

**MASTER OF PUBLIC HEALTH
HEALTH CARE MANAGEMENT ELECTIVE TRACK
GRADUATE STUDENT ADVISING SHEET (Effective Fall Semester 2018)**

MPH CORE COURSES (24 CREDITS)

<u>Course</u>	<u>Semester Offered</u>	<u>Credits</u>	<u>Semester Completed</u>	<u>Year Completed</u>	<u>Grade</u>
HEA520 Public Health Epidemiology	Fall/Spring	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	Fall/Spring	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	Fall/Spring	3	Fall/ Spring	_____	_____
HEA516 Health Care Management	Fall/Spring	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	Fall/Spring	3	Fall/Spring	_____	_____
HEA648 Research Methods in Public Health	Fall/Spring	3	Fall/Spring	_____	_____
HEA649 Applied Learning Experience I	Fall/Spring/Sum	3	Fall/Spring/Sum	_____	_____
HEA650 Applied Learning Experience II (taken during the last semester of the program)	Fall/Spring/Sum	3	Fall/Spring/Sum	_____	_____

HEALTH CARE MANAGEMENT ELECTIVE COURSES (21 CREDITS)

<u>Course</u>	<u>Semester Offered</u>	<u>Credits</u>	<u>Semester Completed</u>	<u>Year Completed</u>	<u>Grade</u>
HEA513 Legal Aspects of Health Care	Spring	3	Spring	_____	_____
HEA514 Approaches to Health Care Delivery	Spring	3	Spring	_____	_____
HEA612 Health Care Financial Analysis and Management	Fall	3	Fall	_____	_____
HEA613 Advocacy and Quality of Health Care Services*	Fall	3	Fall	_____	_____
HEA614 Health Care Technology and Information Management	Fall	3	Fall	_____	_____
HEA616 Strategic Leadership in Health Care	Spring	3	Spring	_____	_____
HEA___ Approved HCM Elective: _____	Fall/Spring/Sum	3	Fall/Spring/Sum	_____	_____

Total of 45 credits for the MPH Program

***The MPH Community Service Requirement is met by completing the Community Service activity in HEA613 Advocacy and Quality of Health Care Services.**

**Issues that May Affect Recommended Course Rotations and Delay Graduation
For MPH Full/Part-Time, MPH Fast Track and MPH Modified Fast Track Students**

The following tables include recommended course rotations for full/part-time, MPH Fast Track and Modified MPH Fast Track students. There are recommended course rotations for fall/spring/summer semester start dates for all MPH students. The following issues will impact on student course selections, may change recommended course rotations and delay graduation.

- **Self Advising:** Students who fail to follow the advising sheets for their tracks and select courses that do not apply to their track requirements will not be cleared for graduation until the required courses are completed. It is the student's responsibility to meet with their advisor to ensure appropriate courses are selected for their track in appropriate sequence. **Advisors are not responsible for student course choices when students decide to select courses without advisement and enroll in courses that are not track or MPH core requirements.**
- **Failure to register for courses on time:** All students accepted into the MPH Program (with paid admission fee) can register on the first day of course registration online through MYWCU. Students who fail to register on time may be closed out of required courses and delay their time to graduation. If students have problems with online registration they should contact their advisor immediately through email for help with enrollment. Students should meet with advisors in advance of registration to select appropriate courses for the upcoming semesters.
- **Newly admitted students and course registration:** Newly admitted students accepted into the MPH Program after the start of registration may not be able to select their courses in the recommended course rotations due to closed courses. These students should contact their advisor as soon as they receive the Welcome email. Advisors will work with newly admitted students to select an alternative course schedule based on the course availability at the time of registration.
- **Required undergraduate statistics requirement not met at the time of enrollment:** The recommended course rotations will change if the undergraduate statistics requirement is not met at the time of enrollment. Students will need to meet with advisors to work on an alternative course schedule. Students should complete this undergraduate statistics requirement as soon as possible. MAT121 Introduction to Statistics is offered at WCU. Also students can take an equivalent statistics course at a Community College and transfer the credit into the program.
- **Failure to take required prerequisite courses in recommended sequence:** Students need to complete prerequisite courses in appropriate order. Please refer to the course rotation tables for notes on course prerequisites.
- **Completion of the Applied Learning Experience (HEA649 and HEA650):** HEA 649 and HEA650 are completed during consecutive semesters. All students are required to complete HEA649 and HEA650 in one or two semesters (depending on traditional or accelerated ALE options). No extensions will be granted to complete these courses unless there are emergency situations and extreme circumstances. All courses need to be completed before the start of HEA650 Applied Learning Experience II (no exceptions).
- **Delay in Completing the MPH Community Service Requirement:** All MPH students need to complete a community service requirement. For students in the Health Care Management Track, this requirement is met through completing the community service activity in HEA613 Advocacy and Quality of Health Services. This requirement needs to be completed for students to be cleared for graduation.

