

***Graduate Applicant
Guidelines
AY 11-12***

***Programs in
Public Health***



September 2, 2011

Graduate Programs in Public Health College of Public Health and Human Sciences Graduate Application Guidelines and Information

The text in this handbook is not meant to replace requirements, standards, or other information that is provided on the Graduate School or College web sites.

Oregon State University

Oregon State University (OSU), one of only two universities designated as a Land Grant, Sea Grant, Sun Grant and Space Grant institution, has approximately 25,000 students enrolled in graduate and undergraduate programs. OSU is located in Corvallis, a city of 53,000 in the heart of the Willamette Valley. The University's proximity to the Pacific Ocean and Cascade Mountains, as well as to a wide variety of recreational activities in the nearby cities of Eugene, Salem, and Portland, make OSU's location exceptional for academic pursuits and personal enjoyment.

College of Public Health and Human Sciences Public Health Graduate Programs

The College of Public Health and Human Sciences offers graduate programs in the theoretical and applied study of the health sciences relating to the environmental, behavioral, physical, psychosocial, occupational, health care delivery and policy aspects of public health. The Master of Public Health (MPH) and the Doctor of Philosophy (PhD) degree programs are offered. The Council on Education for Public Health (CEPH) accredited MPH degree is offered through a unique collaborative statewide program at Oregon State University, Oregon Health and Science University (OHSU), and Portland State University (PSU). In addition to academic courses, programs offer applied placements in state and local research and practice facilities.

Faculty members in the College of Public Health and Human Sciences are dedicated to generating and disseminating research directed at promoting health, preventing disease and protecting the health of communities and populations and to providing one of the best learning environments for public health students. To learn more, visit our site at <http://health.oregonstate.edu/degrees/graduate/public-health>

Public Health Degrees

Master of Public Health (MPH)

For detailed information regarding OSU's MPH tracks please refer to <http://health.oregonstate.edu/degrees/graduate/public-health/handbooks>. The MPH degree requires an internship and oral examination. Information about the CEPH accredited collaborative OMPH program can be found at the OMPH site at <http://www.oregonmph.org/>.

The College of Public Health and Human Sciences offers six MPH tracks:

- Biostatistics
- Environment, Safety and Health
- Epidemiology
- Health Management and Policy
- Health Promotion
- International Health

Doctor of Philosophy in Public Health (PhD)

The PhD in Public Health is designed for students who wish to prepare themselves for careers in university teaching, research, consulting, policy development, or other high-level public health positions. The doctoral degree requires a dissertation relevant to the student's area of specialization. For detailed information about the degree and areas of concentration see the PhD handbook at

<http://health.oregonstate.edu/sites/default/files/PhD-Handbook-2011-2012.pdf>.

The College of Public Health and Human Sciences offers the Doctor of Philosophy (PhD) in Public Health in three areas of concentration:

- Environment, Safety and Health
- Health Management & Policy
- Health Promotion and Health Behavior

Supporting Programs

The College of Public Health and Human Sciences research and instructional facilities offer a wide range of opportunities for graduate students. Several departments on campus work closely with the College of Public Health and Human Sciences to provide supplemental coursework and laboratory experience. Opportunities are available in the following departments and colleges:

- The School Biological and Population Health Sciences offers outstanding laboratories and research facilities in nutrition, environmental health and occupational safety, exercise science and human performance, and bone research.
- The School of Social and Behavioral Health Sciences offers significant supporting coursework, research opportunities and internships in the areas of gerontology, human development, family sciences, and health-related issues across the lifespan.
- The Department of Environmental and Molecular Toxicology provides supporting coursework and the possibility of laboratory experience.
- The OSU Statistics Department provides consulting services for graduate researchers, as well as a Center for Survey Research to assist students in data collection.
- The College of Engineering provides supporting coursework in environmental engineering, hazardous materials, and industrial engineering.

Graduate Assistantships

Graduate Teaching Assistantships (GTAs) and Graduate Research Assistantships (GRAs) are available to highly qualified candidates who meet or exceed specific position requirements. Both assistantships have knowledge/job related qualifications that a student must meet to be considered. Students must have substantive academic training

at the undergraduate or master's level in related Public Health areas to be considered for a GTA. GTA positions are very competitive, limited, and most often are awarded to PhD program students. Doctoral students with significant teaching experience in schools, community colleges, or similar settings, and who possess relevant background knowledge, may be selected to teach 100-, 200- and 300-level courses.

