Overview

The decisions, plans, and actions organizations and governments take to achieve health promotion and care goals are the jurisdiction of health policy and management (HPM). Delivering high quality, cost effective health care and developing policies that lead to health and reduce disparities are complex and dynamic processes that integrate topics from a diversity of disciplines and sub-disciplines including, but not limited to: health administration, economics, evaluation, human rights, ethics, anthropology and sociology, etc. HPM is a diverse specialization that prepares graduates for health-related work across the health services continuum from policy development, program planning, implementation and management, program and policy evaluation, and health systems leadership to achieve intended health outcomes.

The mission of the HPM graduate program is to promote and protect the public’s health through the preparation of graduates for careers aimed at leadership in health services policy and management, and to conduct research and disseminate knowledge that will advance the organization, financing, and delivery of health services. HPM courses are designed to develop students’ critical thinking and apply problem-solving skills across the public and private sector to address health challenges in the state of Hawai‘i, the Asia-Pacific region, and around the world.

Degree Program Offered

Master of Public Health (MPH)

The MPH degree in HPM prepares students for a professional career in health services, policy, and management. All MPH students complete the core public health coursework in epidemiology, biostatistics, health promotion theory and methods, health services, program planning, and environmental health, as well as an integrative seminar, a field practicum, a final scholarly capstone paper, and an oral capstone examination. In addition, students complete the following HPM courses: 1) Advanced Topics in Health Policy; 2) Leading and Managing Health Programs; 3) Health Ethics, Law and Politics; 4) Managing Global Health Service Delivery, and 5) Computer Applications in Public Health.

The MPH degree program generally requires two academic years of full-time study and the required number of credits for graduation is 42. A minimum of 18 credits must be earned in courses numbered 600-798, including at least one graduate seminar in the major or a related field. No more than 9 credits of PH 699 (directed reading/research) may be applied to meet the degree requirements. Please note that the precise degree requirements for each student will be determined in consultation with his/her advisor and program committee members.

Master of Public Health (MPH) – Distance Education (DE)

The MPH (DE) degree specializing in HPM offers the same curriculum as the in-person program, however, the courses have been adapted for asynchronous online delivery with a mandatory 3-day face-to-face orientation at the start of the program and a 3-day face-to-face research showcase at the mid-point of the program. The face-to-face components will be held on the University of Hawai‘i at Mānoa campus. Students will be responsible for coordinating their travel and accommodations for the face-to-face elements.

Qualifications for Admission
Health policy and management applicants must meet the Graduate Division’s admission requirements. Applicants must have computer skills in word processing, spreadsheet construction, and Internet applications. Preference may be given to students with training in health, administration, economics, human services or social science. Work experience in health care or human services is preferred, but not required.
APPLICATION AND ADMISSION REQUIREMENTS

The Office of Public Health Studies (OPHS) graduate degree programs, like all other University graduate degree programs, operate within the broad policies and specific regulations established by the Graduate Division. Accordingly, certificate, master’s and doctoral degree candidates should inform themselves of all applicable academic requirements in the current University of Hawai‘i at Mānoa Catalog. The Catalog is available online at https://manoa.hawaii.edu/catalog/. Regulations and procedures governing admission to the Graduate Division at the University of Hawai‘i are subject to change without prior notice. Please consult the most current Catalog before applying for admission. The MPH-DE option is only available to legal residents of Hawai‘i, the continental U.S., and the U.S.-Affiliated Pacific Islands (i.e., Guam, American Samoa, the Federated States of Micronesia, the Commonwealth of the Northern Marianas Islands, the Republic of the Marshall Islands, and the Republic of Palau).

Admission Requirements for Master’s Degree

An applicant for admission to the master’s degree program must hold or expect to hold a bachelor’s degree from an accredited U.S. college or university or its equivalent from a recognized institution of higher learning (visit the Graduate Division website at https://manoa.hawaii.edu/graduate/admissions-requirements/ for detailed information). The standards of the degree in question must be equivalent in both the distribution of academic subject matter and the scholarship achievement requirements to those maintained at the University of Hawai‘i. Professional degrees, such as the MS, DVM, and DDS, that are equivalent in depth to a U.S. bachelor’s degree also qualify an applicant for consideration.