Important Note on Winter and Summer Course Offerings

MPH core and Community Health Track elective courses may be offered during the winter/summer semesters. Students should not plan on course offerings during these semesters as **these courses are scheduled on an as needed basis and course availability is always contingent upon enrollment.** Students need to contact advisors to check on updated plans for course offerings during winter/summer semesters.

FULL TIME STUDENT COURSE ROTATION

RECOMMENDED COURSE ROTATION TO COMPLETE THE DEGREE WITHIN SIX SEMESTERS (TWO YEARS)

Students in this rotation will take three to four courses a semester (except for summer sessions) - recommended for students who are full-time or graduate assistants. In most cases the time commitment will be one-three nights a week for fall/spring semesters and variable time schedules for winter and summer courses except for HEA649-Applied Learning Experience I and HEA650-Applied Learning Experience II.

FALL SEMESTER SCHEDULE – TWO YEAR COURSE ROTATION – FALL START DATE		
FALL SEMESTER – Year One	SPRING SEMESTER – Year One	SUMMER SEMESTER – Year One
<ul style="list-style-type: none"> HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent) HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent) HEA613 Advocacy and Quality of Health Care Services 	<ul style="list-style-type: none"> HEA648 Research Methods in Public Health (course prerequisites HEA520 and HEA526) HEA513 Legal Aspects of Health Care HEA616 Strategic Leadership in Health Care HEA514 Approaches to Health Care Delivery 	<ul style="list-style-type: none"> Approved HCM Elective
FALL SEMESTER – Year Two	SPRING SEMESTER – Year Two	SUMMER SEMESTER – Year Two
<ul style="list-style-type: none"> HEA632 Social/Behavioral Aspects of Health HEA612 Health Care Financial Analysis and Management HEA614 Health Care Technology and Information Management 	<ul style="list-style-type: none"> ENV530 General Environmental Health HEA516 Health Care Management HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526, HEA648 – this course can be taken in the same semester as HEA649- if completed during the first half of the semester) 	<ul style="list-style-type: none"> HEA650 Applied Learning Experience II (all courses need to be completed before the start of HEA650)

SPRING SEMESTER SCHEDULE – TWO YEAR ROTATION – SPRING START DATE		
SPRING SEMESTER – Year One	SUMMER SEMESTER – Year One	FALL SEMESTER – Year One
<ul style="list-style-type: none"> HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent) HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent) HEA516 Health Care Management HEA514 Approaches to Health Care Delivery 	<ul style="list-style-type: none"> Approved HCM Elective 	<ul style="list-style-type: none"> HEA612 Health Care Financial Analysis and Management HEA613 Advocacy and Quality of Health Care Services HEA614 Health Care Technology and Information Management HEA648 Research Methods (course prerequisites HEA520 and HEA526)
SPRING SEMESTER – Year Two	SUMMER SEMESTER – Year Two	FALL SEMESTER – Year Two
<ul style="list-style-type: none"> ENV530 General Environmental Health HEA632 Social/Behavioral Aspects of Health HEA513 Legal Aspects of Health Care HEA616 Strategic Leadership in Health Care 	<ul style="list-style-type: none"> HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526, HEA648 – this course can be taken in the same semester as HEA649- if completed during the first half of the semester) 	<ul style="list-style-type: none"> HEA650 Applied Learning Experience II (all courses need to be completed before the start of HEA650)

SUMMER SEMESTER SCHEDULE – TWO YEAR ROTATION –SUMMER START DATE		
SUMMER SEMESTER – Year One	FALL SEMESTER – Year One	SPRING SEMESTER – Year One
<ul style="list-style-type: none"> HEA516 Health Care Management Approved HCM Elective 	<ul style="list-style-type: none"> HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent) HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent) HEA613 Advocacy and Quality of Health Care Services HEA614 Health Care Technology and Information Management 	<ul style="list-style-type: none"> HEA648 Research Methods in Public Health (course prerequisites HEA520 and HEA526) HEA513 Legal Aspects of Health Care HEA616 Strategic Leadership in Health Care HEA514 Approaches to Health Care Delivery
SUMMER SEMESTER – Year Two	FALL SEMESTER – Year Two	SPRING SEMESTER – Year two
	<ul style="list-style-type: none"> HEA632 Social/Behavioral Aspects of Health ENV530 General Environmental Health HEA612 Health Care Financial Analysis and Management HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526, HEA648 – this course can be taken in the same semester as HEA649- if completed during the first half of the semester) 	<ul style="list-style-type: none"> HEA650 Applied Learning Experience II (all courses need to be completed before the start of HEA650)

