

**Doctoral Program in Community Health Education
POLICIES AND PROCEDURES**

**School of Public Health & Health Sciences
Department of Public Health
Division of Community Health Studies
University of Massachusetts**

**Spring, 1992
Revised Spring, 1999
Revised Spring, 2009
Revised Spring, 2014
Revised Spring, 2019
Revised Fall, 2019**

This handbook provides a summary of the policies and procedures that apply to doctoral students majoring in Community Health Education in the Division of Community Health Studies of the School of Public Health & Health Sciences. It supplements information contained in other official sources:

1. Graduate School Bulletin
2. Graduate School Handbook

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

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I. INTRODUCTION

The PhD is a degree in Public Health. While each student chooses a major and a minor concentration, the PhD degree is granted in Public Health, not an individual concentration. The course of study focuses on: (1) the development of advanced research competence in one's major, Community Health Education, (2) an understanding of theory and methods in a minor area, and (3) familiarity with the principles and practices of Public Health in general.

II. COURSE REQUIREMENTS

A. Basic Requirements

Doctoral students are expected to major in Community Health Education and select one minor area of concentration. The student is expected to complete a minimum of 39 course credits, including two semesters of the doctoral seminar, PH 892 a & b. Students who do not have a background in public health are expected to take at least 3 of the 5 core required public health courses, which do not count towards the total 39 required credits.

Upon the successful completion of the qualifying examination, the student undertakes an 18-credit dissertation.

B. The Doctoral Study Plan

In general, doctoral students are admitted into the program based on a close match of interests with a faculty who agrees to serve as their advisor. It is important for the student to work closely with the advisor and other relevant faculty to develop a study plan that documents the focus of the student's academic studies (see Form DSP). Should the student find that she cannot work with the faculty member who agreed to take her on at the time of her admission, or the faculty member leaves the university, the student should work with the GPD and Program Head to identify a new advisor.

An important part of the study plan is selecting a minor concentration and minor advisor. The minor is in a subject area relevant to the field and comprises doctoral-level courses outside of CHE.

Doctoral students are expected to enter the program with the equivalent of an MS or MPH degree (in either experience or course work) in Public Health. If the background or course work is deficient, then students must take the following three core required public health courses during the doctoral program:

1. HPP 601 Applied Social & Behavioral Theories
2. BIOEPI 630 Principles of Epidemiology
3. ENVHLT 565 Environmental Health Practices

These courses will not count towards the total credit requirements, unless waived by the GPD. Responsibility for verification of the background lies with the student and must be approved by the advisor as part of the development of the study plan.

The Doctoral Study Plan (Form DSP) must be signed by the student's advisor. Students must discuss any proposed revisions of their study plan with their advisor and submit amendments accordingly.

C. Course of Study

Doctoral students receive credit only for 600 level courses (and up); at least 9 credits must be 700-level or higher courses. No more than 6 credits in Special Problems or Independent Study are allowed. All courses taken by PhD students for credit must be taken on a graded basis. All course work must be completed with a grade of B or better. Failure to achieve a B grade in any course may result in dismissal from the doctoral program. Guidelines and restrictions on course work are as follows:

1. Major Concentration

9-15 Credits

The student's major is in Community Health Education, the social and behavioral science branch of public health. In general, coursework in the major includes graduate level courses offered in other UMass departments that confer a doctoral degree.

2. Minor Concentration

9-15 Credits

The minor concentration may be in another academic concentration in Public Health outside the Department (e.g., Epidemiology), but usually comprises courses from another University department that confers a doctoral degree.

3. Research Methods

9-15 credits

Students are advised to take at least one course in qualitative research methods, one in quantitative research methods, and one in advanced statistics.

For example PH624/ResearchMethods; PH640/Intermediate Biostats; ANTH697/Ethnographic Data Analysis; ANTH697CB/Community-Based Research Practices; EDUC619/Qualitative Methods in Education; EDUC662/Integrated Methods; EDUC790E/Social Network Analysis; PSYCH643/Research Methods in Social Psychology; PSYCH641/Statistical Inference in Psychology; RP625/Geographic Information Systems; SOC710/Research Methods)

4. Doctoral Seminar -- PH 892 a & b

6 credits

This upper level seminar examines theory and advanced research methods in public health. Students are advised to enroll in the seminar during their first and second year of course work.

