



DEPARTMENT OF MENTAL HEALTH

Doctor of Public Health Degree Program

Academic Year 2009-2010



Department of Mental Health

Preface

Welcome to the Doctor of Public Health (DrPH) program in the Department of Mental Health. The Department of Mental Health is at the forefront of exciting developments in the field of public mental health. We are committed to applying the public health approach to alcohol, drug, and mental health problems in adults and children around the world. This booklet is the most current resource for your degree requirements and is intended to guide you during your studies here. It is a complement to the Catalog distributed by The Johns Hopkins Bloomberg School of Public Health.

Faculty and staff join me in wishing you a rich and rewarding year, both academically and personally, and we welcome you to exciting challenges. Together, we can pursue our department's mission to address the important problems of public mental health.

Warm regards,

A handwritten signature in black ink that reads "William W. Eaton".

William W. Eaton
Professor and Chair

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I. Mission

The Doctor of Public Health (DrPH) is a School-wide advanced professional degree program designed for the student who holds a Masters of Public Health (MPH) or its equivalent and who intends to pursue a leadership career in the professional practice of public health. The focus of the DrPH program in the Department of Mental Health (DMH) is on the direct application of a broad range of knowledge and analytical skills in public mental health for individuals in leadership, policy analysis, finance, and management positions.

The DrPH in public mental health has School-wide and department components. The School-wide component emphasizes advanced knowledge and skills associated with leadership, integration and application of skills in public health as broadly defined. The department component emphasizes knowledge and skills, and their practical context for public mental health.

The DrPH in public mental health is administered jointly by the School and by the department of mental health.

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II. Admission Requirements

The DrPH Program develops in its graduates advanced skills in leadership, application of knowledge about the public's health, and the analytical skills of public health. The DrPH Program is intended for students who are already public health professionals or others who intend to pursue a career in the practice of public health. Students who enter the DrPH program without a prior MPH degree from the Bloomberg School of Public Health or other accredited school of public health within the previous five years may be required to complete the core requirements of the Johns Hopkins MPH program as part of their DrPH programs. Candidates may apply with an equivalent professional master's degree (MSW, MBA, MHS, other), but may be required to complete additional course work in conformity with the core curriculum of the MPH Program at the Bloomberg School of Public Health.. Any deficiencies in fulfilling MPH core requirements should be completed during the first year of the program.

Admission is based on evaluation of the applicant's educational and work experience, past academic performance, and potential to provide leadership in public health. Admissions requirements include the following:

- a. Two years of work experience or professional skills relevant to public mental health.
- b. Evidence of quantitative or evaluative skills and ability. This criterion is usually met in the form of scores on GRE or other standardized exams. Scores on standard exams (e.g. GRE, MCAT, GMAT) must be recent (usually taken in the last 5 years). Waivers may be granted for applicants from the School's master's degree programs or under special circumstances.

c. English language: Proficiency in the English language is a requirement for admission to this School. Applicants whose native language is not English will be required to submit the results of either the TOEFL examination (Test of English as a Foreign Language) or the IELTS (International English Language Testing System). A score of 250 (computer based), 600 (paper based), 100 (Internet-based) for the TOEFL and a score of 7 for the IELTS represents the minimum level of proficiency in English for graduate level work.

The English proficiency test might be waived for applicants who have received degrees from countries/institutions where English is the language of instruction. Other waivers or exceptions to this policy by a department or academic program require that documentation of the rationale for granting such a waiver or exception is included in the student applicant file prior to or at the time that an offer of admission to BSPH is tendered to the applicant.

- d. Letters of recommendation from academic and professional references

Please refer to the School Guide for further details and requirements for admission to the Bloomberg School of Public Health (www.jhsph.edu/Admissions/index.html).

III. Core Curriculum

The following sections describe the DrPH at the Johns Hopkins Bloomberg School of Public Health (JHSPH) and the Department of Mental Health. DrPH students are also responsible for meeting the MPH core requirements in environmental health, public health biology, management sciences, and the social and behavioral sciences.

I. Ethics--DrPH students must take at least 3 credits from the following courses:

Course No.	Units	Course Title	How fulfilled or waiver
550.860	1	Research Ethics	
221.616	2	Ethics of Public Health Practice in Developing Countries	
306.655	3	Ethical Issues in Public Health	
306.663	3	Legal and Ethical Issues in Health Services Management	
306.665	3	Research Ethics and Integrity: US and International Issues	

II A. Epidemiology-- DrPH students must take two of the following courses OR all listed in II B.

