This handbook provides a summary of the policies and procedures that apply to doctoral students enrolled in the Health Policy and Management Program which is located in the Division of Community Health Studies, in the Department of Public Health, within the School of Public Health & Health Sciences at the University of Massachusetts/Amherst. It supplements information contained in other official sources from the Graduate School, especially the Graduate School Bulletin and the Graduate School Handbook. In cases of conflict, the policies of the Graduate School will be in effect.

Every student should become familiar with all of the information contained in this manual. It is the responsibility of each student to make sure that all academic requirements and deadlines are met. Whenever in doubt, contact the department Graduate Program Director for further information.
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I. INTRODUCTION

A. Philosophy of the Program

The Ph.D. degree is the highest degree offered by the University and is awarded by the Department of Public Health. The doctoral program is specific to one of the academic concentrations within the field of Public Health. Each academic program is responsible for specifying the degree requirements and providing the academic direction and administration of the doctoral degree program. This guide describes the requirements for the doctoral degree program in Health Policy and Management (HPM), within the Department of Public Health. The doctoral degree program is focused on: (1) the development of an advanced research-oriented competence in some aspect of Health Policy and Management; (2) an understanding of the approaches and issues in a minor area; (3) an understanding of relevant research methodologies appropriate to the field of interest; and (4) a familiarity with the principles and practices of Public Health in general.

B. Administration of the Program

The administration of the doctoral program is by the faculty of the Health Policy and Management program within the Division of Community Health Studies. The major academic advisor for the doctoral student is responsible for reviewing and approving the student’s initial plan of study and for monitoring and approving any changes in the study plan. The approved study plan is reviewed by all graduate faculty in the HPM program before being filed in the student’s file. The major academic advisor is responsible for the comprehensive exam process, whose development is reviewed by the program faculty. A comprehensive exam committee is responsible for evaluating the three exam papers, with the HPM faculty reviewing the grading process and formalizing the pass or fail vote of the Comprehensive Exam Committee. The major faculty advisor is responsible for informing the Graduate Program Director about the results of the Comprehensive Exam process. The Dissertation Committee, which is selected by the student, approves the dissertation prospectus, which is reviewed and filed with the Graduate School by the Graduate Program Director. The student is responsible for ensuring that all guidelines of the Graduate School, including all necessary documentation of student progress required by the Graduate School is completed. Complete information about this is available from the Graduate School web site.
II. COURSE REQUIREMENTS

A. Basic Requirements

Each doctoral student must select as their major area Health Policy and Management, and a minor concentration, which may be in a content area or in a methodology area. Minimal expectations are 24-credit hours of course work in the major concentration, 12-credit hours in the minor, and completion of 3 credits of a doctoral seminar, PH 892. Each student takes a preliminary comprehensive examination consisting of three written papers and an oral exam. Upon the successful completion of the preliminary examination, the student completes an 18-credit dissertation.

Doctoral students in Public Health generally enter with a Master’s degree (or in certain circumstances another advanced degree). Students with their Master’s degree in a closely allied field have a four-year statute of limitations (SOL) to complete the doctoral degree, while those with an unrelated degree have six years. The SOL is determined by the University Graduate School at the time of admission. The University residence requirement states that during the SOL period the student must be registered as a full-time student (9 or more course credits) for at least two consecutive semesters.

B. The Study Plan

Each incoming doctoral student is assigned an academic advisor, based on their initial expressed interests. The student may then select their own advisor during their first year of course work, and should then work with that academic advisor to develop their Doctoral Studies Plan. It is very important for the student to work closely with the major academic advisor as well as other relevant faculty to develop a study plan which clearly documents how the academic program will be focused. The study plan, shown in the Appendix as Form DSP, should be completed by the end of the second semester. It should identify the courses in both the major and minor areas, including the estimated dates for completion of coursework, and completion of the comprehensive exam. An especially important part of the study plan is selection of a minor concentration and minor advisor. This minor may be in another academic concentration within Public Health or in a subject relevant to the major and comprised of courses taken from a department with a doctoral degree program, including other departments within the School of Public Health and Health Sciences or external to the School. This DSP form should be used by the major faculty advisor and the student to record changes to the program as well as benchmarks of progress, such as completion of the Preliminary Comprehensive Exam process.

