College of Health and Society

**Department of Public Health
Student Handbook**

Version: 2022-2023

Available online at:
https://www.hpu.edu/chs/public-health/student-resources.html

TABLE OF CONTENTS

Jayne Smitten, PhD, Med, CHSE-A, FSSH
Department Chair, Associate Dean & Professor
Office: WP1-450
Phone: (808) 236-3524
Email: jsmitten@hpu.edu

Erika M. Collazo-Vargas, PhD, MPH
Assistant Professor
Office: WP1-428
Email: ecollazovargas@hpu.edu

Elena Lesley, MS, PhD
Assistant Professor
Office: WP1-
Email: elesley@hpu.edu

Derek Cegelka, PhD, MPH, CHES
Assistant Professor
Office: WP1-
Email: dcegelka@hpu.edu

Leakhena Sam
Program Administrative Assistant
Office: WP1-443
Email: lsam@hpu.edu

WELCOME MESSAGE FROM THE DEPARTMENT CHAIR, PUBLIC HEALTH

E komo mai to the Public Health Program at Hawaiʻi Pacific University!

We are proud and pleased to welcome you into our ʻohana within the College of health and society at Hawaiiʻi Pacific University.

We are a family of faculty, students, and staff learning and growing and dedicating ourselves to making the world a better place. You will be challenged and supported in your growth as an individual and public health professional during your time with us, and you will take these relationships, understandings, and skills with you for the rest of your life.

This Handbook will help guide your success in your program, but it is just a start. The resources included will take you further into understanding and accessing important student academic and support services available to you. Be sure to stay in contact with your academic and faculty advisors throughout your degree progression. These advisors are crucial to preventing and solving problems that, without their help, can cause things like delayed graduation. The appendices provide important context for our curriculum and your professional development. Another crucial resource for your success are your public health faculty and staff – we are here for you! Don't hesitate to seek advice, direction and support for your academic, professional, and yes, even personal, life while you are within our 'home.'

We have dedicated our personal and professional lives to public health, to education, to our communities, and to you and your success.

Together we will lawe i ka maʻalea a kuʻonoʻono (acquire skill and make it deep).
With Aloha,

Jayne Smitten

Interim Chair, Department of Public Health
Associate Dean, Professor, Director Experiential Simulation Center

Curriculum Vitae

VISION, MISSION, GOALS, VALUES, AND ETHICS OF THE PROGRAM

Vision:
Our vision is robust health throughout Hawai'i, the Pacific region, and the world, achieved through broad institutional and community collaboration.

Mission:
Our mission is to promote health locally, nationally, regionally, and globally through innovative educational and experiential opportunities for our students, by supporting our faculty in teaching excellence and scholarship, and as community partners in public health in Hawai'i and the Pacific region.

Goals:
Our goals are to:
1. Improve student learning and academic success via exposure to a wide variety of experiential learning opportunities in public health.
2. Provide a curriculum that is responsive to public health workforce and community needs.
3. Recruit, retain, and promote high quality Career-Track, Lecturer, and Adjunct Faculty.
4. Instill the core principles of diversity, inclusion, and equity among departmental faculty, staff, and students via student recruitment and support and the purposeful design of course curricula, experiential learning opportunities, community service activities, and faculty scholarship.
5. Support the production, dissemination, and application of public health scholarship among full-time faculty.
6. Involve students, staff, and faculty in service activities that advance public health in local, regional, and global contexts.
7. Graduate students who are well prepared for continued career and educational success following program completion.

Values:
The faculty, staff, and students in the Department of Public Health join the rest of the Hawai'i Pacific University community in embracing the following values as representative of the spiritual, ethical, and philosophical principles that support our community, as well as of the aspirational ideals to which we collectively aspire.

PONO, meaning righteous, honest and moral, and an energy of necessity.

KULEANA, meaning responsibility and rights, and concern for all interests, property, and people.

ALOHA, meaning hello, goodbye, love, kindness and grace, unity, humility, patience and waiting for the right moment.

Ethics:

In addition to the above statements, the Public Health program at HPU supports the [Principles of the Ethical Practice of Public Health](#), a community-wide Code for the field of Public Health:

1. Public health should address principally the fundamental causes of disease and requirements for health, aiming to prevent adverse health outcomes.
2. Public health should achieve community health in a way that respects the rights of individuals in the community.
3. Public health policies, programs, and priorities should be developed and evaluated through processes that ensure an opportunity for input from community members.
4. Public health should advocate and work for the empowerment of disenfranchised community members, aiming to ensure that the basic resources and conditions necessary for health are accessible to all.
5. Public health should seek the information needed to implement effective policies and programs that protect and promote health.
6. Public health institutions should provide communities with the information they have that is needed for decisions on policies or programs and should obtain the community's consent for their implementation.
7. Public health institutions should act in a timely manner on the information they have within the resources and the mandate given to them by the public.
8. Public health programs and policies should incorporate a variety of approaches that anticipate and respect diverse values, beliefs, and cultures in the community.
9. Public health programs and policies should be implemented in a manner that most enhances the physical and social environment.
10. Public health institutions should protect the confidentiality of information that can bring harm to an individual or community if made public. Exceptions must be justified on the basis of the high likelihood of significant harm to the individual or others.
11. Public health institutions should ensure the professional competence of their employees.
12. Public health institutions and their employees should engage in collaborations and affiliations in ways that build the public's trust and the institution's effectiveness.

STUDENT ENGAGEMENT

The Department of Public Health is committed to giving students the opportunity to participate in decision and policy making within the program. To that end, we have one undergraduate and one graduate student representative on the Department of Public Health Curriculum Committee, which also includes regular faculty and advising staff. The Committee discusses and makes recommendations on issues such as assessment data and actions, disciplinary evaluations, enrollment trends, accreditation criteria, and faculty resources. See [Appendix I](#) for the Bylaws of the Department of Public Health.

Please contact the Department Chair if you are interested in this opportunity. Any undergraduate intended or declared Public Health major may serve (or the position defaults to the President of the Public Health Club). A graduate student may serve after completing one 8-week term of the program.

INSTRUCTIONAL METHODS

HPU courses will typically be offered in one of the following Instructional Methods:

In Person/Face-to-face **(F2F)**: most of the instruction will be in person/in the classroom with synchronous delivery

Online **(ONL)**: instruction is 100% online and is delivered asynchronously. Students are not required to be on campus at any point and are not required to be available on a specific day or time.

In some circumstances, the following instructional methods may be offered:

Hybrid **(HYBRD):** instruction will be some combination of in person and online. Students will be expected to be physically on campus every week. Check with your instructor to confirm the precise requirements of your class.

Virtual **(VIRT):** instruction is all online and content is delivered, at least partially, in a synchronous format where you will be expected to attend the class online on a specific day and time.

THE BACHELOR OF SCIENCE IN PUBLIC HEALTH (BSPH) DEGREE

The Bachelor of Science in Public Health (BSPH) at HPU is a flexible degree program that prepares students for entry-level careers in health and wellness industries focusing on health promotion and disease preventing, program management, scientific research, and community health services.

Students pursuing the Bachelor of Science in Public Health (BSPH) degree build a knowledge base about the science, philosophy, and role in society of public health while also practicing the fundamental skills of the field. The details of this knowledge and skills base can be found in Appendix IIA. The BSPH also includes the General Education (GE) requirements common to all programs at HPU as well as elective courses from across the university. The BSPH degree culminates with a semester of practicum and a capstone project. The practicum allows students to gain real experience working in the community on current public health issues. The capstone project allows students to synthesize the knowledge and experience gained during their time at HPU.

BSPH Degree Planning

Bachelor's degrees at HPU consist of 120 credits, at least 36 of which are upper division (courses numbered 3000 and above). Classes are split among courses required for the student's major, required GE courses, and electives.

A sample BSPH degree plan is shown on the next page. Remember this is only a sample plan which may not accurately reflect recent curricular changes, so please meet with your academic advisor to craft a personal degree plan. The document is also available from the registrar's office

For details on any public health, GE, or elective course, please see the academic catalog: https://www.hpu.edu/registrar/academic-catalog/index.html

The GE courses are shown on the page after the degree plan. More detail about these requirements are given at: https://www.hpu.edu/gen-ed/index.html

Sample 4-year Guided Pathway for **Bachelor of Science in Public Health**
Academic Catalog Requirements **2022-2023**

*This is **ONLY a sample** pathway. Please meet with your academic advisor prior to registration to formulate your own plan, and for additional information refer to the [academic degree requirements](#).*

*If you were placed into foundational Writing and/or Mathematics courses based on your placement and/or test scores, please consult with your academic advisor to develop a degree plan.