Course No.	Units	Course Title (credits)	How fulfilled or waiver
340.601	5	Principles of Epidemiology	
OR			

550.694.81 <u>AND</u>	3	Fundamentals of Epidemiology I (on-line only)	
550.695.81 <u>AND</u>	3	Fundamentals of Epidemiology II (on-line only)	
340.761 <u>OR</u>	4	Applied Epidemiology I	
340.608	4	Observational Epidemiology	

II B. Epidemiology continued

Course No.	Units	Course Title (credits)	How fulfilled or waiver
340.751 <u>AND</u>	5	Epidemiologic Methods 1	
340.752 <u>AND</u>	5	Epidemiologic Methods 2	
340.753	5	Epidemiologic Methods 3	

III A. Biostatistics--DrPH students must take all 4 of the following courses OR all listed in III B.

Course No.	Units	Course Title (credits)	How fulfilled or waiver
140.621** <u>AND</u>	4	Statistical Methods in Public Health I	
140.622** <u>AND</u>	4	Statistical Methods in Public Health II	
140.623** <u>AND</u>	4	Statistical Methods in Public Health III	
140.624	4	Statistical Methods in Public Health IV	

**The Biostatistics series 140.651 – 654 may be used as a substitute.

III B. Biostatistics continued

Course No.	Units	Course Title (credits)	How fulfilled or waiver
140.611	3	Statistical Reasoning in Public Health I	
140.612 <u>AND</u>	3	Statistical Reasoning in Public Health II	
140.613 140.614 <u>AND</u>	4 4	Data Analysis Workshops I Data Analysis Workshops II	
140.620 <u>AND</u>	2	Advanced Data Analysis Workshop	
140.624	4	Statistical Methods in Public Health IV	

IV. School-Wide DrPH Seminar: DrPH Students are required to take four terms of the DrPH seminar and are encouraged to attend during additional terms.

Course No.	Units	Course Title (credits)	How fulfilled or waiver
550.873	4	DrPH Seminar (Four terms)	

V. Leadership: DrPH Students must take one of the following courses:

Course No.	Units	Course Title (credits)	How fulfilled or waiver
551.610.01 OR	3	Foundations of Leadership – A Leadership Survey Course	
380.681.13	6	Strategic Leadership and Management in Population and Reproductive Health	

VI. Health Policy--DrPH students must take at least one policy course from the following: (other courses may be substituted with approval from the DrPH Executive Committee)

Course No.	Units	Course Title (credits)	How fulfilled or waiver
180.629	4	Environmental and Occupational Health Law and Policy	
221.609	4	Comparative Health Insurance Systems	
300.600.81	4	Introduction to Health Policy (internet)	
300.652	4	Politics of Health Policy	
300.711	3	Health Policy I: Social and Economic Determinants of Health	
300.712	3	Health Policy II: Public Health Policy Formation	
300.713	4	Health Policy III: Health Policy Research and Evaluation Methods	
306.650	3	Public Health and the Law	
380.624	4	Maternal and Child Health Legislation and Programs	

VII. Management Sciences; DrPH students must take 3 credits from the following courses in addition to a course taken to meet the MPH Management requirement:

Course No.	Units	Course Title (credits)	How fulfilled or waiver
221.706 and 221.707	5	Managing Health Systems in Developing Countries	

221.722 OR 221.722.81	4	Quality Assurance Management Methods for Developing Countries	
312.615	3	Theories of Organization and Management	
551.601 AND 551.602	6	Managing Health Services Organizations; Exercises in Managing Health Services Organizations	
551.603	3	Fundamentals of Budgeting and Financial Management	
551.605	3	Case Studies in Management Decision Making	
551.608	3	Managing Non-Governmental Organizations in the Health Sector	

Additional MPH Core Curriculum Requirements:

I. Environmental Health:

Course Number	Units	Course Title	How fulfilled or waiver
180.601	5	Environmental Health	

II. Public Health Biology: Please indicate how the requirement was fulfilled.

Course Number	Units	Course Title

III. Management Sciences: Please indicate how the requirement was fulfilled.

Course Number	Units	Course Title

IV. Social and Behavioral Sciences: Please indicate how the requirement was fulfilled.

Course Number	Units	Course Title

Department of Mental Health Required coursework:

Course No.	Units	Course Title (credits)	How fulfilled or waiver
330.601	3	Perspectives of Psychiatry: The Public Health Framework	
330.603	3	Psychiatric Epidemiology	
330.602 OR 330.609	3 3	Epidemiology of Drug and Alcohol Dependence Alcohol Problems: Epidemiology, Prevention and Treatment	
Choose 2: 330.623 330.661 330.612 330.607	3 3 3 3	Brain and Behavior Social, Psychological and Develop. Processes in the Etiology of Mental Disorders Introduction. To Behavior and Psychology Genetics Prevention of Mental Disorders: Public Health Interventions	
Choose 3: 330.604 330.606 330.620 330.628 330.665 330.667 330.674	3 3 3 3 3 2	Gender and Mental Health Economics of Mental Health and Substance Abuse Issues in Mental Health Research in Developing Countries Principles of Public Mental Health Delivery in The Community Context Perspectives on Prevention and Treatment of HIV and Drug Dependence Mental Health and the Law Suicide as a Public Health Problem	

IV. Residency & Registration Requirements

A. Full time

- A minimum of four consecutive terms of registration as a full-time student (16 or more credits per term).

- For students who complete a full-time MPH at the School and continue into the DrPH program within three years, the subsequent four-term full-time residency requirement may be partially or totally waived by the Department of Mental Health.
- All DrPH students enrolled in a full-time DrPH program must remain continuously registered in an acceptable registration status during their programs of study. Active registration status requires a minimum registration of three credits per term; other acceptable statuses include non-residency (as approved by the Committee on Academic Standards) and approved leaves of absence. If the final defense occurs any time after the last day of fourth term and before the last day of summer term, summer term registration is required. If the final defense occurs during fourth term, the student must complete all of the requirements, including meeting any conditions, and submitting the dissertation to the Office of Records and Registration prior to the first day of summer term. Summer term typically starts on or around July 1. If the requirements are not met by this date, summer registration is required.
- Not more than 7 years may elapse between the date of matriculation and fulfillment of all requirements for each doctoral candidate. The matriculation date is the first day of the term in which the accepted doctoral degree candidate begins his/her course work. The matriculation date is not changed when a student transfers to another degree program. During this 7-year period of time, the student must remain continuously registered in an acceptable registration status. Active registration status requires a minimum registration of three credits per term; other acceptable statuses include non-residency and approved leaves of absence. Registration is not mandatory for the summer and intersession terms. (However, registration is required for students taking final defenses or fulfilling requirements following their final defenses during summer term.) Students registered either in residence or non-residence must conform to the 7 year limit. Requests for non-residence must be reviewed and approved by the Committee on Academic Standards. Only students who have been approved for formal leaves of absence may extend beyond this time limit.
- The DrPH Executive Committee may, upon request from the student, with support from the DMH, waive the full-time residency requirement and/or approve registration for part-time study. To do so, the Committee must find acceptable a written academic plan of study submitted by the student after approval by his/her advisor, DMH DrPH Committee, and the School-wide DrPH Executive Committee.

B. Part-time

The DrPH program may be designed as part-time. DrPH students participating in the part-time program must develop a sound academic plan for completion of the degree and maintain the same high standard of academic performance as any full-time doctoral candidate.

- The time limits to completion are longer for part-time DrPH students: The preliminary oral examination must be completed within 4 years, and the final defense of the dissertation within 9 years of matriculation.
- Continuous registration is required (at least one credit per term)
- Other acceptable statuses are non-residency (as approved by the Committee on Academic Standards) and approved leaves of absence
- Registration is not mandatory for summer and intersession terms

V. Ethics and Standards of Academic Excellence

A. Academic Ethics Code

The Department of Mental Health adheres to the School's Academic Ethics Code which is published in the 2006/07 school catalog and herein. The faculty and students of the Bloomberg School of Public Health have the joint responsibility for maintaining academic integrity and guaranteeing the high standard of conduct of this Institution. An ethical code is based upon the support of both faculty and students who must accept the responsibility to live honorably and to take action when necessary to safeguard the academic integrity of this University.