5. Dissertation**10-18 credits****Total: 57 Credits****D. Other Requirements****1. University Residency Requirement**

The University residence requirement states that the student must be registered as a full-time student (9 or more course credits) for at least two consecutive semesters.

2. Statute of Limitations

Students who enter the program with a Master's degree in Public Health or closely allied field have a four-year Statute of Limitations (SOL) to complete the degree, while those with an unrelated degree have six years. The SOL is determined by the Graduate School at the time of admission.

3. Language Requirement

Community Health Education has no foreign language requirement.

III. COMPREHENSIVE QUALIFYING EXAMINATION**A. Overview**

Upon completion of all course work (major, methods, minor and at least one semester of the 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 proposal.

The Qualifying Exam Committee (QEC) is responsible for the development, oversight and grading of the qualifying exam (i.e., Options 1 and 2, see below). The qualifying exam committee (QEC) consists of the major advisor, one other CHE faculty member, and the minor area advisor. The minor advisor must serve on the committee in the limited role of developing and grading the question in their topic area.

Scheduling the Written Examinations/Papers

In the spring of the first year in the program, the student should contact their 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 (five-day qualifying exam or three qualifying exam papers) by the spring of their second year in the program. The major advisor will coordinate with the QEC to schedule the exam and will notify the student in writing about its timing at latest in the spring 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.

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 doctoral qualifying exam.

There are two options for completing the doctoral qualifying exam. The first option is the qualifying exam. The second option is three comprehensive exam papers.

(Option 1) The Five-Day 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 three questions that the candidate must answer and each question has a page limit of ten double-spaced pages. The exam may not exceed 30 written pages (1 inch margins, double-spaced, Times New Roman 12 point font), not including figures/tables and references. The student will have five 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.

Exam questions are to be developed in consultation between the student and their primary advisor. As part of the process of developing these questions, students should provide to the members of the QEC a bibliography related to the chosen topics. The student will submit a set of questions, which will inform the three questions assigned for the exam, which are ultimately devised by the QEC. The three questions chosen should center on: a) major area; b) minor area; and c) methods. The student will receive the exam on 9am on Monday of the exam, with typed exam responses submitted to the HPP office on Friday at 5pm of that same week.

The student is encouraged to meet with the chair of the QEC to obtain advice and guidance on how to best prepare for the exam.

The entire exam is graded with three 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. If the student fails one question, they are expected to retake the entire exam. The exam may be retaken once. Students failing one or more exam questions must wait at least one semester before retaking the exam, but cannot delay beyond one year. A second failure results in an automatic dismissal from the Ph.D. program.

After the examination is taken and graded, the chair of the QEC 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 placed in their file, within one month after the exam is completed. 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 proposal. In the case of a student failing the exam twice, the Graduate Program Director will take appropriate action for dismissal of the student.

(Option 2) Three Comprehensive Exam Papers

There are three goals of the three comprehensive exam papers: (1) to demonstrate advanced research-based competence in some aspect of the field of Community Health Education; (2) to demonstrate an understanding of the approaches and issues in the stated minor area of concentration; and (3) to present evidence of competence of relevant research methodologies appropriate to the potential field of research. Typically these three papers include a focus on the major area of concentration, one paper focused on methodology, and one paper related to the minor area. 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 community health education. 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 proposal.
- A minor-area paper that takes a clear perspective on a problem framed by the minor discipline. This should include demonstrating clear understanding of the nature of the social and/or health problem, including a comprehensive literature review.

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.

As part of the process of developing these paper topics, students should provide to the members of the QEC a 2-3 page outline, along with a beginning bibliography of each proposed paper. The QEC is responsible for approving these.

When the QEC has approved the three paper topics the chair of the QEC 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 academic year period of time (i.e. two academic semesters). The student has two academic semesters to complete all three papers and schedule the oral exam. The student may request additional time by submitting in writing a detailed timeline, which must be approved by the QEC. Failure to meet the projected timeline will result in dismissal from the doctoral program.

Each of the three papers should be in a formal academic style, including a title page, appropriate formatting, and references. The student is expected to complete the work on these papers independently, but the QEC 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. Each paper may be no longer than 30 pages in length.