Year	Fall Semester		Spring Semester	
1st	PH 1000 Intro to Personal Health	3	WRI 1200 Research, Argument, Writing (GE WC&IL II)	3
	PH 1200 Intro to Public Health (GE T&M)	3	BIOL 1300 Nutrition: Eat Smarter (GE NW)	3
	MATH 1123 Statistics (GE QA&SR)	3	BIOL 2030 Anatomy & Physiology I	3
	GE WC& IL I	3	PH 2020 Human Diseases & Conditions	3
	GE CA	3	GE H&P	3
	Total Credits	15	**Total Credits**	15

Year	Fall Semester		Spring Semester	
2nd	BIOL 2032 Anatomy & Physiology II	3	PH 2060 Comparative Healthcare Systems	3
	PH 2010 Drugs & Society	3	GE CT&E	3
	GE AE	3	GE T&I	3
	GE GC&D	3	GE SW	3
	Unrestricted Elective	3	Unrestricted Elective	3
	Total Credits	15	**Total Credits**	15

Year	Fall Semester		Spring Semester	
3rd	PH 3015 Culture and Health	3	PH 3030 Health Behavior Theory Prog Plan	3
	PH 3020 Epidemiology	3	PH 3050 Global Health	3
	PH 3025 Sexuality in Health & Society	3	PH 3090 Public Health Communications	3
	PH 3065 Environmental Health	3	PH 3999 or SWRK 3700 Special Topics	3
	Unrestricted Elective	3	Unrestricted Elective	3
	Total Credits	15	**Total Credits**	15

Year	Fall Semester		Spring Semester	
4th	PH 4010 Health Policy Analysis	3	PH 4910 Practicum	3
	PH 4030 Pre-Practicum	3	PH 4920 Public Health Capstone Seminar	3
	PH 4040 Public Health Research Methods	3	Unrestricted Elective	3
	Unrestricted Elective	3	Unrestricted Elective	3
	Unrestricted Elective	3	Unrestricted Elective	3
	Total Credits	15	**Total Credits**	15

**This schedule is underlined only a suggestion; make sure you understand the necessary prerequisites for each course and consult with your Academic Advisor. Course availability subject to change; actual degree audits may change depending on course availability in a given semester.

Baccalaureate Requirements
- Total Degree Credits Required = 120 credits of which a minimum of 36 are Upper-Division Credits (level 3000 and above)
- Completion of Major Requirements (*as indicated above*)
- Completion of General Education Requirements (*as indicated above*)
- Cumulative GPA of at least 2.00; Major GPA of at least 2.00
- Residency Requirements: 12 credits of major course work and the last 30 credits immediately preceding graduation (*Service member's Opportunity College students please see your academic advisor*).

General Education Curriculum
Academic Catalog 2020-2021

This is a general education worksheet that illustrates our general education curriculum requirements for any of our Bachelor's degree programs. Please utilize this worksheet in addition to the Sample Degree Plans to identify the GE categories and their offerings.

Hawaii & the Pacific (GE H&P)	
AL 1050	Languages in the Pacific
ANTH 1500	Contemporary Social Activism in Hawai'i
ARTH 1001	Arts of Oceania
BIOL 2170	Ethno-biology: People and Plants
ENG 1101	Representations of Pacific Life
HAWN 1100	Beginning Hawaiian I
HIST 1558	Living History of Hawai'i
PHIL 1001	Philosophies of Hawaii & the Pacific

Quantitative Analysis & Symbolic Reasoning (GE QA&SR)	
CSCI 1534	Data, Financial Literacy, and its Visual Presentation
MATH 1123	Statistics
MATH 1130	Pre-Calculus I
MATH 1150	Pre-Calculus I & II
MATH 2214	Calculus I
PHIL 2090	Principles of Logic
PSY 1100	Probabilistic Thinking
MC 2100	Mass Communication Research

Written Communication & Information Literacy I (GE WC&IL 1)	
WRI 1100	Analyzing & Writing Arguments
WRI 1150	Literature & Argument

Written Communication & Information Literacy II (GE WC&IL 2)	
WRI 1200	Research, Argument & Writing
WRI 1250	Introduction to Research in the Humanities

American Experience (GE AE)	
AMST 2000	Topics in American Studies
HIST 1401	American Stories: Themes in American Hist. to 1877
HIST 1402	Intro. to American History since 1865
HUM 1270	Intro. to Gender & Women's Studies
PADM 1000	Intro. To Leadership in America
PHIL 2500	Ethics in America
PSCI 1400	The American Political System
SOC 1000	Introduction to Sociology

Creative Arts (GE CA)	
ARTH 2301	World Art History
ARTS 1000	Intro. to Visual Arts
ARTS 2150	Intro. to Design
ENG 2000	The Art of Literature
MUS 1000	Intro. to Classical Music
MUS 2101	Music in World Culture
THEA 2320	Acting I: Basic Acting for Stage & Screen
WRI 2601	Intro. to Creative Writing

Critical Thinking & Expression (GE CT&E)	
COM 1000	Intro. to Communication Skills
COM 2000	Public Speaking
ECON 2010	Principles of Microeconomics
ENG 2100	Ways of Reading: Film, Literature & Culture
GEOG 2000	Visual Human Geography
HIST 1717	Reacting to the Past
PSY 1000	Intro. to Psychology

Global Crossroads & Diversification (GE GC&D)	
AL 2000	Intro. To Linguistics
ANTH 2000	Cultural Anthropology
GEOG 1500	World Regional Geography
HIST 1002	Global Crossroads: 1500 to Present
INTR 1000	The International System
MULT 2000	Intro. to Cinema Studies
PH 2060	Comparative Healthcare Systems
REL 1000	Intro. to World Religions

Natural World (GE NW)	
BIOL 1000	Intro. Biology
BIOL 1300	Nutrition: Eat Smarter
CHEM 1000	Intro. Chemistry
CHEM 2050	General Chemistry I
GEOG 1000	Intro to Physical Geography
GEOL 1000	The Dynamic Earth
MARS 1000	Intro. Oceanography
PHYS 1020	Astronomy

Sustainable World (GE SW)	
AQUA 1200	Global Aquaculture for Food Security & Conservation
ARTS 1003	Sustainable Art & Design
BIOL 1500	Conservation Biology
INTR 1100	Global Env. Politics and Sustainability
ENVS 1000	The Sustainability Challenge
ENVS 1030	Tropical Ecology & Sustainability
MARS 1500	Marine Biology and the Global Ocean
SWRK 1010	Social Sustainability, Social Work & Entrepreneurship
(SWRK 2010	In semesters prior to Fall 2020)

Technology & Innovation (GE T&I)	
CSCI 1041	Digital Literacy in a Global Society
CSCI 1061	Mobile Technology for the 21st Century
CSCI 1611	A Gentle Intro. to Computer Programming
ENGE 1000	Intro. To Engineering Syst. & Pro. Practice
HIST 2630	The History of Science & Technology
MIS 2000	Information Tools for Business
MULT 1050	Point, Shoot, Edit
MULT 1100	Foundations of Multimedia Production

Traditions & Movements that Shape the World (GE T&M)	
AL 1100	Language, Power, and Identity
CLST 1000	Great Books East and West
ECON 2015	Principles of Macroeconomics
ENG 2500	World Literature
HIST 1001	Traditions & Encounters: World Cultures to 1500
PH 1200	Intro. to Public Health Professions
PSCI 2000	Intro. to Politics
SOC 2600	Peace Studies

For more information on our General Education curriculum please refer to our Academic Catalog or you may refer here:
http://www.hpu.edu/FacultyAssembly/General_Education_Curriculum_and_Learning_Assessment_Committee.html

The Public Health Club is a student-led organization dedicated to spreading information about healthy living to the community and participating in activities that encourage healthy living. The Public Health Club is open to all HPU undergraduate students, whether they are Public Health majors or not.

For more information about HPU Registered Student Organizations, go to https://www.hpu.edu/student-activities/clubs/index.html

The student officers of the Public Health Club may be contacted at phc.hpu@my.hpu.edu.

THE MASTER OF PUBLIC HEALTH (MPH) DEGREE

Master of Public Health (MPH) is an interconnected and multi-faceted field that operates in private and public sectors to improve the well-being of individuals, families, communities and nations.

Students pursuing the Master of Public Health (MPH) degree study specific fields of knowledge within public health and learn to apply the skills of the field. The details of this knowledge and skills base can be found in Appendix IIB. The MPH culminates with a semester of field training and a capstone project. Field training allows students to work in the community on current public health issues with supervision and mentorship by experienced public health professionals. The capstone project allows students to synthesize the knowledge and experience gained during the degree program.

MPH Degree Planning

Courses for the MPH program are conducted in two 8-week sessions in the fall semester and two 8-week sessions in the spring semester. The sessions are referred to as terms "8A" and "8B". Some courses are also conducted during the summer semester in two 7-week sessions (terms 7A and 7B). A few classes span both the A and B terms. Please check the relevant academic calendar for specific dates: https://www.hpu.edu/registrar/academic-calendar.html

Sample MPH degree plans for those starting in the fall semester and those starting in the spring semester are shown on the next page. This is an accelerated program where not every course is offered every session, so carefully plan your degree progression with your Graduate Faculty Advisor
The two last courses of the degree are described below. For all other current course descriptions, please see the MPH page of the academic

catalog:https://www.hpu.edu/registrar/academic-catalog/view-grad.html#?p=mph2020

MASTER OF PUBLIC HEALTH (MPH)
Sample 12-month Degree Plan for students who begin during the Fall term.