For priority consideration of a GTA position, applicants (PhD preferred) must include in their complete online admissions application, a cover letter and resume that clearly indicate area(s) of teaching interest(s) and details qualifying experience(s) by the December 1 deadline. Only fully admitted students are considered and individuals with successful formal teaching experience are given priority.

Graduate Research Assistantships (GRAs) are available through individual faculty members. These assistantships are typically offered as part of a faculty member's grant or research project. Faculty members are responsible for hiring master- or doctoral-level GRAs, based upon research interests and project needs. Interested students should contact faculty members directly at the time of application. For a list of faculty member research interests, refer to the program Faculty and Staff web site.

(<http://health.oregonstate.edu/degrees/graduate/public-health/directory>) Stipends and tuition waivers are available for both teaching and research assistantships. Stipend amounts vary by degree status (MPH or PhD), number of years in the degree program, and experience in the teaching assistantship program.

Scholarships and Fellowships

- CPHHS Fellowships
(<http://health.oregonstate.edu/students/current/graduate/fellowships-and-awards>)
(self-nomination)
- Graduate School information on Assistantships, Scholarships and Fellowships
(http://oregonstate.edu/dept/grad_school/financing.php)

Applicants desiring consideration of faculty nomination for fellowships must have a complete application filed by December 1. *Applicants and continuing students are encouraged to self-nominate for appropriate awards.*

Application Deadlines

The Schools admit to Public Health programs only in Fall term. Application deadlines, which precede the desired Fall term admission, are December 1 and March 1. For consideration of Graduate Teaching Assistantship (GTA) position and priority faculty consideration of nomination to scholarships/fellowships, an application must be complete by the December 1 deadline. A complete application includes the School's required supplemental documents: three letters of recommendation, a resume, transcripts, and GRE scores. PhD applicants are also required to submit a writing sample not to exceed 10 pages in length. To be admitted to the College of Public Health and Human Sciences Public Health graduate programs, all applicants must meet University and College of Public Health and Human Sciences admission requirements. Only complete applications are reviewed and processed.

University and College Admission Requirements

The text in this handbook is not meant to replace requirements, standards, or other information provided on the Graduate School or College web sites.

University admission requirements are available in the [OSU Graduate Catalog](#).

College requirements follow; see below. *Please note that applicants must apply to a specific MPH track or PhD area of concentration. The desired track/area of concentration must be mentioned in the application's statement of objectives section, **and** recorded in the appropriate field of the online application; record one track (MPH) or concentration (PhD).*

Graduate Record Examination (GRE)

The College of Public Health and Human Sciences Public Health graduate programs require that all applicants take the GRE (Graduate Record Examination) exam within five years of the application date. MPH applicants may submit MCAT (Medical College Admission Test) scores. If applying to the MPH Health Management and Policy track, GMAT (Graduate Management Admission Test) scores may be submitted. MPH applicants who earned a master's degree from an accredited US institution are exempt from the GRE requirement. *ALL* PhD applicants must provide GRE scores. It is the applicant's responsibility to insure that official GRE scores are received by the OSU Graduate School prior to the application deadline. For exam schedules and details on obtaining official GRE scores see www.gre.org. ETS institution code for OSU is 4586.

Generally a minimum score of 500 in each GRE category (verbal and quantitative) and a minimum score of 4.5 in the analytical category is used the guideline for acceptance to the MPH program. Please note that the GRE scoring system changed during the summer 2011. A conversion system will be in place by November 2011 so that GRE scales can be compared for those taking the exam with the new scoring system. Doctoral students are expected to have higher scores than those required for admission to the MPH program in all categories. (An MCAT score of 27 is considered to be approximately equivalent.) However, in cases where scores fall below this value, other factors (such as lapsed time since last formal education, outstanding professional history, etc.) may be considered. Please note that GRE scores must be no more than five years old at the time of the applicant's application. The GRE is used in conjunction with other materials to: (1) evaluate applicants' verbal, quantitative and analytical abilities, and (2) assist in the selection of graduate teaching assistants, and (3) determine nominees for consideration of scholarships/fellowships – note that applicants must have a complete application by the Dec 1 deadline for first consideration.

Grade Point Average (GPA) and Course Requirements

Applicants must have:

- a four-year baccalaureate degree from a regionally accredited college or university, and
- a combined GPA of 3.00 on the last 90 quarter (60 semester) credit hours of graded undergraduate work toward the first baccalaureate degree plus all work completed thereafter.

