

## **SOME IMPORTANT INFORMATION FOR STUDENTS PLANNING TO GRADUATE**

1. Please make sure you contact your supervisory committee and complete a Plan of Study by the end of your first term.
2. Make sure you are aware of all forms required by the Program and the Graduate School during your program, e.g., certification of all degree requirements, and application for degree form. Students are responsible for ensuring all forms are completed and submitted to the appropriate offices by the deadlines indicated.
3. The correct title of degree: **Master of Public Health (MPH)**
4. Review the Graduate Student Handbook, which includes information on your rights, responsibilities, and procedures you need to follow to ensure all requirements for graduation are completed.
5. The Graduate School publishes a “Deadlines” handout each semester. This may be picked up in the lobby, 2nd floor, Grinter Hall.
6. The term before you graduate you are responsible for checking your file in the Graduate Student Records Office (3rd Floor, Walker Hall) to ensure any previous grade changes have been made, incompletes are resolved, and your supervisory committee form is correct.
7. **REGISTRATION FOR FINAL TERM:** Students who have not completed ALL requirements\* BEFORE the first day of classes of their graduation term MUST register for at least 3 hours of credit (2 in summer) that count toward the degree. Students who are registered and who have completed ALL requirements\* for a graduate degree after the deadline, but BEFORE the beginning of classes of the next term, may receive the degree in the NEXT term without registration. However, such students MUST apply for their degrees by the specified deadline.  
*\*including ALL petitions, course requirements, and special project presentation*
8. Additional Information for currently enrolled students is available on line at the Graduate School web page at <http://gradschool.rgp.ufl.edu/>
9. Visit the MPH program website for special project information and other important forms  
[www.mph.ufl.edu](http://www.mph.ufl.edu)
10. **EXIT INTERVIEW:** The MPH program conducts exit interviews with graduating students each semester. The purpose of the exit interviews is to elicit feedback about the MPH program from the student’s perspective and to gauge the program’s strengths, weaknesses and growth. After Public Health Day, each student is given an

anonymous, written program evaluation form to be handed in at the group exit interview. While the written evaluation form provides the student with an opportunity to give anonymous feedback, the group exit interviews give the student a forum in which to discuss the program's overall effectiveness and brainstorm suggestions for improvement. This is an important process in the development of the program and student attendance is expected.

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