



**SCHOOL OF PUBLIC HEALTH
DOCTORAL STUDENT HANDBOOK**

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Fall 2014 Update

The School of Public Health, Georgia State University
Graduate Student Handbook
Academic Year 2014-2015

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Note: The School of Public Health reserves the right to change information contained within this handbook without prior notice.

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Academic Divisions

The graduate programs in the School of Public Health (SPH) are comprised of four academic divisions. Each division is headed by a Division Director and supported administratively by the Associate Dean for Academic Affairs and the Ph.D. Program Director. Academic Divisions provide academic mentoring, course offerings and research opportunities for graduate students in SPH.

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- MISSION STATEMENT -

***Advancing health through leadership, scholarship, research and service
to better the human condition and promote the common good.***

The faculty of the School of Public Health (SPH) is committed to providing a supportive academic environment that promotes the growth and progress of students engaged in graduate studies. This handbook contains information that will be helpful to a student while enrolled in the Doctor of Philosophy (PhD) in Public Health program.

The Graduate Student Handbook contains the most recent School of Public Health policies and procedures; thus, this handbook supersedes any publication regarding policies and procedures related to the PhD. This handbook does not replace published college and university requirements and should be used in conjunction with the GSU Graduate Catalog: <http://www.gsu.edu/enrollment/catalogs.html> and the GSU Schedule of Classes: https://www.gosolar.gsu.edu/bprod/bwckschd.p_disp_dyn_sched to answer policy and procedural questions regarding your program of study. The faculty and administration encourages you to obtain and keep a copy of the GSU Graduate Catalog for the year in which you were admitted. Updated versions of the SPH Student Handbook will be available on the SPH website.

Referenced forms and policies can be found in the Appendices, and original forms may be downloaded from the School of Public Health website <http://publichealth.gsu.edu>.

Background and General Overview

The School of Public Health, approved by the Georgia State University Administrative Council in 2001, is a multi-disciplinary, research-based School, drawing upon the faculty of all Georgia State University colleges, dedicated to advancing the health of the public through training, research and community service. The School of Public Health achieves this mission by applying existing scholarship within GSU to priority public health problems, particularly those that are aimed at reducing health disparities in urban settings. Training and research programs focus on both building the science base that underlies public health practice, as well as applying effective interventions that have been demonstrated to improve the public health. Academic and training efforts emphasize the basic prevention sciences (e.g., emerging infectious diseases, immunology, virology, bioinformatics, genomics, and geographic sciences), as well as applied public health efforts (e.g., chronic disease prevention, health promotion, behavior change, program evaluation, health policy, public health ethics and law, health communications, community-based participatory research, and global health).

In the 2002-2003 Academic Year, the School of Public Health began offering the Graduate Certificate in Public Health (GCPH) to provide an introduction to public health concepts, methods and theory. In January 2004, the Board of Regents of the University System of Georgia approved the Master of

Public Health (MPH) degree program. The first MPH class was accepted during the 2004-2005 Academic Year. In June 2007, the School of Public Health program received full five-year accreditation from the Council on Education for Public Health (CEPH). The Doctor of Philosophy (PhD) in Public Health at Georgia State was approved by the Board of Regents in March 2011, and the inaugural class enrolled in August 2011.

Through these graduate programs, the School of Public Health:

- Prepares students to use multi-disciplinary skills to address contemporary public health problems.
- Prepares students for positions of senior responsibility in public health practice, research, and training.
- Advances public health sciences and our understanding of the causes and prevention of disease.
- Incorporates the needs, perspectives and expertise of the public health practice community in the design and conduct of the curriculum and field experiences.

Mission and Philosophy

The School of Public Health has the mission of ***advancing health through leadership, scholarship, research, and service to better the human condition and promote the common good.*** The most significant application of that mission is to prepare students through the Master of Public Health (MPH) and the Doctor of Philosophy (PhD) degree program to apply multi-disciplinary skills in public health practice and research and to assume leadership roles to address contemporary public health problems.

With a focus on scholarship and research in urban health and health disparities, the School supports the mission of Georgia State University “by blending the best of theoretical and applied inquiry, scholarly and professional pursuits, and scientific and artistic expression.” The School’s mission is strengthened by the objective of the University System of Georgia, through its Strategic Plan for Public Health Education, Research and Service, “to ensure that the System becomes one of the national leaders in public health education, research and service.”

Faculty members embrace the philosophy of public health embodied in the preamble to the Constitution of the World Health Organization (WHO): ***The enjoyment of the highest attainable standard of health is one of the fundamental rights of every human being without distinction of race, religion, political belief, economic or social condition.*** The School’s educational partnership between faculty and students is structured to provide a rigorous, supportive and principled academic foundation for the next generation of public health practitioners and leaders.

Georgia State University Doctor of Philosophy in Public Health

ADMINISTRATION & STAFF

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Approved by the University System of Georgia Board of Regents in March 2011, the Doctor of Philosophy (PhD) in Public Health program in the School of Public Health is the first Board of Regent's approved public health doctoral program in the metropolitan Atlanta area. The program will serve to educate the next generation of prevention scientists conducting public health research in academia, governmental public health, health care organizations and the private sector.

PROGRAM OBJECTIVES

Students in the PhD in Public Health program will be trained in the following areas and objectives:

Designing research:

- Critically review the scientific literature, synthesizing the results across studies, in order to identify promising avenues for original research or research applied to existing scholarship.
- Clearly identify research questions that have the potential to make significant contributions to scientific knowledge about important public health problems, theory, policy or practice, and further research.

- Design original research or research based on existing scholarship by developing a clear research question(s), presenting a rationale demonstrating the public health significance of the question(s), and identifying a detailed and appropriate methodology, including research design for answering the question(s).
- Design all research within the ethical principles of research, of the conduct of research involving human subjects and with cultural sensitivity.

Conducting research studies:

- Conduct independent research.
- Manage the overall research effort, including collecting data; assuring quality control, documentation and security; preparing data for analysis; and guaranteeing credible analytic outcomes.

Analyzing data and disseminating results:

- Analyze data using approaches appropriate to the research design including using state of the art qualitative and quantitative methods.
- Use analytic methods to extract information from data through the syntheses of existing scholarship and relevant theory and draw meaningful implications and conclusions for public health theory, policy, practice, and further research.
- Present the findings of the research clearly and succinctly in both oral and written formats, including presentations at scientific and working meetings, submission of abstracts to professional conferences and meetings, submission of articles to peer reviewed journals, and books or chapters.

ADMISSIONS CRITERIA

Applicants must possess the MPH, MSPH, or equivalent at the time of expected enrollment. Applicants who hold other graduate degrees will be considered for admission, but they may need to complete prerequisite coursework in public health before taking doctoral level course work. Applications will be accepted for fall entry only.