In addition, PhD program applicants must have

- a 45-quarter credit-hour graduate degree from a regionally accredited university.

If the student has completed his or her baccalaureate degree in a country that is a signatory of the Bologna Declaration, then

- A baccalaureate degree of at least three years duration with a B average (equivalent 3.00 on a U.S. 4.00 grading scale) in the last two years, plus all subsequent graded course work;

OR:

- A baccalaureate degree of at least three years duration with a two-year (equivalent to 45-quarter credits) graduate degree.

English Language Proficiency

All international student applicants must provide official English language test scores as described on the OSU Graduate School international student admissions web site, unless they meet the criteria listed under "Exempt from English Language Testing."

Exempt from English Language Testing:

- Individuals who have completed a bachelors or master's degree from a regionally accredited institution in the U.S. or other English speaking country. (See the Graduate School web site.)
- Individuals who are in the process of earning an advanced degree from an accredited institution in the U.S. or another English speaking country may be **conditionally admitted**.
- Citizens of the following countries: Australia, Belize, Canada, Ghana**, New Zealand, Scotland, West Indies, and United Kingdom.
*** Exemptions for citizens of African countries are considered on a case-by-case basis if the medium of instruction is English.*

Prerequisite Coursework

It is assumed that students requesting admission to specific program areas will have successfully completed significant undergraduate (for the MPH degree) and/or graduate foundational coursework (for the PhD degree) in their area of interest. All MPH tracks require successful completion of an undergraduate course in statistics. In addition, the OSU Biostatistics track requires successful completion of a calculus sequence including differential and integral calculus, infinite series and sequences, and vector calculus are required. Students who have not successfully completed requisite coursework prior to admission will be required to take prerequisite coursework during their first year. In some instances, a lack of prerequisite entrance coursework may result in provisional program admission. Once the necessary courses are successfully completed, regular admission status is granted.

Special Note Regarding Acceptance

Satisfaction of minimum entrance requirements does not guarantee admission, since the number of qualified applicants may exceed the number of places available. As a consequence, qualified applicants may not always be admitted.

Application Process (Overview)

All admission application forms are available on the Graduate School web site. Printed application forms are no longer available. However, if you are unable to access a form because you lack reliable internet access or you do not have a credit card for payment, please see <http://oregonstate.edu/admissions/graduate-students> or send a note inquiring if alternative arrangements can be made to:

Graduate School
Oregon State University
300 Kerr Administration Building
Corvallis, Oregon 97331

The application fee is \$60 USD and is not waived and is non-refundable. An individual application and fee is required for each application submitted. Applying for multiple graduate majors requires multiple applications and fees. Your application fee is valid for one term change *within the academic year of the original term requested*. Requesting more than one subsequent term change or a change to a different academic year will require submission of a new admission application and application fee.

Materials such as transcripts, resumes, writing samples (PhD program applicants, only), and letters of recommendation should be mailed to the Graduate School. GRE test scores should be sent to the OSU Graduate School by the testing agency. Consideration of transfer credits is determined after admission by the student's graduate program committee.

It is highly recommended that applications be completed online *before* transcripts or letters of recommendation are sent to the OSU Graduate School. Sending documents such as letters and transcripts prior to applying actually slows the admission process. It is recommended that the applicant apply first and have letters and transcripts sent a few days later. Alternatively, applicants may collect all of their letters and transcripts in sealed envelopes, put their OSU ID number on each envelope, and send the packet to the OSU Graduate School 2-3 days after submitting the online application. This "Self-Managed Application Packet" is the fastest, most reliable way to assure documents are added in a timely fashion. *Applicants are responsible for checking the status of their application and for verifying receipt of materials using the online application site.*

Complete applications are required for consideration. **Applicants are responsible for factoring in Graduate School processing time when submitting material.** If materials are not available for the College to view in the OSU Graduate School online admission system at the first deadline of December 1, 2011, application materials will be held over for completion and possible review at the final deadline for consideration,

which is March 1, 2012. **Applicants should be sure that all required application material arrives at the Graduate School at least five (5) working days before the Public Health Program deadline.** Please allow adequate time for processing of material by the Graduate School.

The Graduate School processes and evaluates graduate applications according to admission standards set by the Graduate School and the Graduate Council. Any exceptions to the standards are made by the Graduate School. The Graduate School notifies applicants as to the final admission decision. To determine if documents have been received, or to check status of admit decision see <http://oregonstate.edu/admissions/graduate/checkstatus.html>

Online Application and Required Supplemental Documents

In addition to the online application the following supplemental items are *required at the time of application*: (**IMPORTANT**: See the OSU Graduate School web site for complete details/information.)