Three copies of each of the three written papers are submitted at the same time to the members of the QEC, who will assess them within three weeks from the time the papers are submitted. Typically, one more week is then allowed for the QEC 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 QEC. In the case of unresolved disagreement on the grading, the full-time CHE faculty will review the exams. The CHE faculty, in consultation with the Department Chair and the GPD, 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 QEC 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 chair of the QEC informs the student and GPD in writing of the results, with a copy of the outcome to the student's file.

The QEC will not review comprehensive exams over the summer. It is the student's responsibility to schedule and complete their exam with enough time for the exam to be reviewed during the regular academic year.

IV. DISSERTATION

A. Purpose

The dissertation represents the culmination of the PhD degree program. It is intended to demonstrate the student's ability to conceive, plan, execute and analyze a substantial research project independently. The dissertation must contain original research. As a result of the process, the student is expected to develop both conceptual and methodological skills and to contribute new knowledge to the field. In addition, the student is expected to demonstrate skill in communicating the results of the research at the final doctoral oral examination (dissertation defense).

B. Timing

Data collection for the dissertation typically begins after successfully completing the comprehensive examination and approval of the dissertation proposal by the student's Dissertation Committee. If dissertation work is begun prior to that time, the student risks losing any investment of time or resources, as 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 examination. The minimum number of dissertation credits in the School is eighteen (18), as required by the Graduate School. A student can register for a maximum of nine dissertation credits in one semester.

C. Process

Planning for the dissertation research usually begins with discussions of topics of common interest to the student and the faculty member who is likely to become chair of the dissertation committee.

1. Appointing Dissertation Chair & Committee

After a specific topic or problem has been defined, the next step is to obtain a formal commitment from a faculty member to chair the Dissertation Committee. In general, the faculty member who has served as the student's major advisor will also serve as Chair of the Dissertation Committee, but the student has the right and the responsibility to decide which CHE faculty member, with their consent, will serve as Chair. In consultation with the Chair, the student is responsible for recruiting 2 - 4 other committee members who can provide expertise to guide the execution of the research. The Dissertation Committee is responsible for approving the dissertation proposal, guiding and supervising the research and conducting the oral defense.

The Dissertation Committee must conform to the following Graduate School policies:

- a. Be composed of no less than three (3) full-time graduate faculty from UMass Amherst.
- b. The Committee Chair must be from the major area of concentration, Community Health Education.
- c. One member must be a graduate faculty member from another Department at UMass Amherst outside of SPHHS.
- d. At least two members must have their primary appointment in Community Health Education .
- e. The outside faculty member and the minor faculty advisor may be the same person.

Thus, the minimum committee consists of two graduate faculty from Community Health Education and one from outside of SPHHS.

Persons who are not UMass graduate faculty but graduate faculty at another University may be appointed, with permission from the Graduate School, for "one-time" special appointments to serve on a Dissertation Committee. The student must submit a memo explaining the rationale and justification for the appointment, and the faculty member's curriculum vitae, to the GPD to initiate the approval process.

The Chair is responsible for submitting Form DC, Establishing a Dissertation Committee, to the Graduate Program Director, who forwards it to the Graduate School. The Committee is formally appointed by the Graduate School on the recommendation of the GPD.

Students are advised that, once the committee has been formally appointed, the student cannot remove a committee member without that individual faculty member's consent.

2. Dissertation Proposal

The student is expected to develop a written proposal that defines the research problem, the significance of the inquiry, a review of previous research and relevant social theory, methods of investigation, plan of analysis and anticipated limitations. The proposal should be developed in collaboration with the Dissertation Committee.

Dissertation Proposal Structure: Depending on the dissertation type (i.e., manuscript-length or three-paper option), the proposal can turn into the Intro to the three-paper option or can be repurposed into dissertation chapters (i.e., intro, methods, theory chapters).

The proposal should be approximately 30-50 pages and the following standard guidelines should be followed:

1. The proposal contains an abstract, which should provide a brief statement of not more than 250 words, which concisely and clearly states the problem to be investigated. The abstract should contain the dissertation title, the student's name, and the dissertation committee members.
2. The proposal describes the problem to be examined and relates the proposed research to previous theoretical and empirical literature in the area. If appropriate, the proposal synthesizes theoretical models and/or frameworks that will be used to inform the research questions and design and a visual representation may be used to explain.
3. The proposal lists the specific research questions to be addressed. If appropriate, these questions should be stated as hypotheses.
4. The proposal describes the research design and research techniques that are to be used. This section should specify the overall design and whatever problems are associated with it, specific research techniques to be employed, the relevant controls that must be introduced (if applicable), and expected problems of data analysis. If appropriate, the candidate should present some of this analysis in the form of example tables.
5. The proposal explains the sources of data to be used and should evaluate their apparent adequacy for the candidate's purposes.
6. The proposal may estimate whatever logistical problems are foreseeable and how they are to be handled. Such problems include access to funds, data, computer services, and expert advice.