PART-TIME STUDENT COURSE ROTATION

RECOMMENDED COURSE ROTATION TO COMPLETE THE DEGREE WITHIN NINE SEMESTERS (THREE YEARS)

Students in this rotation will take two courses a semester – recommended for part-time students who are employed in full-time positions. In most cases the time commitment will be one- two nights a week for fall/spring semesters with variable time schedules for winter and summer courses except for HEA649 Applied Learning Experience I and HEA650 Applied Learning Experience II.

FALL SEMESTER SCHEDULE – THREE YEAR COURSE ROTATION – FALL START DATE		
FALL SEMESTER – Year One	SPRING SEMESTER – Year One	SUMMER SEMESTER – Year One
<ul style="list-style-type: none"> HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent) HEA614 Health Care Technology and Information Management 	<ul style="list-style-type: none"> HEA516 Health Care Management HEA513 Legal Aspects of Health Care HEA514 Approaches to Health Care Delivery 	
FALL SEMESTER – Year Two	SPRING SEMESTER – Year Two	SUMMER SEMESTER – Year Two
<ul style="list-style-type: none"> HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent) HEA613 Advocacy and Quality of Health Care Services 	<ul style="list-style-type: none"> HEA648 Research Methods in Public Health (course prerequisites HEA520 and HEA526) HEA616 Strategic Leadership in Health Care 	<ul style="list-style-type: none"> Approved HCM Elective
FALL SEMESTER – Year Three	SPRING SEMESTER – Year Three	SUMMER SEMESTER – Year Three
<ul style="list-style-type: none"> HEA632 Social/Behavioral Aspects of Health HEA612 Health Care Financial Analysis and Management 	<ul style="list-style-type: none"> ENV530 General Environmental Health HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526, HEA648 –this course can be taken in the same semester as HEA649- if completed during the first half of the semester) 	<ul style="list-style-type: none"> HEA650 Applied Learning Experience II (all courses need to be completed before the start of HEA650)

SPRING SEMESTER SCHEDULE – THREE YEAR ROTATION – SPRING START DATE		
SPRING SEMESTER – Year One	SUMMER SEMESTER – Year One	FALL SEMESTER – Year One
<ul style="list-style-type: none"> HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent) HEA516 Health Care Management 		<ul style="list-style-type: none"> HEA614 Health Care Technology and Information Management HEA612 Health Care Financial Analysis and Management HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent)
SPRING SEMESTER – Year Two	SUMMER SEMESTER – Year Two	FALL SEMESTER – Year Two
<ul style="list-style-type: none"> ENV530 General Environmental Health HEA513 Legal Aspects of Health Care HEA514 Approaches to Health Care Delivery 	<ul style="list-style-type: none"> Approved HCM Elective 	<ul style="list-style-type: none"> HEA632 Social/Behavioral Aspects of Health HEA613 Advocacy and Quality of Health Care Services
SPRING SEMESTER – Year Three	SUMMER SEMESTER – Year Three	FALL SEMESTER – Year Three
<ul style="list-style-type: none"> HEA648 Research Methods (course prerequisites HEA520 and HEA526) HEA616 Strategic Leadership in Health Care 	<ul style="list-style-type: none"> HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526, HEA648 –this course can be taken in the same semester as HEA649- if completed during the first half of the semester) 	<ul style="list-style-type: none"> HEA650 Applied Learning Experience II (all courses need to be completed before the start of HEA650)