Term	Course
Pre-requisites	**MATH 1123** Statistics (3 credits)* **PH 6100** Foundations of Public Health (0)*
Fall 8A Term **August to October**	**PH 6220** Health Behavior Change Theory (3) **PH 6260** Environmental Health (3)
Fall 8B Term **October to December**	**PH 6400** Health Policy, Law, & Advocacy (3) **PH 6460** Public Health Program Planning (3)
Spring 8A Term **January to March**	**PH 6160** Social Determinants of Health (3) **PH 6200** Human Diseases & Conditions (3)
Spring 8B Term **March to May**	**PH 6140** Epidemiology (3) **PH 6300** Public Health Research Methods (3)
Summer Term **May to August**	**PH 6500** Public Health Field Training (6) **PH 7000** Public Health Capstone (6)

Required Electives: Students must also earn 6 credits from elective courses, which can be taken any time during this plan.

TOTAL 42 CREDITS

*Required for students who lack previous education or experience in these courses.

SAMPLE 16-MONTH PLAN FOR MPH STUDENTS STARTING IN SPRING 8A

SPRING 8A (Jan – Mar)	SPRING 8B (Mar – May)	SUMMER (May – Aug)	FALL 8A (Aug – Oct)	FALL 8B (Oct – Dec)
MATH 1123* Statistics (3)				
PH 6100* Foundations of Public Health (0)	PH 6140 Epidemiology (3)		PH 6220 Health Behavior Change Theory (3)	PH 6400 Health Policy, Law, & Advocacy (3)
PH 6160 Social Determinants of Health (3)	PH 6300 Public Health Research Methods (3)		PH 6260 Environmental Health (3)	PH6460 Public Health Program Planning (3)
PH 6200 Human Diseases & Conditions (3)				
PH 6500 Public Health Field Training (6) PH 7000 Public Health Capstone (6)				

Required Electives: Students must also earn 6 credits from elective courses, which can be taken anytime during this plan.

*MATH 1123 Statistics (3) = Required for students who lack previous education or experience in undergraduate level statistics.

*PH 6100 Foundations of Public Health (0) = Required for students who lack previous education or experience in undergraduate public health.

*Ideally completed during the 4-week Winter Term (December 9- January 5).

(#) = Number of credits

Approved Elective Courses for the Master of Public Health (MPH) Program

MPH Students must complete at least 6 credits from elective courses.

> **NOTE:** Carefully plan your courses in advance with your Advisor. The courses listed might not be offered every term or semester. Some courses are only offered in-person (although many are fully-online), and some might be 16-weeks instead of 8-weeks long.

PADM 6000	Public Administration and Public Service
PADM 6100	Public Personnel Management
PADM 6300	Statistical Analysis for Effective Decision Making
PADM 6400	U.S. Public Policy
PADM 6500	Economics for Decision-Makers
PADM 6200	Nonprofit Organizations
PADM 6270	Strategic Thinking for Nonprofit Organizations
PADM 6220	Staff and Volunteer Management
PADM 6210	Grant Writing and Fundraising
PADM 6510	Public Finance
PADM 6610	City Management and Urban Policy
PADM 6640	Diversity in the Workplace
CJ 6700	Leadership and Ethics
CJ 6710	Civil Liability and Civils Rights Challenges
CJ 6720	Criminal Justice Organizations
CJ 6730	Contemporary Issues in Criminal Justice
HMLD 6000	Homeland Security
SWRK 6200	Human behavior in the Social Environment I
SWRK 6201	Human behavior in the Social Environment II (pre-req: SWRK 6200)
SWRK 6100	Generalist Social Work Practice with Individuals
SWRK 6102	Generalist Social Work Practice with Families and Groups
SWRK 6103	Generalist Social Work Practice with Organizations and Communities (pre-req: 6102)
PSCI 6610	Seminar: Politics of Developing Nations
PSCI 6620	Peace Building & Conflict Management
PSCI 6630	National and International Security
PSCI 6650	Seminar: Foreign Intelligence
PSCI 6660	Seminar: Resistance and Rebellion
PSCI 6661	Seminar: Politics of Terrorism
PSCI 6670	Seminar: Democratization and Human Rights
INTR 6300	International and Domestic Emergency Management
SUST 6000	Sustainable Human Systems

SUST 6001	Seminar in Environmental Governance
SUST 6360	Sustainability Strategies and Indicators
SUST 6340	Environmental History of the Modern World
SUST 6500	Ecological Economics and Sustainable Development
SUST 6330	Industrial Ecology and Sustainability
SUST 6360	Sustainability Strategies and Indicators
SUST 6920	Special Topics in Global Leadership and Sustainable Development
SUST 6950	Globalization, Environment, and Sustainability Development Practicum

ENVS 6010	Global Climate Change
ENVS 6030	Sustainable Energy Systems
ENVS 6040	Sustainable Building Science

HR 6400	Human Resource Management
HR 6420	Compensation Management
HR 6450	Safety and Health Management
HR 6460	Human Resource Development

ODC 6400	Leadership, Culture, and Group Dynamics
ODC 6430	Organizational Learning and Systems Thinking
ODC 6440	Organization Development and Change
ODC 6443	Change Leadership
ODC 6444	Innovations and Creativity
ODC 6447	Consulting and Group Process Facilitation
ODC 6448	Assessing Culture
ODC 6435	Workforce and Talent Development

Field Training and Capstone

Field Training and Capstone are the culmination of the MPH and together fulfill the applied practice experience and integrative learning experience requirements of the degree.

Public Health Field Training (PH 6500)

The applied practice experience requirement for the Hawaiʻi Pacific University MPH program is fulfilled via a required 6-credit Field Training course, PH 6500. In this course, MPH students demonstrate graduate public health competency attainment through applied practice experiences, which may include the following: an internship completed during an academic term; course-based activities (such as performing a needed task for a public health or health care organization under the supervision of a faculty member as an individual or as part of a group); co-curricular activities (such as those organized by a student association); and/or a blend of for-credit and/or not-for-credit activities.

Field Training placement begins the semester before registering for the course, during which time it is the student's responsibility to arrange to meet with the Field Training Faculty Advisor to plan, prepare, and develop their Field Training projects. The Field Training Faculty Advisor meets in person, via phone, or via Skype with the student to discuss and assess individual interests, skills, scheduling considerations, and career goals and determine how to incorporate these factors into Field Training planning. From there, students work with the Field Training Faculty Advisor to identify, apply, and interview for a field-based internship or other applied practice experience at a public health agency or program. Typically, this initial identification and preparation process includes approximately 3-5 check-in meetings over the course of several weeks involving students and/or host sites to facilitate and assess student progress as projects are identified and negotiated.

Field training is intended to provide on-the-ground learning, application and experience in public health. Students are responsible for working with Field Training Site Supervisor(s) (i.e. the individual(s) at the field placement site deemed responsible for overseeing student internships or applied practice experience product development) and the Field Training Faculty Advisor to develop and produce a minimum of two original products demonstrating mastery of at least five MPH competencies (see Appendix IIB). Examples of original products demonstrating MPH competency attainment include written assignments, completed tests, projects, videos, multi-media presentations, spreadsheets, websites, posters, photos or other digital artifacts of learning. These products must demonstrably be of benefit to (and preferably directly requested by) the Field Training site. They must also be completed or delivered over the course of one sixteen-week academic semester.

Public Health Capstone (PH 7000)

The Public Health Capstone (PH 7000) is an original, high quality written product which the student also presents to his or her peers, professors, and the larger HPU/public healthcommunity. Unless there are extenuating circumstances, the Capstone is based on the
student's Field Training. There are many different possible formats for the Capstone, depending on the type of Field Training and ideally, what would be the most useful output for the placement site.

The Capstone allows students to demonstrate synthesis of specific foundational and concentration competencies, which are selected in consultation with the Capstone Faculty Advisor. See Appendix IIB for details on the competencies.

Executive Option for the MPH

In recognition that some students may already have experience in the field or are currently working in public health, HPU has an Executive Option for the MPH. The main difference between the standard program and the executive program is that the student would not be required to put in specific Field Training hours, thought they must enroll in and complete the other requirements of Field Training.

UNIVERSITY POLICIES AND RESOURCES

Students are expected to be familiar with and abide by university policies. We also encourage you to explore the myriad resources available to you. Three policies and one resource are highlighted below. All others may be found in the university Student Handbook: www.hpu.edu/studenthandbook

Academic Integrity

Both Hawaiʻi Pacific University and the Department of Public Health are dedicated to providing a learning environment based not only upon academic excellence but academic integrity as well. In all courses it is expected that you will adhere to all Hawaiʻi Pacific University guidelines regarding academic dishonesty. It is Hawaiʻi Pacific University policy that any act of Academic Dishonesty will incur a penalty up to and including expulsion from the University. Any student who cheats on an academic exercise, lends unauthorized assistance to others, or who hands in a completed assignment that is not his or her work will be sanctioned. The term 'academic exercise' includes all forms of work submitted for points, grade, or credit. Please see the Student Handbook for the full policy.

Accessibility Services (ADA Accommodations)

Under the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act Amendments Act 2008 (ADAAA), and Title III (Public Accommodations) Hawai'i Pacific University does not discriminate against individuals with disabilities. Any student who feels he/she may need an accommodation based on the impact of a disability is invited to contact the Specialist of Accessibility Services at 808-544-1197; access@hpu.edu; or at Waterfront Plaza Building 6, Office 440. This is a necessary step in order to ensure reasonable accommodations in a course. Students are not expected to disclose their specific disability to the professor; the Specialist will provide a letter for an instructor explaining the accommodations and not the nature of the disability. If you would like to discuss other concerns such as medical emergencies or arrangements in the event of an emergency evacuation, please make an appointment as soon as possible.

