# TABLE OF CONTENTS

Message from the Co-Directors ................................................................. 3
Introduction ................................................................................................. 4
The Campuses ............................................................................................. 5
History of the Consortium .......................................................................... 6
NOCPH Student Ethics Code ....................................................................... 7
Affirmative Action Statement .................................................................... 9
Mission and Values .................................................................................... 10
Program Structure ..................................................................................... 11
Goals and Objectives ................................................................................ 12
Description of Majors with Competencies ............................................... 14
  ENVH ....................................................................................................... 15
  HPRO ....................................................................................................... 17
  PHAD ....................................................................................................... 18
  PHEP ....................................................................................................... 19
  PHNU ....................................................................................................... 21
Dual Degree Programs .............................................................................. 24
Admission ................................................................................................... 25
  Criteria for Medical Residents and Fellows ............................................. 28
Classification of Students .......................................................................... 29
Immunizations ............................................................................................ 30
Registration ............................................................................................... 32
  Changing Majors ..................................................................................... 32
  Plans of Study ......................................................................................... 32
  Course Selection ...................................................................................... 33
  Course Load ............................................................................................. 34
  Withdrawal from Courses ...................................................................... 34
  Auditing a Course ................................................................................... 34
  Electives ................................................................................................. 34
  Program Delivery .................................................................................... 34
  Courses from Other Institutions ............................................................. 35
  Continuous Enrollment .......................................................................... 35
  Student Records ..................................................................................... 35
Graduate Credit ........................................................................................ 36
Grading Policy ........................................................................................... 38
Policies for Instruction and Ancillary Fees .............................................. 39
  Parking ................................................................................................... 41
NOCPH Assistantships and Scholarships ............................................... 41
Graduation ................................................................................................. 44
Student Organizations ............................................................................... 45
NOCPH Committees ................................................................................. 46
Administrative Structure .......................................................................... 47
NOCPH Contacts ..................................................................................... 48
Institutional Contacts ............................................................................... 49
**Part Two** .............................................................................................. 50
Internship ................................................................................................ 52
Scholarly Project ....................................................................................... 64
MESSAGE FROM THE DIRECTORS

Welcome to the Northwest Ohio Consortium for Public Health (NOCPH). The combined resources of two major institutions of higher education, Bowling Green State University and the University of Toledo, are accessible to all students. The strengths of each institution are different. The respective faculties are diverse. The library, computer resources, classrooms, laboratories, and facilities are extensive and designed to meet the needs of students and programs.

Presently, the five majors for the Master of Public Health (MPH) degree are Environmental and Occupational Health and Safety Science (ENVH), Health Promotion and Education (HPRO), Public Health Administration (PHAD), Public Health Epidemiology (PHEP), and Public Health Nutrition (PHNU). Each of our majors has been designed to provide education and training opportunities for both working professionals and recent graduates. As well as traditional course offerings, there are opportunities to conduct research and to study abroad.

Courses feature a combination of theory and applications. They involve conventional lectures, realistic projects, laboratory experiences, field trips, the Internet, and interactive modalities. Many courses incorporate case-studies and problem-based learning with lecture material. The MPH program is designed to be easily accessible by offering all core and major courses in the evening. Some courses are offered on Saturday. Computers and other communication technology supplement classroom presentations. Students attend classes at both institutions. On completion of all requirements, students receive an MPH degree that is jointly conferred by the two sponsoring institutions.

We hope that you enjoy some of the many fine attractions that Northwest Ohio has to offer. We also invite you to let us know how we can make your course of study more meaningful to you.

L. Fleming Fallon, Jr., MD, DrPH, Co-Director
Sheryl Milz, PhD, CIH, Co-Director
INTRODUCTION

The Northwest Ohio Consortium for Public Health (NOCPH) consists of the following two academic institutions: Bowling Green State University (BGSU) and the University of Toledo (UT).

Administrative oversight of NOCPH and the MPH program rests with the Deans Committee. The Deans Committee is comprised of the graduate dean and appropriate academic dean from both of the participating institutions as well as an administrative dean from UT. Academic administrative functions of the program rest with the Executive Committee comprised of two Co-Directors, one from each institution. Dr. Fleming Fallon is the Co-Director from BGSU and Dr. Shery Milz is the Co-Director from UT.

Each major is coordinated by one or two faculty members. The current major coordinators are listed in the table below.

<table>
<thead>
<tr>
<th>Major</th>
<th>Coordinator</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental and Occupational Health and Safety Science</td>
<td>Dr. Farhang Akbar</td>
<td>UT</td>
</tr>
<tr>
<td>Health Promotion and Education</td>
<td>Dr. Joseph Dake</td>
<td>UT</td>
</tr>
<tr>
<td>Public Health Administration</td>
<td>Dr. Fleming Fallon</td>
<td>BGSU</td>
</tr>
<tr>
<td>Public Health Epidemiology</td>
<td>Dr. Sadik Khuder</td>
<td>UT</td>
</tr>
<tr>
<td>Public Health Nutrition</td>
<td>Dr. Debra Boardley</td>
<td>UT</td>
</tr>
<tr>
<td></td>
<td>Dr. Rebecca PobociK</td>
<td>BGSU</td>
</tr>
</tbody>
</table>

The NOCPH MPH program is fully accredited by the Council on Education for Public Health (CEPH). The accreditation was initially conferred effective July 1, 2001. The program is currently accredited through 2020.

The NOCPH Student Handbook describes policies and procedures that are specifically for the MPH program. For additional policies and procedures that may be applicable to MPH program members, students must refer to the student handbooks, Graduate College bulletins, and catalogs for the two participating institutions. The policies in the NOCPH Student Handbook supersede those in the individual institutional bulletins, handbooks, and catalogs. The NOCPH Student Handbook is accessible online at http://www.nocph.org.
THE CAMPUSES

Bowling Green State University (BGSU) is a rural institution located 20 miles south of Toledo in Bowling Green, Ohio, that was founded in 1910. It is one of 13 public institutions of higher education in the state of Ohio. There are 119 buildings on the 1,338 acre main campus. BGSU has a branch campus in Huron (BGSU Firelands). BGSU is state assisted and enrolled 16,929 undergraduate students and 2,483 graduate students on both campuses in 2013. There are approximately 1,016 faculty members. The MPH program is housed within the Department of Public and Allied Health within the College of Health and Human Services.

The University of Toledo (UT) is an urban institution in Toledo, Ohio, that was founded in 1872. It is located in two residential sections of Toledo. The 300 acre Health Science Campus (HSC) is the former Medical College of Ohio. The 520 acre Main Campus (MC) is the original (pre-merger) University of Toledo. In 2006, the Medical College of Ohio and the University of Toledo merged under the University of Toledo name. In 2013 there were 16,192 undergraduate students and 4,590 graduate students as well as 1,487 faculty members. The MPH program is housed within the Department of Public Health and Preventive Medicine within the College of Medicine and Life Sciences.
HISTORY OF THE CONSORTIUM

NOCPH was formally approved in 1997 by the Ohio Board of Regents as the agent to deliver the MPH program. This was the culmination of a multi-year effort to create a mechanism to deliver graduate training in public health to the residents of Northwest Ohio. Originally, three institutions contributed resources to NOCPH: Bowling Green State University (BGSU), the Medical College of Ohio (MCO), and the University of Toledo (UT). In 2006, MCO and UT merged under the University of Toledo name at the behest of the legislature of the State of Ohio. Students are awarded an MPH degree that is jointly conferred by BGSU and UT.

The MPH program is fully accredited by the Council on Education for Public Health (CEPH). The initial accreditation was conferred effective July 1, 2001. The program is currently accredited through 2020.
NOCPH STUDENT ETHICS CODE

Standards of Conduct

NOCPH students are expected to maintain ethical and moral values consistent with professional behavior. It is implicit in the purpose of NOCPH that high standards of professional and academic honesty and integrity govern the behavior of all students throughout their years of education. Further, students are obligated to respect the rights, privileges, and property of other persons at all times to protect the wellbeing of others. MPH students found violating these standards will be dismissed from the program.

Violation of Standards

Consistent with the NOCPH Standards of Conduct, behavior that is considered in violation of ethical standards includes participation in any of the following activities:

1. Practicing plagiarism, which is defined as presenting the work of another as one’s own
   a. Copying of passages, either verbatim or nearly verbatim, with no direct acknowledgement of the source.
   b. Making a few superficial changes in the text instead of quoting a passage directly and including appropriate citation of source(s).
   c. Paraphrasing a quotation from another source.
   d. Submitting the same written work to meet the requirements for more than one course without prior approval.
   e. Participating in plagiarism by providing another with written work with the knowledge that the work will be plagiarized.

