedule is followed. It is important to meet with your advisor to plan out a program of study that meets your needs and ensures progress through the program. If you take a course out of your sequence or do not need the advice of your advisor, you may delay your expected graduation date.

### YEAR ONE: Complete Core Courses

Course No.	Title	Comments: <i>Each of these courses is offered spring and fall term</i>
PH 520	Biostatistics	Semester 1 or Semester 2
PH 580	Intro to Public Health	Semester 1
PH 582	Epidemiology	Semester 1
PH 587	Health Behavior	Semester 1 or Semester 2
PH 583	Public Health Admin.	Semester 1 or Semester 2
PH 584	Prin. Environ. Health	Semester 1 or Semester 2
PH 591	Program Evaluation	Semester 2

### YEAR TWO: Complete Concentration Core Courses

#### *Health Education Concentration*

Course No.	Title	Comments: <i>Unless otherwise noted each course is offered spring and fall</i>
PH 575	Program Planning	Semester 3 or 4
PH 576	Ed. And Comm Tech/	Semester 3 or 4
PH 548	Comm.Health Org.	Semester 3 or 4 <i>Generally offered Fall term only</i>
PH 588	PH Capstone	Semester 4 (must pass comps and PH 591)
<b>Elective</b>	#1	Semester 3 or 4
	#2	Semester 3 or 4
<b>PH 546</b>	Internship—3 Hrs.	Semester 4 or Summer Semester *** <i>should have all core and concentration courses completed</i>

#### *Environmental Health Science*

Course No.	Title	Comments <i>Unless otherwise noted each course is offered spring and fall</i>
PH 571	Air Quality Mgmt.	Semester 3 or 4 <i>Generally offered Fall term only</i>
PH 577	Toxicology	Semester 3 or 4 <i>Generally offered Spring term only</i>
PH 510	Watershed Mgmt.	Semester 3 or 4 <i>Generally offered Fall term only</i>
EHS 580	Haz. Waste Manag	Semester 3 or 4 <i>Generally offered Fall term only</i>
PH 588	PH Capstone	Semester 4 (must pass comps and PH 591)
<b>Elective</b>	#1	Semester 3 or 4
<b>PH 546</b>	Internship—3 Hrs.	Semester 4 or Summer Semester *** <i>should have all core and concentration courses completed</i>



## ***Electives***

*Elective courses should be chosen after careful consideration of what the student hopes to achieve upon completion of their program of study. For some students, this may involve gaining more about research, others may want additional skills. Therefore our policy is:*

*MPH students must select elective courses that have a PH, ENV, EHS, or HCA prefix. If they desire a course with a different prefix as their elective, it must be with the expressed and written permission of the advisor.*

<b>Course No.</b>	<b>Title</b>	<b>Comments</b>
PH 501	Research Methods	Semester 3 or 4 <b><i>Generally offered Fall term only</i></b>
PH 585	International Health	Semester 3 or 4 <b><i>Generally offered Spring term only</i></b>
PH 595	PH Mgmt & Tech. Disasters	Semester 3 or 4 <b><i>Generally offered Spring term only</i></b>
PH 467G	Drug Abuse Education	Semester 3 or 4 <b><i>Generally offered both semesters</i></b>
EHS 572	Environmental Epidemiology	Semester 3 or 4 <b><i>Generally offered Fall term only</i></b>
PH 530	Independent Research Study	Semester 3 or 4
TBA	PH Issues in Women's Health	Semester 3 or 4 <b><i>Generally offered Fall term only</i></b>
	Others as approved by advisor	Semester 3 or 4

## **I. CORE EXAM**

All students are required to pass a core exam that demonstrates competency in each of the core discipline areas. This exam must be completed and passed prior to enrolling in the internship. You can sit for the exam the semester after as you have *completed* each of the core discipline courses with a C or higher. The sooner you take the exam during your course of study, the better you will do! We do not recommend waiting until you are ready to graduate.

### Core Public Health Area

Biostatistics  
Epidemiology  
Public Health Administration  
Environmental Health  
Behavioral and Social Sciences

### Required Core Course

PH 520 Biostatistics in Public Health  
PH 582 Epidemiology  
PH 583 Public Health Administration  
PH 584 Environmental Health  
PH 587 Health Behavior

The core exam is offered in the fall and spring semesters only, typically on the third Friday of October and March. Dates are announced at the beginning of each semester. To sit for the exam, you must submit the "Application for MPH Core Exam" form at



least four business days prior to the exam date. You can choose to take the exam on computer or by hand.

Students may take the exam off-site if they reside more than 90 miles from campus at the time the exam is given. If planning to take the exam off-site, you must submit the Application to take the Core Exam to the Office Associate in the Department of Public Health at least three weeks in advance of the scheduled exam date. You must also contact the DELO (<http://www.wku.edu/delo/>) to make arrangements for an off-site proctor.