All doctoral students are expected to have a background (either experience or course work) in Public Health which is the equivalent of the School of Public Health current MS or MPH degree core requirements. If this background or course work is not present, the required core courses must be taken during the doctoral program. These courses, in general, will not count towards either major or minor area credit requirements. Responsibility for verification of the background
lies with the student and must be approved by the major advisor as part of the development of the study plan.

The initial Study Plan (Form DSP) must be signed by both major and minor advisors and is reviewed by all full-time HPM program faculty before being placed in the student file. Changes to this plan should be recorded on Form DSP as the student progresses through the program. The student should maintain a duplicate copy for their personal records.

C. Course of Study

Guidelines and restrictions on the course work are as follows:

1. Major Concentration
   
   a. Must be in Health Policy and Management.
   b. No more than 6 credits in Special Problems or Independent Study are counted
   c. At least 9 credits must be doctoral or advanced Master’s level courses (700 or 800 level).
   d. May include up to 6 credits in graduate level courses directly related to the major but which are offered in other UMASS departments. It is normally expected that these will be from departments which offer a doctoral degree.
   e. No more than two courses at the 500-level are counted
   f. Up to but not more than 12 credits of the required 24 credits in the major may be waived by previous graduate level course work directly related to health policy and management. The student must provide detailed course outlines for each course requested. All requests should be carefully documented in the initial study plan and be approved by the major advisor, and the full-time HPM program faculty.

2. Minor Concentration
   
   a. This may be any other academic concentration in Public Health, but may also be comprised of courses from any other University department which has a doctoral degree program, including departments within the School of Public Health and Health Sciences or external to the School.
   b. Up to but not more than 6 credits of the required 12 credits in the minor may be waived by previous doctoral level course work. The student must provide detailed course outlines for each course requested. All requests should be carefully documented in the initial study plan and be approved by the minor advisor, and the full-time HPM program faculty.
3. **Doctoral Seminar -- PH 892**  
**3 Credits**

This upper level seminar explores advanced research methods and current research issues in public health. Given that a) public health professionals often work in interdisciplinary teams and b) that knowledge of a broad range of methodological approaches is necessary to address evolving and changing research priorities, the doctoral seminar offers a unique opportunity for the advanced study of research issues and methods. (Appendix, PH 892 Doctoral Seminar.)

Students are advised to enroll in the seminar during their second full year of courses.

4. **Dissertation Research**  
**18 credits**

All doctoral students must complete an original investigation within a content area related to Health Policy and Management. The dissertation must be based on original research, represent independent work by the student, and be of publishable quality. There are two options for completing this requirement, which are described in Section IV, part D.

**Total: 57 Credits**

5. **University Residency Requirement**

The University’s residency requirement states that the student be registered full time, 9 credits, for two consecutive semesters.

6. **Language Requirement**

The Program of Health Policy and Management has no foreign language requirement.

7. **Grading**

All courses taken by PhD students for credit toward their doctoral degree must be taken on a graded basis. The only exception is the Doctoral Seminar (PH 892) which is taken Pass/Fail. All course work counting toward the doctoral degree must be completed with a grade of B or better, and the overall GPA must be at least B+ or a 3.3 GPA. Student progress is monitored by the major academic advisor and the Graduate Program Director. According to University regulations, failure to make adequate progress toward the completion of the degree or failure to maintain an acceptable grade level will result in dismissal from the doctoral program.
8. Demonstration of Progress

It is important for each doctoral student to make consistent and steady progress toward the completion of their degree. This is particularly challenging once the majority of coursework has been completed and the student is working more independently, both in preparing for the completion of the preliminary comprehensive exams, and for completion of the dissertation. It is expected that each doctoral student will meet at least once per semester with the major academic advisor to present evidence of progress. At the end of each academic year, the major advisor will notify each of their doctoral students in writing about their progress, with a copy of this placed in the student’s file. The full-time HPM faculty will meet once per year to discuss and evaluate the progress of each student.


