

## MPH GRADUATION CHECKLIST

Student Name: \_\_\_\_\_ Sem/Yr Entered: \_\_\_\_\_

**Instructions:**

- This checklist is to be used by MPH students and their advisors as a required process for verifying the completion of key degree-related documents.
- Under special circumstances, other forms or action may be required. Consult with OPHSAS staff in Biomed D-204. Fillable forms are available at: <http://www.manoa.hawaii.edu/publichealth/students/forms.html>. Input your data prior to printing the form for completion.

Student: ✓ upon completion	REQUIRED ITEMS FOR THE MPH PORTFOLIO	Faculty/Advisor: Initial to confirm completion
	<b>MPH Program Plan</b> (Form 14) Signed by both advisor and student in the semester graduating	
	<b>Completion of MPH Requirements &amp; Final Paper</b> (Form 19) Signed by advisor and second committee member	
	<b>Capstone Final Paper &amp; Capstone Presentation</b> Draft version with revision marks or reviewer comments not acceptable	
	<b>Contact Info Form for OPHS Graduates</b> (Form 20) Completed by student	
	<b>OPHS Exit Survey</b> Completed by the student via Qualtrics.	
	REQUIRED ITEMS FOR THE PRACTICUM PORTFOLIO	
	<b>Practicum Student Profile &amp; Career Advising Form</b> Signed by Field Education Coordinator and student	
	<b>PH 791 Practicum Plan</b> Signed by advisor, second committee member, student, and preceptor	
	<b>Field Preceptor's Evaluation Form</b> Signed by Preceptor	
	<b>Proof of 3 Interprofessional Education (IPE) Activities</b> E.g., certificate of completion, screenshot, email verification	
	<b>A minimum of five (5) practicum deliverables</b> Measurable outcomes linked to the student's practicum competencies	
	<b>Practicum Report</b> Instructions provided by the Field Education Coordinator	
	OTHER REQUIRED ITEMS (IF APPLICABLE)	
	<b>Petition to Transfer Credits</b> Kuali Build form to transfer degree-related credits earned prior to admission	
	<b>Petition to Waive or Substitute <u>Core</u> MPH Course</b> Complete and submit Graduate Division's form via Kuali Build	
	<b>Petition to Waive or Substitute Required <u>Specialization</u> Course</b> Complete and submit internal OPHS form	
	<b>Incomplete grades converted to letter grades</b> Consult with the instructor of required courses with Incomplete grades	