# MPH CORE COURSES (24 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Offered</th>
<th>Credits</th>
<th>Semester Completed</th>
<th>Year Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA520 Public Health Epidemiology</td>
<td>Fall/Spring</td>
<td>3</td>
<td>Fall/Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA526 Biostatistics for Public Health</td>
<td>Fall/Spring</td>
<td>3</td>
<td>Fall/Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENV530 General Environmental Health</td>
<td>Fall/Spring</td>
<td>3</td>
<td>Fall/ Spring</td>
<td></td>
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</tr>
<tr>
<td>HEA630 Health Care Administration</td>
<td>Spring</td>
<td>3</td>
<td>Fall/Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA632 Social and Behavioral Aspects of Health</td>
<td>Fall/Spring</td>
<td>3</td>
<td>Fall/Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA648 Research Methods in Public Health</td>
<td>Fall/Spring</td>
<td>3</td>
<td>Fall/Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA649 Applied Learning Experience I</td>
<td>Fall/Spring/Sum</td>
<td>3</td>
<td>Fall/Spring/Sum</td>
<td></td>
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</tr>
<tr>
<td>HEA650 Applied Learning Experience II (taken during the last semester of the program)</td>
<td>Fall/Spring/Sum</td>
<td>3</td>
<td>Fall/Spring/Sum</td>
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</tbody>
</table>

# HEALTH CARE ADMINISTRATION ELECTIVE COURSES (21 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Offered</th>
<th>Credits</th>
<th>Semester Completed</th>
<th>Year Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPA505 Public Sector Organization Theory</td>
<td>Fall/Spring</td>
<td>3</td>
<td>Fall/Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA538 Evaluation of Health Programs</td>
<td>Spring</td>
<td>3</td>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA581 Special Topics: Health Care Financial Analysis and Management</td>
<td>Fall</td>
<td>3</td>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA631 Health Services Law</td>
<td>Spring</td>
<td>3</td>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA640 Issues of Managed Care</td>
<td>Summer</td>
<td>3</td>
<td>Summer</td>
<td></td>
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</tr>
<tr>
<td>HEA642 Medical Geography</td>
<td>Summer</td>
<td>3</td>
<td>Summer</td>
<td></td>
<td></td>
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<tr>
<td>HEA/ADM___ HCM Approved Elective: __________</td>
<td>Fall/Spring/Sum</td>
<td>3</td>
<td>Fall/Spring/Sum</td>
<td></td>
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</tr>
</tbody>
</table>

Total of 45 credits for the MPH Program

# 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.

# MPH PROGRAM ACADEMIC PROBATION POLICY - IMPORTANT INFORMATION FOR STUDENTS ON ACADEMIC PROBATION: All students who are placed on academic probation must meet with their advisors to select courses for the probation semester. Students and advisors will need to complete a MPH Academic Probation Semester Form that will list courses selected for the probation semester along with advisor recommendations for academic improvements. Students on academic probation need to raise their GPA to 3.0 by the end of the probation semester. Only one additional probationary semester may be granted in the case of a borderline GPA (2.90 or above). Students with a GPA below 2.90 at the end of the first probationary semester will be dismissed from the MPH Program without an option of a second probationary semester. It is the student’s responsibility to meet with their advisor and to keep their advisor up to date on academic progress during the probation semester. Failure to meet with advisors for course selection and not following academic recommendations during the first probation semester will result in dismissal without recommendation for an additional probationary semester (in the case of a borderline GPA 2.90 and above). Students must raise their GPA to 3.0 during the second probationary semester and failure to reach the required 3.0 GPA will result in dismissal. A second probationary semester is only granted with the recommendation of the student’s advisor and at the discretion of the graduate dean.
RECOMMENDED COURSE ROTATION TO COMPLETE THE DEGREE WITHIN SIX SEMESTERS (TWO YEARS)

Students in this rotation will take three 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 one week for each summer course except for HEA649- Applied Learning Experience I and HEA650-Applied Learning Experience II.