Students enrolled in the Bloomberg School of Public Health assume an obligation to conduct themselves in a manner appropriate to The Johns Hopkins University's mission as an institution of higher education. A student is obligated to refrain from acts which he or she knows or under the circumstances has reason to know, impair the academic integrity of the University. Violations of academic integrity include, but are not limited to: cheating; plagiarism; knowingly furnishing false information to any agent of the University for inclusion in the academic records; falsification, forgery, alteration, destruction, or misuse of official University documents or seal; violation of the rights and welfare of human subjects in research; violation of the welfare of animal subjects in research; falsification of research results; and misconduct as a member of either School or University committees or recognized groups or organizations.

1. All members of the academic community are responsible for the academic integrity of the University. Students and faculty alike must work together to minimize the possibility of violations of academic integrity.
2. The faculty is responsible for the conduct of examinations, for announcing the ground rules for all work in a course at the beginning of the term in which the course is offered, and for the security of examination papers and teaching laboratories. Proctoring is at the discretion of the instructor.
3. A student with knowledge of any violation of academic integrity governed by the Bloomberg School of Public Health Constitution has an obligation to report such violations, including the identity of the alleged violator(s) to the appropriate faculty member, the Dean or to the Academic Ethics Board.

All members of the Johns Hopkins community are responsible for immediately informing the Academic Ethics Board of the Bloomberg School of Public Health of any suspected violations of its Constitution. The Ethics Board, composed of six students and four faculty members, is responsible for implementing its Constitution according to the procedures set forth therein. This includes formal hearings of suspected violations. Students and faculty should become familiar with the Constitution, copies of which can be obtained in the office of the associate dean responsible for student affairs.

To be approved for graduation, the student must have all outstanding charges of misconduct and violations of academic ethics resolved.

Students who matriculated after June 2002 are required to complete the ethics module, which is available at <http://apps1.jhsph.edu/academicethics/>

B. Academic Standards

The performance of each student is reviewed by the advisor and the Academic Program Coordinator. The Academic Program Coordinator reviews the student's transcripts each quarter. When the academic achievement of any student comes into question, the Academic Program Coordinator will bring this to the advisor's attention (typically this involves a grade of "C" or lower). The advisor may consult with the faculty and/or Chair. Unsatisfactory or incomplete grades may constitute grounds for removal of a student from a degree program. Satisfactory academic progress is outlined in the Bloomberg School of Public Health Catalog.

Pass/Fail Option

Each department has determined for its own students which courses may be taken on a Pass/Fail basis. Courses in the Department of Mental Health which are required for a departmental degree, including School-wide DrPH core curriculum courses, may not be taken on a Pass/Fail basis. For other courses, students in the Department and at the Bloomberg School of Public Health may elect to take courses on a Pass/Fail basis with the consent of their academic advisor. Students who must submit grades to employers, to funding agencies, or to other academic programs should also consult the appropriate offices before electing the Pass/Fail option.

If an advisor, student, or department needs to know the specific grade a student earns, the student should not be permitted to enroll Pass/Fail. There will be no retroactive changes from regular grading to pass/fail and vice versa. If a student transfers to a program which requires a standard letter grade for a course which the student completed Pass/Fail, the student must repeat the course. Deadlines for filing Pass/Fail requests will be adhered to without exception. Pass/Fail forms cannot be accepted after the prescribed add/drop deadline for each term. All students should consider carefully before exercising the Pass/Fail option. Pass/Fail or letter grades, once elected, may not be reversed on the student's official academic record.

VI. Dissertation

The focus of the DrPH degree program is on the scholarship of application and translation as carried out in the practice of public health. Knowledge contributed by individuals with this degree is expected to have a direct application to public health practice. The content of the dissertation should reflect the focus of the degree program and the career paths of DrPH graduates. The DrPH dissertation demonstrates the student's capacity for public health analytic work. Its specific content is to be developed by the student in consultation with the faculty of his/her department. The DrPH dissertation will also meet the following criteria:

1. addresses a practical problem confronting a leader in public health practice;
2. represents original thought and work;
3. uses a rigorous and scientifically defensible analytic component; and
4. is based on a conceptual model that relates the work to existing knowledge and to practice.

Two options are presently available to fulfill the DrPH dissertation requirement.

1. Traditional doctoral thesis

The traditional doctoral dissertation is a piece of original, independent work focusing on a selected topic of importance for the practice of public mental health. It must be of

publishable quality and make a substantive contribution to the application of knowledge in mental health.

