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:

1. Graduate School Bulletin
2. Graduate School Handbook

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. program is a degree which focuses on the academic concentration of Health Policy and Management which is a part of the larger field of Public Health. The Health Policy and Management (HPM) program is housed within the Department of Health Promotion and Policy. While each student chooses a major and a minor concentration, the Ph.D. degree is formally granted by the University in Health Promotion and Policy and not in an individual concentration, although the academic direction and responsibility for the degree is within the academic concentration itself. The course of study is focused on: (1) the development of an advanced research-oriented competence in the major area (HPM), (2) an understanding of the approaches and issues in a minor area, and (3) 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 Department of Health Promotion and Policy. The major advisor for the doctoral student is responsible for reviewing and approving the initial plan of study and for approving any changes in the study plan. The approved study plan is reviewed by the HPM graduate advisor, and then reviewed by the Graduate Program Director before being filed in the student’s file. The major advisor is responsible for organizing the qualifying exam (formerly called the comprehensive exam), which is reviewed/graded by the Qualifying Exam Committee. The Dissertation Committee, which is selected by the student, approves the prospectus, which is reviewed and filed by the Graduate Program Director.

II. COURSE REQUIREMENTS

A. Basic Requirements

Each doctoral student selects 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 the 3-credit doctoral seminar, PH 892. Each student takes a written preliminary qualifying exam. After successful completion of the qualifying exam, the student is eligible to complete their prospectus and preliminary oral exam. Upon the successful approval of the prospectus and completion of the preliminary oral 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 coursework, while those with an unrelated degree have six years. The SOL is determined by the University Graduate School at the time of admission. Once the student passes the qualifying (or comprehensive) exam the GPD notifies the Graduate School using the Candidacy Form. This resets the SOL to 5 years.

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

The doctoral student should have identified a major advisor by the end of the first semester. It is very important for the student to work closely with the major 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 dates for planned completion of coursework, and dates for scheduling 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.

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 HPM faculty before being submitted to the GPD for review. Revisions to the plan follow the same process.

C. Course of Study

Guidelines and restrictions on the course work are as follows:

1. Major Concentration 24 Credits
   a. Must be in Health Policy and Management.
   b. No more than 6 credits in Special Problems or Independent Study are allowed.
c. At least 9 credits must be doctoral or advanced Master’s level courses (above 600 level).

d. May include graduate level courses directly related to the major but which are offered in other UMASS departments which confer a doctoral degree.

e. Up to but not more than 12 credits of the required 24 credits in the major 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 major advisor, the faculty in the academic program, and the Graduate Program Director. Since the course work is, in essence, part of the doctoral studies plan, the student will be responsible for this material on a comprehensive exam.

2. **Minor Concentration**  
   12 Credits

   a. It 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, the faculty in the academic program and the Graduate Program Director. Since the course work is, in essence, part of the doctoral studies plan, the student will be responsible for this material on a comprehensive exam. For example, a student in our MS program may request to have credits reduced by courses required by both the MS program and Ph.D. program.

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 noted below.
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. As noted previously, only courses above the 600 level can be counted towards the doctoral degree. 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+. Student progress is monitored by the major 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 may result in dismissal from the doctoral program.

III. THE QUALIFYING EXAMINATION

A. Overview

Upon completion of all course work (major, minor and doctoral seminar), the student is eligible to take the qualifying examination with the approval of the major and minor advisors. The examination are intended to be primarily integrative rather than a re-testing of specifics already covered in course examinations. The purpose is to demonstrate that the student is sufficiently prepared to continue in the program. It must be passed before the student is permitted to undertake the writing of their dissertation prospectus.

There are two options for completing the doctoral qualifying exam. The Qualifying Exam Committee (QEC) is responsible for the development, oversight and grading of the qualifying exam. The QEC is composed of the student’s major advisor and at a minimum, a two other HPM faculty members. The minor advisor must serve on the committee in the limited role of developing and grading the question in their topic area. If the minor advisor is within HPM, he or she can serve as the third committee member as well as contribute and grade the minor area
question. The QEC will be formed at the start of each academic year when other HPM committees are formed. The other option is the three comprehensive exam papers.