The HPM program makes a serious effort to financially support each doctoral student throughout their program. It is most common that the doctoral student will be a Teaching Assistant during their first year or two and then be supported by a research project of a faculty member, or their own research project. The University and Departmental guidelines are such that a doctoral student must be enrolled in 9 credits to be financially supported either as a Teaching Assistant or as a Research Assistant.

III. THE PRELIMINARY COMPREHENSIVE EXAMINATION

A. Overview

Upon completion of all course work (major, minor and doctoral seminar), the student is eligible to take the preliminary comprehensive examinations with the approval of the major and minor academic advisors. These examinations are intended to be primarily integrative rather than a re-testing of specifics already covered in course examinations. The preliminary comprehensive exam consists of two parts: three written papers and a subsequent oral exam. It is expected that this process will be completed within one calendar year. The Comprehensive Exam Committee (CEC) is responsible for the development, oversight and grading of the comprehensive exam, and the full-time HPM program faculty serve in a review and consultative capacity. The CEC is composed of the student’s major advisor, the minor advisor, and a third HPM program faculty member, which is selected by the student and major advisor. One of the members of the CEC may be from outside the HPM program, but at least two members must be from within the HPM program faculty.
B. Three Comprehensive Exam Papers

There are four goals of the three comprehensive exam papers: (1) to demonstrate advanced research-based competence in some aspect of the field of Health Policy and Management; (2) to demonstrate an understanding of the approaches and issues in the stated minor area of concentration; (3) to present evidence of competence of relevant research methodologies appropriate to the potential field of research; and (4) to demonstrate a familiarity with the principles and practices of the field of Public Health in general and with Health Policy and Management specifically. Typically these three papers include a focus on the major area of concentration, with at least one paper related to the minor area. Additionally, at least one paper should focus on the content of the major concentration area, and one paper should focus on methodology. Each paper should demonstrate comprehensiveness, including breadth and depth of knowledge. Examples of appropriate types of papers include the following:

- An extensive literature review demonstrating in depth knowledge of a specific field within health policy and management. This may be an area related to the dissertation topic, or it may be an independent ‘statement of field’ knowledge.
- A paper that demonstrates mastery of one or more methodological perspectives. This may demonstrate mastery of a set of qualitative methodologies, or of quantitative methodologies. This may be an independent statement of knowledge, or may be related to the methodological approach that will be used in the dissertation. This may be the methodology section of the dissertation prospectus.
- A policy analysis paper that takes a clear perspective on a health/human services problem. This should include demonstrating clear understanding of the nature of the social and/or health problem, including a comprehensive literature review. This policy analysis paper should conclude with either a suggested policy or an analysis of a current policy.
- A grant proposal, which may also represent an exploration of a possible dissertation topic.

Students should select options for papers that are appropriate for their intellectual growth and development, as well as providing preparation for their dissertation. One or more of these papers may be used as a basis for the dissertation, but only one paper may be used in the compendium model dissertation (described below) in the exact form as for the preliminary written comprehensive exam.

As part of the process of developing these paper topics, students should provide to the members of the CEC a 2-3 page outline along with a beginning bibliography of each proposed topic area. The CEC is responsible for approving these and the full-time HPM program faculty are available to review them when requested to do so by the CEC.

When the CEC has approved the three paper topics the major faculty advisor will give formal approval to the student to begin work on the three papers. This date will be recorded on the DSP
form and will be considered the beginning of the one calendar year period of time. The student has one calendar year to complete all three papers and schedule the oral exam. The student may request additional time by submitting in writing a detailed time line which must be approved in by the CEC, and reviewed by the full-time HPM program faculty. Failure to meet the projected time line will result in dismissal from the doctoral program.

Each of the three papers should be in a formal academic style, including a cover page, appropriate formatting, and references.

The student is expected to complete the work on these papers independently, but the CEC is available for consultation and review of drafts, if needed. The student is responsible for being sensitive to the timeline for completion of the papers, and to the need of the faculty for adequate time to review any drafts.

