

Doctor of Public Health Degree Program (DrPH)
STATEMENTS OF UNDERSTANDING (continued)

Initials

Course Waivers. The Program Director may choose to waive a course if the DrPH student has command of the Master-level content, but should not receive credit for the class. Since the student is not receiving credit for the course, another course will be substituted to fulfill the minimum 60-credit graduation requirement.

Initials

Changing Specialty Fields. On the rare occasion a DrPH student wishes to change specialty fields, the student, Specialty Field Directors and SPHHS Admissions are involved:

Student Responsibilities. The student discusses the desire to change programs with the Specialty Field Program Directors of their current and prospective fields.

- (1) Complete the SPHHS Graduate Petition indicating desire to change program/specialization
- (2) Write a personal statement (1000 words or less). State the chosen specialty field and explain the reasons for your interest in the new Specialty Field and the circumstances that resulted in the desire for the change. Additionally, include academic and career interests as well as related professional and volunteer experiences relevant to the change. Finally, describe current skills and future goals related to research leadership, and problem-solving in public health related to the new Specialty Field.
- (3) Obtain signatures from the current and prospective Specialty Field Directors on the petition
- (4) Take the signed petition to SPHHS Admissions, 221 Ross Hall

SPHHS Admissions Responsibilities. Provides the prospective Specialty Field Director with complete academic file, including the petition and later notifies the student of the department's final admissions decision.

Specialty Field Directors Responsibilities. Students should discuss the desire to change programs with their current and prospective Specialty Field Directors. The perspective Specialty Field Director, upon review of the complete application and petition to change specialty fields will consult with the department chair, render a final admissions decision, and notify SPHHS Admissions.

Doctor of Public Health Degree Program (DrPH)
STATEMENTS OF UNDERSTANDING (continued)

_____ Initials

Pre-Candidacy. DrPH students must:

- a. Complete and sign the **Program of Study** (along with Program Director/Advisor), including the notation of any transfer or waived courses and a timeline for DrPH completion
- b. **Complete courses** on Program of Study – If grades of “Incomplete (I)” or “Incomplete in Progress (IPG),” appear on the transcript students will not qualify to take the comprehensive examination until letter grades are entered
- c. Pass the Comprehensive Examination
 - i. Inform advisor on intent to sit for the exam by the end of the semester prior to the exam
 - ii. Any section of the exam that is not passed must be passed within one calendar year of taking the initial examination. Only one retake of the Comprehensive Exam is permitted.

_____ Initials

Candidacy.

In order to enroll in PubH 417 (2 credits) Advanced Health Care and Public Health Research Design,, DrPH candidates must have:

- a. Passed all sections of the Comprehensive Exam
- b. Gained approval from the Specialty Field Director
- c. Completed a one-page abstract that includes:
 - iii. Candidate’s Name
 - iv. Program Director
 - v. Faculty Advisor (if different from the Program Director)
 - vi. Title
 - vii. Objective (including population)
 - viii. Research and Analysis Methods
 - ix. Anticipated Results (hypothesis)

Once DrPH candidates arrive at the Dissertation Proposal phase, they are responsible for:

- a. Forming Dissertation Committee and submitting the Dissertation Committee Approval Form to the Specialty Field Director
- b. Securing approval for the proposal from the Dissertation Committee
- c. Recommending members for the Dissertation Examining Committee
- d. Submitting Proposal Defense Request Form and four (4) copies of the proposal to the Specialty Field Director
- e. Successfully complete an oral defense of the dissertation proposal

Doctor of Public Health Degree Program (DrPH)
STATEMENTS OF UNDERSTANDING (continued)

Candidacy (continued)

Once DrPH candidates complete the oral defense of their proposal and enter the dissertation-writing phase of matriculation, they are responsible for:

- a. Enrolling for the required number of credit hours of PubH 418 each semester (1 to 10 credits, variable) for a total of 12 credits
- b. Completing dissertation research and write-up
- c. Submitting dissertation copies, Final Dissertation Defense Request Form, and other required paperwork to the Specialty Field Director
- d. Completing the oral examination/defense of the dissertation
- e. Revising the dissertation as requested by the Examination Committee or University Academic Editor **within 30 days from the date of oral defense or 10 working days from the date of oral defense or 10 working days prior to commencement**
- f. Scheduling a second oral examination/defense of the dissertation (if the initial oral defense was unacceptable)

Graduation.

_____ Initials

DrPH candidates should:

- a. Submit to the Associate Dean for Academic Affairs:
 - i. Two (2) final, error-free copies of the dissertation appropriately bound
 - ii. UMI Dissertation Agreement and certified check or money order for copyright
 - iii. Survey of Earned Doctorates Form
- b. Submit Application for Graduation Form to the SPHHS Student Records
- c. Do a final check to assure there are no “holds” on the academic record, including student account, and library record , etc, as holds of any kind will prevent degree certification.
- d.

Student Signature _____ Date ____/____/_____