At a minimum, all applicants need to demonstrate above average academic performance (B average or its equivalent) for his or her undergraduate course work and for any post-baccalaureate or graduate course work.

Documentation for Admission to the Master’s Degree Program

All applicants must submit the following (see Application Requirements below for specific instructions):

1. Completed Graduate Admissions application
2. Completed Public Health application
3. Statement of objectives
4. Application fee
5. Official transcript from each post-secondary institution attended
6. Official Graduate Record Examination (GRE) General Test score (optional for Fall 2022 applicants unless it is required by the Graduate Division see https://manoa.hawaii.edu/graduate/standardized-exams/)
7. Three letters of recommendation and three letters of recommendation forms

In addition, select applicants may be required to submit the following:

- Official TOEFL or IELTS scores for applicants whose native language is not English

For questions related to the MPH-DE program, please contact phonline@hawaii.edu.

Selection and Notification

Completed applications are reviewed by public health faculty in February for fall admission. An admission decision is generally reached through comparison of the relative merits of all applicants and the availability of faculty to guide the student in his/her area of interest. Selection is made without regard to the applicant’s age, sex, race, creed, or national origin.

Public health faculty make recommendations for admission to the Graduate Division who makes the final admission decision. The Graduate Division notifies each applicant of the decision on the application. Official notification of acceptance or denial is by mail only and the admissions decision letter is generally mailed
between March and June, depending on when the application was completed and when the decision was reached. Incomplete applications are not considered for admission.

**Application Requirements**

Applicants should note that application materials must be submitted to two (2) separate offices.

The following should be sent directly to:

Graduate Division  
University of Hawai‘i at Mānoa  
2540 Maile Way, Spalding 354  
Honolulu, HI 96822

1. Graduate admissions application (apply online at [http://www.sis.hawaii.edu/apply](http://www.sis.hawaii.edu/apply));  
2. Application fee;  
3. Transcripts from each institution attended;  
4. Graduate Record Examination (GRE) General Test scores (optional for Fall 2022 applicants unless it is required by the Graduate Division see [https://manoa.hawaii.edu/graduate/standardized-exams/](https://manoa.hawaii.edu/graduate/standardized-exams/));  
5. Test of English as a Foreign Language (TOEFL) or IELTS (if applicable);

The Graduate Division Student Services Office sends notification of graduate admissions application receipt and status by email or by mail. Therefore, applicants should be sure to provide a valid email and/or mailing address on their application. Applicants who do not receive a notification within 30 days of submitting their graduate admissions application should contact their office at gradss@hawaii.edu.

The following documents should be submitted via mail or dropped off in person to:

Office of Public Health Student Academic Services  
University of Hawai‘i at Mānoa  
1960 East West Road, Biomed D-204  
Honolulu, HI 96822

1. Public Health application (available as PDF at [http://manoa.hawaii.edu/publichealth/admissions](http://manoa.hawaii.edu/publichealth/admissions))  
2. Statement of objectives  
3. Three (3) letters of recommendation and three (3) letter of recommendation forms. Letters should be mailed to our office with the recommender’s signature across the seal of the envelope.

The Office of Public Health Student Academic Services (OPHSAS) will send an email to applicants informing them of receipt of their Public Health application and documents and will send out another email once their application is complete and ready for faculty review. An application is considered complete when OPHSAS receives the applicant’s file from the Graduate Division and when all Public Health application materials have been received. Note: it is the applicant’s responsibility to ensure that all application materials have been submitted and received by each respective office.

Applications and all supporting documents for the MPH-DE program must be received by the deadline. *Arrangements to take the GRE and TOEFL, if required, should be made well in advance of the application deadline so that the scores are received by the application deadline.*

After February 1, interested applicants are advised to contact the program to ascertain whether space is available in their selected area of specialization before submitting an application.