The following materials are required for admission:

1. Application for Graduate Study.
2. A \$50.00 application fee.
3. Two copies of official transcripts from all colleges and/or universities attended.
4. Three references from individuals knowledgeable of the applicant's academic, professional and intellectual abilities. One of the letters must be an academic reference.
5. A resúme/CV
6. A statement of interest and professional intent.
7. Official scores on the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT). Applicants with an earned doctorate (including an M.D. or J.D.) from an accredited institution in the U.S. do not need to take either examination.
8. Additional requirements for international students can be found at:
<http://publichealth.gsu.edu/1305.html>

Applicants who are currently enrolled in another graduate program at Georgia State University may complete a “Request for Transfer of Records” in their current college’s graduate admissions office.

Degree Requirements

PREREQUISITES: BASIC PUBLIC HEALTH CORE

Applicants to the Doctor of Philosophy must provide documentation of successful completion of the five core public health competencies on the graduate level. The Council on Education for Public Health (CEPH) designates the following competencies as public health core knowledge areas: *Biostatistics, Epidemiology, Environmental Health, Health Services Administration, and Social and Behavioral Sciences*. Applicants may waive these courses if they enter the PhD program with a MPH or have successfully completed a comparable course(s) with a grade of B or better.

PhD Curriculum

SUMMARY OF PHD DEGREE REQUIREMENTS: 62 CREDIT HOURS

Beginning in Fall 2013, the PhD program will require completion of a minimum of 62 credit hours of course work and a declared specialization in a public health core area. Students are also required to complete a dissertation. Students are required to complete a practicum experience. Each student, along with his or her advisor, may choose to participate in a teaching, research, or practice based practicum.

Candidates must satisfy the course requirements (see Appendix A for a Sample Course Plan, See Appendix D for a list of courses) and credit hours in their declared specializations. All candidates will take the following core and research courses in addition to their specialization courses:

1. COURSES REQUIRED BY ALL Ph.D. STUDENTS

Core Courses, 15 credit hours required

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
PH7031	Epidemiologic Methods II	3
PH8027	Biostatistics II	3
PH8120	Theory and Practice in Health and Prevention	3
PH8140	Advanced Research Methods	3
PH8150	Public Health Ethics	3

Research/Applied Practicum & Culminating Experience, 12 credit hours required

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
PH9960	Doctoral Practicum	3
PH9990	Doctoral Dissertation	9

Professional Seminars, 5 credit hours required

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
PH8180	Doctoral Professional and Research Seminar I	3
PH8181	Doctoral Professional and Research Seminar II	1

2. **Public Health Concentration/Cognate: 30 credit hours** (*See pages 15-20 for Specialization Course Plans*)

Each student must declare a concentration and select courses from their specialization course plans that will allow him or her to develop expertise in a selected area of public health.

3. **Research and/or Applied Practicum Requirement**

Students are required to complete a practicum experience. Each student, along with his or her advisor, may choose to participate in a teaching, research, or practice based practicum.

- For the teaching practicum, a student must work with a faculty member over one – two semesters and participate in lectures, hold study sections, etc. The student may also choose to teach one of the online undergraduate courses.
- For the research practicum, a student must work with a faculty member over one-two semester to complete a specific research product that is separate from their dissertation or typical GRA work.
- For the practice-based practicum, as student must complete 300 hours of practicum with a relevant public health agency. This objective cannot be met by current full-time work the student is involved in.

The practicum experience can occur over the course of at least one semester and a maximum of two consecutive semesters. However, students should only register for the practicum once, and may be given an In Progress grade if completing over 2 semesters. The selection of a research or a practice-based practicum should reflect the student's interests and professional goals. Requirements may be waived for students who demonstrate competency in these areas by providing documentation of work completed.

4. **Comprehensive Doctoral Examination (Oral and Written)**

Details about this exam for Cohort 4 will be available in Spring 2015.

5. **Dissertation Requirement**

The dissertation will be an educational experience that enables the student to make a significant contribution to the field of public health and to develop knowledge and skills that allow them to contribute to the theoretical, conceptual, empirical, or practice base in the field of public health. Enrollment for dissertation credit is permitted only after successful completion of the comprehensive examination. Students must register for a minimum of nine (9) credit hours of PH9990.

Graduate Research/Teaching Assistantship

All admitted doctoral students who plan to study full-time will be considered for Graduate Research Assistantships (GRAs) and/or Graduate Teaching Assistantships (GTAs). Assistantships cover the cost of tuition and provide an annual stipend for at least three years.

The following criteria must be met and maintained for a student to be a GRA or GTA.

- Students must have and maintain a 3.2 or higher cumulative grade point average.
- Students must be enrolled in the minimum hours deemed a full-time load (nine semester hours during the regular academic year and six semester hours in the summer).
- Concurrent with the assistantship appointment, doctoral students should not be engaged in other significant outside employment. Students in this situation should request approval for hire through the head of the academic unit and director of the doctoral program.

EPIDEMIOLOGY CONCENTRATION

Program Description: Epidemiology is a scientific discipline commonly defined as the study of the distribution and determinants of disease and injury in human populations. This broad scope includes understanding the distribution, patterns and causes of adverse health outcomes as well as those associated with their control and prevention, and the complex interaction of factors that play a role in these processes. The Doctor of Philosophy (PhD) degree in Public Health with a concentration in epidemiology is designed to prepare students for careers in health agencies; for consultation, especially in the public fields; for independent epidemiological research; and for academic careers in schools of public health and medicine. A concentration in epidemiology prepares students to advance the scientific understanding of health and disease with an emphasis on urban and marginalized populations.

The educational objectives of the epidemiology concentration are to provide knowledge on methods for determining the causes of disease and for evaluating health services, programs, and treatments; develop concepts and statistical skills to conduct, study, analyze, and monitor the distribution and determinants of disease and other outcome measures; apply basic methodological skills to analyze discrete problems in health; acquire critical thinking for problem-solving and developing research protocols; and use the problem-solving approach for collection, analysis, and synthesis of data.

Learning Objectives: Graduates with PhD in Public Health with concentration in epidemiology will be expected to be able to:

- Formulate an original hypothesis or statement of the research problem that will advance scientific knowledge about an important public health topic.
- Design epidemiologic studies to address questions of public health importance. Know the strengths and weaknesses of various epidemiologic methods for addressing specific problems.
- Demonstrate mastery in data collection for epidemiologic studies in a community or clinical settings.
- Be a proficient data analyst who is able to use appropriate statistical methods for epidemiologic studies, and able to manage various types of variables, including examination of data for the presence of confounding and/or effect modification.
- Implement the concepts of ethical conduct of research, which involves human subjects, including issues of confidentiality that are relevant to the conduct of epidemiologic studies in vulnerable populations.
- Interpret research results from statistical analyses of epidemiologic studies, make appropriate inferences based on results, and understand implications of the results in the context of findings from other studies.
- Critically review and evaluate the scientific literature, synthesizing the findings across studies, and developing an informed judgment on the state of knowledge in that area, presenting appropriate implications for public health practice, public policy, and implications for further research.

