

Timeline to August 2018 Graduation

Mid - Late Spring Semester Contact your **Internship Committee Chair, 2nd Reader (if required) and Site Preceptor** responsible for reading your internship report to ask them if they will be available to read and provide comments on the report during the summer. It is important to also discuss a timeline for submitting drafts and reasonable turn-around times for revisions.

You must be registered for at least 1 unit of graduate level credit in summer session to be eligible for your degree to post in August. You can be registered for a class or for one (1) unit of Internship. If enrolling in internship unit(s), please make sure you submit the 900-level Course Enrollment form to your MPH Coordinator. This document is found on the Hub under Student Forms.

Enrollment is only required for one of the summer sessions, not both, to be eligible for summer graduation. However, if you are **only** finishing up an Incomplete (I) grade from a previous semester, you are not required to be registered in the summer.

In order to be eligible for August graduation, you *must* have presented in a previous MPH Internship Conference.

If you decide to push your graduation date back and complete your degree in December, you will need to register for at least 1 graduate level unit in the fall semester.

Please contact your MPH Coordinator with any questions.

- Tucson Students: Tanya Nemec, tjnemec7@email.arizona.edu
- Phoenix Students: Kim Barnes, kim.barnes@arizona.edu

Must be Complete in GradPath

A. Responsible Conduct of Research Statement

B. Masters Plan of Study (POS)

- a. This must be approved by March 20th to be in UA Commencement list.
- b. Name will be included MEZCOPH May convocation program even if POS is not fully approved by the Graduate College by March 20th

C. Committee Appointment Form

- a. Can be completed **after** POS is approved by all approval channels

GradPath can be found in the drop down menu on your UAccess Student Center. These forms are step-wise, meaning they must be completed in order A – C.

A. Responsible Conduct of Research Statement – confirm statement in **GradPath**

B. Masters Plan of Study (POS). On the **POS** you will list:

- your faculty mentor as your Major Advisor
- any courses you intend to transfer from other institutions, if applicable
 - You must submit official transcripts to the Graduate College and complete the Course Transfer Form via GradPath.
- courses already completed at the University of Arizona that apply toward the MPH degree
- any courses you intend to take in the summer session(s)
For past enrollments or currently enrolled units, select “*Get Enrollment*”. For units you intend to take over the summer, select “*Get Future Courses*”.

** If you have already submitted a Plan of Study from a previous semester, please make sure you review it to ensure it is still accurate. All courses listed on your Plan of Study must be courses you have actually taken at the University of Arizona or transferred in from another institution that will count toward your MPH degree**

The **Plan of Study** requires electronic approval from MEZCOPH and the Graduate College. One half of the required units must be courses in which regular grades (A, B, C) have been earned. For more information about the **Plan of Study**, please refer to the Graduate College's [FAQ Page](#). Once the Plan of Study has been approved by the Graduate College, the next GradPath form will become available for you to complete.

C. Committee Appointment Form – Can be completed after your Plan of Study has been fully approved by all parties

- i. ALL MPH students must answer “No” to the question “Do you have a master’s committee?”
- ii. DO NOT LIST YOUR INTERNSHIP COMMITTEE MEMBERS.
****This is true for the MPH EOH & EOH-IH students as well****
- iii. Then select your Faculty Mentor as the Advisor

Saturday, May 12

MEZCOPH Convocation Ceremony

Information about this event, including time and location, will be sent early in the spring semester by the OSSAA Administrative Assistant. **August graduates are welcome to attend the MEZCOPH convocation ceremony if they have fewer than 6 units to complete over the summer.** Students may only participate in one MEZCOPH Convocation Ceremony.

August 10

All items below are due to the MPH Coordinator in OSSAA **by 5:00pm on Friday, August 10th** for Degree completion in summer (August) 2018. Please make every effort to have ALL degree requirements in by this date to avoid delaying your graduation to the next term.

To ensure all documents are recorded please submit all of the following Internship Materials as one complete package (with the exception of the Preceptor Evaluation).

For **MPH EOH & EOH-IH students: In addition to the Internship Paperwork deadlines listed on this form, please also see the **EOH RESEARCH PROTOCOL FOR CPH 900** document on the Hub to meet those deadlines as well so your graduation is not delayed to the next semester. **Required research project items must be completed and submitted by August 10th****

Internship Materials (1-3)

1. Submit to OSSAA – MPH Coordinator

- A. First two pages **only** of Internship Report signed and dated. **Do not submit a hard copy of the full report.**
 - i. Internship Report Title Page (use template on the Hub) must be signed by student and committee chair
 - ii. Statement by Author page (use template on the Hub), must be signed by student
- B. Internship Report Evaluation forms from the Hub:
 - i. Report Evaluation form from Committee Chair
 - ii. Report Evaluation form from 2nd reader (if required). Must be signed by 2nd reader and committee chair
- C. Student’s Evaluation of Internship Site (template on the Hub)

- D. Preceptor Evaluation of Intern (can be emailed, faxed or postal-mailed directly from preceptor to the MPH Coordinator)
- We recommend that the preceptor go over your evaluation with you at the conclusion of your project
 - This form is sent to the preceptors when the student begins the internship project. However, the template is also available on the Hub.

2. Submit electronic copy of Final Internship Report online to the Hub

- A. PDF or Word copy of Final Internship Report (signatures are not required on the first two pages of the uploaded version of the report)
- B. Make sure you label your uploaded document as:
- “LastName_FirstName_InternshipReport_SemesterYear”
- Example: Smith_Jane_InternshipReport_Summer2018

3. Submit to Human Subjects (IRB) follow up

- A. ONLY IF YOUR INTERNSHIP PROJECT WAS IRB APPROVED, you must submit a Renewal or Concluding Review form to the IRB stating that your project is ending. Find information on that process [HERE](#).

Other MEZCOPH graduation documents (1-2)

- **Exit Survey**
- **Graduate Information Form**

Assistant Dean Chris Tisch will e-mail request for these at the end of the spring semester. You may complete them at that time or wait, though they will be required by the August 10th deadline. They will be available on the Hub.

Final grades cannot be turned in unless ALL paperwork above is submitted by the stated deadline. **If all items are NOT completed by Friday, August 10th at 5:00pm**, your graduation will be delayed until the next term. You will be required to enroll in a minimum of 1 unit of 909 for your degree to post in the next term.

August and Sept

Degree Posting and Diploma

After all paperwork is submitted, it can take 2-4 weeks for your degree to be posted in UAccess. Once the degree has been processed in UAccess, you will be able to request official transcripts that show the degree completion date.

Diplomas are typically mailed 2-6 weeks after the posting of your degree. Please check your Diploma address in UAccess to ensure that you will receive your diploma at the correct address.

Please be aware that your name will appear on your diploma exactly as it is listed in the UAccess Student Center. Accents and diacritical marks may be added to your diploma (please let Christina Inocencio, Graduate College Degree Counselor for our college, know if you require this - cminocen@email.arizona.edu).