Students who transfer coursework from other institutions or substitute courses from other programs into the MPH program are expected to take the same exam as students who have taken their entire program at WKU. It is the student's responsibility to meet faculty who teach the core courses and receive help with preparations for the exam.

A student must score a 7 (of 10) or more on each area of the test to successfully pass the core exam. Students who score between 6.0 and 6.99 on no more than three areas are required to meet with the MPH Program Director and establish a timeframe for completing additional work, assignments, or oral exam needed to demonstrate mastery of the MPH core disciplines. Students who do not to meet the established deadline will need to retake the core exam in its entirety.

Per policies set forth by Graduate Studies, MPH students may be dismissed from the program for having failed twice the core exam.

## **J. MAINTAINING YOUR GRADES**

You must earn a C or higher in each of your **required** courses and maintain a cumulative (overall) grade point average (GPA) of 3 or greater to fulfill graduate program requirements. If your overall GPA falls below 3.0, you will receive a letter of academic warning. You will have one additional full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA. If the GPA remains below a 3.0 after completing the one semester of full-time course work or the equivalent (9 hours), you will not be allowed to register for any additional graduate credit at WKU and will be dismissed from the MPH program. Students on academic probation are not eligible for graduate assistantship appointments.

Any student failing to obtain the required 3.0 GPA after the probationary period and who wishes to be readmitted to Graduate Studies must submit a written academic plan detailing how the required GPA can be obtained. The request for readmission must have the support of the MPH Program Director before being reviewed/considered in Graduate Studies. This request for readmission must be submitted with a new application following the semester of academic probation. Each case will be reviewed by the Dean of Graduate Studies and Research for a determination regarding readmission to the desired academic program. If they are accepted for readmission to the program, readmitted students will have one full-time semester or the equivalent (9



hours) to remove the academic probation by attaining a 3.0 cumulative GPA. Please note that each program reserves the right to apply more restrictive requirements to graduate students regarding probation and dismissal.

## **K. CULMINATING EXPERIENCE**

The culminating experience requires you to synthesize and integrate knowledge acquired in coursework and other learning experiences and to apply theory and principles in a situation that approximates some aspect of professional practice. It is the means by which faculty judge whether you have mastered the body of knowledge and can demonstrate proficiency in the required competencies within your area of concentration. This is accomplished through completing either a three credit hour capstone course (PH 588, Public Health Seminar) or six credit hour thesis (PH 599). Both options require a public presentation that is evaluated by a minimum of three faculty members.

### **Capstone Option**

Students selecting the capstone option will enroll in PH 588. Within the course, students will identify a public health problem and propose a means by which to resolve it. Students present their final project to the faculty within their discipline who rate them against a competency-based rubric (you'll get it in class!).

### **Thesis Option**

Students completing a thesis will register for PH 599 Thesis Research and Writing. You may register for six hours at once or three hour increments in sequential semesters. It sometimes happens that students continue to work on their thesis project, after the semester in which they have registered for PH 599 credit. In such cases, students may need to register for PH 600 Maintaining Matriculation, to continue having access to all University resources necessary for successful completion of the thesis.

Students completing the thesis must follow the requirements set forth by Graduate Studies and Research. These can be accessed at: <http://www.wku.edu/graduate/3-08ThesisGuidelines.doc>

## **L. INTERNSHIP**

The internship is a planned, supervised and evaluated *practice experience* where you get the opportunity to apply the knowledge and skills you've acquired through your courses. All students are required to complete a practice experience and must follow the policies and procedures in the Internship Manual. An orientation to the Manual and its policies and procedures will be offered in October and April of each academic year. Students who plan to do their internship in a given semester **MUST** attend the orientation and have submitted all required paperwork to the Internship Coordinator not later than the last week of the preceding semester (PH 546). Not meeting required timelines will affect your internship grade.



If you are currently employed in a public health setting or are in a medical residency program, you may be able to complete your internship requirement at your current site by completing a planned, supervised, and evaluated project outside of your normal responsibilities.

## **M. CHANGING YOUR CONCENTRATION**

You are admitted into a specific concentration within the MPH program. ***The Admissions Committee must approve any changes to the student's academic option.*** Students who wish to switch academic options must make a formal request to the Admissions Committee by completing the MPH Change of Concentration form to the MPH Program Director. These requests are reviewed once per semester by the Admissions Committee as noted below.

<b><u>Change of concentration effective beginning:</u></b>	<b><u>Submit Change of Concentration Form</u></b>	<b><u>Admission Committee Review</u></b>
Spring semester	On or before 11/1	By 11/15
Fall semester	On or before 4/1	By 4/15

The Admissions Committee reviews each application and informs the MPH Program Director of their recommendation. The MPH Program Director notifies the student of the final decision. When a change of concentration is approved, the MPH Program Director will also complete a change of advisor form.