SUMMER SEMESTER SCHEDULE – THREE YEAR ROTATION – SUMMER START DATE		
SUMMER SEMESTER – Year One	FALL SEMESTER – Year One	SPRING SEMESTER – Year One
	<ul style="list-style-type: none"> HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent) HEA614 Health Care Technology and Information Management 	<ul style="list-style-type: none"> HEA516 Health Care Management HEA513 Legal Aspects of Health Care HEA616 Strategic Leadership in Health Care
SUMMER SEMESTER – Year Two	FALL SEMESTER – Year Two	SPRING SEMESTER – Year Two
<ul style="list-style-type: none"> Approved HCM Elective 	<ul style="list-style-type: none"> HEA632 Social/Behavioral Aspects of Health HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent) 	<ul style="list-style-type: none"> HEA648 Research Methods in Public Health (course prerequisites HEA520 and HEA526) ENV530 General Environmental Health HEA514 Approaches to Health Care Delivery
SUMMER SEMESTER – Year Three	FALL SEMESTER – Year Three	SPRING SEMESTER – Year Three
	<ul style="list-style-type: none"> HEA612 Health Care Financial Analysis and Management HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526, HEA648 –this course can be taken in the same semester as HEA649- if completed during the first half of the semester) 	<ul style="list-style-type: none"> HEA650 Applied Learning Experience II (all courses need to be completed before the start of HEA650)

RECOMMENDED COURSE ROTATION FOR THE MPH FAST TRACK PROGRAM
APPLIES TO WCU UNDERGRADUATE SENIORS ACCEPTED INTO THE MPH PROGRAM
COMPLETION OF THE MPH DEGREE WITHIN THREE SEMESTERS OF GRADUATION

Students in this rotation will take four or five courses a semester – recommended ONLY for full-time MPH Fast Track students who are not otherwise employed. In most cases the time commitment will be four nights a week plus some days, for fall/spring semesters and variable time schedules for winter and summer courses.

MPH Fast Track Program Requirements: To qualify for the MPH Fast Track, WCU students need to be a senior (90 credits completed before the start of graduate courses) and a cumulative GPA of 3.0. All MPH Fast Track students need to complete a MPH Fast Track Approval Form which is submitted to their undergraduate advisor and MPH Advisor during their junior year. During senior year, a maximum of two graduate courses (with properly completed application forms to approve undergraduate classes for graduate credit submitted to the Registrar's office) will be applied to the MPH Degree. The 400 level and graduate courses are waived during graduation clearance for the MPH degree.

ADMISSION INTO THE MPH PROGRAM: All undergraduate students in the MPH Fast Track Program need to apply for admission into the MPH Program in their senior year during the fall semester.

Time Extension to Complete the Degree and Time Requirements for Waived Courses: Students have the option of extending the time needed to complete the degree. Students who need to extend their time for degree completion will need to meet with their advisors to work on alternative course schedules. Students who need a time extension should be aware of the time requirements for waived courses. For the Two 400 level health courses will be waived as HEA514 Approaches to Health Care Delivery and the HCM elective in the Health Care Management track for the MPH Degree (these courses are waived as requirements during MPH graduation clearance) and (2) graduate courses to be waived as requirements for the MPH degree, all students will need to finish the MPH Degree within six years of completion of the (2) 400 level health courses and (2) graduate courses. If the time to complete the MPH Degree Program extends beyond the six years, this will result in forfeiture of waived courses for the MPH Degree. Students in this situation will have the option to complete the degree (with approved extension for degree completion) but will need to replace the (2) 400 level courses with graduate elective courses selected under advisement. The students will need to repeat the (2) graduate courses taken during senior year.

MPH FAST TRACK COURSE ROTATION WITH COMPLETION OF MAT121-INTRODUCTION TO STATISTICS		
FALL SEMESTER – Senior Year	SPRING SEMESTER – Senior Year	SUMMER SEMESTER – Between Senior Year and Graduate Year
<ul style="list-style-type: none"> HEA 419 Research Methods HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent) 	<ul style="list-style-type: none"> HEA 436 Health Care Delivery HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent) 	<ul style="list-style-type: none">
FALL SEMESTER – Graduate Year	SPRING SEMESTER – Graduate Year	SUMMER SEMESTER – Graduate Year
<ul style="list-style-type: none"> HEA613 Advocacy and Quality of Health Care Services HEA612 Health Care Financial Analysis and Management HEA614 Health Care Technology and Information Management HEA648 Research Methods in Public Health (course prerequisites HEA520 and HEA526) 	<ul style="list-style-type: none"> ENV530 General Environmental Health HEA632 Social/Behavioral Aspects of Health HEA513 Legal Aspects of Health Care HEA616 Strategic Leadership in Health Care HEA516 Health Care Management 	<ul style="list-style-type: none"> HEA649 Applied Learning Experience I (Completed during Summer Session I - course prerequisites HEA520, HEA526, HEA648) HEA650 Applied Learning Experience II (all courses need to be completed before the start of HEA650. HEA650 completed during Summer Sessions II and III.)