2. Manuscript Thesis

The manuscript thesis is a three-paper option. Each paper should stand on its own merit, and in addition, the papers together should embody a recognizable unifying theme. An integrating document (separate from the individual papers) should be prepared to present and critically review the unifying theme. Although no required page length has been specified, it is understood that, taken together, the papers should contain as much substantive information as is usually expected in a dissertation.

VII. Certification by the Faculty

A. Comprehensive Examination

Policy

The comprehensive examination is usually administered at the end of the first or second year of doctoral course work. The examination is intended to assess the student's written mastery of the knowledge base and methods in his/her field of study as well as in core DrPH competencies.

Procedure

A student will become eligible for examination upon approval of his/her advisor. The Comprehensive Examination must take place prior to the School's Preliminary Oral Examination. The Academic Program Coordinator must be notified of the student's intention to sit for the exam at least 14 days before the scheduled exam date. Exams will be offered by the Department in January and June at a date announced via memo to all students from the Academic Program Coordinator. There will be a teaching faculty member present in the department during the examination. The Academic Program Coordinator will arrange for a room for the examination, and administer the exams.

The Chair of the Department's Committee on Examinations shall be responsible for assignment of readers and will supervise the grading process. Where possible, assignment of readers will take into account the questions, selected by the candidate and faculty specialty areas. Readers are free to seek consultation for specific questions outside their own areas. Readers will not include the candidate's advisor.

Each section of the examination will be read by at least two (2) faculty members who will assign a high pass, pass, or fail grade. The decision of the readers will be communicated via a letter and in case of a failure, a subsequent debriefing session. The debriefing will be an opportunity to identify the difficulties and receive guidance to help with preparation for a retake if one is allowed. Students must score a "pass" or "high pass" on each section on the exam, in order to pass the entire exam. If there is one or more vote to fail, a meeting of the readers shall be arranged by the Chair of the Department's Committee on Examinations. Readers will discuss their votes and cast a final vote after discussion. The candidate's advisor will have the opportunity to attend the meeting and to join in the discussion without vote. The candidate will pass or fail on the basis of majority decision. In the event of failure, the candidate must make arrangements to

retake the exam. Only one reexamination is permitted. An evaluation of the student's performance on the examination (s) will be submitted to the Registrar for transmittal to the Committee on Academic Standards.

B. Preliminary Oral Examination

Policy

The purpose of this examination is to determine whether the student has the ability and knowledge to undertake significant public mental health problem-solving and analytic research in his/her general area of content. Specifically, the examiners will be concerned with the student's: (1) capacity for logical thinking; (2) breadth and depth of knowledge in public health and evaluative methodologies; and (3) ability to undertake a project aimed at addressing a significant public health problem leading to a completed dissertation. Discussion of a specific proposal will serve as a vehicle for determining the student's general knowledge and analytical capacity. While, this examination is not intended to be a defense of a specific proposal, the student will be expected to defend the public health significance of the problem as well as the methodologies to be used in evaluating solutions to the problem.

Procedure

1. Examining Committee: Requests for a preliminary oral examination must be sent to the Records and Registration Office on the appropriate form at least 4 weeks prior to the examination. The committee shall consist of five voting members.

a. Not more than three members of the primary department can serve, and one of these must be the thesis advisor. A minimum of three Departments of the University, at least two being from the School of Public Health, must be represented.

b. At least one member must hold neither a primary nor joint appointment in the student's department. A full-time faculty member from outside the student's major department will normally serve as chairperson and must hold the rank of Full or Associate Professor at The Johns Hopkins University.

c. The fifth member on the preliminary oral committee must have professional practice experience related to the public health problem addressed by the student. The fifth member is not necessarily a faculty member of The Johns Hopkins University, and will be approved to serve on the Committee by the Program Director, based on a submitted Curriculum Vita. The Committee member fulfilling this practice experience must be explicitly designated on examination forms.

d. Two faculty alternates will be designated, one from inside and the other from outside the department. Each must have a current appointment as Assistant Professor or higher in the JHU Department or program. A third alternate with professional experience may also need to be designated if neither of the first two alternates fulfills this requirement.

2. Time of Examination: The examination should be given at the earliest feasible time after the comprehensive (qualifying) examination, not later than the end of the student's third year in residence, and before significant engagement in the dissertation work.

3. Reexamination: If the student fails the preliminary oral examination and is permitted a reexamination, he/she must be reexamined within one year.

4. Conduct of Examination and Report of Results

- a. Before presenting the request for the examination, the student shall contact prospective examiners to ensure that they are available to serve on the committee. Once an examination committee has been approved by the responsible Associate Dean, substitution of committee members may not be made without prior approval of that office.

