

**4.3 Student Recruitment and Admissions. The program shall have student recruitment and admissions policies and procedures designed to locate and select qualified individuals capable of taking advantage of the program's various learning activities, which will enable each of them to develop competence for a career in public health.**

**a. Description of the program's recruitment policies and procedures. If these differ by degree (eg, bachelor's vs. graduate degrees), a description should be provided for each.**

CEOMPH seeks to meet the educational needs of professionals in the eastern Ohio community who are seeking to further their careers through advanced training in public health. Class size has been limited to no more than 40 students; class sizes have been in the range from 22-38 students each year.

Students learn about the program in a variety of ways. Each institution provides information about the program in its graduate catalog (which are available on-line) and through its academic advising programs. Program presentations have been provided at local and statewide public health meetings, and brochures have been distributed at these meetings. Program representatives are sometimes invited to other venues such as hospitals to discuss the program. Since the program focuses on eastern Ohio, many prospective applicants learn about the program through word of mouth from current or former students, or through their workplace. Finally, many applicants (especially international ones) report that they have used CEOMPH's website to learn about the program and to download application information.

Since the program is experiencing competition from nearby public health degree programs, efforts to recruit from within the partners universities are being investigated. Possibilities include 4+1 degrees, in combination with bachelor's programs and pathways to medical school by earning the MPH degree.

**b. Statement of admissions policies and procedures. If these differ by degree (eg, bachelor's vs. graduate degrees), a description should be provided for each.**

Admissions policy and information are posted on this web page <http://mph.neomed.edu/admissions> Applicants apply online through this page. The application was especially developed for CEOMPH so that there is a single form that all of the universities accept. The applicant indicates her/his first, second, third, fourth, and fifth preference for the home university on the application. Most applicants can be enrolled at her/his first choice institution. NEOMED cannot accept international applicants. Completed applications and materials are sent to the CEOMPH office located in NEOMED. These are due January 15 of the year the applicant wishes to enter in the fall, although application materials are accepted until the graduate offices do not have time to process them (around end of July). International students must also complete an International Student Documentation Packet. For admission consideration into CEOMPH, the applicants are required to send in the following materials:

1. Official academic records from each institution of higher education that student has attended. If the official record is not in English, an official translation must accompany the original language document.
2. Three letters of recommendation from individuals familiar with the student's academic or professional background, preferably someone from a previous or current academic program or current place of employment. Individuals who have not been involved in an academic institution for two years or more may submit letters of recommendation by supervisors from his/her place of employment. The letters should include an assessment of the student's current work quality and ability to successfully complete graduate training.

3. A cover letter (no more than two pages) explaining student's educational history, professional history, area of interest in public health, interest and motivation for seeking a MPH degree; experience in public health or other activities related to public health; and professional or academic career plans upon completion of the program.
4. GRE scores taken within the last five years (the applicant may be exempt if he or she has a professional or academic master's or doctoral degree.)
5. TOEFL scores taken within the last two years from graduates of institutions outside of the United States who are non-native English speakers. The minimum score must be 550 (paper-based), 213 (computer-based) or 79-80 (read/speak/listen=17, write=14, Internet-based).
6. The completed application form.
7. A nonrefundable \$45 application fee. Students with international credentials must pay a total of \$90. Checks are made payable to CEOMPH.
8. Financial information worksheet from applicants who are international students.

Criteria used by the Admissions Committee include a bachelor's degree from an accredited college or university, minimum undergraduate GPA of 2.75, minimum graduate GPA of 3.00 out of a 4.00 scale (although applicants may be accepted on a provisional basis if their GPA is below the criteria or if the GRE scores are a concern), successful completion of a college level mathematics or statistics course and college level social or natural science course, and acceptable GRE score (if appropriate). Two years of work experience in a relevant field is highly recommended, but not required. Because the Admissions Committee wants to retain flexibility in who they want to accept, a minimum GRE score is not published. However, their general rule is the following: the minimum score that is desired are a verbal and quantitative (or equivalent components) scores in the 40<sup>th</sup> percentile or above; other documents including transcripts, cover letter, and letters of recommendation will also be carefully considered, in addition to the scores. In some cases, applicants with low GRE scores are admitted on a provisional/conditional basis.

The CEOMPH Admissions Committee, composed of members from UA, CSU, NEOMED, OU, and YSU meet in the spring to decide who will be admitted into the program. Committee members rate applicant cover and recommendation letters on a 1-4 scale prior to the meeting. During the meetings, each applicant's scores and letters are reviewed and discussed. A recommendation to admit or not admit is made. The original file of the applicant's materials is sent to the applicant's first choice university so the graduate school can make the final determination on acceptance. Once acceptance is confirmed, the program and home university sends a letter to the applicant. Acceptance status notices are sent via mail by March 15. Enrollment is limited to 40 students per year.

The students are admitted to a "home" university, usually the university of their first preference, as indicated on their application. The home university handles the official student information including transcripts, course registration information, and graduation documents. Accepted applicants have until April 15 to inform CEOMPH office of intention to enter the program. Applicant files that are completed after these deadlines are reviewed by the Admissions Committee in meetings or by email.