MPH FAST TRACK COURSE ROTATION WITHOUT COMPLETION OF MAT121-INTRODUCTION TO STATISTICS (Students need to complete MAT121-Introduction to Statistics during their senior year)		
FALL SEMESTER – Senior Year	SPRING SEMESTER – Senior Year	SUMMER SEMESTER – Between Senior Year and Graduate Year
<ul style="list-style-type: none"> HEA 419 Research Methods HEA614 Health Care Technology and Information Management MAT121 Introduction to Statistics 	<ul style="list-style-type: none"> HEA 436 Health Care Delivery HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent) 	<ul style="list-style-type: none">
FALL SEMESTER – Graduate Year	SPRING SEMESTER – Graduate Year	SUMMER SEMESTER – Graduate Year
<ul style="list-style-type: none"> HEA613 Advocacy and Quality of Health Care Services HEA612 Health Care Financial Analysis and Management HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent) ENV530 General Environmental Health 	<ul style="list-style-type: none"> HEA632 Social/Behavioral Aspects of Health HEA648 Research methods in Public Health (course prerequisites HEA520 and HEA526) HEA513 Legal Aspects of Health Care HEA616 Strategic Leadership in Health Care HEA516 Health Care Management 	<ul style="list-style-type: none"> HEA649 Applied Learning Experience I (Completed during Summer Session I (course prerequisites HEA520, HEA526, HEA648) HEA650 Applied Learning Experience II (all courses need to be completed before the start of HEA650. HEA650 completed during Summer Sessions II and III).

RECOMMENDED COURSE ROTATION FOR THE MPH MODIFIED FAST TRACK PROGRAM
APPLIES TO WCU UNDERGRADUATE SENIORS ACCEPTED INTO THE MPH PROGRAM
COMPLETION OF THE MPH DEGREE WITHIN FOUR SEMESTERS AFTER GRADUATION

Students in this rotation will take four to five courses a semester – recommended ONLY for full-time MPH Fast Track students who are not otherwise employed. In most cases the time commitment will be four nights a week plus some days, for fall/spring semesters and variable time schedules for winter and summer courses.

MPH Modified Fast Track Program Requirements: To qualify for the MPH Fast Track, WCU students need a 2.8 cumulative GPA and apply for the MPH Program in their senior year. Students need to complete a MPH Modified Fast Track Approval Form which is submitted to their undergraduate advisor and MPH Advisor during their senior year. During completion of the undergraduate degree, (2) 400 level health courses will be waived as HEA514 Approaches to Health Care Delivery and the HCM elective in the Health Care Management track for the MPH Degree (these courses are waived as requirements during MPH graduation clearance).

ADMISSION INTO THE MPH PROGRAM: All undergraduate students in the MPH Fast Track Program need to apply for admission into the MPH Program in their senior year during the fall semester.

Time Extension to Complete the Degree and Time Requirements for Waived Courses: Students have the option of extending the time needed to complete the degree. Students who need to extend their time for degree completion will need to meet with their advisors to work on alternative course schedules. Students who need a time extension should be aware of the time requirements for waived courses. For the (2) 400 level health courses to be waived as requirements for the MPH degree, all students will need to finish the MPH Degree within six years of completion of the (2) 400 level health courses. If the time to complete the MPH Degree Program extends beyond the six years, this will result in forfeiture of waived courses for the MPH Degree. Students in this situation will have the option to complete the degree (with approved extension for degree completion) but will need to replace the (2) 400 level courses with graduate elective courses selected under advisement.

MODIFIED MPH FAST TRACK COURSE ROTATION – SUMMER START DATE			
<i>This schedule will work for students graduating in May and entering the MPH Program as full-time students.</i>			
Senior Year: Completion of MAT121 Introduction to Statistics and (2) 400 Level Health Courses			
SUMMER SEMESTER Graduate Year	FALL SEMESTER Graduate Year	SPRING SEMESTER Graduate Year	SUMMER SEMESTER Graduate Year
	<ul style="list-style-type: none"> HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent) HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent) HEA613 Advocacy and Quality of Health Care Services HEA614 Health Care Technology and Information Management HEA612 Health Care Financial Analysis and Management HEA516 Health Care Management 	<ul style="list-style-type: none"> HEA648 Research methods in Public Health (course prerequisites HEA520 and HEA526) ENV530 General Environmental Health HEA513 Legal Aspects of Health Care HEA616 Strategic Leadership in Health Care HEA632 Social/Behavioral Aspects of Health 	<ul style="list-style-type: none"> HEA649 Applied Learning Experience I (Completed during Summer Session I - course prerequisites HEA520, HEA526, HEA648) HEA650 Applied Learning Experience II (all courses need to be completed before the start of HEA650. HEA650 completed during Summer Sessions II and III).