C. Grading the Written Exam/Comprehensive Papers

Three copies of each of the three written papers are submitted at the same time to the members of the CEC, who will assess them within three weeks from the time the papers are submitted. Typically, one more week is then allowed for the CEC to meet and determine the grade for each paper. Each paper is graded separately as pass with distinction, pass, or fail. The grading of the papers must be unanimous on the part of the CEC. In the case of unresolved disagreement on the grading, the full-time HPM faculty will review the exams. The HPM faculty in consultation with the Department Chair and the Graduate Program Director may also choose to ask additional faculty from either the major or minor area to assess the paper(s). If one or more exam papers are not passed, then only one revision of the failed paper(s) is allowed and must be submitted to the CEC no sooner than one month and no later than six months after the time at which the student is informed of the result of the grading. All three papers must be passed. Failure to pass on the second attempt results in an automatic dismissal from the Doctoral Program.

After the three papers are graded, the student’s major advisor informs the student and Graduate Program Director in writing of the results, with a copy of the outcome to the student’s file.

D. The Oral Examination

The CEC is responsible for conducting the oral exam. The oral examination is taken no earlier than one month and no later than three months after the successful completion of the three comprehensive papers. Upon passing of the three exam papers, the student is encouraged to meet with the CEC to receive guidance in preparation for the oral exam. The oral examination is
scheduled for two hours. The purpose of the oral exam is to allow discussion of any aspect of the three comprehensive exam papers; dialogue about any aspect of the coursework taken while in the doctoral program (including waived courses); and exploration of possible dissertation topics.

The oral exam is graded as pass/fail by the CEC. The major and minor parts of the examination may be passed or failed separately. Each member of the CEC must vote. A simple majority is required to pass. The results, including the vote, must be sent in writing to the GPD by the major advisor. If the oral exam is failed, it may be re-taken no sooner than one month and no later than three months after the first oral exam. A second failure results in an automatic dismissal from the Ph.D. program.

After all parts (written and oral) of the preliminary comprehensive examinations are taken and graded, the major advisor is responsible for seeing that a memo containing the official record of the results is sent to the Graduate Program Director and with a copy sent to the student and his/her file. In the case of a pass, the Graduate Program Director will notify the Graduate School that the student has completed the qualifying examinations and is eligible to form a Dissertation Committee. In the case of a fail, the Graduate Program Director will begin the process of dismissal from the doctoral program.

E. Scheduling the Written Examinations/Papers

The comprehensive exams signify that the student has completed all necessary course work and is prepared to begin an independent research project. Typically, the student will contact his/her major academic advisor and indicate a readiness to begin the comprehensive exam process. The student and the major advisor should discuss possible paper topics and who should be on the Comprehensive Exam Committee (CEC).

It is expected that the student will begin this process no later than the end of the semester following the completion of coursework. Failure to begin the comprehensive exams in a timely manner will be taken as an indication of failure to make progress on the degree and will be grounds for academic dismissal.

Updating the DSP form throughout this process will enable all HPM program faculty, the student and the Graduate Program Director to appropriately monitor the student’s progress.
IV. DISSERTATION OVERVIEW

A. Purpose

The dissertation represents the culmination of the Ph.D. degree program. It is intended to be a demonstration of the student’s ability to conceive, plan, design, execute, and analyze a substantial original research project. The dissertation should demonstrate the candidate’s intellectual competence and maturity in the area of Health Policy and Management. The dissertation must contain original research, and demonstrate the ability of the student to conduct independent research, utilizing the appropriate methodological approaches. The dissertation in its completed form will be assessed on the ability of the candidate to review and make critical use of the literature; to formulate a problem, plan a method of investigation utilizing advanced research methodologies, and work systematically to achieve a solution; to summarize the information in the study; and draw conclusions. The goal of the dissertation is to make a contribution to knowledge in some aspect of the field of Health Policy and Management. It should be of publishable quality. In the process the student is expected to develop both methodological and technical skills. In addition, the student is expected to demonstrate considerable skill in communicating the results of the research at the final doctoral oral examination (dissertation defense).

