



Directions for Completing Plan of Study A (Thesis) and Plan of Study B (Non-Thesis)

Page 1:

- Prepare a plan of study form upon completion of courses totaling twelve credits. Students are strongly encouraged to complete the plan of study forms on-line at www.grad.uconn.edu. List both the credits received for coursework completed to date plus planned course requirements to be taken in the future to complete your degree.
- Submit the plan of study in triplicate with **original signatures of student and all advisors of the advisory committee** on all **three** forms. Any “Request for Changes in Plan for Graduate Study” forms must also be submitted in triplicate with **original signatures of student and advisors** on all **three** forms.
- At the present time, leave the “Area of Concentration” field blank.
- **Sign** and **date** each copy of your plan of study.
- The advisory committee listed on your plan of study must consist of the following:
 1. Major Advisor (Full-time MPH faculty)
 2. Associate Advisor (Full-time MPH faculty)
 3. Associate Advisor (**If not full-time faculty, a copy of the advisor’s *Curriculum Vitae* (resume) must be attached to one plan of study form.**)
 4. Note: an additional Associate Advisor may be added if desired.

Page 2: COURSE WORK

- A **total of 48 credits** is required for the MPH degree (in the absence of advanced standing or up to 12 credits of non-degree course work.) A minimum of 36 credits taken at UConn and approved by your Advisory Committee is required of all students and must be listed below the dark line on the plan of study.
- Applications for transfer credit and advanced standing credit are available on-line.
To access the applications on Blackboard:
 - Go to help.uchc.edu.
 - Log on>My Courses>Graduate Program in Public Health>Official Forms
- The **transfer** of a maximum of 6 credits completed as a non-degree student at UConn before matriculation is permissible if a grade of B or better was awarded. The non-degree course(s) credit should be listed chronologically **below the dark line** on the plan of study. Up to an additional 6 credits for courses taken as a non-degree student can be listed **above the dark line** on the plan of study; those courses do not count as transfer credits.
- The **transfer** of 1-6 credits completed at another institution either before or after matriculation is also permissible with the **approval of the Program Director and major advisor if a grade of B or better was awarded**. The courses should be listed chronologically **below the dark line** on the plan of study. An official transcript from the other institution, course descriptions and/or syllabi must be attached to the application for transfer credit and the plan of study.
- **Advanced standing** (reducing one's overall credit load by 1-12 credits and/or modifying MPH degree core course requirements) may be awarded for academic work completed outside the UConn Graduate Program in Public Health that is equivalent to work that might occur within the MPH program. **You must have approval for advanced standing from the Director of the MPH program** before completing the plan of study. Advanced standing may be acknowledged when prior graduate work and/or education leading to professional certification consistent with public health competencies can be demonstrated. Two considerations apply: the equivalence of the experience vis-à-vis the MPH program's curriculum and the scope of effort (1 credit being equivalent to 50 hours of academic effort). An official transcript, course descriptions and/or syllabi must be attached to the application for advanced standing credit and the plan of study form. **If more than 6 credits are approved for advanced standing, then 6 credits should be listed below the dark line and up to an additional 6 credits can be listed above the dark line on the plan of study.**
- The total of transfer plus advanced standing credits **may not exceed 12**.

Page 2: COURSE WORK (continued)

- First list all approved transfer or advanced standing course credits in **chronological order** that are approved by your advisory committee and will count toward your degree **below the dark line**; courses taken after matriculation are then also listed below the dark line.
- You may download your unofficial transcript from **PeopleSoft** for pertinent course information.

To access PeopleSoft:

1. Go to www.studentadmin.uconn.edu via Internet Explorer.
 2. Sign on with your personal ID and password
 3. Home>SA Self service>Learner Services>Academics>View Unofficial Transcript. Go.
- Attach additional COURSE WORK pages if necessary in order to list all courses taken.
 - **The total number of credits** listed at the bottom of the plan of study cannot include any courses listed above the dark line. [For example, if you have six credits listed above the dark line on the plan of study, and 42 credits below the dark line, the total number of credits should be 42.]

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- **PLAN A/THEISIS:** Briefly describe the proposed topic of your thesis.
 - **PLAN B/NON-THEISIS:** Briefly describe the proposed topic of your essay.
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- Submit a completed **DRAFT** of your plan of study to the **MPH Program Administrator** for review. Upon approval, then submit three completed and signed copies to the **Director of the MPH program**. The student's plan of study will then be forwarded to the **Graduate School** for final approval.