MODIFIED MPH FAST TRACK COURSE ROTATION – FALL START DATE			
<i>This schedule will work for students graduating in August and entering the MPH Program as full-time students.</i>			
WCU SENIOR YEAR: Completion of MAT121 Introduction to Statistics and (2) 400 Level Health Courses			
FALL SEMESTER Graduate Year	SPRING SEMESTER Graduate Year	SUMMER SEMESTER Graduate Year	FALL SEMESTER Graduate Year
<ul style="list-style-type: none"> HEA613 Advocacy and Quality of Health Care Services HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent) HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent) HEA612 Health Care Financial Analysis and Management HEA614 Health Care Technology and Information Management 	<ul style="list-style-type: none"> HEA513 Legal Aspects of Health Care HEA616 Strategic Leadership in Health Care ENV530 General Environmental Health HEA632 Social/Behavioral Aspects of Health HEA648 Research Methods in Public Health (course prerequisites HEA520 and HEA526) HEA516 Health Care Management 		<ul style="list-style-type: none"> HEA649 Applied Learning Experience I (Completed during the first half of the semester - course prerequisites HEA520, HEA526, HEA648) HEA650 Applied Learning Experience II (all courses need to be completed before the start of HEA650. HEA650 completed during the second half of the semester).

MODIFIED MPH FAST TRACK COURSE ROTATION – SPRING START DATE

<i>This schedule will work for students graduating in December and entering the MPH Program as full-time students.</i>			
WCU SENIOR YEAR: Completion of MAT121 Introduction to Statistics and (2) 400 Level Health Courses			
SPRING SEMESTER Graduate Year	SUMMER SEMESTER Graduate Year	FALL SEMESTER Graduate Year	SPRING SEMESTER Graduate Year
<ul style="list-style-type: none"> • HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent) • HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent) • HEA513 Legal Aspects of Health Care • HEA632 Social/Behavioral Aspects of Health • HEA616 Strategic Leadership in Health Care • HEA516 Health Care Management 		<ul style="list-style-type: none"> • HEA613 Advocacy and Quality of Health Care Services • HEA648 Research Methods in Public Health (course prerequisites HEA520 and HEA526) • ENV530 General Environmental Health • HEA612 Health Care Financial Analysis and Management • HEA614 Health Care Technology and Information Management 	<ul style="list-style-type: none"> • HEA649 Applied Learning Experience I Completed during the first half of the semester - course prerequisites HEA520, HEA526, HEA648) • HEA650 Applied Learning Experience II (all courses need to be completed before the start of HEA650. HEA650 completed during the second half of the semester).

IMPORTANT ADVISING INFORMATION FOR ALL MPH STUDENTS

Advisors: Dr. Harry Holt and Dr. Gopal Sankaran are advisors for the Health Care Management Elective Track. Students with last names starting with the letters A – L are assigned to Dr. Holt. Students with last names starting with the letters M – Z are assigned to Dr. Sankaran. Students should contact their assigned advisor when starting the program as advising appointments help students make appropriate elective choices and plan for course sequencing.

Undergraduate Statistics Requirement: Students who have not had an introductory course in statistics will need to complete this course before enrolling in HEA520 –Public Health Epidemiology and HEA526 –Biostatistics for Public Health. Students have the option of enrolling in MAT121 – Introduction to Statistics at West Chester University or enrolling in a similar course at a community college or another university.

Statistics Competency Examination: Students have the option of completing a Statistical Competency Examination (administered by the Department of Health, under the direction of Dr. Ramona Stone, the MPH Biostatistics Instructor. This exam is scheduled at the start of fall/spring semesters. A score of 85 or better will be accepted as a replacement for the undergraduate statistics requirement. This option should only be considered if the student has previous experience with introductory statistics through other courses that may not appear on the transcript as traditional statistics courses. If students are considering this option, please contact Dr. Ramona Stone (email: rstone@wcupa.edu) for more information about the competency exam.

Students may begin the MPH Program (without the undergraduate statistics requirement) if other academic requirements are met, however students will be admitted under provisional status. To remove the provisional status and be eligible to register for HEA 520 and HEA526, proof of statistics course completion or the Statistics Competency Examination score is needed by submitting a copy of a transcript or score to the Department of Health and the Office of Graduate Studies.