### III. MPH PROGRAM POLICIES

*The expected time for full time students to complete the MPH program is 4 to 5 semesters. The following policies have been developed to assure that students successfully complete the program in this time frame.*

#### A. Transfer Requests

New students who request a transfer upon arrival:

- Must request an interview with the MPH Program Coordinator or Department Head
- Must provide written acknowledgement that transfer will be permanent and the student will not be considered for readmission to the program

Students who request a transfer to Kaplan or other specialty study program:

- Must complete 2 full semesters at WKU in the program to be eligible for a transfer if they wish to be considered for readmission to the program.
- Must be enrolled the semester prior to the requested transfer; may not request a transfer upon returning from a leave of absence.
- This request requires an interview with the MPH Program Coordinator or Department Head

#### B. Leave of Absence Requests

Full time students who request a leave of absence from the program for personal/unforeseen reasons:

- This request requires an interview with the MPH Program Coordinator or Department Head.
- Will be granted on a case-by-case basis and for only one semester.
- Must also consult with ISSS regarding immigration status if an international student.
- While on leave the student is required to communicate with the MPH Program Coordinator or Department Head on a bimonthly basis regarding plans to return to the program.
- Requests for an extension of a granted leave must be submitted in writing to the MPH Program Coordinator.
- If a student does not attend the program for two consecutive semesters and does not communicate with the program during this period he/she will not be considered for readmission to the program.



## **C. Reduced Course Load Requests**

Full time international students who request a reduced course load less than 9 credit hours:

- Require an interview with the MPH Program Coordinator or Department Head.
- Will be granted for one semester only – in the final semester in which the internship is completed.

## **D. Extension Requests**

Students who request an additional semester to complete an independent research project or internship:

- Will be expected to go on OPT status

## **E. Use of CPT**

Students who request curricular practical training:

- Must meet ISSS eligibility requirements (in the program for one academic year, have a 3.0 GPA, and planning to register for an Internship)
- Employment opportunity must be in the student's current area of study.
- Will be considered on a case by case basis and for one semester
  - Requires a joint interview with the MPH Program Coordinator, Academic Advisor, and Internship Coordinator
  - During the period of CPT, the student is required to submit documentation of their work and communicate with the MPH Program Coordinator or Internship Coordinator on a monthly basis regarding their work progress.
- Students currently in the middle of an internship placement are not eligible to begin CPT. They must request OPT instead.

## **F. Use of OPT**

Students who request optional practical training:

- Must meet ISSS eligibility requirements (completed all course requirements except comps, thesis/capstone or internship)
  - Require a joint interview with the MPH Program Coordinator and Department Head
  - Students who have extended their time in the program (e.g., because of a previous transfer, leave of absence, or extension) and are not able to finish on time may end up using OPT for the purpose of completing the program.





## **IV. RIGHTS & RESPONSIBILITIES**

### **A. PRIVACY POLICY**

The MPH Program will not disclose information to a third party regardless of association to the student (e.g., spouse, parent, friend, or other family member) based on the guidelines of Family Educational Rights and Privacy Act (FERPA). This is to protect the student's identification and ensure student information is not misused in any way. For further information visit the FERPA website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### **B. YOUR RIGHTS**

- The right of respect for personal feelings, freedom from indignity, and to expect an education of the highest quality.
- The right to speak on University property provided that his/her behavior does not infringe on the rights of others as further defined in the University policy on time, place, and manner of meetings, assemblies, and demonstrations.
- The right of freedom to hear and participate in dialogue and to examine diverse views and ideas.
- The right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
- The right to engage, either individually or in association with others, in off-campus activities, exercising rights as a citizen. When so engaged, in a context in which the participant is identified as a student, there exists a responsibility to make clear that the student does not represent the University.
- The right of due process in the disciplinary procedure in accordance with rules of procedures prescribed in the Code of Student Conduct.

### **C. STUDENT COMPLAINT PROCEDURE**

Complaints regarding a grade, course policy, or faculty member, should be resolved by following the four steps below:

#### **Step 1 (Faculty Member)**

The first step is for the student to discuss the complaint with the faculty member involved. If the faculty member is no longer employed by the University, the student should go directly to the department head who will contact and represent the former



faculty member. If the complaint involves a grade, the student must take the complaint to the faculty member within the first two weeks of the first regular semester (fall; spring) following the assignment of the grade. It is hoped that the complaint may be satisfactorily dealt with at this level.