B. Timing

Although students may begin preparation for their dissertation research in the beginning of their doctoral program, serious work on the dissertation itself begins only after successful completion of the comprehensive examinations (oral and written). If extensive dissertation work is begun prior to that time, the student is “at risk” for any investment of time or resources and this premature involvement constitutes neither endorsement of the project nor support for its continuation. Under no circumstances may the student register for dissertation credits prior to successfully completing the comprehensive examinations. The minimum number of required dissertation credits is eighteen (18). A student can register for a maximum of nine dissertation credits a semester.

C. Process

1. Dissertation Committee

Planning for the dissertation research usually begins with the informal exploration of the topics that are of interest to the student and with faculty members who are interested in the student’s research project. The student selects the dissertation committee, which may include members of the CEC (including the major advisor), but does not have to include them. It is recognized that the CEC may be different from the faculty who will guide the dissertation research. Generally,
the selection of the topic and the Chair of the Dissertation Committee occurs simultaneously, and the Dissertation Chair then provides advice on the other members of the Committee. Other committee members should be recruited who can provide the expertise to help the student complete the research project.

The committee must meet the following guidelines:

a. Be composed of at least three (3) full-time graduate faculty from UMASS/Amherst.
b. The Dissertation Chair must be from the major area of concentration. (HPM)
c. One member must be a graduate faculty member from outside the Department of Public Health. This person may be from another department within the School of Public Health and Health Sciences (SPHHS) or may be from another department in the University. In all cases, the member must come from a department with a doctoral degree program. Committee members from another program within the Department of Public Health are not considered by the University to be ‘outside’ members.
d. At least two members must have their primary appointment in the Department of PH, regardless of program.
e. The outside faculty member and the minor faculty advisor may be the same person, if so desired by the student.
f. The faculty members must meet the requirements of the Graduate School.

The major advisor completes Form DC (see Appendix) and gives this to the Graduate Program Director, who then forwards it to the Graduate School for formal appointment of faculty to the Dissertation Committee. The Dissertation committee must be appointed before the Dissertation Prospectus can be presented and approved.

2. Dissertation Prospectus

The Dissertation Committee is responsible for recommending approval of the prospectus including procedures for protecting human research participants as appropriate. If the research project needs to be reviewed by the Human Subjects Review Committee, this must be accomplished before the final approval of the dissertation prospectus, and the approval letter must be included with the dissertation proposal. Also included with the prospectus is demonstration of completing the University on-line research ethics program required of all Principle Investigators. The Dissertation Committee is also responsible for guiding and supervising the research and conducting the oral defense. All of these functions are to be carried out in conformity with the guidelines of the Graduate School.

The dissertation prospectus typically includes the following components: statement of the research topic and goals of the research; description of relevant theory providing the conceptual framework for the study; a more specific literature review to provide rationale for the study,
including both content and methodological analysis; a proposed methodology for completing the research; limitations; significance of the study

The proposal shall be developed in collaboration with and must be approved by the Dissertation Committee. Formal approval occurs at a meeting scheduled by the Dissertation Chair. Each member of the Dissertation Committee must be present at this meeting to discuss and give final approval of the research plan by signing the cover sheet of the Prospectus (Form DP, Appendix). Once approved by the Dissertation Committee, it is forwarded to the GPD for review and approval. It is then forwarded to the Graduate School for their approval. An additional copy of the final prospectus is provided by the student to the Department Secretary for the Department files. Graduate School regulations specify that at least seven (7) months must elapse between the time the prospectus is filed with the Graduate School and the time of the final oral defense.

D. Format of the Dissertation

The dissertation may take one of two formats, both of which must meet the typing guidelines discussed below.

*Traditional book-length format (option 1)* This is the classic dissertation model, with the dissertation divided into chapters. It includes a statement of the research topic and goals of the research; a complete description of the theory or concepts that provide the framework of the study; as well as a comprehensive description of related research. Included in this literature review should be demonstration of mastery of relevant methodology that has been used by other investigators. Following this material is a specific description of the methodology used in the dissertation project, with subsequent chapters devoted to presentation and discussion of results, as well as conclusions, limitations and recommendations. The quality of this work should be determined by the Dissertation committee to be publishable.