Students who complete HEA520 and HEA526 without the undergraduate statistics course will not be able to obtain **Degree Candidacy** and will remain in provisional status. We strongly encourage students to complete this undergraduate course as soon as possible. If students do not obtain Degree Candidacy they will not be able to complete the degree.

MPH Community Service Requirement: All students in the MPH Program need to complete a Community Service Requirement. This requirement is found within track courses. For students in the Community Health Track, this requirement will be met when students complete the assigned community service activity in **HEA613 - Advocacy and Quality of Health Care**. Students will not be eligible for graduation until this requirement is met.

Course Sequencing: Most core and elective courses in the MPH program are offered once a year. Some of the core courses are offered during fall/spring/summer semesters. Please refer to the advising sheet for course sequencing. Students who miss a course may **delay** their graduation date. Please check with advisors to make sure that courses are taken in appropriate sequence. **Course sequence may be change so always check with your advisor for appropriate course sequences.**

Summer/Winter Courses: Some summer courses are offered as weeklong workshops (8am –5pm) or during evening hours (4:15pm-10pm) with one to two-day courses formats. Students who work full-time may need to make arrangements for time off from work to

complete these courses. Other summer courses are offered in a week format during the evening hours. The faculty will make every effort to inform students about the times and dates for these courses so that appropriate notification can be given to employers. Students should be notified about summer school schedules before the end of the fall semester. Other summer/winter courses are offered during the regular summer/winter course semester during evening hours.

Course Prerequisites for HEA648 – Research Methods in Public Health

HEA520- Epidemiology in Public Health and HEA526- Biostatistics in Public Health need to be completed before registering for HEA648- Research Methods in Public Health.

Course Prerequisites for HEA649 - Applied Learning Experience I (ALE- I)

It is important to note that each track may have specific courses that need to be completed before the start of ALE- I and students are responsible for meeting with their faculty advisors to ensure that courses are completed in appropriate sequence before the start of ALE- I. All students (regardless of assigned track) will need to complete the following courses before the start of ALE-I as these courses serve as a foundation for developing the Major Project Plan.

HEA520 Epidemiology in Public Health

HEA526 Biostatistics in Public Health

HEA648 **Research Methods in Public Health***

***Students are strongly encouraged to take all of the course prerequisites during the first year of the program. If this is not possible due to scheduling conflicts students will have the option of registering for HEA648 Research Methods in Public Health during the same semester as HEA649 Applied Learning Experience I (this situation usually applies to full time students who need to maintain 9 credits per semester). HEA648 Research Methods in Public Health is a full semester and students may enroll in both courses in same semester. The Applied Learning Experience Faculty Advisor will require students to be prepared to develop their Major Project Plan with the skills and knowledge on research methods acquired during HEA648.**

The Applied Learning Experience Overview

Applied Learning Experience I and II are culminating experiences (the MPH Practicum) and are the final practicum courses taken before graduation. Students are expected to complete a Major Project and participate in professional practice activities during this practicum experience. ALE I is the planning phase for the ALE Major Project and ALE II is the implementation phase for the ALE Major Project.

Formats for Completing ALE

Traditional Format: Students can complete ALE I and II in the traditional format (completed over two semesters) ALE I - 100 hours in the first semester and ALE II - 200 hours in the second semester. During ALE I students spend the first half of the semester in class preparing for the practicum with selection of the ALE site and completion of all the required forms for ALE site confirmation. Students will need to participate in professional practice experiences during the second half of the semester at the practicum site to complete the planning phase of their Major Project. Students are expected to spend most of their time during ALE II completing their projects at the practicum site. All arrangements with the site (i.e. completing forms, letters of agreement, etc.) must be completed with the Applied Learning Experience Faculty Advisor and Site Supervisor during the first half of ALE-I

Accelerated Format: Students can complete ALE in the accelerated format (completed in one semester, 100 hours in the first half of the semester and 200 hours in the second half of the semester). Students in the accelerated format are expected to attend HEA649 ALE I preparation classes in the first half of the semester. **To be eligible for the accelerated format students need to select and confirm their ALE site in the semester prior to the start of ALE I. Students cannot be employed full time.** All arrangements with the site (i.e. completing forms, letters of agreement, etc.) must be completed with the Applied Learning Experience Faculty Advisor and Site Supervisor in the semester prior to the start of ALE I.