2. Engaging in any other forms of dishonesty, such as cheating; violating copyrights; knowingly furnishing false information to NOCPH; forgery; or altering or misusing NOCPH documents, records, or instruments of identification.

3. Obstructing or disrupting teaching, research, administration, disciplinary procedures, or other institutional activities, including public service functions on NOCPH-institution owned or controlled property.

4. Practicing any substance abuse, including alcohol or chemicals.

5. Disregarding the rights, privileges, and property of others, including but not limited to sexual harassment; verbal abuse; harassment, or use of threatening language; physical abuse or threat of such abuse; animal abuse; intentional or reckless damage to property; or criminal conduct of any kind.
6. Engaging in theft or intentional or reckless damage of NOCPH institutional property or property belonging to a member of the NOCPH community or campus visitor.

7. Making unauthorized entry into, or use of, NOCPH facilities.

8. Violating NOCPH institutional policies and regulations.

9. Displaying disorderly or obscene conduct or expression on property owned or controlled by NOCPH institutions.

10. Failing to comply with directions of NOCPH officials, NOCPH institutional officials, or police and any other law enforcement officers acting in the performance of their duties.

11. Having illegal or unauthorized possession or use of firearms, explosives, and other weapons or chemicals on NOCPH institution property.

Dismissal from the NOCPH Degree Program Appeals Procedure

Students dismissed from the MPH program may appeal their dismissal to the NOCPH Deans Committee in writing within two weeks of transmittal of the written notification of dismissal. The appeal will be assigned to one of the Graduate Deans. The assigned Graduate Dean shall appoint an Appeal Review Committee. Students will be requested to present their position and supporting evidence at a hearing of the Appeal Review Committee. The Appeal Review Committee will make a written recommendation to the designated Graduate Dean within two weeks. The Graduate Dean may elect to interview the student. The Graduate Dean will make a written decision within two weeks of receiving the Appeal Review Committee’s recommendation. Students may appeal the Graduate Dean’s decision in writing, to the full Dean’s Committee within two weeks of the Graduate Dean’s written decision. The decision of the Dean’s Committee shall be final. With the approval of the designated Graduate Dean, an MPH student appealing dismissal may continue as a student while the appeal is under consideration.
AFFIRMATIVE ACTION STATEMENT

The institutions of the Northwest Ohio Consortium for Public Health (NOCPH) reaffirm, through this statement, their commitment and dedicated efforts to provide equal opportunity in their educational programs. Federal law prohibits discrimination because of race, color, ethnic identity, national origin, political or religious affiliation, age, gender, marital status, disability, or ancestry of any person. NOCPH MPH students having inquiries or possible issues regarding compliance with the above can be directed to the UT Office of Affirmative Action, 3000 Arlington Avenue, Toledo, OH 43614, (419) 383-4410 or to the BGSU Office of Equity and Diversity, 705 Administration Building, Bowling Green, OH 43403, (419) 372-8472.

Reasonable accommodations will be made to qualified applicants with a disability in such circumstances and on such terms as required by the American with Disabilities Act. Reasonable accommodations require program and institutional approval. Requests for accommodations must be submitted in writing, allowing sufficient time prior to matriculation for action on these requests, pursuant to Policy 01-061 Nondiscrimination on the Basis of Disability, Americans with Disabilities Act Compliance.
MISSION

The mission of the Northwest Ohio Consortium for Public Health (NOCPH) is to provide education, conduct research, and render service to improve and maintain the quality of life for the public by emphasizing the promotion of health and well-being and the prevention and remediation of injury and illness. Through collaborative efforts NOCPH prepares students to be public health professionals who are both leaders and innovators in education, research, and service and dedicated to improving the health, safety, and well-being of individuals and populations.

VALUES

NOCPH has committed to the following core values:

- INTEGRITY – applying honesty in teaching, research, and service
- LEADERSHIP – preparing professionals to advocate for public health
- DIVERSITY – striving for inclusion in education, research, and service
PROGRAM STRUCTURE

The five majors within the MPH program are Environmental and Occupational Health and Safety Sciences (ENVH), Health Promotion and Education (HPRO), Public Health Administration (PHAD), Public Health Epidemiology (PHEP), and Public Health Nutrition (PHNU). Additionally, ten dual majors are available to all MPH students. Students may combine any two of the five individual majors to create a dual major.

Each of the individual majors has been designed to provide education and training opportunities for both working professionals and recent graduates who wish to pursue the MPH degree. NOCPH offers a variety of courses related to one or a combination of public health needs and student interests. In addition to traditional course offerings, there may be opportunities to conduct research and to study abroad. The strengths of each institution are different and, in combination, serve to provide access to expertise in areas and disciplines important and integral to public health. Indeed, the respective faculties represent a diversity of academic backgrounds and expertise applicable to public health. The accessible infrastructure is extensive and designed to meet the needs of students and programs. Components include libraries, computer rooms, classrooms, laboratories, and other support facilities necessary to effectively and efficiently deliver the MPH degree program.

The program curriculum reinforces theory with application of concepts central to public health. Core, major, and elective courses provide both fundamental and specialized content. Courses involve traditional lectures, laboratory experiences, field trips, the Internet, and interactive experiences. Many courses integrate case studies and problem-based learning with traditional lecture material. The program is designed to be easily accessible by offering all core and major courses in the evening and some on Saturdays. Computers and other application of communication technology supplement traditional classroom presentations. Students attend classes at both BGSU and UT. On completion of all core, major, and elective requirements, students receive an Master of Public Health degree that is jointly conferred by both institutions.

The combined administrative, faculty, and structural resources of the two institutions are used to fulfill the mission, goals, and objectives of NOCPH.
GOALS AND OBJECTIVES

In support of its mission and values, NOCPH has the following four goals with measurable objectives.

1. To develop, deliver, evaluate, and review a dynamic curriculum that integrates theoretical and practical aspects of public health (instruction goal).
   a. Instructional Objective 1: At least 50% of MPH students will have a cumulative GPA of 3.50 at graduation.
   b. Instructional Objective 2: All core and major courses offered on the UT – Health Science Campus will have an overall course evaluation score of at least 4.0 on a 5.0 scale.
   c. Instructional Objective 3: All core and major courses offered on the UT – Main Campus will have an overall course evaluation score of at least 4.0 on a 5.0 scale.
   d. Instructional Objective 4: All core and major courses offered at BGSU will have an overall course evaluation score of at least 4.0 on a 5.0 scale.
   e. Instructional Objective 5: At least 50% of the core and major courses will have an overall course evaluation score of at least 4.2 on a 5.0 scale.

2. To design, conduct, interpret, critique, and disseminate basic and applied research in public health (research goal).
   a. Research Objective 1: All primary faculty members will average one peer-reviewed article per year over a three-year period.
   b. Research Objective 2: At least 50% of primary faculty members will submit at least one grant proposal each academic year.
   c. Research Objective 3: At least 50% of primary faculty members will present at a state or national public health conference at least once each academic year.
   d. Research Objective 4: At least 3 grant proposals submitted each academic year will include a community partner.

3. To engage in activities related to public health that are designed to benefit various populations and organizations (service goal).
   a. Service Objective 1: All primary faculty members will actively participate in at least one non-university public health related service activity each academic year.
   b. Service Objective 2: The Public Health Student Organization (PHSO) will participate in at least one public health related service activity each academic year.
4. To ensure that collaborative and programmatic activities, policies, and procedures support the mission, values, goals, and objectives of NOCPH by promoting a professional and personal atmosphere of cultural awareness and diversity, mutual respect, and fairness (administrative goal).
   a. **Administrative Objective 1**: All of CEPH accreditation expenses are included in the operating budgets of the two institutions.
   b. **Administrative Objective 2**: All of the expenses (booth cost, travel, etc.) for exhibiting at two national conferences (one supported by UT and one supported by BGSU) are included in the operating budgets of the two institutions each academic year.
   c. **Administrative Objective 3**: For the three largest majors (HPRO, PHAD, PHEP), the student/faculty ratios for primary faculty members are less than or equal to 8.0 each academic year.
   d. **Administrative Objective 4**: The headcounts of primary faculty members exceed three for at least two of the five majors each academic year.
   e. **Administrative Objective 5**: removed
   f. **Administrative Objective 6**: At least 35% of students are male each academic year.
   g. **Administrative Objective 7**: At least one of the staff is non-Caucasian and/or Latino.
   h. **Administrative Objective 8**: At least 40% of the faculty members are female.
   i. **Administrative Objective 9**: At least 33% of the faculty members are of non-US origin.
DESCRIPTION OF NOCPH MAJORS

All NOCPH students select one of five majors or one of ten dual majors during the application process.