Student Grievance Procedure

Student are encouraged to express concerns about class-associated concerns (including assessment, educational approaches, classroom climate, etc.) with their instructor in a timely manner so that both parties can work together to seek solution. If a student is not satisfied with the solution, or if the student feels uncomfortable expressing concerns to their class instructor, the student should bring these to Department Chair. The Chair will seek to mediate and resolve the matter. If this step is unsuccessful, the procedure becomes a formal grievance and is submitted to the academic dean describing the issue, including all supporting documentation. The dean will then forward all grievance materials to the instructor within five working days with a request for a response within five working days. If the student wishes to request a hearing, it must be a written request submitted to the Office of the Provost within 10 working days of receiving the materials with the instructor's response.

Counseling & Behavioral Health Services (CBHS)

CBHS provides current HPU students with free and confidential psychological counseling. Sometimes the stress of school along with personal issues can be too much to handle. CBHS provides the opportunity for students to discuss any personal problems or concerns and explore solutions. Appointments can be scheduled by phone at (808) 687-7076 or in person at Waterfront Plaza (Building 6, Room 402). Office hours are Monday – Friday, 8:00 -5:00 p.m.

If you are experiencing an emergency or crisis and we are unavailable during business hours, or if it is after business hours or the weekend, please call the Mobile Crisis Hotline at (808) 832-3100, or call 911, or go to the nearest hospital emergency room for assistance.

Financial Assistance and Scholarships

The Financial Aid Office of the University is "headquarters" for learning about assistance with the costs of school, including programs administered by the federal government, private agencies, and HPU. Refer to the website: http://www.hpu.edu/financialaid, or contact the

Financial Aid Office at financialaid@hpu.edu. Loan "forgiveness" for social workers is pending in Congress. The NASW website is usually up- to date on this topic. HPU Graduate Assistantship. The University offers graduate assistantship to new, full-time, degree-seeking graduate students. Eligible students must be U.S. citizens, permanent residents, and international students who have a demonstrated financial need. Contact the HPU Financial Aid Office for further eligibility criteria and scholarship application process.

Library

Hawai'i Pacific University has three libraries – Waterfront Plaza Library, Building 6 (WP-6), 3rd floor at the downtown campus (500 Ala Moana Blvd., Honolulu), Atherton Library on the Hawai'i Loa campus and at the Learning Commons, Aloha Tower Marketplace. Social Work students primarily utilize the Waterfront Plaza Library, as its circulation service unit is primarily devoted to Business, Social Sciences and Computer Sciences. The libraries are generally open six days a week, including weekend hours. Online databases are available via the HPU Libraries' Tab on HPU website. For assistance, contact Ms. Elizabeth Torres, the Social Sciences Librarian, at: etorres@hpu.edu.

University Computer Center and Wireless Network

The University Computer Centers, located on the downtown campus and Hawai'i Loa Campus, provides a networked environment of personal computer stations for students. Students must present their student ID card to access to the University Computer Center.

In addition, HPU wireless network is available in all buildings on the downtown campus and in the Academic Center and residence halls on the Hawai'i Loa Campus. For additional information and instructions as to how to connect to the wireless network, contact the University Computer Centers or contact the ITS Help Desk by e-mail (help@hpu.edu), or by telephone at (808)566-2411.

Alumni

HPU provides more than 40,000 alumni all across the globe with programming and events that advance our core mission-to serve all alumni by connecting them to the university and to each other, today and throughout their lives. We encourage you to connect with each other, give back to the university and current students, and take advantage of the HPU continues to offer.

It is the council's mission to keep alumni around the world informed and engaged so we can collectively support the next generation of Sharks! Email us at alumni@hpu.edu to get involved.

Emergency and Safety Information

As a critical, primary component of the HPU emergency communication plan, HPU urges all students to participate in an important system called Rave Alert. This system allows the University

to instantly send emergency information to students, faculty, and staff via text messaging and email. There is no additional cost to students to participate in this program; regular text rates with their mobile service providers apply. Sign up by visiting http://phone.hpu.edu, where you will be prompted to enter your MyHPU ID and Password to enter the system.

APPENDICES

Appendix I: Bylaws of the Department of Public Health
Appendix II: Public Health Knowledge and Competencies
      Appendix IIA: BSPH Knowledge and Competencies
      Appendix IIB: MPH Knowledge and Competencies
Appendix III: Department of Public Health List of Adjuncts
Appendix IV: Forms
      Appendix IV.A: Course Add/Drop Form
      Appendix IV.B: Change of Program Form
      Appendix IV.C: Directed Study Form
      Appendix IV.D: Complete Term Withdrawal Form
      Appendix IV.E: Leave of Absence
      Appendix IV.F: Withdrawal Form
      Appendix IV.G: Petition to Award Certificate
      Appendix IV.H: Petition to Challenge Exam

College of Health and Society

BYLAWS OF THE DEPARTMENT OF PUBLIC HEALTH
COLLEGE OF HEALTH AND SOCIETY
HAWAI'I PACIFIC UNIVERSITY
(2018)

Preamble

The Bylaws of the Department of Public Health are established as a guide for its members. They define the duties of its administrators, faculty, staff, students, committees, and others involved in departmental affairs.

Article I – Name

The name of the organization shall be known as the Department of Public Health (DPH).

Article II – Purpose

The purpose of the Bylaws is to facilitate shared governance among members of the DPH, including administrators, faculty, staff, and students with regards to communications and joint planning to achieve the goals of the department, college, and university.

Article III – Guiding Principles

Recommendations, decisions, and actions on policies approved by the DPH must be consistent with the College Faculty Assembly Bylaws, University Faculty Senate Bylaws, University Faculty Handbook, the Academic Affairs Policies and Procedures Manual (AAPPM), and relevant accrediting bodies. Members of the DPH are responsible for such matters including (but not limited to) the following:

A. Contributing to the DPH strategic planning that reflects the mission and goals of the college and university.
B. Defining criteria for the promotion and reappointment of faculty.
C. Developing, implementing, and evaluating curricula.
D. Recommending and formulating policies that contribute to the coordinated functioning of the DPH.
E. Participating in DPH governance.

Article IV – Membership

The DPH shall be composed of voting and non-voting members as follows:

A. Regular faculty, as defined in the University Faculty Handbook, shall be voting members.

B. Special appointment faculty, administrators, staff, and students may be invited by the DPH chair to attend and speak in meetings but shall be non-voting members unless otherwise specified here in the Bylaws.

C. The DPH Administrative Assistant shall participate in meetings, but as a non-voting member.

Article V – Meetings

The DPH shall meet at least three times per fall and spring semester and the date shall be determined by the DPH Chair. Special meetings may be called by the Chair or petitioned by at least one-half (1/2) of the voting members and shall be scheduled and held within seven (7) business days of the call. The goal of the special meeting must be disseminated to all DPH members at least two (2) business days prior to the meeting.

A. Quorum – A quorum of fifty percent plus one (50%+1) of all voting members shall be necessary to conduct an official meeting. A simple majority of voting members present shall carry a motion. Voting may be held electronically by e-ballot (see Article VII).

B. Procedures – Voting members shall seek to reach consensus. Any voting member can move to invoke Robert's Rules of Order (11th Edition).

C. Agenda – The DPH Chair or their designee shall prepare and electronically distribute the agenda and related items/documents to all members at least two (2) business days prior to the meeting date.

D. Minutes – The DPH Administrative Assistant (or a Chair appointee in their absence) shall record minutes of all meeting proceedings and discussions, and post them to the department shared drive within two (2) business days after the meeting. The minutes shall be reviewed and approved during the next DPH meeting. Final approved minutes shall be posted to the department shared drive.

E. Meetings – All DPH meetings shall be open to all voting members identified under Article IV. When student and personnel issues are deemed confidential, a closed session shall be declared by a majority vote of members present. This closed session shall be noted in the minutes but not the reason.

F. Attendance – Attendance (in person or via pre-approved alternative method) of all voting members is expected except for those who have been excused for their absence. The DPH Chair authorizes excused absences for emergencies, illness, University/College/School/Department business, or other pre-approved reasons. All other absences will be noted in the minutes as unexcused.

Article VI – Committees

A. Committee Formation/Dissolution – The DPH Chair or any voting member may move to establish or dissolve a standing or ad hoc committee.

B. Nomination and Election Guidelines
   1. Any regular faculty member may self-nominate for any position in the department committees.
   2. Consent of the nominee must first be obtained by the nominator when one faculty nominates another faculty member.

3. The nominees shall be voted upon by secret ballot and be elected with the most votes; or by acclamation if there is only one (1) nominee.
4. Election of a Chair and a Secretary shall be conducted during the last regularly scheduled committee meeting of the academic year.
5. Term of office for all members shall be two (2) years.

C. Meetings
1. The committees may determine their own meeting schedules and frequency, but shall meet at least once per fall and spring semester. The Chair has the obligation to call the meetings when critical issues make them necessary.
2. Attendance is expected for all meetings except for illness or emergency reasons. The Chair shall be notified as soon as the reason for the absence is experienced. An absence is excused or unexcused and will be noted in the minutes.
3. The Secretary shall record minutes of all committee meeting proceedings and discussions, and post them to the department shared drive within two (2) business days after the meeting. The minutes shall be reviewed and approved during the next committee meeting. Final approved minutes shall be posted to the department shared drive.
4. Program-level recommendations shall be brought to the DPH Chair for consideration.