Please plan appropriately for ALE. **Please obtain a copy of the Guidelines for the Applied Learning Experience I and II (copies available on the MPH Website/D2L) for detailed course information, requirements and course forms.**

Course Prerequisites for HEA650 - Applied Learning Experience II (ALE-II)

All MPH core and elective courses need to be completed before the start of ALE- II. **There are no exceptions made for this prerequisite.** Students are responsible for meeting with their faculty advisors to ensure that courses are completed in appropriate sequence before the start of ALE- II.

Applied Learning Experience I and II Time Commitments

It is important to note that many students in the program have full time jobs and will need to complete a total of 300 hours for ALE - I and II. Students who are employed may need to make arrangements for time off from work to complete their projects during the ALE – I and II. Students are expected to spend time at the agency to complete their Major Projects. The student and Agency Site Supervisor will need to be in agreement about the time needed to be spent on site during the start of the ALE - I and II. **Students will need to remember that this experience is 300 hours and is to be completed over two consecutive semesters, with 100 hours for ALE-I and 200 hours for AL E-II in the traditional format or 300 hours in one semester in the accelerated format..** Arrangements for time at the site should be flexible. The student and the Agency Site Supervisor need agree about the time commitment at the agency.

Applied Learning Experience at Student's Place of Employment

Students who are employed at an agency/institution/facility may complete their Applied Learning Experience at their place of employment. However, the experience cannot be related to their current job responsibilities. For example, a student who is working in a county health department in the area of maternal/infant health may not complete his/her project in that division or department. However, the student can select a different department (i.e., chronic disease prevention and control) to complete their project with a site supervisor not related to the student's current position.

Grade Point Average Requirements for Applied Learning Experience I and II

To maintain the integrity of the program, students are expected to achieve a minimum cumulative grade point average of 3.00 after completion of all required core courses and track courses for the MPH Program. A minimum grade point average of 3.00 is needed to be eligible for Applied Learning Experience I and II. The MPH Program is dedicated to a quality educational experience that prepares students for professional positions upon graduation. A program's reputation and quality is reflected by its graduates.

Degree Candidacy: Degree candidacy application must be made immediately upon completion of 12 –15 semester hours of course work. Every student must file an application for degree candidacy with the Dean of Graduate Studies. Students will receive a letter from the Dean of Graduate Studies approving or denying their degree candidacy. (Refer to WCU Graduate Catalog for more information about degree candidacy.)

Time Needed to Complete the Degree: All requirements for the master's degree including course work and the Applied Learning Experience must be completed within six years immediately prior to the expected date of graduation. It is important to note that this advising sheet offers two course rotations to complete the degree within two or three years. Students do have the option of taking one course a semester but this may take up to six years for program completion.

Application for Graduation: Information, fees and forms for graduation are found on line under the Office of Graduation Studies' webpage. Students will need to follow the deadlines listed below. Failure to apply by the deadline will delay the student's graduation date to the following semester.

Graduation Application Deadlines

Spring Semester	May Graduation	February 1st
Summer Semester	August Graduation	June 1st
Fall Semester	December Graduation	October 1 st

If students do not complete their Applied Learning Experience within the semester of the planned graduation date, they do not need to reapply. The graduation date will be then scheduled for the next semester. Students can contact Michelle Auciello (email: mauicello@wcupa.edu) in the Office of Graduation Studies for additional information about graduation policies.

WCU ACADEMIC PROBATION/DISMISSAL POLICY: Graduate students whose cumulative grade point average falls below 3.00 will be placed on academic probation. Graduate students must raise their GPA to 3.00 by the end of the next semester (or full summer term) in which they register. An additional probationary semester may be granted at the discretion of the graduate dean. If a student fails to meet the conditions of academic probation he/she is subject to dismissal. Graduate students earning a cumulative GPA of 2.00 or lower will be dropped from their graduate program without a probationary period. A graduate student earning an F grade in any course will be dismissed from the University. Exceptions may be made for a course outside the student's discipline upon the recommendation of the graduate coordinator and the approval of the graduate dean. An F earned at West Chester University may not be made up at another institution of higher learning for the same course. Grades earned during summer sessions count the same as grades earned during the academic year. All grades recorded determine the student's academic status, even if a student changes degree programs. Students dropped from a graduate program due to unsatisfactory work will not be permitted to take courses for credit towards a graduate degree in that department beyond the semester in which they are dropped. Individual programs may have higher GPA minimums or additional requirements. To be eligible to receive the master's degree, graduate students must complete all requisite courses and credits with a cumulative GPA of at least 3.00. Students holding graduate assistantships who fail to maintain a 3.00 cumulative GPA will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Departments also may stipulate higher academic standards for maintaining assistantships.