Core Curriculum

All MPH students must take eight core courses. These eight core courses include six didactic courses:

1. PUBH 6000 – Biostatistics
2. PUBH 6010 – Public Health Epidemiology
3. PUBH 6040 – Public Health Administration
4. PUBH 6050 – Introduction to Environmental Health
   a. Students in the Environmental and Occupational Health and Safety Sciences major replace PUBH 6050 with PUBH 5160 – Environmental Health: Science, Regulations, and Management
5. PUBH 6600 – Health Behavior
6. PUBH 6640 – Issues in Public Health

The other two core courses include their culminating experience, Capstone Seminar, and their practical skills course, either an internship or a scholarly project. Part 2 of this handbook provides further details regarding the internship and scholarly project.

7. PUBH 6850 – Capstone Seminar
8. PUBH 6830 or PUBH 6960 – Internship or PUBH 6840 or PUBH 6970 – Scholarly Project

NOCPH has established the following nine core competencies that must be covered by the core courses taken by all MPH students. At the conclusion of the program all MPH students will be able to:

- Core 1
  o Describe public health and its mission, what it does, and how it achieves its mission.
- Core 2
  o Communicate effectively both orally and in writing.
- Core 3
  o Promote cultural values and diversity.
- Core 4
  o Lead and apply systems thinking in their chosen field.
- Core 5
  o Describe basic biostatistical methods and perform basic statistical analyses.
- Core 6
  o Describe basic epidemiology methods and perform basic epidemiologic applications.
- Core 7
  o Describe emerging environmental issues and apply basic environmental concepts.
- Core 8  
  o Develop basic organizational policies.
- Core 9  
  o Describe basic health promotion concepts.

The table below links the core courses with the core competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>PUBH 6000</th>
<th>PUBH 6010</th>
<th>PUBH 6040</th>
<th>PUBH 6050</th>
<th>PUBH 6600</th>
<th>PUBH 6640</th>
<th>PUBH 6850</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core 1</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core 2</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Core 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core 5</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core 6</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core 7</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Core 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Environmental and Occupational Health and Safety Sciences Major (ENVH)**

The Environmental and Occupational Health and Safety Sciences major (ENVH) focuses on a combination of administrative, scientific, technical, and regulatory aspects of public health that relate to the assessment and control of hazards such as physical, chemical, and biological agents in non-occupational and occupational environments, including agents associated with terrorism and weapons of mass destruction.

The purpose of the ENVH major is to expand students’ and graduates’ knowledge, comprehension, and skills to prepare them for work as professionals involved with development, implementation, delivery, and management of applicable focused or broad scope environmental and occupational health programs. Examples of applicable programs include community and/or worker awareness education and training programs; environmental and occupational disease causation, prevention, and remediation programs; hazardous non-occupational and occupational site investigation, assessment, and control; and regulatory compliance and/or enforcement.

The curriculum for the ENVH major prepares students to objectively and subjectively assess environmental and occupational health hazards; analytically interpret epidemiological data; develop and present administrative, scientific, technical, and/or regulatory reports. Further, students are prepared to make administrative decisions based on recommended measures to reduce or eliminate environmental and
occupational health hazards; participate in disaster planning and preparation; and, to prepare for applicable environmental and occupational health registrations, licenses, or certifications.

ENVH students take the following five major courses along with two advised electives.

1. PUBH 5020 – Occupational Health Science, Regulations, and Management
2. PUBH 5060 – Occupational Safety Science, Regulations, and Management
3. PUBH 5310 – Chemical Agents: Toxicity, Evaluation, and Control
4. PUBH 5520 – Biological Agents: Pathogenicity, Evaluation, and Control
5. PUBH 5620 – Physical Agents: Effects, Evaluation, and Control

At the conclusion of the program, all ENVH students will be able to:

- ENVH 1
  - Apply fundamental and advanced principles of statistics, epidemiology, environmental health science, and occupational health science to real-world public health issues and problems.

- ENVH 2
  - Objectively and subjectively assess chemical, biological, and physical agents classified as hazardous to human health, including terrorism agents.

- ENVH 3
  - Conduct fundamental sample collection of media contaminated with hazardous chemical, biological, and physical agents.

- ENVH 4
  - Critically analyze and interpret statistical, epidemiological, toxicological, and communicable disease information for prevention and remediation program development and implementation.

- ENVH 5
  - Collect and evaluate applicable information to perform risk assessments and conduct disaster preparation/planning.

- ENVH 6
  - Make administrative decisions based on recommended measures to reduce or eliminate environmental and occupational health hazards.

- ENVH 7
  - Develop and present administrative, scientific, technical, and/or regulatory reports.
The table below links the ENVH competencies with the ENVH major courses.

<table>
<thead>
<tr>
<th>Competency</th>
<th>PUBH 5020</th>
<th>PUBH 5060</th>
<th>PUBH 5310</th>
<th>PUBH 5520</th>
<th>PUBH 5620</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVH 1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ENVH 2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ENVH 3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ENVH 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>ENVH 5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ENVH 6</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ENVH 7</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Health Promotion and Education Major (HPRO)**

The curriculum for the Health Promotion and Education major (HPRO) focuses on methods for planning, implementing, and evaluating educational and behavioral changes as well as programs that enhance health. Students are prepared for positions that emphasize program planning, health promotion, health education, disease prevention, and social action. Graduates work in business and in voluntary, non-profit and governmental agencies at local, county, state, and federal levels.

HPRO students take the following four major courses along with three advised electives.

1. PUBH 6200 – Methods and Materials in Public Health
2. PUBH 6300 – Community Health Organizations
3. PUBH 6460 – Health Promotion Programs
4. PUBH 6800 – Evaluation of Health Programs

At the conclusion of the program, all HPRO students will be able to:

- **HPRO 1**
  - Implement, administer, and evaluate health promotion and education programs
- **HPRO 2**
  - Demonstrate mastery of knowledge that is critical to the role of a health promotion and education specialist
- **HPRO 3**
  - Coordinate the provision of promotional and educational services in health
- **HPRO 4**
  - Assess individual and community needs
• HPRO 5  
  o Apply principles of community organization, health behavior, and educational processes to plan effective health promotion and education programs

• HPRO 6  
  o Apply appropriate research methods

• HPRO 7  
  o Act as a health promotion and education resource

The table below links the HPRO competencies with the HPRO major courses.

<table>
<thead>
<tr>
<th>Competency</th>
<th>PUBH 6200</th>
<th>PUBH 6300</th>
<th>PUBH 6460</th>
<th>PUBH 6800</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPRO 1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HPRO 2</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPRO 3</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRPO 4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HPRO 5</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HPRO 6</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>HPRO 7</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Public Health Administration Major (PHAD)**

The curriculum for the Public Health Administration major (PHAD) of the MPH degree program is designed to prepare students to assume administrative responsibilities in healthcare agencies, government, community organizations, and private industry. The course work provides instruction in several key administration areas. Many of the courses are similar to the required courses in a Master of Business Administration (MBA) program with the difference that the PHAD major curriculum focuses on applications and issues in healthcare. Students are introduced to the PHAD major when they complete the core course Public Health Administration (PUBH 6040). This course provides an overview of the many functions related to administration. Other core courses that provide tools that are utilized in administration include Biostatistics (PUBH 6000) and Health Behavior (PUBH 6600).

PHAD students take the following four major courses along with three advised electives.

1. PUBH 6210 – Management of Public Health Agencies
2. PUBH 6220 – Finance and Budgets
3. PUBH 6280 – Economics, Marketing, and Human Resources
4. PUBH 6350 – Public Health Law
At the conclusion of the program, all PHAD students will be able to:

- **PHAD 1**
  - Supervise subordinates using techniques endorsed by human resource experts
- **PHAD 2**
  - Manage a public health organization using contemporary standards and practices
- **PHAD 3**
  - Comply with applicable legal standards and federal requirements pertaining to public health, employees, and organizations
- **PHAD 4**
  - Develop and administer an organizational budget
- **PHAD 5**
  - Evaluate the financial and economic health of an organization, business, or practice
- **PHAD 6**
  - Apply relevant economic theory to organizational situations
- **PHAD 7**
  - Evaluate administrative personnel, organizational effectiveness, economic stability, regulatory compliance, and related supervisory programs and practices

The table below links the PHAD competencies with the PHAD major courses.