D. Decisions – The DPH renders final decisions on committee recommendations.

E. Standing and ad hoc committees – The DPH committees, their areas of responsibility, and composition shall be as follows:
1. ***Accreditation***
Coordinate faculty participation in Council on Education for Public Health (CEPH) accreditation activities, including onsite consultant and site visits and submission of Self-Study and other materials required for accreditation.
2. ***Admissions***
Develop criteria, review applications, and make admission decisions for MPH and Graduate Assistantship candidates for fall and spring admission cycles.
3. ***Program Evaluation***
Coordinate development of program learning outcomes and student learning objectives; develop assessment plan and measures; collect and interpret assessment data; facilitate faculty discussion and actions per relevant assessment bodies and cycles.
4. ***Cumulative and Experiential Activities***
Develop, evaluate, and modify policies, procedures, and materials related to BSPH and MPH student cumulative and experiential activities; review any reported conflicts, complaints, or other issues and make recommendations.
5. ***Curriculum***
Annually review curricula for both the BSPH and MPH programs considering assessment data and actions, disciplinary evaluations, enrollment trends, accreditation criteria, and faculty resources; recommend any needed changes. Shall consist of at least three regular faculty members; one advising staff; one

undergraduate student; and one graduate student. All members of this committee shall have the right and privilege to vote.

6. ***Faculty Promotion and Reappointment (ad hoc)***
Review faculty files and make recommendations for retention and promotion per Faculty Handbook, Academic Affairs Policies and Procedures Manual, and DPH Rubric for Evaluation of Faculty for Promotion and Reappointment.

7. ***Professional Development (ad hoc)***
Review and approve faculty applications for departmental professional development funds.

8. ***Bylaws (ad hoc)***
Develop, review, and modify DPH bylaws.

9. ***Student Public Health Club Faculty Advisors***
Serve in an advisory capacity to the Student Public Health Club as they plan events and activities.

Article VII – Electronic Voting

A. The DPH Chair shall develop the timeframe for the e-vote.

B. A minimum notice of two business (2) days shall be provided by the Chair via email to all members for voting on a motion that has been moved and discussed at a previous meeting. Such email notice shall include the motion, supporting documentation for the e-vote, and the deadline for the vote. Voting can immediately take place if the motion has been made and discussed in a previous meeting.

C. New motions that have not been discussed by the faculty will carry a discussion through email.
   1. Each new main motion must be made in a separate, new email message with no other message thread included. The subject line must include the word "Motion."
   2. For a debate of the motion, members shall use "Reply All" in all messages.

D. The chair shall close the debate by either a previously stated timeframe for discussion or by asking, "Are you ready for the question on Motion X?" in the subject line.

E. The chair shall put the question to a vote by restating the pending question and requesting the member to vote now. The word "vote" shall be in the subject line, Example: Motion X Vote.

F. The chair shall include the timeframe/deadline for the vote.

G. Members shall state, "I vote yes" or "I vote no" in the first line of the response and use "Reply All."

H. If the vote needs to be by secret ballot rather than open view, the vote will be conducted through pipeline "e-ballot."

I. The chair shall announce the results of the vote within two business (2) days after the voting deadline.

J. The chair shall either state the next pending motion and open debate, or shall declare the thread on "Motion X" closed.

Article VIII – Amendments

A. Amendments may be proposed through a petition to the DPH Chair.

APPENDIX II: PUBLIC HEALTH KNOWLEDGE AND COMPETENCIES

The BSPH and MPH degrees at Hawaiʻi Pacific University are accredited by the Council on Education for Public Health (CEPH). CEPH has identified general areas of knowledge and specific competencies (skills) for both undergraduate and graduate public health degrees. These are integrated into the curricula at HPU, ensuring that upon graduation, you will be able to demonstrate a certain level of knowledge and skill. The areas of knowledge and competencies are informed by traditional public health core domains (e.g., environmental health sciences, epidemiology) as well as cross-cutting and emerging public health concerns (e.g., systems thinking, the evolving US healthcare system).

APPENDIX IIA: BSPH KNOWLEDGE AND COMPETENCIES

Public Health Bachelor's Degree Foundational Domains

1. The history and philosophy of public health as well as its core values, concepts and functions across the globe and in society
2. The basic concepts, methods and tools of public health data collection, use and analysis and why evidence-based approaches are an essential part of public health practice
3. The concepts of population health, and the basic processes, approaches and interventions that identify and address the major health-related needs and concerns of populations
4. The underlying science of human health and disease, including opportunities for promoting and protecting health across the life course
5. The socioeconomic, behavioral, biological, environmental and other factors that impart human health and contribute to health disparities
6. The fundamental concepts and features of project implementation, including planning, assessment and evaluation
7. The fundamental characteristics and organizational structures of the US health system as well as the differences between systems in other countries
8. Basic concepts of legal, ethical, and economic and regulatory dimensions of health care and public health policy and the roles, influences and responsibilities of the different agencies and branches of the government
9. Basic concepts of public health-specific communication, including technical and professional writing and the use of mass media and electronic technology

Public Health Bachelor's Degree Foundational Competencies

1. The ability to communicate public health information, in both oral and written forms, through a variety of media and to diverse audiences
2. The ability to locate, use, evaluate and synthesize public health information

APPENDIX IIB: MPH KNOWLEDGE AND COMPETENCIES

MPH Foundational Public Health Knowledge

Profession & Science of Public Health
1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge

Factors Related to Human Health
7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (eg, One Health)

MPH Foundational Competencies

Evidence-based Approaches to Public Health
1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

Public Health & Health Care Systems
5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning & Management to Promote Health

    7. Assess population needs, assets and capacities that affect communities' health
    8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
    9. Design a population-based policy, program, project or intervention
    10. Explain basic principles and tools of budget and resource management
    11. Select methods to evaluate public health programs

Policy in Public Health

    12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
    13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
    14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
    15. Evaluate policies for their impact on public health and health equity

Leadership

    16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
    17. Apply negotiation and mediation skills to address organizational or community challenges

Communication

    18. Select communication strategies for different audiences and sectors
    19. Communicate audience-appropriate public health content, both in writing and through oral presentation
    20. Describe the importance of cultural competence in communicating public health content

Interprofessional Practice

    21. Perform effectively on interprofessional teams

Systems Thinking

    22. Apply systems thinking tools to a public health issue

MPH Generalist Concentration Competencies

These competencies are specific to the HPU MPH program.
    1. Assess the public health implications of the environmental conditions, political landscape, population characteristics and movement, and vulnerabilities and capacities unique to Hawai'i and the Pacific region
    2. Design an original research study, including instrument development, sample selection, and analysis plan

3. Apply Geographic Information Systems techniques to health data, including joining data, manipulating layers, and creating maps
4. Assess the unique physical, mental, and occupational health aspects associated with military service
5. Evaluate the significance of diseases that thrive in the tropics and subtropics with a focus on the Pacific region.

APPENDIX IIC: The 10 ESSENTIAL PUBLIC HEALTH SERVICES

THE 10 ESSENTIAL PUBLIC HEALTH SERVICES

To protect and promote the health of all people in all communities

The 10 Essential Public Health Services provide a framework for public health to protect and promote the health of all people in all communities. To achieve equity, the Essential Public Health Services actively promote policies, systems, and overall community conditions that enable optimal health for all and seek to remove systemic and structural barriers that have resulted in health inequities. Such barriers include poverty, racism, gender discrimination, ableism, and other forms of oppression. Everyone should have a fair and just opportunity to achieve optimal health and well-being.

Assessment

Assess and monitor population health

Investigate, diagnose, and address health hazards and root causes

Communicate effectively to inform and educate

Strengthen, support, and mobilize communities and partnerships

Create, champion, and implement policies, plans, and laws

Utilize legal and regulatory actions

Enable equitable access

Build a diverse and skilled workforce

Improve and innovate through evaluation, research, and quality improvement

Build and maintain a strong organizational infrastructure for public health

Equity

Assurance

Policy Development

ESSENTIAL PUBLIC HEALTH SERVICE #1
Assess and monitor population health status, factors that influence health, and community needs and assets

ESSENTIAL PUBLIC HEALTH SERVICE #2
Investigate, diagnose, and address health problems and hazards affecting the population

ESSENTIAL PUBLIC HEALTH SERVICE #3
Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it

ESSENTIAL PUBLIC HEALTH SERVICE #4
Strengthen, support, and mobilize communities and partnerships to improve health

ESSENTIAL PUBLIC HEALTH SERVICE #5
Create, champion, and implement policies, plans, and laws that impact health

ESSENTIAL PUBLIC HEALTH SERVICE #6
Utilize legal and regulatory actions designed to improve and protect the public's health

ESSENTIAL PUBLIC HEALTH SERVICE #7
Assure an effective system that enables equitable access to the individual services and care needed to be healthy

ESSENTIAL PUBLIC HEALTH SERVICE #8
Build and support a diverse and skilled public health workforce

ESSENTIAL PUBLIC HEALTH SERVICE #9
Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement

ESSENTIAL PUBLIC HEALTH SERVICE #10
Build and maintain a strong organizational infrastructure for public health

Created 2020

ESSENTIAL PUBLIC HEALTH SERVICE #1

Assess and monitor population health status, factors that influence health, and community needs and assets

THIS SERVICE INCLUDES:

- **Maintaining an ongoing understanding of health** in the jurisdiction by collecting, monitoring, and analyzing data on health and factors that influence health to identify threats, patterns, and emerging issues, with a particular emphasis on disproportionately affected populations

- **Using data and information** to determine the root causes of health disparities and inequities

- **Working with the community** to understand health status, needs, assets, key influences, and narrative

- **Collaborating and facilitating data sharing** with partners, including multi-sector partners

- **Using innovative technologies**, data collection methods, and data sets

- **Utilizing various methods and technology** to interpret and communicate data to diverse audiences

- **Analyzing and using disaggregated data** (e.g., by race) to track issues and inform equitable action

- **Engaging community members** as experts and key partners

Created 2020   2

ESSENTIAL PUBLIC HEALTH SERVICE #2

Investigate, diagnose, and address health problems and hazards affecting the population

THIS SERVICE INCLUDES:

- **Anticipating, preventing, and mitigating emerging health threats** through epidemiologic identification

- **Monitoring real-time health status and identifying patterns** to develop strategies to address chronic diseases and injuries

- **Using real-time data** to identify and respond to acute outbreaks, emergencies, and other health hazards

- **Using public health laboratory capabilities and modern technology** to conduct rapid screening and high-volume testing

- **Analyzing and utilizing inputs** from multiple sectors and sources to consider social, economic, and environmental root causes of health status

- **Identifying, analyzing, and distributing information** from new, big, and real-time data sources

Created 2020   3

ESSENTIAL PUBLIC HEALTH SERVICE #3

Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it

THIS SERVICE INCLUDES:

- **Developing and disseminating accessible health information** and resources, including through collaboration with multi-sector partners

- **Communicating with accuracy and necessary speed**

- **Using appropriate communications channels** (e.g., social media, peer-to-peer networks, mass media, and other channels) to effectively reach the intended populations

- **Developing and deploying culturally and linguistically appropriate and relevant communications** and educational resources, which includes working with stakeholders and influencers in the community to create effective and culturally resonant materials

- **Employing the principles of risk communication, health literacy, and health education** to inform the public, when appropriate

- **Actively engaging in two-way communication** to build trust with populations served and ensure accuracy and effectiveness of prevention and health promotion strategies

- **Ensuring public health communications and education efforts are asset-based** when appropriate and do not reinforce narratives that are damaging to disproportionately affected populations

Created 2020   4

ESSENTIAL PUBLIC HEALTH SERVICE #4

Strengthen, support, and mobilize communities and partnerships to improve health

THIS SERVICE INCLUDES:

- **Convening and facilitating multi-sector partnerships** and coalitions that include sectors that influence health (e.g., planning, transportation, housing, education, etc.)

- **Fostering and building genuine, strengths-based relationships** with a diverse group of partners that reflect the community and the population

- **Authentically engaging with community members** and organizations to develop public health solutions

- **Learning from, and supporting, existing community partnerships** and contributing public health expertise

Created 2020   5

ESSENTIAL PUBLIC HEALTH SERVICE #5

Create, champion, and implement policies, plans, and laws that impact health

THIS SERVICE INCLUDES:

- **Developing and championing policies, plans, and laws** that guide the practice of public health

- **Examining and improving existing policies, plans, and laws** to correct historical injustices

- **Ensuring that policies, plans, and laws provide a fair and just opportunity for all** to achieve optimal health

- **Providing input into policies, plans, and laws** to ensure that health impact is considered

- **Continuously monitoring and developing policies, plans, and laws** that improve public health and preparedness and strengthen community resilience

- **Collaborating with all partners**, including multi-sector partners, to develop and support policies, plans, and laws

- **Working across partners and with the community** to systematically and continuously develop and implement health improvement strategies and plans, and evaluate and improve those plans

Created 2020   6

ESSENTIAL PUBLIC HEALTH SERVICE #6

Utilize legal and regulatory actions designed to improve and protect the public's health

THIS SERVICE INCLUDES:

- **Ensuring that applicable laws are equitably applied** to protect the public's health

- **Conducting enforcement activities** that may include, but are not limited to sanitary codes, especially in the food industry; full protection of drinking water supplies; and timely follow-up on hazards, preventable injuries, and exposure-related diseases identified in occupational and community settings

- **Licensing and monitoring the quality of healthcare services** (e.g., laboratory, nursing homes, and home healthcare)

- **Reviewing new drug, biologic, and medical device applications**

- **Licensing and credentialing the healthcare workforce**

- **Including health considerations in laws from other sectors** (e.g., zoning)

Created 2020 7

ESSENTIAL PUBLIC HEALTH SERVICE #7

Assure an effective system that enables equitable access to the individual services and care needed to be healthy

THIS SERVICE INCLUDES:

- **Connecting the population to needed health and social services** that support the whole person, including preventive services

- **Ensuring access to high-quality and cost-effective healthcare and social services**, including behavioral and mental health services, that are culturally and linguistically appropriate

- **Engaging health delivery systems** to assess and address gaps and barriers in accessing needed health services, including behavioral and mental health

- **Addressing and removing barriers to care**

- **Building relationships with payers and healthcare providers**, including the sharing of data across partners to foster health and well-being

- **Contributing to the development of a competent healthcare workforce**

Created 2020   8

ESSENTIAL PUBLIC HEALTH SERVICE #8

Build and support a diverse and skilled public health workforce

THIS SERVICE INCLUDES:

- **Providing education and training** that encompasses a spectrum of public health competencies, including technical, strategic, and leadership skills

- **Ensuring that the public health workforce is the appropriate size** to meet the public's needs

- **Building a culturally competent public health workforce and leadership** that reflects the community and practices cultural humility

- **Incorporating public health principles in non-public health curricula**

- **Cultivating and building active partnerships with academia and other professional training programs** and schools to assure community-relevant learning experiences for all learners

- **Promoting a culture of lifelong learning in public health**

- **Building a pipeline of future public health practitioners**

- **Fostering leadership skills at all levels**

Created 2020   9

THIS SERVICE INCLUDES:

- **Building and fostering a culture of quality** in public health organizations and activities

- **Linking public health research with public health practice**

- **Using research, evidence, practice-based insights, and other forms of information to inform decision-making**

- **Contributing to the evidence base** of effective public health practice

- **Evaluating services, policies, plans, and laws continuously** to ensure they are contributing to health and not creating undue harm

- **Establishing and using engagement and decision-making structures** to work with the community in all stages of research

- **Valuing and using qualitative, quantitative, and lived experience as data and information** to inform decision-making

Created 2020 10

ESSENTIAL PUBLIC HEALTH SERVICE #10

Build and maintain a strong organizational infrastructure for public health

THIS SERVICE INCLUDES:

- **Developing an understanding of the broader organizational infrastructures and roles** that support the entire public health system in a jurisdiction (e.g., government agencies, elected officials, and non-governmental organizations)

- **Ensuring that appropriate, needed resources are allocated equitably** for the public's health

- **Exhibiting effective and ethical leadership, decision-making, and governance**

- **Managing financial and human resources effectively**

- **Employing communications and strategic planning capacities and skills**

- **Having robust information technology services** that are current and meet privacy and security standards

- **Being accountable, transparent, and inclusive** with all partners and the community in all aspects of practice

Created 2020   11

The 10 Essential Public Health Services
Glossary

Community is a group of people who have common characteristics; communities can be defined by location, race, ethnicity, age, occupation, interest in particular problems or outcomes, or other similar common bonds. Ideally, there would be available assets and resources, as well as collective discussion, decision-making and action. (Turnock, BJ. *Public Health: What It Is and How It Works*. Jones and Bartlett, 2009)

Equity is defined as a fair and just opportunity for all to achieve good health and well-being. This requires removing obstacles to health such as poverty and discrimination and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and healthcare. It also requires attention to health inequities, which are differences in population health status and mortality rates that are systemic, patterned, unjust, and actionable, as opposed to random or caused by those who become ill.

Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. The bibliographic citation for this definition is: Preamble to the Constitution of WHO as adopted by the International Health Conference, New York, 19 June - 22 July 1946; signed on 22 July 1946 by the representatives of 61 States (Official Records of WHO, no. 2, p. 100) and entered into force on 7 April 1948. The definition has not been amended since 1948.