7. The proposal should outline whether the student proposes to complete the dissertation in book form or in the three-paper format. If the latter, the three papers should be described.
8. The proposal should include a tentative time schedule.
9. A bibliography should be included.

Dissertation Proposal Defense

The oral presentation of the dissertation proposal takes place no earlier than one month and no later than three months after the written proposal is submitted to the Dissertation Committee. When the oral presentation is held, its time and location must be arranged by the doctoral student in consultation with the Dissertation Committee and announced to the faculty at least two weeks in advance. The Graduate Program Director is responsible for reporting the scheduled date and time. There will be no exception to this advance notice period.

The oral presentation is scheduled for a two-hour time period. The student will come prepared to give an overview of each of their written proposal, and participate in a round robin style of question and answer and discussion. Attendance at the oral presentation is restricted to the Dissertation Committee. A simple majority vote during the oral presentation, after consultation among the Dissertation Committee, is required to pass or receive a conditional pass. The timing of the revision is set by the Dissertation Committee. It is expected that no more than two attempts will be needed for prospectus approval.

The results of the vote are sent in writing to the Graduate Program Director by the chair of the Dissertation Committee.

Once approved, the proposal is forwarded to the GPD for review and approval. It is then forwarded to the Graduate School for their records. Graduate School regulations specify that at least seven (7) months must elapse between the time the dissertation proposal is filed with the Graduate School and the time of the final oral defense of the dissertation.

It is the student's responsibility to schedule and complete their proposal defense during the regular academic year. Dissertation committees are not expected to review materials and/or attend a proposal defense during the summer.

3. Human Subjects Review

All doctoral students must complete the University's online research ethics training program (i.e., CITI). When appropriate, the proposal must be reviewed and approved by the University Human Subjects Review Committee and formal written notification of their approval must be included with the proposal prior to its submission to the Graduate School.

4. Format of the Dissertation

Students often ask whether a manuscript-length or three-paper dissertation option takes longer, but there is no consistent answer to this question. The length of time spent on the dissertation project varies considerably (depending on primary data collection versus secondary data analysis, funding availability, employment issues, etc.). While most students complete their dissertations within two or three years after advancing to candidacy, neither format hastens or delays the timeline to graduation.

Manuscript-length option: The manuscript-length dissertation is divided into chapters and typically includes an introduction, including key research questions and the significance of the topic; a literature review; theory and methods (methodology); results and discussion or data chapters; conclusion; and appendices (i.e., survey questionnaire, interview guide, extra data tables, visual data, IRB materials). The student should consult with their Dissertation Chair and committee members to determine if the manuscript-length format is most appropriate. The anticipated format will be proposed in the proposal, and this should be discussed and agreed within the context of the proposal. Papers written for the comprehensive exam may be used as a basis for chapters in the dissertation.

Three-paper option: The three-paper dissertation option is composed of three papers of original research, publishable quality, and full-length (i.e., the section of journal submissions for original research), which are related to one another. The three-paper format includes an introductory and a concluding chapter that preface and draw from all three papers, respectively, but each paper should be able to stand alone. By the time of the Dissertation defense, students are expected to have submitted all three of the papers to a peer-reviewed journal and have at least one of the papers accepted for publication. The Students should consult with their Dissertation Chair and committee members to determine if the three-paper format is most appropriate. The anticipated format will be proposed in the proposal, and this should be discussed and agreed within the context of the proposal. Papers written for the comprehensive exam may be used as a basis for supporting chapters or the three articles in the dissertation.

Structure of three-paper option includes an introduction, which may be the proposal material re-framed to be about what was done for the research project (recommended page length 30-50 pages); three article manuscripts [two empirical/data focused, one open (i.e. critical literature review, theory paper, methods/process-oriented paper)]; a conclusion, which ties everything together and details next steps and/or research implications; and appendices (i.e., survey questionnaire, interview guide, extra data tables, visual data, IRB materials).