<table>
<thead>
<tr>
<th>Competency</th>
<th>PUBH 6210</th>
<th>PUBH 6220</th>
<th>PUBH 6280</th>
<th>PUBH 6350</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAD 1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHAD 2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PHAD 3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHAD 4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHAD 5</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHAD 6</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHAD 7</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Public Health Epidemiology Major (PHEP)**

The Public Health Epidemiology major (PHEP) prepares students for careers involving the study of the distribution of disease in large groups or from a population-based perspective. It involves factors disease and disability in populations. As a fundamental science of public health and preventive medicine, epidemiology research has traditionally focused on questions of disease causation through population studies for both infectious and chronic diseases. Epidemiologists attempt to quantify the
distribution and establish the determinants of health problems by describing and analyzing the biological, environmental, social, and behavioral factors affecting health, illness, and premature death. Descriptive and analytic techniques are used to gather information on disease occurrence, extend basic knowledge about physical, mental, and social processes affecting health, and develop effective disease-control measures. The products of such inquiries are also used in the formulation of health policies. Quantitative skills, including biostatistics and computer applications, are emphasized in this major. Epidemiologists work closely with other health professionals including physicians, environmental health personnel, behavioral scientists, demographers, biostatisticians, and administrators of health agencies. Epidemiologists often work for local, state, and federal governments; health care organizations; private industry and institutions of higher education.

PHEP students take the following five major courses along with two advised electives.

1. PUBH 6030 – Advanced Epidemiology
2. PUBH 6060 – Advanced Biostatistics
3. PUBH 6070 - Genetic Epidemiology or PUBH 6130 – Molecular Epidemiology
4. PUBH 6120 – Infectious Disease Epidemiology
5. PUBH 6550 – Chronic Disease Epidemiology

At the conclusion of the program, all PHEP students will be able to:

- **PHEP 1**
  - Define and calculate measures of disease frequency and measures of association between risk factors and disease

- **PHEP 2**
  - Describe the major epidemiologic research study designs and their advantages and limitations

- **PHEP 3**
  - Describe the major sources of bias in epidemiologic research (confounding, selection bias, and measurement error) and the ways to evaluate and reduce bias

- **PHEP 4**
  - Apply criteria to support whether an association is causal

- **PHEP 5**
  - Understand the basic terms and methods used in outbreak investigation, infectious disease epidemiology, chronic disease epidemiology, disease prevention trials, and evaluation of screening tests

- **PHEP 6**
  - Review the scientific literature with competence, synthesize findings across studies, and make appropriate public health recommendations based on current knowledge

- **PHEP 7**
  - Design and epidemiologic study to address a question of interest
• PHEP 8
  o Interpret results of an epidemiologic study, including the relation to findings from other epidemiologic studies, potential biologic, and/or social mechanisms, limitations of the study, and public health implications

• PHEP 9
  o Write a clear description of the rationale, methods, results, and interpretation of an epidemiologic investigation

• PHEP 10
  o Apply epidemiologic skills in a public health setting, specifically in the formulation or application of public health programs or policies

The table below links the PHEP competencies with the PHEP major courses.

<table>
<thead>
<tr>
<th>Competency</th>
<th>PUBH 6030</th>
<th>PUBH 6060</th>
<th>PUBH 6070</th>
<th>PUBH 6120</th>
<th>PUBH 6130</th>
<th>PUBH 6550</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHEP 1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHEP 2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHEP 3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHEP 4</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHEP 5</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHEP 6</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHEP 7</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHEP 8</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PHEP 9</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHEP 10</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Public Health Nutrition Major (PHNU)

Public health nutritionists integrate the knowledge, skills, and experiences fundamental to all public health disciplines and apply this integrated knowledge to alleviate diet-related health problems among diverse population groups. Graduates will be prepared to advance knowledge regarding the role of nutrition in disease prevention and health promotion and apply this knowledge to planning, managing, delivering, and evaluating nutrition services and programs. Employment often includes health departments, federal and private food assistance programs, worksite health promotion programs, nutrition advocacy organizations, health centers, and schools.

An understanding of human nutrition is important to maximize the health of individuals in a diverse society that faces nutrition-related diseases of both deficiency and excess. A complete understanding of human nutrition is built on knowledge of its
fundamental biological and biochemical bases. It also involves an understanding of societal, psychological, cultural, and behavioral influences that affect food consumption, and therefore, human wellbeing.

Public health nutrition advances knowledge regarding the role of nutrition in disease prevention and health promotion and applies this knowledge to planning, managing, delivering, and evaluating nutrition services and programs. The MPH major in Public Health Nutrition trains students to integrate the knowledge, skills, and experience fundamental to all public health disciplines and to apply this integrated knowledge to alleviate diet-related health problems among diverse population groups.

The program is designed to train professionals to assume leadership positions in assessing community nutrition needs and in planning, directing, and evaluating the nutrition component of health promotion and disease prevention efforts. Graduates of the program will be expected to participate in policy analysis, program development, and to design and manage population-based community wide interventions as part of large-scale public health programs.

PHNU students take the following five major courses along with two advised electives.

1. PUBH 6250 – Nutritional Epidemiology
2. PUBH 6520 – Public Health Nutrition
3. Any two of the following four courses
   a. FDNU 5350 – Life Cycle Nutrition: Pregnancy to Adolescence
   b. FDNU 5360 – Life Cycle Nutrition: The Middle and Later Years
   c. FDNU 6090 – Micronutrients
   d. FDNU 6100 - Macronutrients

At the conclusion of the program, all PHNU students will be able to:

- **PHNU 1**
  - Identify and assess diet-related health problems of undernutrition and overnutrition among diverse population groups

- **PHNU 2**
  - Identify the social, cultural, economic, environmental, and institutional factors that contribute to the risks of undernutrition and overnutrition among diverse populations

- **PHNU 3**
  - Develop educational and other population-based intervention strategies to improve food security

- **PHNU 4**
  - Develop policies to reduce barriers to food insecurity and to improve the food choices and nutritional status of diverse populations

- **PHNU 5**
  - Describe techniques to guide consumers in selection of food and nutritionally adequate diets
• PHNU 6
  o Communicate nutrition related issues skillfully, utilizing different media in varied settings
• PHNU 7
  o Apply the principles of management to community nutrition programs
• PHNU 8
  o Participate in advocacy efforts to improve the nutritional status of various populations
• PHNU 9
  o Monitor and recommend public policies to protect and promote nutritional status and health of diverse populations
• PHNU 10
  o Contribute to the body of knowledge through active research of an applied nature

The table below links the PHNU competencies with the PHNU major courses.

<table>
<thead>
<tr>
<th>Competency</th>
<th>FDNU 5350</th>
<th>FDNU 5360</th>
<th>FDNU 6090</th>
<th>FDNU 6100</th>
<th>PUBH 6250</th>
<th>PUBH 6520</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHNU 1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHNU 2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PHNU 3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PHNU 4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PHNU 5</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PHNU 6</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PHNU 7</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PHNU 8</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PHNU 9</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PHNU 10</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
DUAL DEGREE PROGRAMS

NOCPH offers several dual degree options. The option is intended for individuals who desire to combine education and training related to a specific major of the MPH with another degree to expand their overall knowledge and expertise.

Students must meet all application, retention and graduation requirements for each of the individual degrees. Individuals interested in completing the dual degree option must be simultaneously registered for both degrees for at least one semester. Students will be able to apply a maximum of 12 semester credit hours of overlapping courses to fulfill required credits of both degrees, pending approval of the student’s major advisor and a NOCPH Co-Director as well as from the approving authorities for the second degree.

NOCPH offers three official joint degrees – the MD/MPH, the MBA/MPH, and a 3+2 program with the BS in Environmental Sciences program. In addition, any MPH student may earn a dual degree with any other graduate degree offered at BGSU or UT.
ADMISSION

All applications are reviewed by the NOCPH admissions committee. The admissions committee is comprised of four faculty members. The Co-Directors are ex-officio members of the admissions committee and one Co-Director must sign the admission summary page for each applicant.

To complete the application for the MPH degree go to http://apply.utoledo.edu/. The link will take you to the University of Toledo College of Graduate Studies website. All applications are to be submitted electronically through the provided link. If you have questions about completing this process, or problems with the online application interface, please contact the College of Graduate Students at 419-383-4186.

Criteria for Admission

These criteria apply to all applicants except those who are current medical residents and fellows in medical specialties.

1. **Degree:** An earned bachelor degree from an accredited college or university.