### **Step 2 (Department Level)**

If the student and the faculty member are unable to resolve the complaint, the student may take the complaint to the faculty member's department head. Written notification of the complaint must be given to the department head within two weeks after the meeting with the faculty member. It is the responsibility of the department head to arrange for a conference where the student, faculty member and the department head will be present for discussion. Neither the faculty member nor the student will be allowed representation at the conference. The department head shall hear both sides of the complaint and shall attempt to mediate a settlement. The department head shall keep a written record of the proceedings, including the recommended solution. The department head's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding.

### **Step 3 (College Level)**

Should the student be unable to receive the satisfaction desired at the departmental level, the complaint may be taken to the college level. Written notification of the complaint must be submitted to the college dean or his designated representative within two weeks after the conference with the department head (Step 2). Upon receipt of the notification, the college dean or his representative shall provide the student a copy of the procedural guidelines to be followed by the College Complaint Committee. The procedural guidelines shall provide for a conference with both the student and the faculty member present for joint discussion of the complaint with the committee.

The College Complaint Committee will be responsible for scheduling the conference within two weeks following the submission of a written complaint to the chairman of the College Complaint Committee including as much detail as the student cares to include. The written complaint should clearly state what is considered to be unreasonable and/or unfair practices or procedures. Neither the faculty member nor the student will be allowed representation at the conference. The College Complaint Committee shall hear both sides of the complaint and render a decision. The decision shall be sent in writing to the Provost and Vice-President for Academic Affairs, with a copy being sent as a matter of record to the student, faculty member, faculty member's department head and the faculty member's college dean. The Office of the Provost and Vice-President for Academic Affairs shall be responsible for enforcing the decision of the college committee. The Office of the Provost and Vice-President for Academic Affairs shall not enforce the decision until two weeks after the decision is made by the college committee. The purpose of the two week delay is to provide either the student or the faculty member an opportunity to submit a formal written notice of appeal to the University Complaint Committee.



#### **Step 4 (University Level)**

Should the student or the faculty member desire to appeal the decision of the College Complaint Committee, a formal written notice of appeal may be submitted to the University Complaint Committee chair, with a copy to the Provost and Vice-President for Academic Affairs, within two weeks of the decision of the College Complaint Committee. The chair of the University Complaint Committee will provide the student and the faculty member involved with a copy of the University Complaint Committee's Procedural Guidelines. The University Complaint Committee will secure copies of the written proceedings from the department head and the College Complaint Committee. The University Complaint Committee will schedule a conference where the faculty member and the student jointly discuss the issue. Neither the faculty member nor the student will be allowed representation at the conference. The committee's decision will be sent to the Provost and Vice-President for Academic Affairs, with a copy being sent as a matter of record to the student, faculty member, faculty member's department head and the faculty member's college dean. The Office of the Provost and Vice-President for Academic Affairs will see that decisions of the University Complaint Committee are carried out. The University Complaint Committee's decision is final.

#### **D. STATEMENT OF COMPLIANCE**

Western Kentucky University is committed to equal opportunity in its educational programs and employment. It is an equal opportunity-affirmative action employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national orientation or disability. On request, the University will provide reasonable accommodations, including auxiliary aids and services, necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, activities, and employment.

The University has published policies and procedures for investigating and/or addressing discrimination or harassment in its educational programs and/or employment. If you believe you have experienced discrimination in such programs, activities, or employment, the University's policies and procedures are published in the *Western Kentucky University Student Handbook*; the *Western Kentucky University Personnel Policies and Procedures Manual*; and the *Catalog*. These publications, including information about University procedures, are available in the following locations: 1) Equal Opportunity/ADA Compliance Officer, Wetherby Administration Building Room 13, (270) 745-5121; 2) Office of Human Resources, Wetherby Administration Building Room 42, (270) 745-5360; or 3) Office of the President Wetherby Administration Building Room 135, (270) 745-4346.

Inquiries about alleged discrimination may also be made directly to the Office of Civil Rights, The Wanaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, (215) 656-8548; the Kentucky Commission on Human Rights, 332 West Broadway Suite 700, Louisville, KY 40202, (502) 595-4024; or the Equal Employment



Opportunity Commission, 600 Martin Luther King, Jr. Place, Suite 268, Louisville, KY 40402, (502) 582-6082.

## **E. YOUR RESPONSIBILITIES**

- All students are expected to act with personal and professional integrity.
- All students are expected to attend each class on-time and prepared.
- All students are expected to adhere to the MPH Honor Code, stated below.
- Other expectations regarding student conduct are described in the Western Kentucky University Student Handbook and apply to students in all programs.