- Write peer-reviewed publications and submit the findings of epidemiologic research in manuscript form for publication to an external peer-reviewed journal.
- Develop an epidemiologic research proposal to address study questions, which includes scientific and public health rationale for the significance of the study.
- Critically review and evaluate scientific manuscripts and epidemiologic research proposals.
- Demonstrate mastery of specialized area, including knowledge and application of that knowledge in conducting original research related to a specific topic, including the descriptive and analytic epidemiology, literature review, pathophysiology of outcomes, policy and public health implications of research.
- Develop expertise in an area of independent research.
- Effectively present the findings from epidemiologic investigation in writing and orally to scientific and lay audiences, including presentation of findings from epidemiologic investigations at national and international scientific meetings.

Ph.D. in PUBLIC HEALTH - EPIDEMIOLOGY CONCENTRATION REQUIREMENTS

EPIDEMIOLOGY Concentration, 12 credit hours required

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
PH8031	Epidemiologic Methods III	3
PH8041	Epidemiologic Methods IV- Advanced Topics	3
PH7029	Categorical Data Analysis	3
PH8170	Biostatistics Methods III –Applied Correlation & Regression	3

EPIDEMIOLOGY Advanced Research/Statistics, 6 credit hours required (Select 2 courses.)

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
EPRS9550	Multivariate Analysis	3
STAT8090	Applied Multivariate Statistics	3
STAT8440	Survival Data Analysis	3
STAT8760	Sample Surveys	3
EPRS8830	Sampling Principles and Questionnaire Design	3
EPRS8840	Meta-Analysis	3
EPRS9560	Structural Equation Modeling	3

EPIDEMIOLOGY Electives, 12 credit hours required (Select 4 courses.)

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
PH7280	Infectious Disease Epidemiology	3
PH7265	Epidemiology & the Prevention of Violence	3
PH7270	Case Studies in Epidemiology	3
PH7275	Chronic Disease Epidemiology	3
PH7560	Disability Epidemiology	3
PH7365	Epidemiology of Adolescent Risk Behaviors	3
PH8285	Social Epidemiology	3
GEOS6532	Geographic Information Systems	3

HEALTH SERVICES RESEARCH CONCENTRATION

Program Description: The PhD concentration in Health Management and Policy is concerned with the preparing scholars to formulate and implement research related to public health and health care policy, the distribution of and access to health care services, the finance and reimbursement of health care services, and quality and outcomes of health care services and programs. The Health Management and Policy concentration draws not only from public health, but also additional disciplines, including health administration, health policy, public administration, business, public health law, health ethics, and economics, in order to prepare doctoral scholars to conduct interdisciplinary research that can have broad public health impact.

Objectives:

- Demonstrate knowledge of the underlying relevant theoretical frameworks for study in health, health services and health policy
- Demonstrate knowledge of the history and scope of the U.S. health system at the federal, state and local levels.
- Identify and critically analyze the health policy literature, especially as the literature pertains to health disparities.
- Select, defend and implement appropriate research designs to study health, with attention to the reliability and validity of results.
- Utilize analytical methods, the policy framework, and policy theory in analysis of health policy issues and presentation of findings.
- Recognize the need for and employ specialized techniques (e.g., measurement theory or qualitative analysis) if appropriate.
- Have thorough understanding of and competent skills in applying research methods, including quantitative methods and data management, and critical thinking skills to problems in health policy, management and services research.
- Demonstrate skills in analyzing data and drawing appropriate conclusions and identify important implications suggested by their data.
- Demonstrate professional competence in health policy scholarship (manuscript development, grant development) and professional communication
- Describe major problems in health services and policy that are currently relevant to the fields of health services and health policy research
- Apply advanced mathematical and theoretical economics to describe health care provider and consumer behaviors, health care organization and financing, and public policies to support health care access and coverage
- Effectively teach concepts and methods of health services and health policy research to students
- Design and conduct health services or health policy research project involving qualitative and/or quantitative methods at a level suitable for competitive funding or publication in a leading peer-reviewed journal

**Ph.D. in PUBLIC HEALTH – HEALTH SERVICES RESEARCH (HEALTH MANAGEMENT & POLICY)
CONCENTRATION REQUIREMENTS**

HEALTH SERVICES RESEARCH Concentration, 9 credit hours required

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
PH8220	Principles of Health Service Research I: Thematic Background	3
PH8240	Introduction to Health Services Research II: Basic Methods	3
PH8250	Health Economics and Policy	3

HEALTH SERVICES RESEARCH Electives, 21 credit hours required (Select 7 courses)

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
ECON 8220	Human Resources and Labor Markets	3
ECON 8740	Applied Statistics and Econometrics	3
PH8170	Applied Correlation & Regression	3
PMAP 8131	Applied Research Methods and Statistics II	3
PMAP 8141	Microeconomics for Public Policy	3
PMAP 8521	Evaluation Research: Design and Practice	3
PMAP 9211	Applying Research to Policymaking: Examples from Health Care Policy	3
SOCI 8020	Research Methodology	3
SOCI 8118	Aging, Health, and Disability	3
SOCI 8234	Race-Ethnicity and Health	3
STAT 8090	Applied Multivariate Statistics	3
STAT 8760	Sample Surveys	3

HEALTH PROMOTION AND BEHAVIOR CONCENTRATION

Program Description: The concentration in Health Promotion & Behavior will provide PhD students with the skills, knowledge, and experiences to conduct rigorous research on health promotion and behavioral aspects of public health. Students will focus on the theories and methods used to understand and affect public health from a social and behavioral perspective. The program emphasizes an understanding of public health from the social-ecological perspective, and understanding disparities in health. The specific public health problems of focus can be customized for each student's experience based on student's academic and career goals.

Learning Objectives:

- Understand and apply social and behavioral theory to develop and answer research questions and address public health problems at the individual, community or population level.
- Develop expertise in research methods used in health promotion research and practice.
- Develop expertise in analytic and statistical methods used in health promotion research and practice.
- Critically analyze research from the literature in terms of the appropriateness of the study design, sample, measures, data analysis, results, and interpretation.
- Develop expertise in social and behavior interventions that address public health and health behavior, especially social-ecological interventions and interventions that address health disparities.
- Use theories and research evidence to inform the planning, implementation, evaluation, and dissemination of interventions, including social and behavioral programs and policies.

