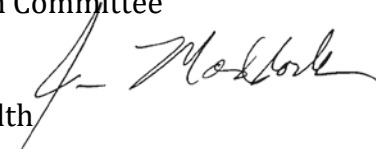


SCHOOL OF PUBLIC HEALTH

Memorandum

September 20, 2017

TO: Undergraduate Curriculum Committee

FROM: Jay E. Maddock, PhD,
Dean, School of Public Health 

RE: Standard Operating Procedure for undergraduate course level determination

The School of Public Health Curriculum Committee has approved the following as its Standard Operating Procedure for undergraduate course level determination.

1. To maintain consistency with the language of our accrediting body, the Council on Education for Public Health (CEPH), we will use their method for determining course levels in the BSPH program.
 - a. Students in 300 and 400 level classes have admittance to upper division classes in a degree program. These classes are built on the premise that students have completed the university core curriculum.
 - b. The 300 level courses generally emphasize foundational public health knowledge and skills that are built from prior completion of the university core courses.
 - c. In the 400 level course the students generally develop and master the foundational knowledge and skills, with emphasis on preparation for public health practice.
2. The internal SPH curriculum committee reviews all new courses before approval in CARS to ensure that these criteria are met in the syllabi.