## **F. MPH HONOR CODE**

Academic honesty violations have serious consequences ranging from a failing grade on a project or in the course to dismissal from the University. Academic honesty violations include:

Plagiarism: Using another person's/organization's words (verbatim or paraphrased), ideas, data, programs, and/or graphics without giving them due credit. Here's a great link to help ensure that you do not unintentionally plagiarize: <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

Cheating: There are many forms of cheating, but all are intentional attempts or acts committed to gain unfair advantage over others. Examples of cheating include, but are not limited to: taking exams for others (violation for both parties); using unauthorized materials during an exam (ie, looking at someone else's paper, using notes or "cheat sheets," texting or accessing information online, etc.); using false excuses to gain an extension or other consideration that gives an unfair advantage; having another person complete your work for you, in all or in part (violation for both parties).

Fabrication: This is the intentional falsification of any information, citation, or invention and includes, but is not limited to, such things as: presenting data that were never collected; altering legitimate data (yours or another's) to obtain a desired result; or, distorting another's work to rebut or dispel that author's work.

Failing to report known or suspected violations by others is also considered a violation of the MPH Honor Code. Students are required to report violations to the MPH Program Director or Public Health Department Head.

Professors who catch students cheating will handle sanctions per policies outlined in their course syllabus. At minimum, they are at risk for getting an F on the assignment or an F for the courses. Furthermore, students who are caught in violation of the MPH Honor Code will be ineligible to apply for graduate assistantships or financial assistance to attend conferences.





## **V. GET INVOLVED!**

### **A. WKU LIBRARIES**

The Department of Library Public Services has as its primary goal the collection, preservation and provision of access to information resources which support the instructional, research, and public service programs of the University. Additionally, the department seeks to promote resource sharing at the state, regional, national and global levels by providing enhanced access to collections and serving as a gateway to local, national and international resources.

The following are some of the examples of the E-Resources of WKU Libraries.

- [TOPCAT \(Find Book/Journal Titles\)](#)
- [Databases \(Find Articles and More\)](#)
- [TDNet \(Find E-Journals and More\)](#)
- [E-Books](#)
- [Kentucky Virtual Library Research Guides Other Library Resources](#)
- [TopSCHOLAR<sup>®</sup> \(Digital Repository\)](#)

For further details please visit [\*http://www.wku.edu/Library/\*](http://www.wku.edu/Library/).

### **B. KENTUCKY PUBLIC HEALTH ASSOCIATION (KPHA) – STUDENT CHAPTER**

Join the KPHA Student Chapter to gain valuable experience in service projects and professional networking. For more information, contact Dr. Cecilia Watkins or Dr. Grace Lartey, the faculty sponsors.

### **C. STUDENT GOVERNANCE**

Most of the MPH program committees have student representation, so let your voice be heard! If you're interested in being a student representative, contact the MPH Program Director.



## D. GRADUATE STUDENT RESEARCH

MPH faculty welcome your assistance on their research projects, but is also happy to help you pursue interests of your own as well. Graduate Studies and Research has limited funding to help support your research and travel to professional conferences. For more information, go to <http://www.wku.edu/graduate/Research.html>

## E. GRADUATE ASSISTANTSHIP PROGRAM

WKU awards assistantships to select graduate students in the graduate program. For more information, including how to apply, go to [http://www.wku.edu/graduate/GA\\_Program.html](http://www.wku.edu/graduate/GA_Program.html)

## F. IN AND AROUND WKU:

Western Kentucky University is located in Bowling Green which is the fourth-most populous [city](#) in the [U.S. state](#) of [Kentucky](#) after [Louisville](#), [Lexington](#), and [Owensboro](#). The population was 54,244 in 2007. It is the [county seat](#) of [Warren County](#) and the principal city of the Bowling Green, Kentucky [Metropolitan Statistical Area](#) with an estimated 2007 population of 116,001. Bowling Green was founded in 1798 after [Robert](#) and [George Moore](#) donated an additional 30 acres (120,000 m<sup>2</sup>) to 40 acres (160,000 m<sup>2</sup>) to the Warren County [trustees](#).

The following are the places of interest in and around Bowling Green.

- Chaney's Dairy Barn  
<http://www.chaneysdairybarn.com/>
- Beech Bend  
<http://www.beechbend.com/>
- Green River Canoeing  
<http://www.mammothcavecanoe.com/>
- Kentucky Down Under  
<http://www.kdu.com/>
- Corvette Factory  
<http://www.corvetteblog.com>
- Mammoth Caves  
<http://www.nps.gov/maca/>
- Lost River Cave  
<http://www.lostrivercave.com/>
- Smoky Mountains  
<http://www.nps.gov/grsm/>
- Six Flags Kentucky Kingdom  
<http://www.sixflags.com/kentuckykingdom/>