- A. Non-refundable application fee of \$60 in U.S. dollars -payment by credit card (MasterCard or Visa)
- B. One official transcript from all previous academic work, undergraduate and graduate: Grade slips and web printable transcripts or reports will not be accepted. Official transcripts must be issued directly by the school and arrive at the OSU Graduate School in an unopened envelope. Note: Current and former Oregon State University students are not required to provide OSU transcripts.
- C. Your official Graduate Record Exam (GRE) scores from a test taken within the last five years: Scores are required of all PhD applicants. MPH applicants who earned a master's degree from an accredited US institution are exempt from the GRE requirement. MPH applicants may submit MCAT (Medical College Admission Test) scores. If applying to the MPH Health Management and Policy track, GMAT (Graduate Management Admission Test) scores may be submitted.
- D. Three professional and/or academic letters of recommendation on letterhead, dated, with original signature: Applicants who have a master's degree should include a letter from their major professor, if possible. Letters, which reference the applicant by full name, should be sent with adequate time for Graduate School processing before the application deadline (minimum of about five business days) to:

Oregon State University Graduate School
300 Kerr Administration Building
Oregon State University
Corvallis, Oregon 97331

- E. A complete statement of objectives that includes the desired MPH track or the PhD area of concentration is required; this statement is part of the online application. Statements should include mention of past professional and/or academic effort as well as anticipated future pursuits.
- F. Resume (or CV)
- G. Writing sample (PhD program applicants, only) not to exceed ten (10) pages

International Applicants

International applicants must include supplemental documents with application materials as described above: **IMPORTANT:** See the OSU Graduate School web site for complete information/details at <http://oregonstate.edu/admissions/admission-requirements-graduate>

Dual Degree Seeking OSU Graduate Student Applicants

1. The appropriate Graduate School form must be submitted to the Graduate School. See their web site for the form or contact them at graduate.school@oregonstate.edu
2. *In addition*, the following must be submitted to the Graduate Programs Manager in the College of Public Health and Human Sciences:
 - a. A statement of objectives indicating the desired track/area of concentration and indicating background experience and academic training that qualifies for admission to the Public Health degree program or track/area of concentration;
 - b. Three letters of recommendation indicating suitability to participate in the desired MPH program track or PhD area of concentration; and
 - c. Official GRE scores, submitted to the OSU Graduate School, from a test taken within the last five years. MPH applicants who earned a master's degree from an accredited US institution are exempt from the GRE requirement. Scores are required of **all PhD** applicants.
 - d. Resume (or CV)
 - e. Writing sample (PhD program applicants, only) not to exceed ten (10) pages

Once the Graduate School receives an application and supporting materials, the program faculty are given access to the file for consideration of admittance to the requested program area. The review process takes approximately four to six weeks; please plan accordingly.

Notice of Intent to Enroll

Students accepted into the program will usually be notified by the Graduate School a few weeks (4-6) after the applicable application deadline. Sometime during April or May, admitted applicants will receive an email from the College requesting confirmation of intent to enroll the following fall term.

Policies on Advisors, Committees, and Programs

Advisors

During the application process, students apply for admission to either a specific MPH track or PhD area of concentration. The desired track or area of concentration must be indicated in the statement of objectives section of the application. Based on this information, an academic advisor is assigned prior to the student's first term of admittance. Students will be notified of their advisor prior to *or* at the start of their first term of attendance. Notice is usually sent in late summer by email or provided at the September orientation. The student's advisor chairs all program meetings, examinations, and provides direction for the doctoral thesis/dissertation or MPH internship experience.

To change MPH track or PhD area of concentration

A graduate student desiring to change their MPH track/PhD area of concentration is not guaranteed that they will (a) be accepted into another area of specialization and/or (b) continue to receive funding as a graduate teaching assistant or a graduate research assistant upon changing track/concentration.

A new statement of objectives indicating background experience and academic training that qualifies for admission to the new track/area of concentration should be submitted to the College of Public Health and Human Sciences Graduate Programs Manager along with a signed statement of intent to change to a **new** MPH track or PhD area of concentration.

