

Student's Name \_\_\_\_\_

### Forms and Dates Necessary for Graduation of an MPH Student

Form/Activity	Due Date	Submit to	Check when complete
MPH Outline of Graduate Work	ASAP after Admission to Program	Dept Admin & Student Services	
Advise Student Each Semester / Approve Enrollment	Enrollment period of each semester	Dept Admin & Student Services	
Student participates & completes Interprofessional Education All Professions Days-Fall and Spring Semester	Eligible upon completion of 3 of the 5 core courses or concurrent enrollment in at least 3 of the 5 core course provided they are not in their first semester. Must participate in Fall semester first.	Student Services	
Enroll student in Practicum Prep Course (CPH 7941: in this course student will complete IRB training; student practicum pre-requisites, Committee Member selection/approval, and the Practicum Agreement (PA))	Semester before enrollment in CPH 7950 MPH Practicum	D2L CPH 7941 Dropbox; original PA to Student Services	
Register to take the CPH Exam (student must pass or take twice)	Student has completed at least 21 hours and all 5 core courses	Student Services	
Enroll in CPH 7950 MPH Practicum	Follows approval of Practicum Agreement & start of practicum contact hours	D2L & Student Services	
Admission to Candidacy –Page 1 (Note: student MUST be enrolled in 2 hrs. at OU the semester they graduate)	Beginning of semester during which student intends to graduate	Student Services	
Mid-Course Review of Student Progress	Mid point of practicum contact hours (120)	D2L Dropbox	
Schedule Date of Practicum Presentation & Exam with Committee	Mid point of practicum contact hours (120)	Committee	
Schedule Location of Practicum Presentation & Exam	Mid point of practicum contact hours (120)	Dept Admin or Student Services	
Admission to Candidacy –Page 2	2+ weeks before practicum presentation & exam	Student Services	
Practicum Activities Time Log	Completion of contact hours at site	D2L Dropbox	
Student Evaluation of the Practicum and Host Site	Completion of contact hours at site	Survey in D2L	
Preceptor Evaluation of Student Performance (student/advisor follows up with preceptor to ensure has been received and returned to the college & copy to Advisor by SS)	Completion of contact hours at site	eSurvey/Student Services	
Draft of MPH Practicum Paper	Semester enrolled in CPH 7950 MPH Practicum	Committee Chair & D2L Dropbox	
Draft of MPH Practicum Paper Reviewed by Committee Members	2+ weeks before practicum presentation & exam	Committee	
MPH Practicum Paper to Committee	2+ days before practicum presentation & exam	Committee	
Competency Evaluation Form & Authority Form	Day of practicum presentation & exam	Dept Admin & Student Services	
Approved MPH Practicum Paper and Presentation	Day of practicum presentation & exam	D2L Dropbox	
Student Completes and Submits Exit Survey & Interview	Final weeks of graduating semester	Student Services	

†If changes to paper or presentation are required, committee can determine length of time student has to make changes. Notify Student Services of deadline for revised paper or presentation.