## G. WKU TOPPER TRANSIT SCHEDULES:

### Red Line (former Internal Loop) Regular Semester Service

☹ Red Line Schedule								
Campbell Lane	South Campus	Chestnut St. South	Chestnut St. North	STH	MMTH	PFT	South Campus	Campbell Lane
7:25am	7:26am	7:32am	7:34am	7:35am	7:36am	7:37am	7:41am	7:43am
7:35am	7:36am	7:42am	7:44am	7:45am	7:46am	7:47am	7:51am	7:53am
7:45am	7:46am	7:52am	7:54am	7:55am	7:56am	7:57am	8:01am	8:03am
7:55am	7:56am	8:02am	8:04am	8:05am	8:06am	8:07am	8:11am	8:13am
8:05am	8:06am	8:12am	8:14am	8:15am	8:16am	8:17am	8:21am	8:23am
8:15am	8:16am	8:22am	8:24am	8:25am	8:26am	8:27am	8:31am	8:33am
Times are repeated every 10 mins. until 4:35pm								
4:35pm	4:36pm	4:42pm	4:44pm	4:45pm	4:46pm	4:47pm	4:51pm	4:53pm

### White Line (Former South Campus Loop) Regular Semester Service

☹ White Line Schedule												
Campbell Lane	South Campus	Creason	Jones Jagger	Mimosa	ES&T	Cherry Hall	Valley	DUC	Keen Hall	Creason	South Campus	Campbell Lane
7:10am	7:11am	7:16am	7:18am	7:21am	7:23am	7:24am	7:25am	7:26am	7:27am	7:30am	7:35am	7:36am
7:20am	7:21am	7:26am	7:28am	7:31am	7:33am	7:34am	7:35am	7:36am	7:37am	7:40am	7:45am	7:46am
Times are repeated every 10 minutes until 9:00am												
9:00am	9:01am	9:06am	9:08am	9:11am	9:13am	9:14am	9:15am	9:16am	9:17am	9:20am	9:25am	9:26am
9:08am	9:09am	9:14am	9:16am	9:19am	9:21am	9:22am	9:23am	9:24am	9:25am	9:28am	9:33am	9:34am
Times are repeated every 8 minutes until 3:00pm												
3:00pm	3:01pm	3:06pm	3:08pm	3:11pm	3:13pm	3:14pm	3:15pm	3:16pm	3:17pm	3:20pm	3:25pm	3:26pm
3:15pm	3:16pm	3:21pm	3:23pm	3:26pm	3:28pm	3:29pm	3:30pm	3:31pm	3:32pm	3:35pm	3:40pm	3:41pm



Times are repeated every 15 minutes until 4:00pm												
4:30pm	4:31pm	4:36pm	4:38pm	4:41pm	4:43pm	4:44pm	4:45pm	4:46pm	4:47pm	4:50pm	4:55pm	4:56pm
5:00pm	5:01pm	5:06pm	5:08pm	5:11pm	5:13pm	5:14pm	5:15pm	5:16pm	5:17pm	5:20pm	5:25pm	5:26pm
<b>LAST BUS</b>	<b>RUNS AT...</b>											
5:30pm	5:31pm	5:36pm	5:38pm	5:41pm	5:43pm	5:44pm	5:45pm	5:46pm	5:47pm	5:50pm	5:55pm	5:56pm

The Shopping Shuttle (GREEN LINE) will cover some of these stops AFTER 5:30pm. See Shopping Shuttle (GREEN LINE) schedule for details.

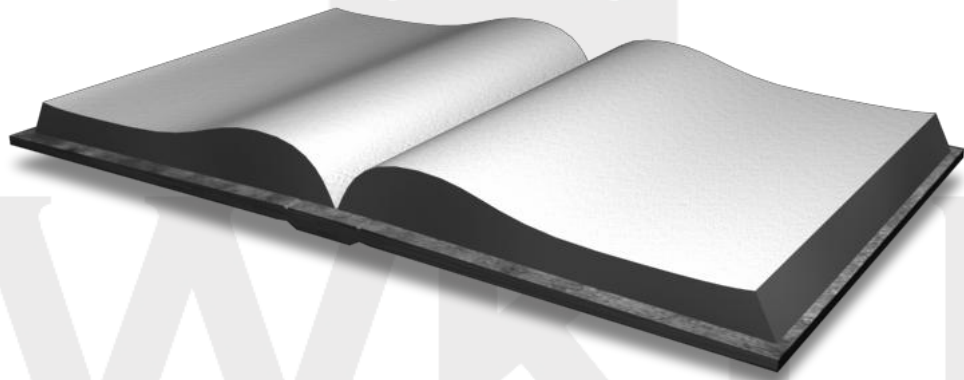
### Green Line (former Shopping Shuttle) Regular Semester Service