To change graduate program

1. The student must submit the appropriate Graduate School form to the Graduate School. See their web site for the form or contact them at graduate.school@oregonstate.edu
2. *In addition*, the following must be submitted to the Graduate Programs Manager in the College of Public Health and Human Sciences:
 - a. A statement of objectives indicating background experience and academic training that qualifies for admission to the Public Health degree program or track/area of concentration, also include mention of the desired track/area of concentration;
 - b. Three letters of recommendation indicating suitability to participate in the desired MPH program track or PhD area of concentration; and
 - c. Official GRE scores, submitted to the OSU Graduate School, from a test taken within the last five years. MPH applicants who earned a master's degree from an accredited US institution are exempt from the GRE requirement. Scores are required of **all PhD** applicants.
 - d. Resume (or CV)
 - e. Writing sample (PhD program applicants, only) not to exceed ten (10) pages

Once the Graduate School forwards the student's form to the College, requests and supporting materials will be circulated among appropriate faculty for consideration of admittance to the requested program area. The review process takes approximately four to six weeks; please plan accordingly.

Transfer Credit

Students who wish to transfer graduate credit from other schools must provide transcripts for courses already completed to the Graduate School prior to the submission of a program of study. The student's academic advisor assists with determining appropriate transfer credits listed on the Program of Study. (*Transfer credits are reviewed **after** admission.*) If a student undertakes a transfer course after his or her program of study has been approved, the student must provide the Graduate School with a transcript of course work prior to the final examination. The Graduate School does not assume responsibility for obtaining transcripts from other institutions. Courses to be transferred **must be graduate level**, taken after the completion of a four-year baccalaureate degree (or equivalent), with grades of "B" (3.00) or better. Courses delivered off-campus or by electronic means must satisfy the OSU guidelines for the electronic delivery of courses. It is the responsibility of the student wishing to transfer the course to provide the necessary documentation to satisfy the OSU guidelines. Traditional extension and correspondence courses with no live or real-time interaction with the instructor are not transferable.

See the [graduate section of the online catalog](#) for details about transferring credits.

Time Limit

All work toward a master's degree, including transferred credits, course work, thesis (if required), and all examinations, must be completed within seven years.

There is an eight year time limit for completion of the PhD program. However, if more than five years elapse between the preliminary oral examination and the final examination, the candidate will be required to take another preliminary oral examination.

Coalition of Graduate Employees

The graduate students at Oregon State University are represented by the Coalition of Graduate Employees (CGE). This organization is recognized by the Oregon Employment Relations Board as the exclusive representative of graduate assistants at OSU. The university is required by law to negotiate with CGE over anything do with wages, benefits and conditions of employment.

For information about the application process contact:

Eileen Kaspar, MS
Graduate Programs Manager
College of Public Health and Human Sciences
123 Women's Building
Oregon State University, Corvallis, Oregon 97331
email: eileen.kaspar@oregonstate.edu; Phone: (541) 737-3825

For policies or general questions about programs, teaching assistantships, or schools, or to schedule a visit to the School, contact:

Anna Harding, PhD
Co-Director, School of Biological and Population Health Sciences
100 Milam Hall, Oregon State University
Corvallis, Oregon 97331-6802
email: anna.harding@oregonstate.edu; Phone: (541) 737-3830

-or-

Sheryl Thorburn, PhD
Co-Director, School of Social and Behavioral Health Sciences
433 Waldo Hall, Oregon State University
Corvallis, Oregon 97331-6406
Email: sheryl.thorburn@oregonstate.edu ; Phone: (541) 737-9493

For specific information about individual program requirements, and other academic information, contact the appropriate program coordinator:

Biostatistics	Dr. Adam Branscum adam.branscum@oregonstate.edu (541) 737-2665
Environment, Safety and Health	Dr. Anthony Veltri anthony.veltri@oregonstate.edu (541) 737-3831
Epidemiology	Dr. Susan Carozza susan.carozza@oregonstate.edu (541) 737-5949
Health, Management and Policy	Dr. Stephanie Bernell stephanie.bernell@oregonstate.edu (541) 737-9162
Health Promotion Health Behavior	Dr. Donna Champeau donna.champeau@oregonstate.edu (541) 737-3835
International Health	Dr. Chunhuei Chi chunhuei.chi@oregonstate.edu (541) 737-3836

For information about the status of an application after the submission deadline has passed:

The Graduate School notifies applicants of the admission decision. The admission decision may be accessed on the application web site usually a few weeks after the application deadline. See <http://oregonstate.edu/admissions/graduate/checkstatus.html>