5. Final Doctoral Oral Examination (Dissertation Defense)

After the dissertation research has been completed and reviewed 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 (Form DD) at least three weeks prior to the examination date. The Dissertation Committee highly encourages students not to consider scheduling the oral examination during

the summer. The examination cannot be held without this requisite advance notification. The Graduate School requires that every member of the Dissertation Committee be present (in person or online if needed) for the examination, or the oral defense must be rescheduled and re-announced in the same manner.

Any graduate faculty from within the University may attend the dissertation defense. Students may attend as well. Other guests may attend only at the 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 to deliberate the results. Only members of the Dissertation Committee are permitted to vote on whether the dissertation and its defense are satisfactory or not. This vote must be unanimous for the student to pass the dissertation defense. In the case of failure, the defense may be rescheduled 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 is 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.

It is the student's responsibility to schedule and complete their dissertation defense during the regular academic year. Dissertation committees are not expected to review materials and/or attend a dissertation defense during the summer.

D. Typing Guidelines

When preparing the dissertation proposal and 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. This handbook contains detailed guidelines for preparing the dissertation in the proper format, including requirements for printing, and preparing tables, figures, notes, references, and bibliography. These requirements must be followed exactly to ensure acceptance of the dissertation by the Graduate School.

When choosing word processing software 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, to ensure that the final work is consistent with Graduate School rules for style and format.

E. Deadlines

The final dissertation must be submitted along with all other graduation materials by these deadlines:

<u>Deadline:</u>	<u>Degree Date:</u>
January 15	February 1
April 30	May Commencement
August 31	September 1

All materials must be received by the Graduate School by the deadline for each respective degree date. It is the responsibility of the student to check due dates with the graduate school office and to plan accordingly. Materials received after the deadline will be processed for the next degree granting period.

F. 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 or agency to whom such certification should be sent.

Appendices

Forms DSP, QEC, DC, DP, & DD

Form DSP
Doctoral Studies Plan
 Department of Public Health
 School of Public Health & Health Sciences

Name: _____ Matriculation Date: _____

Master's degree (Major subject): _____

Admission credits (list course and credits) PH core satisfied: ___ No ___ Yes List Courses

1. HPP 601 Applied Social & Behavioral Theories _____
2. BIOEPI 630 Principles of Epidemiology _____
3. ENVHLT 565 Environmental Health Practices _____

MAJOR CONCENTRATION: _____ Major advisor: _____

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

MINOR CONCENTRATION: _____ Minor advisor: _____

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

RESEARCH METHODS:

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

Modifications of Study Plan for Major (approval by Major Advisor required)

	(Course # & title) replaced by (Course # & title)	Completed	Instructor	Approved
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

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

	(Course # & title) replaced by (Course # & title)	Completed	Instructor	Approved
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

ApprovedSignature

Major Advisor

Minor Advisor

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)

Major advisor: _____
(Signature) (Date)

Minor advisor: _____
(Signature) (Date)

Written: _____
(result) (date)

Oral: _____
(result) (date)

Examination results reported to Graduate School: _____ (date)

Form QEC
Qualifying Exam Committee

Student name: _____

Student Advisor: _____

Graduate Program Director: _____

Qualifying Exam Committee

1. _____

2. _____

3. _____

4. _____

5. _____

Approved by:

Advisor: _____
(signature)

Date: _____

Graduate Program Director: _____
(signature)

Date: _____

Form DC
Establishing a Dissertation Committee

Student Name: _____

Brief Description of Dissertation Subject: _____

Recommended Dissertation Committee:
[Signature of Each Member Required]

(Name) Chair, Community Health Education

(Name) Member

(Name) Outside Member, Department

(Name) Member [optional]

(Name) Member [optional]

[Use full name, including middle initial but not degrees. 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) **Form DP**

[Sample Format for Cover Sheet of Dissertation proposal]

A POETIC PERSPECTIVE ON PUBLIC HEALTH

A Dissertation Proposal Presented
by
EMILY JANE DICKINSON

Approved as to style and content:

John H. Dewey, Chair, Community Health Education

Harold S. Thomas, Member, Community Health Education

Samuel Harrison, Member

Elizabeth K. Richards, Outside Member, English

Truman Capote, 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)