Green Line Regular Schedule																	
Campbell Lane	South Campus	Baptist Student Min.	EST	13th & Colleg	Valley	DUC	Keen Hall	Creason	Gables	Great Escape	Campbell Lane	Kroger	WalMart	Grnwd. Mall	Barnes & Noble	Kroger	Camp Lane
6:00pm	6:01pm	6:06pm	6:08pm	6:10pm	6:13pm	6:15pm	6:17pm	6:20pm	6:21pm	6:25pm	6:28pm	6:31pm	6:37pm	6:40pm	6:43pm	6:48pm	6:54pm
6:30pm	6:31pm	6:36pm	6:38pm	6:40pm	6:43pm	6:45pm	6:47pm	6:50pm	6:51pm	6:55pm	6:58pm	7:01pm	7:07pm	7:10pm	7:13pm	7:18pm	7:24pm
7:00pm	7:01pm	7:06pm	7:08pm	7:10pm	7:13pm	7:15pm	7:17pm	7:20pm	7:21pm	7:25pm	7:28pm	7:31pm	7:37pm	7:40pm	7:43pm	7:48pm	7:54pm
7:30pm	7:31pm	7:36pm	7:38pm	7:40pm	7:43pm	7:45pm	7:47pm	7:50pm	7:51pm	7:55pm	7:58pm	8:01pm	8:07pm	8:10pm	8:13pm	8:18pm	8:24pm
8:00pm	8:01pm	8:06pm	8:08pm	8:10pm	8:13pm	8:15pm	8:17pm	8:20pm	8:21pm	8:25pm	8:28pm	8:31pm	8:37pm	8:40pm	8:43pm	8:48pm	8:54pm
8:30pm	8:31pm	8:36pm	8:38pm	8:40pm	8:43pm	8:45pm	8:47pm	8:50pm	8:51pm	8:55pm	8:58pm	9:01pm	9:07pm	9:10pm	9:13pm		



### **III. SAMPLE FORMS**











Form B/C

## GRADUATE STUDIES

## PROGRAM FORM

Name \_\_\_\_\_

WKU ID \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Email \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Mark only one:

- ☒ Master of Public Health in \_\_\_\_\_ Concentration Environmental Health Concentration
- ☐ Specialist in \_\_\_\_\_
- ☐ Planned Fifth-Year/Rank II \_\_\_\_\_
- ☐ Planned Sixth-Year/Rank I \_\_\_\_\_
- ☐ Certification Only \_\_\_\_\_
- FOR GRADUATE STUDIES USE ONLY**

Major Code \_\_\_\_\_ Minor Code \_\_\_\_\_

Degree Hours \_\_\_\_\_ Other Hours \_\_\_\_\_

**For Certification non-degree programs only:**

Undergraduate Degree Institution \_\_\_\_\_ Date \_\_\_\_\_

Graduate Degree Institution \_\_\_\_\_ Date \_\_\_\_\_

Certification Held \_\_\_\_\_

Certification Pursued \_\_\_\_\_

THIS STUDENT HAS MET ALL CURRENTLY APPROVED ADMISSION REQUIREMENTS. SEE REVERSE FOR INSTRUCTIONS.

COURSES IN MAJOR/MASTER S PROGRAM/FIFTH-YEAR	HRS	TR	FOR OFFICE USE ONLY			MINOR/SUBJECT AREA OR SPECIALIST/SIXTH YEAR	HRS	TR	FOR OFFICE USE ONLY		
			DATE	GRADE					DATE	GRADE	
PH 520	3					PH 510	3				
PH 582	3					PH 571	3				
PH 583	3					PH 577	3				
PH 584	3					ENV 580	3				
PH 587	3					PH 588	3				
PH 580	3					Elective }	3				
PH 591	3					OR }	3				
PH 546	3					PH 599 }	6				
RESEARCH TOOL	HRS	TR	DATE	GRADE		FOREIGN LANGUAGE EXAM	To be completed? <input type="checkbox"/> Language:				
						Date completed (MM/DD/YY)					
						Results reported to Graduate Studies (MM/DD/YY)					

*Any course work listed below is NOT included in the degree GPA, but will be calculated in the overall graduate GPA.*

[illegible]

## PROGRAM APPROVAL DO NOT SEPARATE THIS FORM

Major Advisor/Chair \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Graduate Student \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Minor Advisor/Member \_\_\_\_\_ Certification Officer \_\_\_\_\_  
Signature Date Signature Date

Other Advisor/Member \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate Officer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Master s/specialist: White-Graduate Studies, Goldenrod-Student, Blue-Advisor, Yellow-Certification Office

Sixth-/Fifth-Year: White-Certification Office, Goldenrod-Student, Blue-Advisor, Yellow-Graduate Studies

5/2003

**If you were required to take  
UCC200C, put it here**



**Western Kentucky University**  
*Department of Public Health*

PHONE: (270) 745-4797  
4437

FAX: (270) 745-

Master of Public Health  
Change of Concentration

**WKU ID Number** \_\_\_\_\_

**Full Legal Name**

\_\_\_\_\_

Last First Middle

Indicate your legal name on college transcript, if different from above

**Mailing Address:**

Street \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Current Concentration:** \_\_\_\_\_

**Desired Concentration:** \_\_\_\_\_

-----Students do not complete below this line – For official use only-----  
---

**Current Advisor** \_\_\_\_\_

**New Advisor:** \_\_\_\_\_

**Admission Committee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** This form must be accompanied with a 1 1/2 to 2 page paper explaining why student wishes to change concentrations. Completed form along with paper must be submitted to Office Assistant in STH 411 or the MPH Program Director.