*Compendium Option (option 2)* This option is a mixed format in which manuscripts published or submitted for publication to peer reviewed journals comprise a major portion of the dissertation. This format must include three sections: (1) introduction, (2) manuscripts / publications, each with complete references; and (3) conclusion. The candidate may include other sections at his or her discretion. It is expected that there will be at least three manuscripts of publishable quality. It is ideal for the compendium dissertation to be cohesive, with a common theme throughout the 3 papers. If the compendium dissertation lacks an obvious common theme, the rationale for choice of manuscripts should be addressed in the introduction, with particular attention to what the doctoral candidate gains by the choice of the papers. Each of the three sections will be described below.
**Introduction.** Although each manuscript in a compendium will have its own introduction, the doctoral candidate is expected to provide an overall introduction to the dissertation in order to orient the reader and set the stage for the manuscripts to follow. The candidate should follow the guidelines for the introduction in the traditional format and avoid retracing information contained within each manuscript. The only exception to this rule is when some duplication is absolutely necessary to provide an integrated and continuous introduction to the manuscripts in the body of the dissertation.

**Manuscripts/publications.** The manuscripts/publications section consists of the actual manuscripts that make up the heart of the dissertation. The manuscripts will meet the following criteria:

- All manuscripts must be judged by the Dissertation Committee to be of publishable quality.
- There should be at least three manuscripts; two of which should be in the student’s major concentration area.
- At least two of the manuscripts must be original research; one may be a literature review on studies relevant to the investigation.
- The student must be the first author on all three manuscripts.
- At least one of the papers must be submitted for review to a peer-reviewed journal. The letter acknowledging submission must be included in the Compendium Dissertation submitted to the Dissertation Committee.
- No manuscript will be accepted as part of the dissertation if it was completed before the student passed the preliminary comprehensive exams.
- Papers written for the comprehensive exam may be used as a basis for one of the dissertation manuscripts; one may be moved ‘as is’ from the Preliminary Comprehensive Exam to the Compendium Dissertation.
- For any co-authored manuscripts, there should be a statement that specifically addresses contributions of each author in the following areas: identification and design of the research proposal; practical aspects of the research; data analysis; and manuscript preparation.
- In the event that one or more of the articles has appeared (or will appear) in a journal where the any member of the Dissertation Committee serves as editor or is active on the editorial board, a signed statement should be included that indicates no involvement in the review process.
- If one of the manuscripts has already been published, there must be a statement from the journal giving permission for it to be included in the dissertation.
Conclusion. The conclusion section provides an overall discussion of all papers in the manuscript/publications section. As in the traditional format, its purpose is to tie together and interpret the results of all three manuscripts. It is expected that the original contributions to the knowledge base of Health Policy and Management and to the field of Public Health will also be identified and discussed.

E. Typing Guidelines

When preparing the dissertation proposal and even when writing early drafts of the final dissertation, the student should follow Typing Guidelines for Master’s Theses and Doctoral Dissertations, available on the Graduate School web site or in the Office of Degree Requirements, Goodell Building. This handbook contains detailed guidelines for preparing the dissertation in the proper format, and includes requirements for typing, printing, and preparing tables, figures, notes, references, and bibliography. These requirements must be followed exactly in order to ensure acceptance and approval of the dissertation by the Graduate School.

When choosing a word processing system and printer, the student should make sure that the typeface meets the requirements set by the Office of Degree Requirements. The student is advised to use the approved word processing format throughout the dissertation process, in order to ensure that the final work is consistent with Graduate School rules for style and format.