**Spring Applications**
Our graduate programs do not typically offer spring admission. Recently, exceptions have been made to accommodate exceptional public health circumstances. Please check with the program at ophsas@hawaii.edu to inquire if Spring applications will be accepted or not.

Application Fee
Applicants are required to submit an application fee of $100. No application fee waivers or deferments are granted.

Applicants may pay by credit card, check, or money order. Payment by check or money order must be in U.S. dollars, drawn on a U.S. bank, and made payable to the “University of Hawai‘i”. Include your full name and data of birth on the check or money order. Do not send cash. The application fee is nonrefundable and nontransferable. Applications that are submitted without an application fee will not be processed.

Graduate Record Examination (GRE)
The GRE General Test is optional for Fall 2022 applicants unless it is required by the Graduate Division (see https://manoa.hawaii.edu/graduate/standardized-exams/ for details). If you do submit your score, both the score and the percentile on each of the verbal, quantitative, and analytic sections of the examination will be evaluated.

If submitting GRE scores, please include a note with your public health application so we know to expect your scores. The GRE should be taken at least one month prior to the application deadline. GRE scores that are more than five years old and/or photocopies of the Examinee Score Report are not acceptable. Please direct ETS to forward official GRE scores to the university (Institution Code: 4867; Department Code: 0616)

Test of English as a Foreign Language (TOEFL)
Most applicants whose native language is not English are required to take the TOEFL. An applicant is exempt from the test if he or she has earned a bachelor’s or advanced degree within the last five years at a regionally accredited or recognized institution in the United States, Australia, Canada, New Zealand, Singapore, or United Kingdom.

Applications for admission will not be processed until official TOEFL results have been received. TOEFL scores that are more than two years old and/or photocopies of the Examinee Score Report are not acceptable. The minimum acceptable TOEFL score for master’s degree applicants is 79-80 and 100 for doctoral degree applicants. Direct ETS to forward the official TOEFL score report to the Office of Graduate Education, University of Hawai‘i (Institution Code: 4867; Department Code: 50).

International English Language Testing System (IELTS) score reports may be submitted in lieu of the TOEFL. An IELTS overall score of 6 or higher is required for master’s degree applicants and a score of 7 or higher is required for doctoral degree applicants.

English Language Institute (ELI)
The ELI program is only for students admitted to a degree program at the University of Hawai‘i. Prior to registration, all non-native speakers of English must be evaluated by the institute. Based on this evaluation, the ELI provides suitable instruction for those whose English fails to meet the standards determined by the University to be sufficient for the pursuit of full-time studies. Students in ELI training take a reduced academic load and should expect to make proportionately slower progress in regular University studies. This should be carefully considered by students whose time or financial support is limited.

Transcripts
A current transcript from each college or university attended (including any study abroad or exchange programs, summer programs, non-degree work and extension programs) must be submitted to the Graduate
Division. Applicants who are still in U.S. undergraduate programs must submit transcripts after the first quarter or semester of their senior year. Note: Transcripts are not required for course work completed at any of the University of Hawai'i campuses. The Graduate Division will obtain UH transcripts on behalf of applicants.
FINANCIAL INFORMATION

Tuition
Tuition is charged according to the number of credit hours carried by the student; auditors (those enrolled in a course for no credit) pay the same tuition as students enrolled for credit. The tuition cited are those established for the 2022-2023 academic year. All tuition charges at the University of Hawai'i campuses are subject to change in accordance with requirements of State law and/or action by the Board of Regents or the University administration. (Note: in addition to tuition, students are also assessed student fees)

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<thead>
<tr>
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<th>Graduate (12+ credits)</th>
<th>Graduate (per credit)</th>
<th>Distance Education (per credit)</th>
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</thead>
<tbody>
<tr>
<td>Resident*</td>
<td>$7,800</td>
<td>$650</td>
<td>$650</td>
</tr>
<tr>
<td>Non-Resident*</td>
<td>$16,824</td>
<td>$1,402</td>
<td>$650</td>
</tr>
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</table>

*see the General and Graduate Information Catalog and/or the Office of Admissions and Records website at http://manoa.hawaii.edu/admissions/financing/residency.html for residency definitions.