If one of the officially appointed members of the committee fails to appear on the date fixed for the examination, the previously approved alternate must be prepared to discharge the responsibility of the absent individual. A preliminary oral examination may not be held with fewer than five officially approved faculty members in the room.

- b. Immediately following the examination, the committee must evaluate the success or failure of the student by a closed ballot prior to any discussion of the candidate's performance. The possible votes are for: unconditional pass, conditional pass, or failure. If there is a unanimous vote for unconditional pass, this outcome is reported to the Registrar. If one or more votes are for conditional pass or failure, the committee must deliberate until it reaches a majority consensus on the appropriate outcome. If the committee decides upon conditional pass, it must specify in writing the conditions to be met by the student. These conditions must be submitted to the responsible Associate Dean at the end of the examination. The committee will remain appointed until the conditions are removed. The conditions must be met within one year of the date of the exam.

If the majority decides that the candidate has failed the examination, the committee must recommend a future course of action. The recommendation may be one of the following:

- i. No reexamination.
 - ii. Reexamination by the same committee.
 - iii. Reexamination by a new committee. If the recommendation is for a new committee, at least one member of the original committee from outside the student's department shall be appointed to the new committee whose composition must be approved by the responsible Associate Dean.
- c. The result of the examination must be recorded on the appropriate line at the bottom of the scheduling form for that examination. Each member of the committee must sign the form, and it must be returned to the Office of Records and Registration at the Bloomberg School of Public Health immediately after the examination.

B. Dissertation Committee

Policy

The progress of each DrPH student is followed regularly, at least once a year, by a committee consisting of the dissertation advisor and two to four other faculty, from both inside and/or outside the student's department; a part-time adjunct faculty member or a non-faculty member may serve as one of the members of this Committee. One committee member must have professional practice experience related to the public health problem addressed by the student. This member is not necessarily a faculty member of The Johns Hopkins University. The objective of the Dissertation Advisory Committee is to provide continuity in the evaluation of the progress and development of the student.

Procedure

1. The student and his/her advisor, with the consent of the department chair, decide on the composition of this committee.
2. The first meeting of the Dissertation Committee should occur early in the process of the student's dissertation work. A brief written progress report should be submitted by the student at the time of the meeting. A written evaluation of the student's progress and development will be prepared by the committee after the meeting, discussed with the student, and a copy placed in the student's departmental file and a copy sent to the DrPH Executive Committee. Students who are working outside of the country or at distant sites within the country are not required to attend Dissertation Committee meetings, although that is desirable. However, such students will submit yearly written progress reports, which will be read and evaluated by the Dissertation Committee. A written evaluation based on this document will be sent to the student and placed in the student's departmental file, with a copy sent to the DrPH Executive Committee. It is the responsibility of the department to provide the administrative oversight of Dissertation committees, to ensure that the committee meets and submits reports.

C. Doctoral Dissertation and Final Oral Defense

Policy

The dissertation must be (1) based on an original public health project, (2) worthy of publication, and (3) acceptable to the sponsoring Department and to a committee of dissertation readers.

The oral defense of the dissertation shall be conducted by the committee of dissertation readers after the department of concentration agrees that the candidate is ready for the formal defense. During this defense the committee shall evaluate: (1) the originality of the scholarship and publication potential of the dissertation work; (2) the candidate's understanding of the details of the methodological and analytic work; (3) the candidate's understanding of the potential impact of the work on public health practice, programs and policy, and (4) the final quality of the written document.

Procedure

1. **Timing:** During the course of the student's dissertation project, he/she should be encouraged to seek advice as needed, outside as well as inside his/her department.

A request for the formation of a committee of thesis readers should be made by the student's advisor after verifying that the dissertation will be ready for submission to the readers at least 5 weeks prior to the defense. Committee members are encouraged and expected to communicate to the student specific recommendations for changes in the dissertation prior to the oral defense.

2. **Certification of Fulfillment of all Requirements and Nomination for Degree**

Once a date for the defense has been agreed upon by all committee members, a formal request for the final oral defense should be submitted to the Registrar's office at least 4 weeks prior to that date. On the form requesting the final examination, the Department chair will certify that the dissertation is in a final form ready to be submitted to the readers for defense, and that all other School and Department requirements for the degree have been fulfilled. This is considered to be a nomination for the degree. The Office of Records and Registration will then issue the formal notice of defense. If a final copy of the dissertation has not been received by the time this notice is received, a reader is entitled to exempt him/herself from the committee. In such a case, a new committee and date must be formally requested as above.