Ph.D. in PUBLIC HEALTH – HEALTH PROMOTION & BEHAVIOR CONCENTRATION

Health Promotion & Behavior Concentration, 18 credit hours required

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
PH7535	Intervention and Implementation Research	3
PH8130	Intervention & Evaluation of Health Promotion & Disease Prev.	3
PH8095	Measurement & Outcomes in Social & Behavioral Health	3
PH8115	Advanced Special Topics in Social and Behavioral Health	3
Select 6 credit hours in public health or other graduate-level programs in consultation with your major professor.		3

Health Promotion & Behavior Basic Research Methods & Statistics, 12 credit hours required *(Select 4 courses in consultation with your advisor. Other methods/statistics courses may be approved.)*

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
PH8170	Applied Correlation & Regression	3
EPRS8540	Quantitative Methods & Analysis ED II	3
EPRS8550	Quantitative Methods & Analysis ED III	3
PSYC8420	Psychological Research Statistics II	3
PSYC8430	Psychological Research Statistics III	3
PH7029	Categorical Data Analysis	3
PH8340	Epidemiologic Methods IV	3
STAT8440	Survival Data Analysis	3
EPRS8830	Survey Research, Sampling Principles and Questionnaire Design	3
EPRS8840	Meta-Analysis	3
EPRS9560	Structural Equation Modeling	3

PROCEDURAL MATTERS

MAJOR PROFESSOR AND ADVISORY COMMITTEE REQUIREMENTS

Upon admission to the PhD program in Public Health, a student is assigned an advisor from the SPH faculty. The Major Professor serves to advise and mentor the student throughout the program and to assist the student in choosing courses, signing off on official documents, and chairing the students' doctoral dissertation committee. The major professor will be responsible for completing an annual review for the student each year, that documents student progress and achievement of program goals.

ANNUAL REVIEW OF DOCTORAL STUDENTS

The Graduate Faculty of SPH will meet annually to evaluate the progress of doctoral students toward completion of their degrees. This evaluation is conducted to advise students as to the feasibility of continuing in the program:

1. Each Student should email his or her respective advisor to set up an appointment with him/her by June 1st.
2. One week prior to the scheduled appointment, the student must drop off a packet to his or her respective advisor. The packet must contain:
 - a. A summary of the courses and grades taken since beginning the program,
 - b. A summary of professional scholarship in the last year.
 - c. A course paper/assignment or another product that demonstrates the student's scientific writing skills, and proficiency with statistics.

The student's advisor will use this portfolio to evaluate student progress in the program to date. Student's progress will be evaluated in several areas: coursework progress, professional scholarship, scientific writing, statistical proficiency, and overall professionalism. In the meeting with the advisor, the student should discuss his or her current progress in the program in these areas, as well as where he or she is in the process of achieving PHD milestones, and goals over the next year.

Following the student meeting with an advisor, The Director of the Doctoral Program will speak with the advisor, and will provide written feedback to the student about the evaluation.

If progress is unsatisfactory, the student will plan a course of action with his or her advisor and the Doctoral Program Director to improve their progress. If the student demonstrates unsatisfactory progress in the second year, he or she may be withdrawn from the program.

ENROLLMENT REQUIREMENTS

Students in all graduate programs must maintain enrollment totaling six hours (or more) over three consecutive semesters, including summers. In other words, the total enrollment of the current term plus the two terms preceding it must add up to six hours or more. The status of all students will be checked by the midpoint of each term for compliance with the continuous enrollment requirement.

Any student whose enrollment is noncompliant will receive a hold on their registration, which would prevent registering for all current and future classes. Those students will be notified by an e-mail message sent to their official GSU e-mail account. To resume their programs, students with continuous holds on their enrollment must file for re-entry by the published deadline and must enroll at a level sufficient to satisfy the continuous enrollment criterion. That is, their enrollment in the reentry term plus the two terms preceding it must total six hours or more. The maximum required enrollment level for the re-entry term is six hours. For more information on the reentry process, contact the Office of Academic Assistance.

GPA REQUIREMENTS

Students must maintain a 3.2 grade point average (GPA) to progress from one semester to the next and must receive at least a grade of B for each public health course. Doctoral students whose cumulative GPA falls below 3.2 at the end of a semester will receive a warning from the School. If at the end of the next six semester hours of enrollment, the student has not achieved a 3.2 cumulative GPA, he or she will be withdrawn from the graduate program. Any student who is withdrawn from the program may apply for readmission after a period of one year.

PROFESSIONAL DEVELOPMENT

PhD students interested in obtaining travel funds for professional conferences must receive pre-approval from Colleen Blanchard (cblanchard2@gsu.edu). If she is not available, please seek approval from Fred Grant (fgrant@gsu.edu). Students are allowed to request up to \$250 in assistance if he/she is a lead presenter and \$150 if he/she is simply attending but not presenting. Once you receive approval to receive the funds for a conference, you will get further instruction about how to receive the reimbursement.

RESIDENCY REQUIREMENTS AND TIME LIMITATIONS

Residence is defined as completing at least 30 semester hours of consecutive coursework. The fulfillment of this requirement can occur through a number of combinations, such as 15 credit hours over 2 semesters or 3 credit hours over 10 semesters. Summer semesters count toward residence although they do not address fully the residence requirement.

The purpose of requiring completion of all degree requirements within a fixed period is to ensure currency, continuity, and coherence in the academic experiences leading to the degree. Within nine (9) years of the students' term of first matriculation, it is required they complete all degree requirements. Moreover, all requirements for doctoral candidacy (coursework, comprehensive examination, prospectus approval) must be completed within seven (7) years of the students' first term of matriculation. No coursework completed more than seven years before admission to candidacy may be used to meet any doctoral degree requirement.

Enrollment for a minimum of three semester hours of credit is required during at least two out of each three-term period following successful completion of the comprehensive examination until graduation. This enrollment must include a minimum of nine semester hours of dissertation (9990) credit but may also include other coursework. The student must be enrolled in and successfully

complete three semester hours of graduate credit (typically dissertation hours) during the academic term in which all degree requirements are completed.

TRANSFER OF CREDITS

A maximum of 12 semester hours of approved credit may be transferred from other institutions. Transfer credit, whether from other institutions or Georgia State University, must have been completed within five (5) years of entry into the doctoral program. These courses must constitute a logical part of the student's program and must be recommended by the student's Major Professor and Director for approval by the School. No grade below a B may be transferred, and the courses to be transferred may not have been used in a degree program at another institution. All requests for transfer of credit, with accompanying official transcript and syllabus, must be submitted at least 60 days before the time the student plans to graduate. Please note that the acceptance of transfer credit is not automatic; there is a form that must be submitted to the Doctoral Program Director program and the Director of the School. Courses transferred for the doctoral degree may not be used in fulfilling the PhD Public Health Core requirements or the residency requirement.

ADMISSION TO CANDIDACY

The signed Preliminary Doctoral Program of Study (PDPS) must be submitted to the Doctoral Program Director when the student has completed 20 semester credit hours and no later than three semesters after starting the program. In general, full-time students will submit the PDPS by the end of their first year of residency. For example, students who started in the fall semester should submit this form by the end either of the spring semester or by the beginning of the following fall semester. Although the PDPS is a university form, it is for departmental use only and should NOT be sent to the University.

