Procedures for Graduate Students in SPH-B

A. Transferring from an MPH Concentration to another MPH Concentration
B. Transferring from a SPH graduate degree program to the MPH Program

Scenario: The graduate student has been accepted into the MPH Program or a SPH graduate degree program and wishes to apply to another MPH concentration or to the MPH Program. The student must meet with his/her current academic advisor and review the policies and procedures related to applying to the MPH program or changing MPH concentrations. The procedures and required documents are available on the MPH Program website under the tab MPH Admissions Information, MPH Concentration Change (www.indiana.edu/~mph). These documents are a required component of the MPH Program admissions application and must be completed and in the student’s file before the MPH Admissions Committee will review the application. The student and current academic advisor are responsible for following all procedures and completing all documents related to transferring into the MPH Program from another SPH graduate degree program or changing MPH concentrations. The documents that must be completed are: MPH Program-Degree or Concentration Change Checklist, Timeline Form and the MPH Program Supplemental Questionnaire.

Impact on Program and Graduation Timeline:
Transferring from one graduate degree program into the MPH Program or changing MPH concentrations at any point in the student’s graduate degree program may result in extending the student’s graduate program to more than two years. Due to the MPH Program course sequencing and when courses are offered, students who wish to transfer from their current SPH graduate degree program or change MPH concentrations may not take courses out of sequence, take courses when they are offered, and will follow the current MPH Program academic tabsheet. Prior to applying for the MPH Program or for admission into another MPH concentration, the graduate student must meet with his/her current SPH graduate advisor or current MPH concentration academic advisor, and the desired MPH Concentration Coordinator or the Director of Public Health Programs to discuss the student’s current course sequencing towards graduation and to obtain a course sequencing and program timeline for the new MPH Program concentration should the student be admitted into the MPH Program or admitted into another MPH Program concentration. The MPH Program Course Sequencing and Program Timeline form must be submitted with the new application documents and is available here www.indiana.edu/~mph.

Impact on Assistantships and Funding:
Transferring from another SPH graduate degree program or changing from one MPH concentration to another MPH concentration may affect the student’s assistantships and other SPH, department, and faculty supported funding. The SPH, departments, and public health faculty cannot guarantee continued funding if the student was awarded funding in the student’s original degree program and then is accepted into the MPH Program or another MPH concentration. If the student has an SAA or any type of funding from the school or any department, center, etc. in the school, then the student must meet with the Department Chairs where each of the current graduate degree program and MPH concentrations is housed to determine if the student will be
able to retain the SAA if the student is accepted into the MPH Program or a new MPH Program concentration. The Chairs’ decision must be submitted in writing and included with the new application documents.

**Procedure:**
The School of Public Health-Bloomington (SPH-B) does not require the student to submit a new application to transfer from one graduate degree program or from one MPH concentration to another. The student must complete the 1) **MPH Program- Degree or Concentration Change Checklist** and 2) **MPH Program Course Sequencing and Program Timeline** in addition to completing and submitting 3) **a new personal statement** and responses to the 4) **MPH Program Supplemental Questionnaire**. All documents related must be submitted to the SPH-B Dean’s Office Graduate Recorder, Debra Szemcsak, in PH 115. The SPH-B Dean’s Office will have the student’s academic records on file; therefore the student will not have to resubmit these documents. Once the application is complete, the MPH Admissions Committee will review the student’s file. The student will be notified if new letters of recommendation are required by the MPH Concentration Admissions Committee to which the student has newly applied.

Questions?

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