Healthcare sector is defined as entities that provide clinical services, mental health services, oral health services, provide or pay for services for individuals, or facilitate the provision of services to individuals. Entities in this sector may include hospitals, health systems, health plans, health centers, behavioral health providers, oral health providers, etc.**Law(s)** refer to the aggregate of statutes, ordinances, regulations, rules, judicial decisions, and accepted legal principles that the courts of a particular jurisdiction apply in deciding controversies brought before them. The law consists of all legal rights, duties, and obligations that can be enforced by the government (or one of its agencies) and the means and procedures for enforcing them. (Garner, B.A. editor. *Black's Law Dictionary*. 8th ed. West Group; 2004)

Law(s) refer to the aggregate of statutes, ordinances, regulations, rules, judicial decisions, and accepted legal principles that the courts of a particular jurisdiction apply in deciding controversies brought before them. The law consists of all legal rights, duties, and obligations that can be enforced by the government (or one of its agencies) and the means and procedures for enforcing them. (Garner, B.A. editor. *Black's Law Dictionary*. 8th ed. West Group; 2004)

Population health is the health outcomes of a group of individuals, including the distribution of such outcomes within the group. The field of population health includes health outcomes, patterns of health determinants, and policies and interventions that link these two. Population health approaches are community or policy non-clinical approaches that aim to improve health and wellbeing of a group of individuals. This differs from population health management which refers to improving clinical health outcomes of individuals through improved care coordination and patient engagement supported by appropriate financial and care models. *(Adapted from Kindig and Stoddart).*

Created 2020

The 10 Essential Public Health Services
Glossary

Public health is defined as the science of protecting the safety and improving the health of communities through education, policy making and research for disease and injury prevention. (CDC Foundation).

Research is a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalized knowledge. (United States Department of Health and Human Services. *Healthy People 2020*. Washington, DC)

- Community-based Participatory Research (CBPR) is a collaborative approach to research that equitably involves all partners in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community, has the aim of combining knowledge with action and achieving social change to improve health outcomes and eliminate health disparities. (W. K. Kellogg Foundation, Community Health Scholars Program, 2001 quotes from Minkler M, and Wallerstein N, editors. *Community-Based Participatory Research for Health*. San Francisco, CA: Jossey-Bass Inc.; 2003)

To view the complete 10 Essential Public Health Services, visit https://phnci.org/uploads/resource-files/EPHS-English.pdf.

Created 2020

APPENDIX III: DEPARTMENT OF PUBLIC HEALTH LIST OF ADJUNCTS

Name	Email
Anaeliz Colon, MPH	amcolon@hpu.edu
Amy Woron, PhD, MPH	aworon@hpu.edu
Bryan Sarte	bsarte@hpu.edu
Gillian Dunn, DrPH, MS	gdunn@hpu.edu
Jung G. Kim, PhD, MPH	jgkim@hpu.edu
Heather Medicine Bear, MPH	hmedicinebear@hpu.edu
Linda Ikeda, MSW	llikeda@hpu.edu
Lyndall Ellingson, PhD, MS, CHES	lellingson@hpu.edu
Marta Kikena De Matto, JD, MA	
Xarviera S. Appling, PhD, MPH	xappling@hpu.edu

APPENDIX IV.B: CHANGE OF PROGRAM FORM

HAWAI'I PACIFIC UNIVERSITY

COURSE ADD/DROP REQUEST FORM

1. Review the Academic Calendar (www.hpu.edu/academiccalendar) for all important dates and deadlines.
2. A complete withdrawal from all courses requires a different form.

STUDENT INFORMATION: (Complete all information)

Student ID: @_____

Name: _____
   Last/Family   Given/First   Middle

Mailing Address: _____
   Number/Street

_____
City/Town   Country/State   Zip/Postal Code

Telephone: _____

HPU Email: _____@my.hpu.edu

Term/Year: _____

College or Major: _____

Check one: Undergraduate ☐
        Graduate ☐

Please answer the following questions:

Are you a financial aid recipient? Yes* ☐ No ☐

Are you an international student? Yes* ☐ No ☐

*If yes, applicable signature(s) required below.

DROP: (List courses you are dropping)

CRN Course Ref. No.	Course Alpha and No.	Credit Hours	Part of Term/ Session	CRN Course Ref. No.	Course Alpha and No.	Credit Hours	Part of Term/ Session

ADD: (List courses you are adding)

CRN Course Ref. No.	Course Alpha and No.	Credit Hours	Part of Term/ Session	CRN Course Ref. No.	Course Alpha and No.	Credit Hours	Part of Term/ Session

Number of credits hours before above change: _____ After this change: _____

Dean's Approval: (Required for exceptions to deadlines)

Comments: _____

Dean's Signature: _____ _____ Date: _____
   PRINT NAME   SIGNATURE

DEAN'S USE ONLY:

Drop with "W" Grade:

Yes ☐ No ☐

My signature below indicates I have read and accept the policies and deadlines published by Hawai'i Pacific University. Digital signatures not accepted.

Student's Signature _____ Date: _____

Academic Advisor _____ _____ Date: _____
   PRINT NAME   SIGNATURE

Business Office _____ _____ Date: _____
   PRINT NAME   SIGNATURE

*Financial Aid _____ _____ Date: _____
   PRINT NAME   SIGNATURE

*International Office _____ _____ Date: _____
   PRINT NAME   SIGNATURE

Office Use Only:

SFAREGS _____ Date: _____

Charge fee _____ Date: _____

Revised 01/13/2020

APPENDIX IV.C: DIRECTED STUDY FORM

HAWAI'I PACIFIC UNIVERSITY

Registrar's Office
500 Ala Moana Blvd Suite 5A
Honolulu, HI 96813

Direct: (808) 544-0239
Toll-free: 1-866-CALL-HPU
Email: registrar@hpu.edu
Fax: (808) 544-1168

Change of Program/Major/Concentration/Minor

Registrar Office Use Only	Processed by:_____	Date:_____	
SHAGAPP_____	SHADEGR_____	SFAREGS_____	SGAADVR_____
On Campus: ____	Online: _____	SOAHOLD: _____	

Students who are interested in changing their major, concentration, catalog year, or adding/removing a second major, minor, or concentration must first consult with their Advisor. Advisor signature is required for processing. International students are required to consult with the Office of International Students and Scholars (OISS) to ensure changes do not jeopardize their F-1 or J-1 status. OISS signature is required for processing.

- **Please note:** This form is not intended for changing a student's level (i.e. Associates to a Bachelor's or Bachelor's to Master's) or adding a pathway that is not offered under the student's eligible catalog.
- **Notice to Graduate Students:** Graduate students wishing to pursue a new graduate program or certificate (outside of the college/department they were admitted into) must re-apply and be admitted to the program/certificate. For assistance, please contact Graduate Admissions.
- **Notice to Athletes:** Student Athletes should verify that any changes do not violate NCAA compliance. For assistance, please contact the Athletics Department

Section I: Student Information

Student ID Number	Last Name/Family Name	Given/First Name	Middle Initial

Are you an international student?
**If yes, OISS signature is required. F1 students should be aware that not every major/program at HPU is SEVIS approved. Consult OISS before making any program changes:

Yes ⦿   No ◉

OISS signature

Section II: Changes/Updates (To be completed with advisor)

Update Catalog Term (No action needed if you plan to stay in your current catalog term):
You may choose to remain in your current catalog term if the major that you are declaring was in effect at the time, or you can opt to move to a later catalog term. If the major that you are declaring was not published in the catalog that you are currently in, then you will be automatically moved to the most recently published catalog and you will be required to follow the general education, major requirements, and policies outlined in that catalog. If left blank, then you will be kept in your current catalog term. If you decide to move your catalog term forward then you will not be able to move back to your old catalog term.

Current Catalog Term:	Requested Catalog Term:

Please select an option from the drop down menu or you may type in your selection:

Current Primary Program (Before Change):	Requested Primary Program (After Change):

Remove Second Major/Concentration:	Add Second Major/Concentration:

Remove Minor(s):	Add Minor(s) *Minor requirements will follow most recent catalog:

Change in Advisor (Complete only if applicable):

Current Advisor:	New Advisor:

I hereby request the following change(s) in curriculum. I understand I will be subject to all requirements and enrollment restrictions of the college/or department in which the proposed new program is located, that my graduation may be delayed as a result of changing or adding new curriculum, and I may become ineligible for credit hours which cannot be used toward the new degree plan.

_____   _____
Student Signature   Date (MM/DD/YYYY)

_____   _____   _____
Print Advisor Name   Advisor Signature   Date (MM/DD/YYYY)

APPENDIX IV.D: COMPLETE TERM WITHDRAWAL FORM

HAWAI'I PACIFIC UNIVERSITY

COMPLETE TERM WITHDRAWAL FORM

Use this form if you are dropping all courses for a specific term.

STUDENT INFORMATION: (complete all information)

Student ID: @ _____

Name: _____
Last/Family   Given/First   Middle

Mailing Address: _____
Number/Street

_____
City/Town   Country/State   Zip/Postal Code

Telephone: _____

HPU Email: _____ @my.hpu.edu

Term/Year: _____

College or Major: _____

Check one: Undergraduate ☐
            Graduate ☐

Please answer the following questions:

Are you a financial aid recipient? Yes* ☐   No ☐

Are you an international student? Yes* ☐   No ☐

*If yes, applicable signature(s) required below.

DROP: (List courses you are dropping)

CRN Course Ref. No.	Course Alpha and No.	Credit Hours	Part of Term/ Session	CRN Course Ref. No.	Course Alpha and No.	Credit Hours	Part of Term/ Session

Complete withdrawal from all coursework: (Withdrawal reason codes on back of form)

Withdrawal reason code: [▾]   Comments: _____

When was your last date of attendance? _____

Dean's Approval: (Required for exceptions to deadlines)

Comments: _____

Dean's Signature: _____   _____   Date: _____
       PRINT NAME   SIGNATURE

DEAN'S USE ONLY:

Drop with "W" Grade:
Yes ☐   No ☐

My signature below indicates I have read and accept the policies and deadlines published by Hawai'i Pacific University. Digital Signatures not accepted.