FINAL DOCTORAL PROGRAM OF STUDY

This form must be completed and submitted to the Doctoral Program Director at least two weeks before applying for admission to candidacy and be approved by the Doctoral Advisory Committee. The Advisory Committee, the Director, and the School must submit this Final Doctoral Program of Study on the proper form for approval. The Final Doctoral Program of Study must show all graduate courses relevant to the doctoral program (including master-level courses and courses approved from other universities), in addition to courses satisfying the minimum degree requirement.

After completing the required coursework and as a prerequisite to admission to candidacy, the student must pass the comprehensive doctoral examination (written and oral).

COMPREHENSIVE EXAMS

Doctoral students must pass formal, comprehensive written and/or oral examinations before being admitted to candidacy and must successfully defend their dissertation before being awarded a doctoral degree.

The student must demonstrate expertise in expressing ideas with clarity and depth, synthesizing knowledge from public health and related fields, and applying knowledge and critical thinking skills to specific problems or issues in public health. To be eligible to take the comprehensive examination, the student must have completed 45 hours of required course work (excluding dissertation), achieved

a 3.2 or greater cumulative grade-point average in the doctoral program of study, and received approval from the Doctoral Advisory Committee. The student has two opportunities to pass the comprehensive examination. Prior to retaking the exam, all students will be required to take additional coursework or complete other learning experiences. Students may only continue in the doctoral program if they pass the examination on the second attempt.

ADMISSION TO CANDIDACY

Admission to candidacy for a doctoral student is requested immediately after the successful completion of the comprehensive oral examinations. The following is a complete list of requirements for admission to candidacy:

1. All prerequisites set as a condition to admission have been satisfactorily completed.
2. The advisory committee, the Graduate Coordinator, and the College have approved the final program of study.
3. A GPA of 3.2 (B) has been maintained for all graduate courses taken and for all completed courses on the program of study (no course with a grade below C+ may be placed on the final program of study).
4. Written and oral comprehensive examinations have been passed and reported to the School.
5. The advisory committee, including any necessary changes in the membership, is confirmed and all its members have been notified of their appointment.
6. The residence requirement has been met.

APPLICATION FOR ADMISSION TO CANDIDACY

This form must be submitted to the School as soon as possible following the completion of these requirements. Candidacy begins on the date the form is received by the School. After admission to candidacy, a student must register for at least nine (9) hours of dissertation credit during the completion of the degree program. Students planning to graduate the same semester they enter candidacy must be admitted by the published deadline for candidacy during that semester and register for three (3) hours. The student must also meet all other deadlines for graduation in that semester. A student must register for a minimum of three hours of credit in any semester when using University facilities, and/or faculty or staff time. The School shall not accept a thesis or dissertation if the student has not been admitted to candidacy for the degree.

TIME LIMIT ON CANDIDACY

All degree requirements must be successfully completed within nine years of a student's first term of matriculation. The dissertation must be completed (within four (4) years following admission to candidacy) to qualify for graduation. If a doctoral student's candidacy expires after the first week of classes in the final semester, the student is granted the remainder of the semester to complete degree requirements without special permission of the School.

DISSERTATION

Enrollment for dissertation credit is permitted only after successful completion of the comprehensive examination. The Doctoral Dissertation Committee will consist of a minimum of three (3) members: a major advisor and two other committee member. Two of the three committee members must be faculty within the School of Public Health. The outside member may be a faculty member from within GSU or a faculty member from another institution. All committee members must hold an earned doctorate and be graduate faculty or the equivalent. The non-SPH committee members should be selected to facilitate the completion of the dissertation.

DISSERTATION PLANNING

Students pursuing a PhD must complete a dissertation on a subject connected with their major field of study. The dissertation must present original research, independent thinking, scholarly ability, and technical mastery of a field of study. Its conclusions must be logical, its literary form must be acceptable, and its contribution to the field of public health should merit publication.

The dissertation must provide the student with an educational experience that enables the student to make a significant contribution to the field of public health and to develop knowledge and skills that allow them to contribute to the theoretical, conceptual, empirical, or practice base in the field of public health. At a minimum, the dissertation should contribute to at least one of these knowledge bases. These activities must take place under the direction of the student's dissertation committee.

The study must include all of the following:

- Identifying an appropriate theory to inform the study.
- Conceptualizing the research questions and hypotheses.
- Developing the research design.
- Applying the appropriate methodology.
- Interpreting the study results.

These guidelines do allow for secondary data analysis, pending approval from the student's Dissertation Committee This could include qualitative data collection.

It is most important that the persons who serve on the Advisory Committee, at the time the dissertation research is undertaken, be those faculty members most knowledgeable in the areas of the student's research. Within the guidelines for committee membership, they should be selected regardless of their departmental affiliation. Sometimes it will be appropriate for the membership of the Advisory Committee to remain unchanged during a student's entire doctoral program, while at other times, changes in the composition of the original committee will be necessary.

The Dissertation proposal process is a requirement for all doctoral students. The proposal prepares the student for the work that will be required to complete a dissertation project and move towards graduation. The proposal process includes a written document and an oral proposal meeting as described below.

Written Dissertation Proposal

The written document should include the background knowledge that will guide the project, as well as the logistics required to complete each step of the project. The written proposal is ultimately a statement of goals for the dissertation process from the student to the dissertation committee, and should include the following:

- Traditional proposal:
 - Chapter 1: Introduction and Statement of Purpose
 - Chapter 2: Review of the Literature
 - Chapter 3: Methods
 - Reference Section
 - Appendices Section
- 3- manuscript proposal include:
 - Chapter 1: Introduction and Statement of purpose
 - Chapter 2: Description and Outline of 3 studies that will be developed and submitted during the dissertation process. NOTE: if one study has already been developed and submitted, please include a copy of that study and describe how the next 2 studies will build on this work
 - Reference Section
 - Appendices Section

The Preparation of the student's written proposal is an interactive process that involves committee members. As a student begins the proposal, the student should work with committee members to establish a plan for how drafts will be reviewed. A student should have a finalized draft to the committee at least 2 weeks prior to the oral presentation meeting.

At the time of the proposal is submitted to the committee, the student is expected to have an IRB proposal for Georgia State University, as well as applications for data agreements (when applicable) in process.

Dissertation Proposal Meeting

Upon completion of the dissertation proposal, and submission of the proposal to the dissertation committee, students should work with their committee members to set a date for a proposal meeting. At this meeting, students will be expected to make a formal presentation (with PowerPoint) highlighting the plans and goals for the dissertation project. The presentation will be followed by questions from the proposal defense examination committee. Questions may include those directed at the proposed research as well as contextual questions relating to the field of public health.