3. **Committee of Readers**

The DrPH Executive Committee shall, upon request of the student's department chair, approve a recommended committee of five readers, including the student's dissertation advisor, who serves as a departmental reader. A minimum of three departments of the University must be represented on the Committee. At least one reader other than the advisor shall have professional practice experience related to the public health problem addressed in the dissertation. This reader, who may or may not hold a faculty appointment with the University, shall be identified to the Records and Registration Office during the process of constituting the Committee and will be approved to serve on the Committee by the Program Director, based on a submitted Curriculum Vita. The Committee member fulfilling this practice experience must be explicitly designated on examination forms.

A senior full-time faculty member without a primary appointment in the student's Department will normally serve as chair and must hold the rank of Full or Associate Professor. The chair may however have a joint appointment in the department of Mental Health. The chair will be officially appointed by the responsible Associate Dean. An external person who serves on the committee may not serve as chair. Two alternates will be designated, one from inside and the other from outside the department. A third alternate with professional experience may also need to be designated if neither of the first two alternates fulfills this requirement.

4. **Conduct of the Examination**

If one of the officially appointed members of the committee fails to appear on the date

fixed for the defense, the previously approved alternate (if designated) must be prepared to discharge the responsibility of the absent individual. A final oral examination may not be held with fewer than five officially approved faculty members present in the room. The advisor will be among the members present; an alternate may not serve for the advisor. It is the prerogative of the examining committee to decide upon the details of conducting the examination. With a closed ballot the committee votes on the candidate's performance and written dissertation, selecting one of the following outcomes:

- a. **Acceptable:** This requires a unanimous vote of the committee indicating an acceptable dissertation with only minor corrections. Minor corrections are considered those that can be comfortably completed within two weeks following the exam.
- b. **Conditionally Acceptable:** If one or more members require substantive changes to the dissertation, these changes must be discussed by the committee. Immediately following this discussion, each member who still requires changes will then write down the specific nature of these changes and the time expected for the student to complete them. The appropriately revised dissertation must be submitted to each of the members for final approval; the committee shall remain appointed until the chair writes a letter to the responsible Associate Dean indicating that all conditions have been met.
- c. **Unacceptable:** If one or more members feel that the candidate's understanding of the written dissertation is inadequate, or that the dissertation in its present form is not acceptable for a doctoral dissertation, then the candidate has **FAILED**. Re-examination would be in order unless there is a unanimous recommendation to the contrary. This re-examination will normally be by the same committee, but a new committee may be selected by the Chair of the Committee on Academic Standards if petitioned by the student.

Students are also required to give a formal seminar which is open to the public.

5. Report of Examiners

Immediately following the defense, the examining committee chair shall submit a report to the Records and Registration Office about the outcome of the examination and any conditions that have been set for additional work or revisions of the dissertation. The written report must include the written statements by individual committee members detailing the specific changes in the dissertation that each requires. The responsible Associate Dean shall inform the student by letter (with copies to the Department chair and all readers) of the conclusions of the committee.

It is the responsibility of the dissertation advisor to ascertain that all suggested revisions are incorporated into the final copy of the dissertation. It shall be the individual responsibility of the readers to verify that any revisions suggested by them have been appropriately incorporated into the final copy. When the dissertation is deemed acceptable, the advisor and chair of the examining committee shall submit a letter to this

effect to the Records and Registration Office for the attention of the responsible Associate Dean. The student is not considered to have passed the exam until all specific changes have been made and all letters have been received. Should there be a conflict between the student and a committee member that holds up submission of a letter, this shall be resolved by the committee chair, or if that is not possible, by the Committee on Academic Standards. It is to be emphasized that completion of the degree is not finalized until the student deposits the required number of final copies of the dissertation with the Records and Registration Office.

D. Public Seminar

As a culminating experience, the doctoral student will present a formal, public seminar. This requirement provides experience for the student in preparing a formal seminar; provides the faculty and department with an opportunity to share in the student's accomplishments; and gives a sense of finality to the doctoral experience on behalf of the student. One mechanism that can be used to satisfy this requirement is to present a formal public seminar as part of the final oral examination.