Original: Graduate Studies  
Copy: Current Advisor  
Copy: New Advisor  
Copy: Student Folder



## Application Form for MPH CORE EXAM -- Department of Public

### INSTRUCTIONS

*In order to take the MPH core examination, all courses required in public health core disciplines must be completed. Students desiring to take the examination should submit the completed application form to the departmental office (GCC 122) at least four working days prior to the examination date. Students scheduled to take the examination should report to the scheduled exam site no later than 8:00 AM on the day of the examination and plan to spend the day. **Photo I.D. required at testing.***

Applicant's Name: \_\_\_\_\_

WKU ID Number: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ Concentration: \_\_\_\_\_  
(Month/Year)

Date you will take the examination: \_\_\_\_\_ Advisor: \_\_\_\_\_

Has Form D (Admission to Candidacy) been filed with the Graduate Studies Office? Yes ☐ No ☐

Please indicate if you wish to take the exam on computer \_\_\_\_\_ or write long hand \_\_\_\_\_.

Required Deficiency Courses Completed Course Number/Section and Title	Credit Hours	Grade	Instructor's Name

CORE Course Number/Section and Title	Credit Hours	Grade	Instructor's Name
PH 520 BIOSTATISTICS IN PH	3		
PH 582 EPIDEMIOLOGY	3		
PH 587 HEALTH BEHAVIOUR	3		
PH 583 PUBLIC HEALTH ADMIN	3		
PH 584 PRIN OF ENV HEALTH	3		

*To formally apply, fax or hand-deliver your application to the department no later than four business days prior to the scheduled examination to: Western Kentucky University, Department of Public Health, 1906 College Heights Blvd. #11082 Bowling Green, KY 42101-1082 Phone: (270) 745-2015 Fax: (270) 745-4437*





## IV. Contacts:

1. Dr. Gary M. English Department Head Academic Complex 131 <a href="mailto:gary.english@wku.edu">gary.english@wku.edu</a>	270 -745 - 2678	11. Dr. John B. White Associate Professor Academic Complex 127F <a href="mailto:john.white@wku.edu">john.white@wku.edu</a>	270-745-5867
2. Dr. Darlene Shearer Assistant Professor ,MPH Coordinator Academic Complex 129A <a href="mailto:darlene.shearer@wku.edu">darlene.shearer@wku.edu</a>	270-745-5868	12. Dr. Marilyn M. Gardner Associate Professor Academic Complex 128F <a href="mailto:marilyn.gardner@wku.edu">marilyn.gardner@wku.edu</a>	270-745-5864
3. Dr. William N. Mkanta Assistant Professor , MHA Program Coordinator Academic Complex 127C <a href="mailto:william.mkanta@wku.edu">william.mkanta@wku.edu</a>	270-745-5260	13. Dr. Ritchie Taylor Assistant Professor Academic Complex 134 <a href="mailto:ritchie.taylor@wku.edu">ritchie.taylor@wku.edu</a>	270-745-8975
4. Candice Brenn Tope 2015 Office Associate Academic Complex 133 <a href="mailto:candice.tope@wku.edu">candice.tope@wku.edu</a>	270-745-2015	14. Dr. Stephen Nagy Associate Professor Academic Complex 124 <a href="mailto:steve.nagy@wku.edu">steve.nagy@wku.edu</a>	270-745-5870
5. Dr. Dana Burr Bradley Associate Professor Academic Complex 129C <a href="mailto:dana.bradley@wku.edu">dana.bradley@wku.edu</a>	270-745-2356	15. Dr. Thomas J. Nicholson Professor Academic Complex 127D <a href="mailto:thomas.nicholson@wku.edu">thomas.nicholson@wku.edu</a>	270-745-5855
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7. Dr. Grace K. Lartey Assistant Professor Academic Complex 129D <a href="mailto:grace.lartey@wku.edu">grace.lartey@wku.edu</a>	270-745-3941	17. Dr. Cecilia Watkins Assistant Professor Academic Complex 129F <a href="mailto:cecilia.watkins@wku.edu">cecilia.watkins@wku.edu</a>	270-745-4796
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