2. **Grade-Point Average (GPA):**
   a. **Regular Admission:** GPA > 3.0 (on 4.0 scale) required
   b. **Provisional Admission:** 2.7 ≤ GPA < 3.0 required
      i. Provisionally admitted students need to take 4 courses (12 semester credit hours) and earn no grade lower than a B (3.0)
      ii. Provisionally admitted students then request a change of status to Regular admission by contacting the MPH Program Co-Director at the University of Toledo
      iii. NOTE: Federal financial aid is not available for provisionally admitted students
   c. **Provisional Admission:** GPA < 2.7
      i. Applicants with GPAs between less than 2.7 may be offered provisional admission if they have extensive work experience (five or more years) in a job that aligns with MPH Program competencies
      ii. The same requirements for other provisionally admitted students then apply

3. **Foundation Courses:**
   a. **All Students:**
      i. College-level mathematics and social sciences
   b. **Environmental and Occupational Safety and Health Science majors:**
      i. Biological science (e.g., biology, biochemistry, anatomy, physiology, etc.) and organic/inorganic chemistry
   c. **Public Health Epidemiology majors:**
      i. Biological science (e.g., biology, biochemistry, anatomy, physiology, etc.)
d. **Public Health Nutrition majors:**
   i. Background in nutrition or medicine with a strong foundation in chemistry, physiology, and nutrition courses

4. **Graduate Record Examination (GRE):**
   a. Not required for applicants graduating from an accredited US institution with a GPA > 3.0
   b. REQUIRED for all applicants graduating from a non-US institution
   c. May be required for applicants graduating from an accredited US institution with a GPA < 3.0 at the discretion of the NOCPH admission committee
   d. Test results should be sent to the University of Toledo College of Graduate Studies (Institution Code #1845)
   e. **Acceptable Scores:**
      i. Verbal and Quantitative sections:
         1. Test taken after August 2011: > 300
         2. Test taken before August 2011: > 1000
      ii. Analytical Writing section: > 4.0

5. **Test of English as a Foreign Language (TOEFL):**
   a. REQUIRED for all applicants graduating from institutions other than those in the US, Great Britain, and Canada
   b. Test results should be sent to the University of Toledo College of Graduate Studies (Institution Code #1845)
   c. **Acceptable Scores:**
      i. > 550 paper based
      ii. > 213 computer based
      iii. > 79 internet based

6. **Official Transcripts:**
   a. Applicants must submit official transcripts from ALL institutions where any undergraduate or other courses, including any graduate degrees, were taken
   b. International applicants MUST have their transcripts translated into English and evaluated to a GPA on a 4.0 scale
   c. Transcripts need to be sent to:
      i. College of Graduate Studies
         University of Toledo – Health Science Campus
         3000 Arlington Avenue, MS 1042
         Toledo, OH 43614

7. **Letters of Recommendation:**
   a. Three letters of recommendation are required
   b. Two of these three letters MUST be from those having a graduate degree and the credentials of the writer must be included in the recommendation letter
c. Letters of recommendation can be requested online before the application is submitted
d. Paper letters of recommendation need to be sent to:
   i. College of Graduate Studies
      University of Toledo – Health Science Campus
      3000 Arlington Avenue, MS 1043
      Toledo, OH 43614

8. Resume:
   a. A current resume can be uploaded online before or after the application has been submitted
   b. Paper resumes need to be sent to:
      i. College of Graduate Studies
         University of Toledo – Health Science Campus
         3000 Arlington Avenue, MS 1042
         Toledo, OH 43614

9. Personal Statement:
   a. A personal statement indicating why the applicant wants to pursue the Master of Public Health degree program can be uploaded online before or after the application has been submitted
   b. Paper personal statements need to be sent to:
      i. College of Graduate Studies
         University of Toledo – Health Science Campus
         3000 Arlington Avenue, MS 1042
         Toledo, OH 43614

10. Application Deadlines:
    a. Domestic applicants:
       i. Fall semester – June 15th
       ii. Spring semester – October 15th
       iii. Summer semester – March 15th
    b. International applicants:
       i. Fall semester – February 15th
       ii. Spring semester – June 15th
       iii. Summer semester – October 15th
    c. Applications completed prior to these deadlines are guaranteed a decision
d. Domestic applications completed after these deadlines will continue to be processed, but there is no guarantee a decision will be made in time for enrollment
e. International applications completed after these deadlines will not be processed

11. Application fees:
    a. Domestic applicants: $45
    b. International applicants: $75
Criteria for Admission for Medical Residents and Fellows in Medical Specialties

Medical residents and fellows in medical specialties must follow the same application process as described above for the degree, GPA, foundation courses, GRE, TOEFL, resume, personal statement, and application deadlines. The requirements for transcripts and letters of recommendation differ for medical residents and fellows as follows.

1. **Official Transcript:**
   a. Medical residents and fellows must supply a residency or fellowship contract
   b. Other transcripts are not required since UTMC medical residents undergo credentialing to ensure they are qualified to serve as medical residents and fellows

2. **Letters of Recommendation:**
   a. Medical residents and fellows must supply one letter from their department chair stating that the chair supports their pursuit of the MPH
CLASSIFICATION OF STUDENTS

Regular status applies to students who are approved for admission to work toward the MPH degree without any conditions or deficiencies. These students met all admission criteria at the time of admission.

Provisional status applies to students who are admitted without meeting all of the admission criteria. All admission criteria must be satisfied before a student can be transferred to regular status. A student cannot become a candidate for the MPH degree while in the provisional status.

Applicants are admitted provisionally when final, official transcripts have yet to be received by the College of Graduate Studies at UT – Health Science Campus. Applicants must prove they have received an undergraduate degree from an accredited institution prior to beginning the MPH program. These provisionally admitted students MUST provide a final, official transcript with the undergraduate degree indicated prior to registering for courses in the MPH program. Once the final, official degree is received, these applicants will be transferred to regular status.

Applicants are also admitted provisionally when the earned undergraduate GPA is less than 3.00, but generally greater than 2.70. These students may complete 12 semester credits (4 courses) in the MPH program enrolling only in core and major courses, with no more than 2 of the 4 courses being major courses. Provisionally admitted students must earn a grade of B or better in all 4 courses. If any grade lower than a B is earned, these provisionally admitted students may be removed from the MPH program. If all 4 earned grades are a B or better, these provisionally admitted students need to request a transfer to regular status from the NOCPH Co-Director at UT.
IMMUNIZATIONS

All graduate students entering NOCPH must meet minimal immunization requirements in order to attend class. Minimum immunizations and health screenings

1. Tetanus-diphtheria booster, adult booster, within the past 10 years.

2. Two MMR (measles-mumps-rubella) immunizations IF the student was born after 1/1/1957.
   a. Any student who has had measles, mumps, or rubella during his or her lifetime requires no further immunization.
   b. Any student who has a positive titer requires no immunization.
   c. Any student who has a NEGATIVE titer MUST receive the appropriate vaccine.

3. One Mantoux-type intradermal tuberculosis (TB) screening with purified protein derivative (PPD) administered in the US within 12 months prior to starting the MPH program.
   a. International students and US students living outside of the US must have the PPD skin test performed by the Student Health Service at either BGSU or UT upon arrival on campus.
   b. Student Health Service personnel must read the test before a student is allowed to attend class.

Positive PPD Screening

Students who have a positive PPD must meet with a student health service provider to answer questions, discuss treatment options and risks, have required lab work performed, and complete an “Annual BCG/Positive PPD Follow-Up Check List” on signs and symptoms of TB. If the student is in agreement, the recommended therapy is initiated.

Students who have a positive PPD must also have a chest x-ray taken either at the University of Toledo Medical Center (UTMC) or at the Lucas County Health Department before they can attend classes. Students with a positive x-ray must consult with a health care provider regarding treatment. If treatment is recommended, the student must initiate treatment before attending classes.

Documentation Requirements

To verify immunization and screening, ONLY the following will be accepted:

1. Official letterhead from physician or health department containing original signature, the date of the verification statement, and the dates the immunizations were administered.
2. The official childhood immunization record. If the immunization record is not in English, a copy of the original record MUST be accompanied by a notarized translation in English.