The defense will be assessed pass/fail. Passing will be by consensus. If consensus is not reached, students will have two opportunities to pass. If, for unforeseen circumstances, a new proposal is required, a new oral defense will also be required. Following a successful proposal meeting, all committee members should sign the approval of Doctoral Dissertation Proposal form.

Approval of the prospectus signifies that members of the Advisory Committee believe that it proposes a satisfactory research study. Approval of the prospectus requires the agreement of all members of the Advisory Committee except one, as endorsed by their signatures on the appropriate form that, together with this approved prospectus, is filed with the Graduate Coordinator.

Before starting the data collection, the student must request approval from the Institutional Review Board (IRB) if human subjects are involved in the research project.

The Major Professor has the primary responsibility for guiding research, but the student should consult all members of the Committee to draw upon their expertise in relevant areas.

DISSERTATION APPROVAL AND DEFENSE

When the Major Professor is satisfied with the completed dissertation, he or she will certify that it has his or her approval and is ready to be read. The Major Professor will then distribute copies of the dissertation to the remaining members of the Advisory Committee and will schedule a final oral defense and notify the School. Subsequently, the School will announce the time and place of the defense of the dissertation to the University community. The committee members will have three weeks to read and evaluate the completed dissertation. Written assent of all committee members except one is required before a dissertation is approved as ready for a final defense. If the Advisory Committee declines to approve the dissertation as ready for the final defense, the Major Professor will notify the student and the School in writing.

The Major Professor will chair the dissertation defense. All members of the Advisory Committee except one must approve the dissertation and the defense and must certify their approval in writing. The results of the defense of the dissertation must be reported to the Graduate School at least 2 weeks prior to graduation. The date (year) on the title page of the dissertation shall be the same as the date (year) on which the dissertation is approved by the School, following approval by the Advisory Committee. The final dissertation document must conform to all format and content requirements specified by the School of Public Health.

Appendix A

Sample PhD Course Plan

A sample course plan for a student accepted into the program with an earned MPH degree.

	Advanced PH Core	Selected Public Health Core in Social/Behavioral Sciences	Research Methods/ Statistics	Professional Seminars	Research/ Applied Practicum	Comprehensive Exam	Dissertation	Total Hours
Year 1								
Fall	PH8150 (3) PH8120 (3) PH8130 (3)		PH8027 (3)	PH8190 (1)				13 hrs
Spring	PH8140 (3) PH8110 (3)	GER7200(3)	PH8170 (3)	PH8200 (1)				13 hrs
Year 2								
Fall	PH7180 (3)	SOC8116 (3) GER8332 (3)	EPRS8540 (3)	PH8210 (1)				13 hrs
Spring		PH7320 (3) PAUS8321 (3) ANTH6460 (3)	EPRS8550 (3)	PH8180 (2)				14 hrs
Year 3								
Fall					PH9960 (3)	Comp Exams		3 hrs
Spring							PH9990 (3)	3 hrs
Year 4								
Fall							PH9990 (3)	3 hrs
Spring							PH9990 (3)	3 hrs
Total Hours	18 hrs	18 hrs	12 hrs	5 hrs	3 hrs		9 hrs min	

Appendix B

Georgia State University

Procedures for Student Complaints, Petitions for Policy Waivers

& Variances, and Appeals

GEORGIA STATE UNIVERSITY POLICY PROCEDURES FOR STUDENT COMPLAINTS, PETITIONS FOR POLICY WAIVERS AND VARIANCES, AND APPEALS

I. Purpose and Applicability

Georgia State University seeks to maintain the highest standards of integrity and fairness in its relationships with students. The Undergraduate Catalog and the Graduate Catalog (both found at http://www.gsu.edu/es/catalogs_courses.html), and the [Student Code of Conduct](#) set forth policies and requirements for Georgia State students. Students are expected to know and comply with these policies. Students may, however, seek relief or resolution when they believe that:

- A. The application of these policies and procedures will create undue hardship for them or will not recognize their extraordinary or extenuating circumstances; or
- B. Specific actions, practices, or decisions on academic or non-academic matters have been made or carried out in an arbitrary, discriminatory, or inequitable manner. The procedures set forth below cover complaints, petitions, and appeals related to University-wide and college-based policies. Individual colleges or departments may have additional or more specific procedures that may also apply to complaints, petitions, and appeals. Students are referred to the office of the dean of the particular college for information about additional or more specific procedures that apply. In case of conflict among policies, this University policy takes precedence over College and Departmental policies. The following policies include their own complaint, petition and waiver procedures. This policy may not be used in lieu of these policies.
 - 1. Any policy for anyone other than a student to make a complaint, file a grievance, or request a waiver, such as policies that govern faculty and staff.
 - 2. All policies in the student code of conduct
 - 3. Emergency withdrawal policy
 - 4. Admission, readmission, and exclusion policies
 - 5. Discriminatory and sexual harassment policies
 - 6. Disability policies
 - 7. College of Law Honor Code
 - 8. Student parking policy

The procedures set forth below are applicable to undergraduate and graduate students of the University. All appeals under these procedures will be made based only on the written record. A student's appeal under these procedures will be granted only if the student can prove by preponderance of evidence that a decision was arbitrary, discriminatory, or inequitable.

II. Student Complaints on Academic Matters

- A. College-Level Academic Complaints
 - 1. Final Course Grade Appeals
 - a. Students are encouraged to discuss concerns and disputes over final course grades with the instructor prior to filing a formal grade appeal, in an effort to gain understanding about the basis of his/her grade. Instructors are encouraged to be available to students for such discussion regarding grades so that grade disputes, to the extent possible, are resolved informally. The Office of the Ombudsperson can provide assistance to students, instructors and administrators with resolving disputes informally through voluntary facilitated

discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.

- b. In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing and describe the precise reason for the appeal. Any pertinent information must be submitted with the appeal in order to be considered in this or subsequent appeals. The appeal must be submitted within 10 business days of the beginning of the academic term (fall, spring, summer) that follows the term in which the final grade was submitted by the instructor. For example, if a student took an incomplete in a fall term course and completed the course works in the following spring semester, then an appeal of that grade must be submitted within 10 business days of the beginning of the summer term. The Department Chair will provide a decision in writing to the student, normally within 10 business days of the receipt of the complaint in the Department.
- c. The student may appeal the decision of the Department Chair, as described in section 2-c through 2-e below.