1. (Option 1) The Qualifying Exam

A written taken-home examination is taken after completing all requirements and scheduled in consultation with the faculty advisor and the QEC. There are 5 questions that the candidate must answer and each question has a page limit of 5 double-spaced pages. The exam may not exceed 25 written pages (1 inch margins, Times new roman 12 point font), not including figures/tables and references. The student will have 5 consecutive working days to complete the exam, from 9am on Monday when the exam is picked up from the HPP department administrator until 5pm on the following Friday when it must be turned in to the HPP department administrator. No extensions will be granted.

The exam questions are provided in advance to the student. These questions include four standard questions for all HPM doctoral students, and one question that will be solicited by the chair of the QEC from the student’s minor advisor to test their minor area knowledge. The topic of the exam is selected by the student upon beginning the exam from a list of at least 3 topics determined by the HPM faculty. The topics will be established public health problems (e.g. obesity, depression, lung cancer, lack of access to primary care). All students taking the exam in a given semester are given the same set of topics to choose from. The topics identified by the faculty will be ones that the students have some familiarity with and ones with a sufficient body of existing literature so that students can succeed on the exam. The student will receive the exam on 9am on Monday of the exam, and it will include the instructions, a copy of the questions, and a list of the topics that may be selected.

The chair of the QEC has the responsibilities of having the examination packet prepared, distributing and collecting the examinations, and of distributing the completed examinations to the QEC who will grade the exam. The student’s major advisor will write a letter with the results of the exam which will be send to the student by one month after the exam completed. The GPD will be copied on this letter.

The student is encouraged to meet with their faculty advisor obtain advice and guidance on how to best prepare for the exam.

C. Grading the Qualifying Exam

The exam is graded with 3 levels: pass with distinction, pass, or fail. Faculty members have a maximum of one month from the end of the examination period to complete the examination grading and report the results to the GPD. Two HPM faculty will grade each exam, and in the case of unresolved disagreement on the grading, a third HPM faculty member from the committee will also grade the exam and provide the tie-breaking role.

The student’s major advisor informs the GPD in writing of the results. The major advisor is responsible for informing the student in writing with a copy of the outcome to the student’s file.
If failed, the exam may be re-taken once. A second failure results in an automatic dismissal from the Ph.D. program.

After the examination is taken and graded, the major advisor is responsible for seeing that a memo containing the official record of the results is sent to the GPD and with a copy sent to the student and his/her file. In the case of a pass, the GPD in turn will normally notify the Graduate School that the student has completed the qualifying examination and is eligible to submit a Dissertation Prospectus. In the case of a student failing the exam twice, the Graduate Program Director will take appropriate action for dismissal of the student.

2. (Option 2) 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.

The comprehensive exam committee (CEC) consists of the major advisor, one other HPM faculty member, and the minor area advisor. The student is responsible for establishing this committee in partnership with the major advisor. 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 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 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.
E. Scheduling the Written Examinations/Papers

In the spring of the first year in the program, the student should contact his/her major advisor to discuss timing of the qualifying exam process. If the student’s plan of study indicates that all required courses will be complete by the end of the second year, the advisor will notify the GPD that the student is eligible to take the exam at the end of the second year. The student must choose which option they wish to pursue (qualifying exam or comprehensive papers) by the fall of their second year in the program.

The major advisor will coordinate with the QEC (or CEC) to schedule the exam and will notify students in writing about its timing at the start of their second year in the program. The typical time of administration would be after the completion of coursework, often the end of the second year in the program. The exam will be offered in the last week in May or the 2nd week in January, depending on student needs. All students in a given year who elect to take the Qualifying Exam will take the exam simultaneously.

An updated study plan for the student should accompany the request for the qualifying examination process. (see Form DSP) After reviewing this plan, and confirming that all requirements have been met, the GPD approves the student to take the qualifying exam at the next administration.