F. Final Doctoral Oral Examination (Dissertation Defense)

Once the dissertation research is completed and approved by the Dissertation Committee members, the Graduate Program Director is notified by the Committee Chair and an oral defense is scheduled. The Graduate School Office of Degree Requirements must receive written notification of the examination (see Form DD in the Appendix) absolutely no later than three weeks (four weeks in the summer) prior to the examination date so it can be announced to the University campus two weeks in advance. The examination cannot be held without this requisite advance notification. The Graduate School requires that every member of the Dissertation Committee be present for the examination, or the oral defense must be re-scheduled and re-announced in the same manner. If for any reason, the oral defense time is changed after the official notification, the Graduate School must be notified and the three week time period must be observed. Any graduate faculty from within the University as well as from the SPHHS may attend the dissertation defense, as may any interested students. Other guests (non-academic, friends/family) may also attend, but this is at the specific request of the examinee and with the permission of the Committee Chair. At the conclusion of the public defense, the Dissertation Committee meets in executive session: only members of the Dissertation Committee vote as to whether the defense was satisfactory or not, and this vote must be unanimous for the student to pass the dissertation defense. In the case of failure, the exam may be re-taken from one to six
months later. If the second attempt results in failure, the student is automatically dismissed from the doctoral program.

Official written notification of the outcome of the dissertation defense must be sent by the dissertation chair to the Graduate Program Director. The Dissertation Chair is responsible for reporting the grades for the 18 credits of dissertation to the Graduate School Office of Student Records. The Graduate Program Director reports the outcome of the defense to the Graduate School.

G. Deadlines

The deadlines for submission of the final approved dissertation along with all other graduation materials are determined by the Graduate School. Relevant graduation deadlines should be checked each semester.

All materials must be received by the Graduate School by the deadline for each respective degree date. Materials received after the deadline will be processed for the next degree granting period.

H. Degree Certification

Prior to formal awarding or posting of the doctoral degree, the Graduate School can provide a letter certifying the completion of all degree requirements, provided all academic requirements have been met. Requests to provide a certification of completion must be made in writing to the Graduate School Office of Degree Requirements, noting the person/agency to whom such certification should be sent.
Form DSP
Doctoral Studies Plan
Health Policy and Management Program

Division of Community Health Studies
School of Public Health & Health Science

Name: _________________________________ Matriculation Date: _____________________

Master’s degree (Major subject): ___________________________________________________

Admission credits (list course and credits) PH core satisfied: ___ No ___ Yes List Courses
1. ___________________________________________ 1. ___________________________________________
2. ___________________________________________ 2. ___________________________________________
3. ___________________________________________ 3. ___________________________________________

______________________________________________________________________________

MAJOR CONCENTRATION: _______________ Major advisor: ___________________________

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Total Credits: ______ (24 required)
### Minor Concentration

**Courses (#, title)** | **Credits** | **Planned (sem. yr)** | **Completed (sem. yr)** | **Instructor**
---|---|---|---|---
1. | | | | 
2. | | | | 
3. | | | | 
4. | | | | 
5. | | | | 

**Total Credits:** ______ (12 required)

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**Public Health Doctoral Seminar (PH892)**

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<th>Planned (sem., yr)</th>
<th>Completed (sem., yr)</th>
<th>Instructor</th>
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**Modifications of Study Plan for Major** (approval by Major Advisor required)

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**Modifications of Study Plan for Minor** (approval by Minor Advisor required)

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<th>Instructor</th>
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**Approved**

**Signature/Date**

Major Advisor

Minor Advisor

Graduate Program Director

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PRELIMINARY QUALIFYING EXAMINATIONS

Outlines for the three papers approved: ____________________________

Date

-----------------------------

Major faculty advisor /date   Minor advisor /date   CEC member /date
Final copy of the three papers submitted: ____________________
Date

Paper #1: Pass with distinction
     Pass     Fail
Paper #2: Pass with distinction
     Pass     Fail
Paper #3: Pass with distinction
     Pass     Fail

Major faculty advisor                  Minor faculty advisor        CEC member

Major                              Minor

Oral (date and result):             ________________

Examination report to Graduate Program Director: ____________ (date)
DISSERTATION COMMITTEE

Nominated date: ____________  Appointed date: _______

Members: Name  Dept.  Phone

1. __________________________  _______________  ___________________
2. __________________________  _______________  ___________________
3. __________________________  _______________  ___________________
4. __________________________  _______________  ___________________
5. __________________________  _______________  ___________________

DISSERTATION DEFENSE:

Notice Sent: ____________  (Date)

Date of Oral: ____________  Result: ____________

Other notes: ____________________________________________

Degree Eligibility Form Submitted to Graduate School: ____________  Date

Graduation: ____________  Date

(cc: Student, Student File, Faculty Advisor, Program Chair, Graduate Program Director)
**PH 892: DOCTORAL SEMINAR**

**General Description:** This upper level seminar explores advanced research methods and current research issues in public health. Given that a) public health professionals often work in interdisciplinary teams and b) that knowledge of a broad range of methodological approaches is necessary to address evolving and changing research priorities, the Doctoral Seminar offers a unique opportunity for the advanced study of research issues and methods. Students are advised to enroll in the seminar during their second full year of courses, certainly after they have completed the Public Health core courses.

The seminar will involve both faculty and student presentations for which appropriate advance readings will be supplied. Faculty presentations will focus on current research. Student presentations will focus on findings from a critical literature review of a pre-approved topic. Topics should be current, and preferably controversial, in order to subsequently allow for discussion of the validity of the arguments critiqued from the perspective of methodology, the quality of the evidence, and concluding observations.

The Doctoral Seminar is offered by the faculty in Community Health Studies and also by faculty in Biostatistics/Epidemiology. The Community Health Studies Doctoral Seminar is usually 3 credits for one semester, while the Biostatistics/Epidemiology Doctoral Seminar is typically 1 credit over three semesters. Doctoral students in Health Policy and Management may take either one, depending on their interest and scheduling of the Doctoral Seminar (PH 892).

**Objectives:** Following the seminar students should be able to:

1. Critique methodological approaches, which are selected, but representative of those used in various academic concentrations.

2. Evaluate current controversies in public health research.

3. Synthesize a number and variety of public health issues that are the subject of current research.

4. Apply written and oral communication skills for presentation to interdisciplinary audiences.

**Evaluation:**

Grading for the 3 credit seminar will be pass/fail.
Form DC
Establishing a Dissertation Committee

Student Name:

Title of Dissertation Proposal:

Recommended Dissertation Committee:
[Signature of Each Member Required]

______________________________________________
(Name) Chair, Health Policy and Management

______________________________________________
(Name) Member, Academic Concentration

___________________________________________
(Name) Outside Member, Department

[Use full name, including middle initial but not degrees. Where the minor area of concentration is outside Public Health, the minor representative and the outside representative may be the same individual. Place an asterisk (*) before the name of the minor area representative if included.]

Approved:

______________________________________________ Date:___________
Advisor

______________________________________________ Date:___________
Graduate Program Director

GPD memo sent to Graduate School on:_____________________________
(Date)
A POETIC PERSPECTIVE ON PUBLIC HEALTH

A Dissertation Prospectus Presented
by
EMILY JANE DICKINSON

Approved as to style and content:

________________________________________________
John H. Dewey, Chair, Health Policy and Management

________________________________________________
Harold S. Thomas, Member, Academic Concentration

________________________________________________
Samuel Harrison, Member, Academic Concentration

________________________________________________
Elizabeth K. Richards, Outside Member, English

________________________________________________
Benedict Arnold, Graduate Program Director
(If the GPD is on the committee, the Department Chair signs)

(ORIGINAL SIGNATURES IN BLACK BALLPOINT PEN REQUIRED)
FORM DD
Announcement of Date for Final Doctoral Oral Examination

From: ________________________________, Dissertation Committee Chair
To: ________________________________, Graduate Program Director

Re: Final Doctoral Oral Examination

FOR: ______________________________________________
     (Student’s Name and Spire Number)

I recommend that an oral examination for the above candidate for the Ph.D. degree be schedule as follows:

_______________________________________Day of the week
_______________________________________Date (dd/mm/yy)
_______________________________________Time
_______________________________________Place (Building & room number)

Public Health        Major

TITLE OF DISSERTATION:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

The student’s dissertation has been received and examined by all members of the Dissertation Committee and their approval given to conduct this examination.

Names/Departments of all Dissertation Committee members:

___________________________      __________________________
___________________________             _________________________