2. Other College-Level Academic Complaints

- a. Judgments on the suitability of academic decisions made within a college are most appropriately made by individuals with expertise in the particular academic discipline involved. For this reason, resolution of student complaints about college level academic decisions, actions, or practices is the responsibility of the department and college involved. Normally, such complaints can be resolved quickly and informally through discussion with the faculty member directly involved. The Office of the Ombudsperson can provide assistance to students, instructors and administrators with resolving disputes informally through voluntary facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
- b. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Chair of the appropriate academic department. The student's complaint must be submitted in writing and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; (d) and why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted at the earliest possible time. Consideration will not be given to any complaint submitted later than the end of the term immediately following the term in which the matter in question arose. The Department Chair will provide a decision in writing to the student, normally within 10 business days of the receipt of the complaint in the Department.
- c. The student may appeal the Department Chair's decision within 10 business days of being notified of the Chair's decision. Such appeal will be made, in writing, to the Dean of the College in which the Department is located. At the discretion of the Dean, an advisory panel may be appointed to review the written documentation and make a recommendation to the Dean. The Dean will issue a decision to the student in writing, normally within 10 business days of the receipt of the appeal.
- d. A student may appeal the Dean's decision to the Provost, in writing, within 10 business days of being notified of the Dean's decision. The Provost will issue a decision to the student, in writing within 20 business days of receiving the appeal.

- e. The student may appeal the Provost's decision to the President, in writing, within 10 business days of being notified of the Provost's decision. The President will issue a decision to the student in writing within 20 business days of receiving the appeal.
- f. The student may appeal the President's decision to the Board of Regents, in writing, within 20 business days of being notified of the President's decision. Decisions regarding grades may not be appealed to the Board of Regents (BOR Policy 407.01).

B. University-Level Academic Complaints

1. Judgments on the suitability of academic decisions made at the University level are most appropriately made by individuals with expertise in the particular area. Normally, such complaints can be resolved quickly through discussion with the Academic Administrator directly involved. (See the University Organizational Chart at http://www.gsu.edu/administrative_organization.html.) Students can contact the Office of the Ombudsperson for assistance in preparing for discussion with academic administrators. The Office of the Ombudsperson can also provide assistance to students and academic administrators with resolving disputes informally through voluntary, facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
2. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Vice Provost. The student's complaint must be submitted in writing, and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; and (d) why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted as early as possible, but no later than the end of the term immediately following the term in which the matter arose. The Vice Provost will normally issue a decision to the student in writing, within 10 business days of receiving the complaint.
3. The student may appeal the Vice Provost's decision to the Provost within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
4. The student may appeal the Provost's decision to the President in writing within 10 business days of being notified of the Provost's decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
5. The student may appeal the President's decision to the Board of Regents in writing within 20 business days of being notified of the President's decision. Decisions regarding residency and the Guaranteed Tuition Plan may not be appealed to the Board of Regents (BOR Policy 407.01).

III. Non-Academic Complaints

- A. Judgments on the suitability of non-academic decisions are most appropriately made by individuals with expertise in the particular area. Normally, such complaints can be resolved quickly through discussion with the Administrator in charge of the department making the decision. Students can contact the Office of the Ombudsperson for assistance in preparing for discussion with non-academic administrators. The Office of the Ombudsperson can also provide assistance to students and non-academic administrators with resolving disputes informally through voluntary, facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
- B. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Vice President or Vice Provost who oversees the area. The student's complaint must be submitted in writing, and be accompanied by pertinent documentation describing

(a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; and (d) why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted as early as possible, but no later than the end of the term immediately following the term in which the matter arose. The Vice President or Vice Provost will provide a decision to the student in writing, normally within 10 business days of the receipt of the complaint.

- C. The student may appeal the Vice President's or Vice Provost's decision to the Provost in writing within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.

- D. The student may appeal the Provost’s decision to the President in writing within 10 business days of being notified of the Provost’s decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
- E. The student may appeal the President’s decision to the Board of Regents in writing within 20 business days of being notified of the President’s decision. Decisions regarding traffic citations may not be appealed to the Board of Regents (BOR Policy 407.01).

IV. Student Petitions for Academic Policy Waiver or Variance

- A. College-Level Policy Waiver or Variance Petitions
 - 1. Students may petition for a waiver or variance of a department-level or college-level policy. The appropriate College Office of Academic Assistance can provide the student with college policies and petition procedures.
 - 2. The student must submit a petition, in writing, to the Office of Academic Assistance of the College which has made the policy in question. The petition must include the following: (a) the policy from which the student is seeking a waiver or variance, (b) the deviation being sought; and (c) the reason(s) why the exception should be granted. The Office of Academic Assistance representative will determine whether the petition needs to be addressed at the departmental or college level, and will forward the petition to the appropriate administrator who will notify the student of his or her decision.
 - 3. The student may appeal the decision, in writing, following the procedures stated in Section II.A.2.c through f above, the College-Level Academic Complaint Policy and Procedures. If the original decision was rendered by a Department Chair, the appeal should be initiated at the level of the Dean; if the original decision was rendered by the Dean (or his or her designate), the appeal should be initiated at the level of the Provost.
- B. University-Level Policy Waiver or Variance Petitions
 - 1. Students may request a waiver or variance of a policy established by the University or the Board of Regents.
 - 2. All requests for waivers or variances from university-level policies will be made based only on the written record.
 - 3. The petition must include the following: (a) The section number from the Catalog (or other official University document) of the policy or requirement from which the student is requesting a waiver; (b) the deviation being sought; (c) the reason(s) why the exception should be granted; (d) a current copy of the student’s academic evaluation record; and (e) a current copy of the student’s Georgia State University transcripts (unless the petitioner is not a yet a Georgia State student); and (f) transcripts from any other college the student has attended (if the petitioner has attended other colleges).
 - 4. Financial Appeals
 - a. Appeals of tuition and fee rules (currently in sections 1210.10, 1210.20 and 1210.30 of the Catalog), Georgia resident status rules (currently in section 1220), and financial aid rules (currently in section 1230) will be made by the University Registrar.
 - b. If the petition is denied, the student may appeal to the Financial Appeals Committee, a committee appointed by the Vice Provost. The student must appeal in writing and within 10 business days of being notified of the decision of the University Registrar.
 - c. Appeals of the financial rules of colleges and departments (e.g., lab fees, graduate assistantship rules, etc.) are considered by the college or department. See Section IV.A. above.

5. Add, Drop and Withdrawal Appeals (Appeals of Rules Currently in Section 1332 of the Catalog)
 - a. Appeals of add, drop and withdrawal rules will be made in the first instance by the University Registrar.
 - b. If the petition is denied, the student may appeal to the Registration Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the University Registrar.
 - c. The Registrar will copy of the Chair of the Registration Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the Registrar will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.
 - d. This policy does not change the Emergency Withdrawal policy.
6. Course Load, Scholastic Discipline, Course Substitution in the Core, and Regents Test Appeals (Appeals of Rules Currently in Section 1330.30, 1360, 1410, and 1420 of the Catalog)
 - a. Appeals of rules regarding course load, scholastic discipline, course substitution in the core and Regents Test will be made in the first instance by the head of the University Advisement Center. However, appeals for waivers of Section 1330.30 (Course Load) will be considered by the student's college if the student has declared a college and will follow the procedure outlined in Section IV.A above.
 - b. If the petition is denied by the head of the University Advisement Center, the student may appeal to the Academic Regulations Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Director of the University Advisement Center.
 - c. The head of the University Advisement Center will copy of the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the head of the University Advisement Center will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.
7. Academic Regulation and Graduation Requirement Appeals (Appeals of Rules Currently in other parts of Sections 1300 and 1400 of the Catalog)
 - a. Appeals of other university-level rules and graduation requirements will be made in the first instance by the Assistant Vice President for Student Retention. However, appeals for waivers of Section 1330.30 (Course Load) will be considered by the student's college if the student has declared a college and will follow the procedure outlined in Section IV.A above.
 - b. If the petition is denied, the student may appeal to the Academic Regulations Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Assistant Vice President for Student Retention.
 - c. The Assistant Vice President for Student Retention will copy of the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the Assistant Vice President for Student Retention will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any

member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.