3. Completed Student Health Service health form from NOCPH with physician signature and legible address stamp.
REGISTRATION

Designating a Major

All students must designate a major during the application process. Students may select from one of five majors or one of ten dual majors. The majors available are:
1. ENVH – Environmental and Occupational Health and Safety Science
2. HPRO – Health Promotion and Education
3. PHAD – Public Health Administration
4. PHEP – Public Health Epidemiology
5. PHNU – Public Health Nutrition
6. EHEP – Environmental and Occupational Health and Safety Science and Public Health Epidemiology
7. EHHA – Environmental and Occupational Health and Safety Science and Public Health Administration
8. EHHN – Environmental and Occupational Health and Safety Science and Public Health Nutrition
9. EHHP – Environmental and Occupational Health and Safety Science and Health Promotion and Education
10. HAHN – Public Health Administration and Public Health Nutrition
11. HAHP – Public Health Administration and Health Promotion and Education
12. PHHN – Public Health Epidemiology and Public Health Nutrition
13. PHHA – Public Health Administration and Public Health Nutrition
14. PHBP – Public Health Epidemiology and Health Promotion and Education

Changing a Major

Any MPH student may change their major at any time, including adding a dual major or removing a dual major. A Change of Major form is available at www.nocph.org/current-students/index. The form requires signatures of the former major advisor, the new major advisor, and one of the Co-Directors. The form is then submitted to the College of Graduate Studies at UT – Health Science Campus.

Plans of Study

All MPH students MUST meet with their major advisor to complete a formal plan of study. Plans of study are available at www.nocph.org/current-students/index. The formal plan of study must include all 15 (or 21 for dual majors) courses necessary to complete the degree, the signature of the student, the signature of the major advisor or advisors, and the signature of one of the Co-Directors. The completed, signed plan of study must be submitted Collier 4416 on the UT – Health Science Campus prior to the completion of 12 semester credits in the MPH program.
MPH students should then follow their plan of study when registering for courses each semester of their program. If the student, with approval from their major advisor, decides to change a course or courses in their plan of study, a plan of study course substitution form must be submitted to the College of Graduate Studies at UT-HSC. The plan of study course substitution form is available at www.nocph.org/current-students/index.

Procedure for Registration

Registration is completed electronically through the MyUT portal. MPH students should register for the courses designated on their formal plan of study. If the formal plan of study has not yet been completed, the MPH student must meet with their major advisor to discuss course selection. MPH students are responsible for registering during the registration period. Late registration could result in late charges and possible denial of registration.

All MPH students taking courses at BGSU must also register through the BGSU portal for all BGSU courses. BGSU course numbers are provided in the schedules posted on the NOCPH website for ease of registration.

Most MPH courses do not have a maximum course size (cap), although the electronic registration system requires a cap to be designated. If the cap is reached, MPH students should contact the Co-Director at UT to increase the cap for that course.

Course changes after the beginning of the semester require paper forms for the MPH program. These forms are available at www.nocph.org/current-students/index. These forms require the signature of the UT Co-Director. After the 5th day of the semester, these forms also require the signature of the Dean of the College of Medicine and Life Sciences at UT. After the 15th day of the semester, the Unfunded Late Registration form must be used, which is also available at the same website.

Course Selection

Course schedules by semester are posted at www.nocph.org/current-student/index. MPH students are encouraged to register for the six didactic core courses prior to registering for major courses and electives.

MPH students may not register for the Capstone Seminar (PUBH 6850) until their final semester in the MPH program.

MPH students may not register for the Internship (PUBH 6830 or PUBH 6960) or the Scholarly Project (PUBH 6840 or PUBH 6970) until 24 semester credits have been completed. The internship and scholarly project are variable hour courses. MPH students may register for 1, 2, or 3 hours and may complete the internship or scholarly project over multiple semesters.
Course Load

Full-time students are encouraged to register for 12 semester credit hours during Fall and Spring semesters and for 9 semester credit hours during Summer semester. Part-time students are encouraged to register for 6 semester credit hours. No more than 15 semester credit hours may be taken during Fall and Spring semesters and no more than 12 semester credit hours may be taken during Summer semester. Prior to registering for 13-15 semester credit hours, MPH students MUST discuss the course load with their major advisor. MPH students working full-time are highly encouraged to register for no more than 6 semester credit hours any semester.

Withdrawal from Courses

MPH students may withdraw from courses following the requirements established by UT. The form for course withdrawal is available at www.nocph.org/current-students/index. The form requires the signature one of the Co-Directors.

Auditing Courses

Students may audit courses with the approval of their Major Coordinator. A student auditing a course is not required to take examinations and will not receive a grade. An audit designation (AU) will appear on the transcript and the student is required to pay all tuition and fees for the course. A student may change a course from audit to regular credit, or from regular credit to audit status, within 14 days of the beginning of the semester and with approval of their Major Coordinator. Audited courses do not count for full-time enrollment. Audited courses will not count toward the MPH degree. MPH Graduate Assistants may not audit courses. Full tuition is charged for audited courses.

Electives

Any graduate course (numbered 5000 or higher) at either BGSU or UT may be used as an elective. MPH students must receive approval from their major advisor for ALL elective courses. The elective courses must support the knowledge and skill areas associated with each student’s major and MUST be linked to their major competencies. Students must notify the UT Co-Director if a course is taken at BGSU and is not a PUBH or FDNU course for the course to be added to the UT system.

Program Delivery

The MPH program is delivered throughout the entire academic year. Core courses are offered all three semesters. Major courses for ENVH, PHAD, PHEP, and PHNU are also offered all three semesters. Major courses for HPRO are only offered Fall and Spring semesters. Electives are offered at both institutions all three semesters.
Courses from Other Institutions

MPH students may take courses at other accredited institutions. A maximum of 12 semester credit hours may be transferred into the MPH degree. Transfer courses must be approved by a Co-Director. Additionally, if the transfer credits are to be used to replace a core or major course, the course instructor must also approve the transfer. Transfer credits are only accepted for courses with grades of B or better. The form for transfer credits is available on the UT College of Graduate Studies website.

Continuous Enrollment

Students in NOCPH have six years from the date of initial enrollment to complete their MPH degree. Students who do not enroll for a class for more than one year must reapply for admission to the MPH program.

MPH students may apply for leaves of absence of up to one year. Leaves must be approved by their major advisor and the Administrative Dean from UT. Leaves of absence are not included in the computation of continuous enrollment.

Student Records

Students in the NOCPH program may inspect official records, files, and data directly relating to themselves as set forth under the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. All student records are maintained at UT-HSC.
GRADUATE CREDIT

Repetition of Courses

1. All MPH students may repeat once any course previously taken in which the grade received was below a B or was a grade of U.

2. Credit hours for a repeated course shall in no case be counted more than once in meeting graduation requirements. Both grades will remain on a student’s transcript. However, only the most recent grade will be counted in determining the student’s GPA.
   a. MPH students must request a GPA recalculation using the GPA Recalculation Form from www.nocph.org/current-students/index.

3. Students must pay all tuition and fees related to each course that is repeated.

4. This procedure may be used for a maximum of two (2) courses.

Audited Courses

Audited courses do not count for full-time enrollment and do not receive a grade. Such courses may be added to the maximum full schedule of a student when approved by a major advisor.

Transfer of Credit

A maximum of 12 semester credit hours earned in graduate schools at other accredited institutions may be transferred into the MPH program with the following provisions:

1. Transfer of graduate credit is limited to a maximum of 12 semester credit hours that have been taken by the student within five years prior to the date of applying to the MPH program. The transfer credits must be from a graduate program from which no degree has been, or will be, awarded.

2. No transfer of graduate credit will be permitted for courses in which a grade less than B was earned or courses graded S/U or Pass/Fail.

3. Grades earned in courses accepted for transfer will not be computed in the GPA issued by the MPH program.

4. Transfer courses from previously earned degrees may be used to substitute for MPH program courses, but the total credit hour requirements for the MPH degree must be met. The usual time limit for substituting previously completed course work is five years. This does not apply to dual degree students.
Internship and Scholarly Project Requirements

MPH students must complete 24 semester credit hours prior registering for the internship or scholarly project, as appropriate. For more information on the internship and scholarly project requirements, refer to Part 2 of the NOCPH Student Handbook.

Capstone Seminar Requirements

MPH students must take PUBH 6850 – Capstone Seminar in the final semester of their MPH program. One didactic core course may be taken concurrently with the Capstone Seminar, if necessary.
GRADING POLICY

The grading policy for each course of the MPH program will follow the published policy of the participating institution where the course is offered.

Alteration of Grade Procedures

The alteration of grade procedure for each course will follow the published policy of the institution where the course is offered.

Academic Standards

All MPH students are expected to maintain a minimum GPA of 3.00 and must have a minimum GPA of 3.00 to graduate. A grade of B or higher constitutes satisfactory work. The grade of C is the minimum passing grade for earned credit in the MPH program. A maximum of six semester credit hours of C may be applied toward the MPH degree. A grade of C- is considered unacceptable and any course for which a grade of C- has been received must be repeated and a higher grade received.