Graduate Teaching and Research Assistantships
The Office of Public Health Studies offers a limited number of graduate assistant positions, generally associated with specific research projects. These positions as well as those advertised by other departments are advertised at http://workatuh.hawaii.edu/ as they become available. Assistantships cover tuition and provide a monthly stipend. Graduate assistants must pay their own student fees.

Achievement Scholarships
Graduate Division Achievement Scholarships are funded from tuition revenues and are intended to provide financial assistance for U.S. and international students based on merit and service. The award amounts, which vary, are credited toward the student’s overall tuition costs. To be eligible for this award, students must have a cumulative GPA of 3.5 or above and demonstrate a commitment to the mission, goals, and objectives of the Office of Public Health Studies. The Achievement Scholarship may be awarded to new or continuing students. Waivers do not cover summer session tuition. Awardedees are expected to have an maintain a 3.5 or better GPA and register for at least one credit of public health-related course work. It is recommended that applicants to the program submit their completed application materials by the stated deadline as Achievement Scholarship applications are distributed and reviewed early in the admission period. Award recipients must pay any remaining tuition balance by the payment deadline.

Other Financial Aid
Prospective students who anticipate a need for financial assistance are strongly encouraged to seek support from local sources and/or private foundations and agencies that share the students’ interests and goals. One should begin this process early, as applications for scholarships are often due six to 12 months before enrollment.

U.S. Students: The Financial Aid Services Office administers a University-wide program of student assistance that includes student employment (both on and off campus), scholarships, grants and loans. For more information or an application, please visit the Financial Aid Services website at http://www.hawaii.edu/fas/ or email finaid@hawaii.edu. Priority deadline is March 1 each year.
GENERAL INFORMATION

Time Allowed
Master’s degree candidates must complete all requirements within seven years after admissions to the program. Students who do not complete the degree within seven years are subject to dismissal.

Doctoral students are expected to complete all requirements within seven years after admission into the doctoral program.

Continuing Enrollment
Students must be enrolled each semester (excluding summer sessions) for course work, thesis or research credit at regular fees. Students who are not enrolled or on approved leaves of absence will be regarded as withdrawn from their degree program. All students must be enrolled during the semester in which they plan to graduate.

Summer Sessions
Students are accepted to advanced degree programs by the Graduate Division in the fall and spring semesters only. Students who wish to take graduate level course work during the summer prior to their first registration as a classified student must complete an application form with Outreach College. Credits taken in the summer must be transferred into the degree program during the student’s first semester in the program. Requests for a summer sessions application and/or information are available at http://www.outreach.hawaii.edu. Admission to the summer session does not guarantee eventual admission to the public health graduate program.

Course Loads
The minimum full-time load for graduate students is eight degree-related credits per semester. The maximum course load is 16 credit hours in a semester and eight credits in each summer session. Students may exceed maximum load limits only with approval from the graduate chair and the Graduate Division.

Residence Requirements for Degrees (read below for definition)
The minimum residence requirements are as follows:

<table>
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<tr>
<th>Degree</th>
<th>Residence Requirement</th>
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<tbody>
<tr>
<td>Master’s</td>
<td>Two semesters of full-time work or four six-week (may vary in length from three to ten weeks) summer sessions.</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Three semesters of full-time work.</td>
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</table>

Residence is defined as registration as a classified graduate student. For part-time students, each unit of eight degree-related credits completed as a classified graduate student will be considered equivalent to one full-time semester. Credits taken at other institutions and approved for transfer may not be used to reduce the University’s minimum residence requirements for advanced degrees.