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, execute, and analyze a substantial 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. 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, 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 Health Policy and Management. It should be of publishable quality. In the process the student is expected to develop both methodological and technical skills and to establish professional working relationships with the members of the dissertation committee. 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 normally begins only after successful completion of the qualifying or comprehensive examination. 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 QEC (or CEC) (including the major advisor), but does not have to include them. It is recognized that the QEC (or 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 no fewer than three (3) full-time graduate faculty from the UMass Amherst, with a recommended maximum of five faculty members.
b. The Dissertation Chair must be from the major area of concentration. (HPM)
c. One member must be a graduate faculty member from another Department at UMass Amherst outside the Department of Health Promotion and Policy.
d. At least two members (or the majority of the committee if the committee is larger than the minimum) must have their primary appointment in the HPM Program.
e. The minor advisor can be from HPM, but the student still needs a faculty member from outside of the Department of Health Promotion and Policy.

The minimal Dissertation Committee consists of two graduate faculty from the HPM Program and one UMass Amherst graduate faculty member outside of the Department of Health Promotion and Policy. The student may decide to add other faculty members, as needed to support and direct their research activities.

The Graduate School considers any person with an adjunct appointment in Health Promotion and Policy to be a UMass Amherst faculty from within the department, and would therefore be considered an internal member of the Dissertation Committee. For example, faculty from the Medical School campus with graduate-level adjunct appointments in any program in HPP are
considered to be internal committee members by the Graduate School. Faculty at other UMass campuses require special approval to serve as an outside member.

Also, additional persons who are not UMass graduate faculty or who are adjunct graduate faculty from outside the University may be appointed only as (non-voting) consultants.

The major advisor completes Form DC (see Appendix) and gives this to the GPD, who then forwards it to the Graduate School for formal appointment of faculty to the Dissertation Committee.

2. Dissertation Prospectus

The Dissertation Committee is responsible for recommending approval of the prospectus including procedures for protecting human research participants as appropriate. The Dissertation Committee is formally appointed by the Graduate School on the recommendation of the GPD through Form DC, after an approved dissertation prospectus is submitted by the student. 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.

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 publishable.
- 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 (option 2) 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 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 GPD 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 four weeks prior to the examination date so it can be announced in the Campus Chronicle 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. 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 GPD. The chair is responsible for reporting the grades for the 18 credits of dissertation to the graduate school Office of Student Records. The GPD 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 are the following:

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<td>January 15</td>
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<td>April 30</td>
<td>May Commencement</td>
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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

Department of Health Promotion and Policy
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. ____________________________________

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MAJOR CONCENTRATION: ________________ Major advisor: ________________________

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Total Credits: ______  (24 required)
**MINOR CONCENTRATION:** ____________________  **Minor advisor:** ________________

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<th>Completed (sem, yr)</th>
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**Total Credits:** _____ (12 required)

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**Public Health Doctoral Seminar (PH892)**

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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>Approved</th>
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Approved                                Signature/Date
Major Advisor   _______________________________
Minor Advisor   _______________________________
Graduate Program Director _______________________________

QUALIFYING EXAMINATIONS: Certification that student is ready to take qualifying exams (to be completed by June 15 for Fall exam or January 15 for Spring exam)

(Signature)                          (Date)
Major advisor: __________________________  ________________
Minor advisor: __________________________  ________________

Major                              Minor
Written (date and result): __________________ _______________
Oral (date and result):      __________________ _______________
Examination report to Graduate School: ____________ (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.

Ideally, responsibility for seminar leadership should be rotated between the programs in Health Promotion and Policy. However, it is essential that the faculty leader assure that cross-disciplinary perspectives are integrated into the seminar. The faculty leader should explicitly solicit ideas and speakers from each academic concentration. The Health Promotion and Policy Doctoral Seminar will be offered once a year. HPM students may also take this seminar in the Bio-Epi Division, as long as it involves 3 credits.

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. Satisfactory completion of the course will require active student participation, the student presentation described above and an accompanying paper.
Form DC

Establishing a Dissertation Committee

Student Name:

Brief Description of Dissertation Subject:

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 Health Promotion and Policy, 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: ___________________________  
Department Chair

Date: ____________

______________________________________________  
Advisor

Date: ____________

______________________________________________  
Graduate Program Director

Date: ____________

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 Dean must sign here)

(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 Number)

I recommend that an oral examination for the above candidate for the Ph.D. degree be scheduled 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.

_______________________________________________________________
(Signature, Dissertation Committee Chair)

The candidate has met all the requirements and is ready for the dissertation examination.

_______________________________________________________________
(Signature, Graduate Program Director)