Academic Probation

Students whose cumulative GPA falls below 3.00 will be placed on academic probation until the cumulative GPA increases to 3.00 or greater. Students may remain on academic probation while a maximum of 12 semester credit hours are earned. Students who do not raise their cumulative GPA to 3.00 or above during the probation period may be dismissed from the MPH program.

Grade of U

Any student receiving a grade of U shall be considered to have lost good academic standing and placed on academic probation until an equal number of credit hours with a grade of S have been completed after receiving the U. Any repeated credit hours must be completed within one (1) year or the student will be dismissed from the MPH program. A grade of U is calculated as an F in the GPA.

Grade of F

Any student receiving a grade of F shall be considered to have lost good academic standing and placed on probation until an equal number of credit hours with a grade of C or higher have been completed after receiving the F. Any repeated credit hours must be completed within one year or the student will be dismissed.
POLICIES REGARDING INSTRUCTIONAL AND ANCILLARY FEES

All tuition and fees for the MPH program must be paid to UT. All bills are available electronically through the MyUT portal. All fees shall be payable in full at the time of registration. A student cannot be considered enrolled unless the fees are paid. No credit will be given for any semester in which the instructional fee (tuition) has not been paid. Failure to pay fees on time may result in denial of registration. Students are not registered until the Registrar has received their fee statement forms, indicating payment of all fees.

The instructional and ancillary fees are paid on a semester basis at the beginning of each semester. Final dates for registration and payment of fees are published each semester at UT.

In the event of individual financial difficulty that may preclude such payment, the concerned student should make appropriate arrangements through the Student Financial Aid office so that financial assistance may be obtained prior to the last day payment is due. The office of the Treasurer at UT shall be notified of the arrangements.

**Graduate Orientation Fee**

All graduate students who have accepted admission into the MPH program must pay a $100.00 orientation fee will be added to their individual student account during their initial semester of enrollment.

**Registration Fee**

All graduate students who have accepted admission into the MPH program and enroll for the first time must pay a non-refundable $30.00 registration fee.

**Ohio Residency Status**

To be eligible for in-state tuition and fees, a student must be a legal resident of the State of Ohio or Monroe, Lenawee, Hillsdale, Wayne, Washtenaw, Oakland, or Macomb counties in Michigan. Additionally, MPH students who meet the Forever Buckeye criteria are eligible for in-state tuition and fees.

**Instructional Fees (tuition)**

All MPH students are responsible for the payment of fees in accordance with the academic calendar policies and fees of UT. Final dates for registration and payment of fees are published each semester. Failure to pay fees on time may result in the denial of registration. All NOCPH students pay a common instructional fee that is independent of the institution at which their classes are taught. NOCPH tuition is the average of the Graduate Tuition established by BGSU and UT. The current finance brochure is found at [http://www.utoledo.edu/offices/treasurer/finance_brochures.html](http://www.utoledo.edu/offices/treasurer/finance_brochures.html).
Graduate Assistants and recipients of tuition scholarships are exempted from paying instructional fees (tuition) according to the terms of their awards. These individuals are responsible for payment of all other fees.

**Course Fees**

Some courses (for example, those with laboratory components) may charge an additional fee to support the purchase of expendable supplies or to cover course-related expenses that are not included in tuition (for example, field trips).

**Auditing Instructional Fees**

Any student auditing a course shall be required to register before attending class. Any student taking a course **not for credit** shall pay the same fees assessed for courses **taken for credit**.

**Late Fees**

If the UT-HSC Bursar’s Office does not receive the required fees by the date established, MPH students will be charged late fees in accordance with the UT late fee policy. Additionally, if MPH students register for courses late, a late registration fee may also be charged.

**General Fee**

All MPH students pay a single general fee each semester. The general fee is the average of the Graduate General Fee established by BGSU and UT. The general fee supports the student union, intramural sports, other student services and activities, and student related capital projects.

**Liability Insurance Fee**

All MPH students must be covered with liability insurance for a minimum of $1 million/$3 million. MPH students must provide proof of possession of liability insurance or they may purchase liability insurance from UT for a fee of $12 per Fall and Spring semesters and $8 for Summer semester.

**Special Service Fee**

All MPH students must pay a $6.50 special service each semester to cover the costs of future transcript requests and graduation.
Parking

A parking permit must be purchased through UT. The parking permit costs $60 per year and allows MPH students to park at both BGSU and UT. Currently, UT is using a tagless parking system. An MPH parking tag can be obtained from the UT Co-Director’s office. The MPH parking tag is accepted by BGSU. MPH students must provide proof of purchase of the MPH parking permit through the UT system (i.e., a copy of their UT e-statement).

Identification Cards

MPH students wishing to use services such as recreation centers and libraries must obtain an identification card. All MPH students must secure the UT Rocket Card, which is the student identification card. Student IDs are required to be worn on the UT – Health Science Campus. The purchase of the BGSU student ID is optional, but must occur if MPH students wish to access services on the BGSU campus. Replacement for lost or damaged UT Rocket Cards costs $35.

Health Insurance Coverage

All students are required to have health insurance. Students may enroll in the UT authorized insurance plan, the BGSU student health insurance plan, or document that they have personal health insurance coverage. Failure to maintain health insurance coverage is grounds for dismissal from the MPH program.

Future Changes in Fee Policy

The Boards of Trustees for BGSU and for UT reserve the right to make any changes or adjustments in instructional and ancillary fees when such changes are deemed necessary.

Refund Policy for Instructional Fee

Pro rata refund for first-time students is available only during the first semester of enrollment. The following are subject to pro rata refund: instructional, general, and course fees. The following are NOT subject to a pro rata refund: health insurance, disability insurance, liability insurance, late payment of fees, registration fee, immunizations, and parking fees. Refunds will be made per the policies of the UT Treasurer’s Office.

Dismissal for academic or disciplinary reasons will not qualify the student for an instructional fee refund.

All refund applications shall be in writing. Necessary refunds to student financial aid programs will be made prior to the release of any refund to the student. If a refund amount remains after all necessary funds have been returned to the Title IV programs,
the remaining amount will be divided proportionately between the non-Title IV sources of fee payment, i.e., Title VI programs, instructional funds, and/or the student.

_Delinquent Accounts_

Any student with a reported delinquent account may expect the following actions to be taken:
1. The statement of grades will be withheld.
2. Registration for a succeeding semester will not be permitted.
3. No transcripts will be issued.
4. The student will not be permitted to graduate.
5. After a reasonable amount of time, the account will be turned over to the Ohio Attorney General for collection.

_Financial Aid_

Financial aid for MPH students is divided into two categories: 1) NOCPH Graduate Assistantships and Tuition Scholarships and 2) non-NOCPH loans, scholarships, and any other form of financial support.

_NOCPH Graduate Assistantship and Tuition Scholarships_

Six Graduate Assistantships and three Tuition Scholarships are available for MPH students. BGSU offers two Graduate Assistantships and one Tuition Scholarship. UT offers four Graduate Assistantships and two Tuition Scholarships. First priority of these awards is given to Ohio residents and then to US residents.

The Co-Directors award Graduate Assistantships and Tuition Scholarships. The Graduate Assistantships come with a stipend and a tuition scholarship. The amount of the stipend is established by the Graduate Colleges at BGSU and UT. Currently, the stipend is not the same at both institutions. The Graduate Assistantships are generally split among the five majors. At UT, the four Graduate Assistantships are generally awarded to one Environmental and Occupational Health and Safety Science major, one Health Promotion and Education major, one Public Health Epidemiology major, and one Public Health Nutrition major. At BGSU, the Graduate Assistantships are awarded to the Public Health Administration major and/or the Public Health Nutrition major. BGSU further divides the Graduate Assistantships in an effort to fund a greater number of students.

Students receiving NOCPH sponsored tuition scholarships and graduate assistantships will have their tuition charged to the institution that offers the course. The students are responsible for paying all other fees.

Each Graduate Assistant is assigned to one or more professors and is committed to work a total of 20 hours per week, year around, not just during the semester. The work may be focused on one major area or more frequently require involvement with
several projects that support NOCPH faculty and program administration, research, teaching, and service activities. **Graduate Assistants must keep their supervising professor(s) informed and MUST receive permission regarding time away. NOCPH GA positions take precedence over any other work situation.**

**Non-NOCPH Loans, Scholarships, and All Other Forms of Financial Support**

This financial aid is administered independently of the NOCPH program. Applicants or students interested in financial aid (other than NOCPH Graduate Assistantships or Tuition Scholarships) should contact only the Financial Aid office at UT-HSC. The Financial Aid office at UT-HSC coordinates financial aid for all MPH students.