- a. **Examples of recruitment materials and other publications and advertising that describe, at a minimum, academic calendars, grading and the academic offerings of the program. If a program does not have a printed bulletin/catalog, it must provide a printed web page that indicates the degree requirements as the official representation of the program. In addition, references to website addresses may be included.**

The most comprehensive source of information about the program is its main website, found at <http://mph.neomed.edu/>. This site provides information about the program's mission and structure, admissions, core and elective courses, faculty, continuing education programs, and the Student Handbook. The program offerings and schedule are posted on

<http://mph.neomed.edu/academics>. Since the university graduate bulletins need at least a year to update content, the program website is the most up to date sources of information on program requirements. The partner institution web pages are provided in Appendix 2.1.d. Many of the university websites refer back to the program website, which is the most up to date source of information.

In addition to their hard copy graduate catalogs or bulletins each university partner also provides an online link for students to view the most recent graduate student information:

**Table 4.4.c. Institution graduate student information websites**

Institution	Graduate Student Information Websites
UA	<a href="http://www.uakron.edu/admissions/graduate/">http://www.uakron.edu/admissions/graduate/</a>
CSU	<a href="http://www.csuohio.edu/gradcollege/admissions/">http://www.csuohio.edu/gradcollege/admissions/</a>
NEOMED	<a href="http://www.neomed.edu/academics/graduatestudies">http://www.neomed.edu/academics/graduatestudies</a>
OU	<a href="https://www.ohio.edu/graduate/apply/index.cfm">https://www.ohio.edu/graduate/apply/index.cfm</a>
YSU	<a href="http://www.ysu.edu/GradSchool/">http://www.ysu.edu/GradSchool/</a>

These graduate catalogs provide general university calendar information and requirements for admission, as well as brief descriptions of the CEOMPH requirements and courses. In addition, students can read more about university-specific elective course options available to them in these sources. The academic schedule for the program is agreed upon by all of the partners and is approved by the Governing Council two semesters ahead of time so that schedules across the universities may be coordinated for core course offerings.

- b. Quantitative information on the number of applicants, acceptances and enrollment, by concentration, for each degree, for each of the last three years. Data must be presented in table format.**

		2013-2014	2014-2015	2015-2016
Generalist Track	Applied	61	62	68
	Accepted	32	45	46
	Enrolled	26	35	25

- c. Quantitative information on the number of students enrolled in each specialty area of each degree identified in the instructional matrix, including headcounts of full- and part-time students and an FTE conversion, for each of the last three years. Non-degree students, such as those enrolled in continuing education or certificate programs, should not be included. Explain any important trends or patterns, including a persistent absence of students in any degree or specialization. Data must be presented in table format. See CEPH Data Template 4.3.2.**

	2013-2014		2014-2015		2015-2016	
	HC	FTE	HC	FTE	HC	FTE
Generalist Track	91	49.9	83	45.7	61	Not yet known

- d. **Identification of measurable objectives by which the program may evaluate its success in enrolling a qualified student body, along with data regarding the performance of the program against those measures for each of the last three years. See CEPH Outcome Measures Template**

Outcome Measure	Target	2013-2014	2014-2015	2015-2016
1A. Each academic year, enrollment at or above 30 qualified students per cohort. (NEW 2015)	At least 30 students per year.	26 NOT ACHIEVED	35 ACHIEVED	25 NOT ACHIEVED
2C. Each academic year, 90% of graduates achieve core course GPA of 3.0 or better.	90% of graduates with core course GPA of 3.0 or better.	100% ACHIEVED	100% ACHIEVED	So far >90% ACHIEVED
2E. Each academic year, graduates attain 80% of competencies (16 of 19 competencies) (UPDATED 2015).	Graduates completing graduate exit surveys indicate at least 80% of competencies achieved (16 of 19 competencies).	90% (with the ASPPH 119 competencies) ACHIEVED	100% (with the ASPPH 119 competencies) ACHIEVED	100% (STILL NEED TO COLLECT SPRING 2016 DATA) ACHIEVED

- a. **Assessment of the extent to which this criterion is met and an analysis of the program's strengths, weaknesses and plans relating to this criterion.**

**This criterion is met with commentary.** The program has recently faced competition from neighboring public health programs. Recruitment efforts that had been effective in the past are no longer reliably yielding more than 30 students in a cohort. In addition, the admissions process contains several steps at the program and then the university level; applicants may need to wait a long time to get a decision.

**Strengths:** The program has a flexible decision process, allowing the Admissions Committee to accept diverse applicants. The program office has a strong communication to the graduate offices at the universities that facilitates the process. Community networks are strong in getting information on the program to potential applicants. The universities have other relevant degree programs to recruit potential students.

**Weaknesses:** Because of competition from surrounding programs, applicants have more choices. The program is having to change tactics to attract students. In addition, the process for an applicant to receive a decision can range anywhere from 1 to 19 days in the summer after the Admissions Committee votes to recommend admission.

**Plan:** Universities are discussing plans to recruit from within by developing 4+1 programs or other pathways. In addition, The Admissions Committee and Governing Council are having discussions to get decisions to the students sooner. Cloud-based systems at the universities will allow quicker approvals as well.