Student's Signature _____   Date: _____

Academic Advisor _____   _____   Date: _____
       PRINT NAME   SIGNATURE

Business Office _____   _____   Date: _____
       PRINT NAME   SIGNATURE

*Financial Aid _____   _____   Date: _____
       PRINT NAME   SIGNATURE

*International Office _____   _____   Date: _____
       PRINT NAME   SIGNATURE

$30 CHANGE (ADD/DROP) FEE:

☐ Waive   Approved by: _____

Revised 8/30/18

Office Use Only:
SFAREGS _____ Date: _____
SPACMNT _____ Date: _____
Charge fee _____ Date: _____

WITHDRAW REASON CODES (For complete withdrawals only)

01 Employment opportunity

02 Change in current work schedule

03 Joined the armed forces

04 Serve with Foreign Aid Service

05 Official church mission

06 Leave of Absence

07 Academic Standing

08 Family or medical emergency

09 Relocation or transfer (e.g. military)

10 Transfer to a 4-year or higher institution

11 Transfer to a 2-year or lower institution

12 Transfer to a technical or vocational school

13 Temporary Duty

14 Other (indicate on comment line)

Please indicate the appropriate code on the front of this form.

HAWAI'I PACIFIC UNIVERSITY

Registrar's Office
Phone: 808-544-0239
Fax: 808-544-1168
Email: registrar@hpu.edu

Leave of Absence Form

A leave of absence is recommended for any Fall or Spring term for which a student does not wish to enroll in classes, but intends to return within two semesters. Students wishing to request a leave of absence should consult with an academic advisor. A student on a leave of absence registers as a continuing student for the semester of return.

PLEASE PRINT:

Name: _____
           Family/Last   **First**   **Middle Initial**

HPU ID: @ _____   Email: _____@my.hpu.edu

Semester & Year of Leave: _____   Semester & Year of Anticipated Return: _____

Please select <u>one</u> of the following reasons for your leave of absence:

Family ☐   Financial ☐   Medical ☐   Military ☐   Personal ☐   Work ☐   Other: _____

International Students ONLY:

Are you an international student?   Yes* ☐   No ☐

*If yes, OISS signature is required: _____   _____
                                Name of OISS Staff   **OISS Staff Signature**

Note: Nonimmigrant students and their dependents must maintain an appropriate visa status at all time while inside the U.S. International students on a leave of absence must depart the U.S. immediately based on the last day of HPU course attendance.

PLEASE READ THE FOLLOWING AND SIGN BELOW:

- A leave of absence is intended to provide a short-term leave, up to a maximum of two consecutive semesters (1 year) for students who plan to return to Hawai'i Pacific University. If you do not re-enroll within 2 semesters (1 year), you will be considered to have withdrawn without notice and must apply for re-admission through the Office of Admissions.

- If you enroll in any other college/university during your leave of absence, your leave will be cancelled and you must re-apply as a transfer student and have official copies of your transcripts sent to the Office of Admissions in accordance with regular application deadlines.

- In addition to any other conditions or responsibilities as set forth in the application for leave or notice of approval, you will be expected to meet all regular university deadlines with respect to registration, housing reservations, financial aid application, and similar matters. Please be advised that scholarship awards or financial aid will not necessarily carry over, nor will places with university housing necessarily be held. You are responsible for all arrangements with offices serving you in these matters.

_____   _____
          Student's Signature   **Date**

Office Use Only:

SFAREGS:_____ SGASTDN:_____ SPACMNT:_____ Email notification:_____ Initial:_____ Date: _____

HAWAI'I PACIFIC UNIVERSITY

Complete Withdrawal Form

This form is intended to request a complete withdrawal from HPU and to discontinue enrollment at HPU. Students who wish to take a temporary academic leave should complete a **Leave of Absence Form**. [Note: An academic Leave of Absence is valid for one year and will allow you to return to HPU within that year without reapplying for admission.]

1		**2**
Student Information	>	Acknowledgement

Student ID *

[   ]

Name *

[   ] [   ] [   ]
First   Middle   Last

Email *

[   ]

Are you an international student? *

◯ Yes   ◯ No

Are you receiving Title IV Federal Aid? (i.e. Pell, student loans) *

◯ Yes   ◯ No

Have you discussed your withdrawal with your Academic Advisor(s)? *

◯ Yes   ◯ No

Have you dropped all of your courses for the term through the MyHPU Portal? *

◯ Yes, I have dropped all of my classes for this term

◯ No, I am still enrolled for at least one course this term but would like to Withdraw as of today

◯ No, I am still enrolled and will complete this term but will withdraw from HPU at the end of this term

[Continue]

Appendix IV.H: Petition to Award Certificate

HAWAI'I PACIFIC UNIVERSITY
500 ALA MOANA BLVD, SUITE 5A
HONOLULU, HAWAI'I 96813-2882
PHONE: (808) 544-0239
EMAIL: ptg@hpu.edu

OFFICE USE ONLY
DATE: _____
MEMO: _____
RECEIPT: _____

PETITION TO AWARD CERTIFICATE

CURRENT ADDRESS:

Student No. @ _____

Last Name	First	Middle

Street		Apt No.

City	State	ZIP Code

Home Phone: _____

Work Phone: _____

HPU Email: _____@my.hpu.edu

Military Campus: _____

Military Service: _____

Advisor: _____

Address to mail certificate, if different from the address given above

NAME: _____

STREET: _____

CITY/STATE/ZIP: _____

COUNTRY: _____

CERTIFICATE INFORMATION: (Check only one. Complete another petition if you are petitioning for more than one)

❑ Adult-Gero Acute Care Nurse Practitioner
❑ Family Nurse Practitioner
❑ Global Leadership and Sustainable Development
❑ Human Resource Management
❑ International Management
❑ Information Systems

❑ National Security and Strategic Studies
❑ Organizational Development and Change
❑ Pre-Medical/ Pre-Health Studies
❑ Teaching English to Speakers of Other Languages
❑ Transcultural Nursing
❑ Other _____

Please use the space below to type or clearly print the correct order (first, middle, last) of your legal name as you would like it to appear on your certificate.

NAME ON CERTIFICATE:	

Check Appropriate Boxes:
❑ I am enrolled in the following course(s) relevant to this certificate in the _____ Term, 20_____

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

❑ I have already completed all requirements for the certificate as of _____ (Month/Year)

STUDENT SIGNATURE _____ **DATE** _____
Digital signatures not accepted

APPROVALS:	ADVISOR	❑ APPROVED ❑ DISAPPROVED	Comments _____
			_____
			Signature _____ DATE _____
	DEAN / DEPARTMENT CHAIR	❑ APPROVED ❑ DISAPPROVED	Comments _____
			_____
			Signature _____ DATE _____

Rev. 092320

PROCESSING FEE: $45. PLEASE SUBMIT PAYMENT TO THE BUSINESS OFFICE

Appendix IV.I: Petition to Challenge Exam

HAWAI'I PACIFIC UNIVERSITY

REGISTRAR'S OFFICE

PETITION FOR COURSE CHALLENGE EXAMINATION

INSTRUCTIONS

Student 1. Complete Part I of this form including signature and date
2. Forward form to Dean's office for approval (Part II)
3. After approval, pay the $300 challenge exam fee online or in person at the Business Office
4. Make arrangements with College/Department to take the examination

Dean   Forward form with your signature to Registrar's Office. Do not allow exam to be given until the fee is paid.

Registrar Return form to College/Department administering the exam after payment is received and noted below

Faculty 1. Complete Part III of this form including exam date, exam grade, signature and date
2. Return completed form and copy of graded exam to the Registrar's Office

IMPORTANT NOTE – Credits earned by Challenge Exam will be posted to the HPU transcript only after the student earns a minimum of 15 credits in residence with a GPA of 3.00 or higher.

PART I (Student) – PLEASE PRINT CLEARLY

Student ID # _____   HPU email _____

Name _____   _____   _____
               (Last)   (First)   (Middle)

I wish to challenge the course listed below during the ☐ Fall, ☐ Winter, ☐ Spring, or ☐ Summer Term of _____
                                                                                             (year)

Student's Signature _____   Date _____

PART II (Dean) – PLEASE PRINT CLEARLY

Course Alpha & Number _____   Course Title _____

☐ I approve this petition   ☐ I do not approve this petition   Date _____

Dean's Printed Name _____   Dean's Signature _____

Part III (Faculty administering and grading exam) – PLEASE PRINT CLEARLY

IMPORTANT: Exam should not be administered until fee is paid.   Exam Date _____

Instructor's Printed Name _____   Exam Grade _____

Instructor's Signature _____   Date _____

FOR OFFICE USE ONLY:		
Receipt # _____	Date _____	By _____
Transfer Services Eval completed	Date _____	By _____
Student notified of posted credits	Date _____	By _____

NOTE: Credits earned by Challenge Exam will be posted to the HPU transcript only after the student earns a minimum of 15 credits in residence with a GPA of 3.00 or higher.

500 ALA MOANA BLVD, SUITE 5A • HONOLULU • HAWAII 96813 • TEL: (808) 544-0239 • FAX: (808) 544-1168 • registrar@hpu.edu

12/16/19