Students receiving non-NOCPH sponsored tuition scholarships will have their tuition charged to the institution that offers the course. The students are responsible for paying all fees unless the home institution accepts responsibility in writing (then the fees are charged to the home institution).

UT offers tuition scholarships and general fee waivers to faculty and faculty dependents for the MPH program. BGSU does not offer tuition scholarships and general fee waivers to its faculty and faculty dependents for the MPH program. UT faculty and faculty dependents will have their tuition and general fees charged to UT.

A summary of tuition and fees can be found at [http://www.utoledo.edu/offices/treasurer/finance_brochures.html](http://www.utoledo.edu/offices/treasurer/finance_brochures.html).
GRADUATION

Students must file a Plan of Study with the UT-HSC College of Graduate Studies prior to the completion of 12 semester credits in the MPH program. The student, their major advisor, and one of the Co-Directors must sign the form. Plans of Study for each major are available on the NOCPH website.

Students have the option of participating in a commencement ceremony at either BGSU or UT. Commencement participation is not mandatory. The choice of commencement ceremony has NO effect on the diploma. All NOCPH students receive the same MPH degree that is awarded by both BGSU and UT.

BGSU has commencement ceremonies in the Fall, Spring, and Summer semesters. UT has commencement ceremonies in the Fall and Spring semesters.

MPH students must follow the following steps for graduation:

1. Register for a minimum of one (1) semester credit hour during the semester which the MPH student intends to graduate.
   a. Finishing the requirements of an incomplete (IN) or an in progress (PR) grade does NOT meet the registration requirement for graduation.

2. Apply to graduate at UT at the beginning of the semester, before the deadlines established by UT
   a. All MPH students MUST apply to graduate at UT
   b. UT performs the degree audits to determine graduation eligibility

3. For students wishing to participate in commencement ceremonies at BGSU
   a. Apply to graduate at BGSU before the deadlines established by BGSU

4. Complete all requirements specified by the degree audits

The application to graduate is at www.nocph.org/current-students/index.
STUDENT ORGANIZATION

The NOCPH Public Health Student Organization (PHSO) was formally established in 2000. All students are encouraged to participate in some capacity with activities either sponsored or coordinated by the PHSO. The major goals of PHSO are to participate in community service activities (at least one service activity each academic year) and to be actively involved with applicable professional organizations.

Delta Omega

Delta Omega is the national honorary organization in public health. NOCPH established the Beta Mu chapter in 2007. Student candidates must meet established standards for admission. Membership is limited to a maximum of 25% of the students in the program.
The **Deans Committee** consists of the Graduate Dean and the Academic Dean from each university, as well as the NOCPH Administrative Dean from UT. The Deans Committee ensures that differences in academic or administrative policies are reconciled and adjusted to accommodate the needs of the program. The function of the committee is to facilitate changes in academic policies or administrative procedures that enhance the program’s academic quality and/or permit students easier access to each university’s academic or administrative services. The Deans Committee recommends policy changes to the Co-Directors.

The **Executive Committee** (the Co-Directors) is the administrative center of NOCPH. The committee consists of two permanent Co-Directors, one from each university. The Co-Directors are responsible for the day-to-day operation of the program. Additionally, the Co-Directors have the responsibility to devise strategies regarding recruitment of students, make recommendations on admission policies, monitor students’ progress toward their degrees, implement approved academic and administrative policies, and monitor the activities of the other committees.

The **External Advisory Committee** consists of leaders and practitioners from the community who are interested in public health. The committee provides invaluable information and guidance to the Co-Directors, faculty, and students about current trends and priorities on the public health field. The information provided by the committee can lead to modifications of the program. This committee also serves as a primary community support group for the MPH program by assisting in recruitment, providing internship sites, and helping to place graduates. The External Advisory Committee makes suggestions to the Co-Directors on policy changes. Members are appointed for three-year terms that may be renewed. The committee members elect their own chair.

The **Admissions Committee** consists of four faculty members, two from each university, and the Co-Directors (ex officio). The committee is responsible for reviewing application materials and making recommendations on admission of qualified students to the Co-Directors and the Administrative Dean. The committee’s decisions are based on approved admission criteria. The committee also recommends changes in the admission criteria to the Co-Directors and must endorse all admission policies before they can be adopted.

The **Curriculum Committee** consists of five faculty members (one from each major), one MPH student (nominated by the Public Health Student Organization), and the Co-Directors (ex officio). The committee’s role is to evaluate proposals related to the MPH program curriculum from the Co-Directors and other faculty members and to initiate changes in the curriculum. The Curriculum Committee must endorse all curriculum proposals before adoption.
Administrative Structure of NOCPH

Deans Committee
- **Graduate College Deans**
  - Michael Ogawa, PhD, Interim (BGSU)
  - Patricia Komuniecki, PhD (UT)
- **Academic Deans**
  - Marie Huff, PhD (BGSU)
  - Christopher Cooper, MD (UT)
- **Administrative Dean**
  - Dorothea Sawicki, PhD (UT)

Executive Committee
- L. Fleming Fallon, MD, DrPH (BGSU)
- Sheryl Milz, PhD, CIH (UT)

Admissions Committee
- Farhang Akbar, PhD (UT) – chair
- Joseph Dake, PhD (UT)
- Barbara Saltzman, PhD (UT)
- Philip Welch (BGSU)
- Co-Directors (ex officio)

Major Coordinators
- **ENVH**
  - Farhang Akbar, PhD (UT)
- **HPRO**
  - Joseph Dake, PhD (UT)
- **PHAD**
  - L. Fleming Fallon, MD, DrPH (BGSU)
- **PHEP**
  - Sadik Khuder, PhD (UT)
- **PHNU**
  - Debra Boardley, PhD (UT)
  - Rebecca Pobocik, PhD (BGSU)

PHSO
- Brian Fink, PhD (UT) – advisor

Curriculum Committee
- Brian Fink, PhD (UT) - PHEP – chair
- April Ames, MSOH (UT) – ENVH
- Tavis Glassman, PhD (UT) – HPRO
- Philip Welch, PhD (BGSU) – PHAD
- Debra Boardley (UT) – PHNU
- Robert Jelf (Student)
- Co-Directors (ex officio)

External Advisory Committee
- Ned Baker, MPH
  - Interim CEO
- National Association of Local Boards of Health
- Pam Butler, MPH
- Ruth Gerding, MPH
- Emergency Response Administrator
- Putnam County
  - David Grossman, MD
  - Health Commissioner
  - Toledo-Lucas County Health Department
- Stu Kerr
  - Retired
- Kimberly Moss, MPH, BSN
  - Health Commissioner
  - Defiance County
- Peter Schade, MPH, RS
  - Health Commissioner
  - Erie County
- Larry Vasko, MPH, RS
  - Deputy Health Commissioner
  - Toledo-Lucas County Health Department
- Tim Yenrick
  - Executive Director
  - American Red Cross
NOCPH Contacts

Executive Committee
- L. Fleming Fallon, MD, DrPH, Co-Director
  ffallon@bgsu.edu
  (419) 372-8316
- Shery Milz, PhD, CIH, Co-Director
  sheryl.milz@utoledo.edu
  (419) 383-3976

Major Coordinators
- Environmental and Occupational Health and Safety Science (ENVH)
  o Farhang Akbar, PhD, CIH, CSPH
    farhang.akbar@utoledo.edu
    (419) 383-4543
- Health Promotion and Education (HPRO)
  o Joseph Dake, PhD
    joseph.dake@utoledo.edu
    (419) 530-2767
- Public Health Administration (PHAD)
  o L. Fleming Fallon, MD, DrPH
    ffallon@bgsu.edu
    (419) 372-8316
- Public Health Epidemiology (PHEP)
  o Sadik Khuder, PhD
    sadik.khuder@utoledo.edu
    (419) 383-4089
- Public Health Nutrition (PHNU)
  o Debra Boardley, PhD, RD, LD
    debra.boardley@utoledo.edu
    (419) 530-2433
  o Rebecca Pobocik, PhD
    pobocik@bgsu.edu
    (419) 372-7849
Institutional Contacts

- UT College of Graduate Studies
  - Michelle Arbogast
    michelle.arbogast@utoledo.edu
    (419) 383-4113
  - Joan Mulligan
    joan.mulligan@utoledo.edu
    (419) 383-4186

- UT Registrar
  - Tom Short
    thomas.short@utoledo.edu
    (419) 530-4838

- UT Financial Aid
  - Tawn Williams-Nell
    tawn.williamsnell@utoledo.edu
    (419) 383-4574

- BGSU Registrar
  - Jackie Haines
    jackieh@bgsu.edu
    (419) 372-7965