YEAR 01

FALL SEMESTER
HEA520 Public Health Epidemiology
HEA526 Biostatistics in Public Health
PPA505 Public Sector Organization Theory

SPRING SEMESTER
HEA648 Research Methods in Public Health
HEA630 Health Care Administration
HEA631 Health Services Law

SUMMER SEMESTER
HEA640 Issues of Managed Care
HEA642 Medical Geography

YEAR 02

FALL SEMESTER
HEA632 Social/Behavioral Aspects of Health
HEA581 Special Topics: Health Care
Financial Analysis and Management
HCM Approved Elective

SPRING SEMESTER
ENV530 General Environmental Health
HEA 538 Evaluation of Health Programs
HEA649 Applied Learning Experience I

SUMMER SEMESTER
HEA650 Applied Learning Experience II

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 and one week for each summer course except for HEA649-Applied Learning Experience I and HEA650 Applied Learning Experience II.

YEAR 01

FALL SEMESTER
HEA520 Public Health Epidemiology
PPA505 Public Sector Organization Theory

SPRING SEMESTER
HEA631 Health Services Law
ENV530 General Environmental Health

SUMMER SEMESTER
HEA640 Issues of Manage Care

YEAR 02

FALL SEMESTER
HEA526 Biostatistics in Public Health
HEA581 Special Topics: Health Care
Financial Analysis and Management

SPRING SEMESTER
HEA648 Research Methods in Public Health
HEA538 Evaluation of Health Programs

SUMMER SEMESTER
HCM Approved Elective

YEAR 03

FALL SEMESTER
HEA632 Social/Behavioral Aspects of Health
HEA642 Medical Geography

SPRING SEMESTER
HEA630 Health Care Administration
HEA649 Applied Learning Experience I

SUMMER SEMESTER
HEA650 Applied Learning Experience II

IMPORTANT ADVISING INFORMATION:

Advisors: Dr. Tanya Morgan, Dr. David Delgado, and Dr. Gopal Sankaran are the advisors for the Health Care Administration Elective Track. Students with last names starting with the letters A - H are assigned to Dr. Delgado, students with the last names starting with I – Q are assigned to Dr. Morgan and students with last names starting with R – Z are assigned to Dr. Sankaran. Advising appointments are needed to help students make appropriate elective choices and plan for course sequencing. Please contact Dr. Morgan, Dr. Delgado or Dr. Sankaran to schedule an appointment for advising prior to enrolling in the courses for the semester.

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. Stacie Metz). 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. Stacie Metz (email: smetz@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 HEA520 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.

**Course Sequencing:** The core and elective courses in the MPH program are offered once a year. 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 Courses:** Some of the summer courses that can be considered for the health elective are offered as week long workshops (8am – 5pm). Students who work full-time may need to make arrangements for time off from work to complete these courses. 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.

**Course Prerequisites for HEA648 – Research Methods in Public Health**


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

Applied Learning Experience I and II are culminating experiences and are the final courses taken before graduation during two consecutive semesters. The purpose of ALE-I is to prepare students for Applied Learning Experience II which is the culminating experience (major project report and poster session) and practicum (implementation of major project at the practice site). During ALE-I, students will also be introduced to the role of the agency in the community setting with completion of the Agency Interview Reaction Paper, Agency Report and Major Project Program Plan. Students will select their community practice site for the practicum experience under the supervision of the Applied Learning Experience Faculty Advisor. 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 ALE-I. Please plan appropriately. Please obtain a copy of the Guidelines for the Applied Learning Experience I and II (copies available in the Department of Health or the MPH Website/D2L) for detailed course information, requirements and course forms.

Students will need to complete 30 credits before registering for 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 an accelerated course offered in the first half of the semester and if students register for both courses in same semester they will not begin their Major Project Plan for HEA649 Applied Learning Experience I until after the completion of HEA648. 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.*

**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 projects and projects should focus on research problems and/or practitioner issues in public health. 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 ALE-II. 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 coursework. 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 online 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**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Graduation</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>May</td>
<td>February 1st</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>August</td>
<td>June 1st</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>December</td>
<td>October 1st</td>
</tr>
</tbody>
</table>

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.

**Important Information - August Graduation and the May Graduation Ceremony:** Students who complete course requirements in the summer may participate in the May graduation ceremony. Students graduating in August and participating in the May Graduation Ceremony will need to apply for spring graduation. When students officially graduate in August (with successful completion of degree requirements) and participate in the May Graduation Ceremony the final graduation clearance occurs in September and diplomas are issued at that time.