8. Subsequent Appeals
 - a. The student may appeal the decisions of the Admissions Appeals Committee, Financial Aid Appeals Committee, the Registration Appeals Committee and Academic Regulations Appeals Committee to the Vice Provost in writing within 10 business days of being notified of the decision. The Vice Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
 - b. The student may appeal the Vice Provost's decision to the Provost in writing within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
 - c. The student may appeal the Provost's decision to the President in writing within 10 business days of being notified of the Provost's decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
 - d. The student may appeal the President's decision to the Board of Regents in writing within 20 business days of being notified of the President's decision.
9. Should a reorganization of offices lead to case where the position of University Registrar or one of the heads/directors noted above no longer exists, the Vice Provost and Chair of the Senate Committee on Admissions and Standards will jointly designate an individual to handle petitions until the Senate can revise this policy to reflect the new organization.

V. Deadlines

- A. All deadlines established in this Policy are stated in terms of business days. If a deadline falls on a weekend or scheduled holiday, the deadline will be the next scheduled workday of Georgia State University.
- B. Students lose their right to continue to the next step of the procedures if they miss a stated or agreed-upon deadline.

VI. Mediation

Students who have filed formal complaints or petitions or those who have had formal complaints filed against them under Sections II A or B of this Policy (except for grade appeals) may request that the matter be submitted to mediation in an effort to achieve resolution. Mediation is a voluntary, confidential process whereby a neutral person facilitates discussion between the parties in a mutual attempt to reach resolution on the issues raised by the parties. In the event mediation is agreed upon by both parties, the timelines under this policy shall be suspended until which time the mediation is completed. In the event that mediation results in agreement, the student's complaint will be considered resolved. In the event that mediation does not result in resolution of the matter, the student may appeal to the next level of review under this policy. Information derived from mediation discussion may not be used as the basis for higher levels of appeal, nor can the mediator be asked to provide information or make any decision at any level of the formal appeals process. Persons interested in mediation should contact the Office of the Ombudsperson.

Revised December 11, 2008 - University Senate

Revised February 25, 2009 – University Senate Executive Committee

Revised October 27, 2011 – University Senate

Revised October 10, 2013 – University Senate

Appendix C
Course Descriptions

PH 7031: Epidemiologic Methods II, 3 credits.

The methodological issues important to the design of epidemiologic studies of both infectious and noninfectious disease will be covered at an intermediate level. The material to be covered is intended to broaden and extend the student's understanding of the elements of study design, data analysis, and inference in epidemiologic research, including issues related to causation, bias and confounding. The primary aims of the course are to provide a working knowledge of the fundamentals of epidemiology as well as to serve as a foundation for more advanced study of epidemiologic methods. The course will provide the student with a rigorous approach to critical reading of the medical literature. Each week articles reporting on research using varied designs and methods will be reviewed in order to illustrate the application of epidemiologic principles.

PH 8120: Theory and Practice in Health and Prevention, 3 credits

Instruction focuses on the theoretical and conceptual foundations of health-related behavior and on the development, change, and maintenance of these behaviors from bio-behavioral and socio-behavioral perspectives. The needs and concerns of underserved and underrepresented segments of the population are also covered.

PH 8140: Advanced Research Methods, 3 credits.

This course introduces students to advanced topics in research design and statistical analysis. The first part of the course focuses on research design, and the second focuses on familiarizing students with advanced statistical techniques. Students will develop a “working” knowledge of analytical techniques and understand how to apply them in a research setting.

PH 8150: Public Health Ethics, 3 credits.

This course addresses a range of issues in public health ethics. The first part of the course will introduce ethical frameworks and concepts relevant to public health. It also describes the overlap and distinctions between public health and medical ethics. Students will use a case-based approach to address ethical dilemmas.

PH8027: Biostatistics II, 3 credits.

The prerequisite for this course is PH7017 (Biostatistics) or the equivalent. This course is a continuation of the topics covered in Biostatistics. This course introduces the analyses typically applied to experimental and quasi-experimental study designs. The primary focus of this course is on ANOVA techniques including the analysis of factorial and repeated measures designs. This course would also introduce multiple linear regression. The emphasis in this course is focused on using statistical software (SPSS and/or SAS) for the analyses of data.

PH 8180: Doctoral Research Seminar, 2 credits.

This course is designed to introduce the student to specific topics in public health that reflect reviews of the literature, ethical/legal standards, research, and multicultural issues pertaining to this profession. This seminar will be graded Satisfactory or Unsatisfactory (S/U).

PH 9960: Doctoral Practicum, 3 credits.

The practicum should reflect the student's interest and professional goals. The practicum is supervised application of skills, concepts and theories in an approved research or practice-based public health setting. A member of the faculty maintains close supervision. Practicum may extend beyond one term for a maximum of two terms. Course is graded as satisfactory/unsatisfactory. A minimum grade of "S" is required for this course. Requirements for practicum may be waived for students who demonstrate competency in these areas by providing documentation of work completed.

PH 9990: Dissertation, 3-9 credits.

Dissertation Prerequisites: Completion of comprehensive doctoral examination. Involves the research and writing of the doctoral dissertation. Successful completion requires a significant contribution to the theoretical, conceptual, empirical, or practice base in the field of public health. Dissertation may extend beyond one term. Doctoral students who have passed the comprehensive examination must register for this course each term until graduation to satisfy the continuous registration requirement. A grade of IP (indicating that satisfactory progress was made on the dissertation) or U (indicating lack of satisfactory progress) is assigned each term. At the end of the term during which the dissertation is completed/defended, a grade of S (satisfactory) or U (unsatisfactory) is assigned to the student.

Appendix D

Admission to Candidacy Form

**Application for Admission to Candidacy
Georgia State University
School of Public Health**

This form must be submitted to the School as soon as possible following the completion of these requirements. Candidacy begins on the date the form is received by the School of Public Health.

I hereby apply for admission to candidacy for the degree of Doctor of Philosophy in Public Health. I am fully informed of all the requirements for candidacy, and attest that I have completed them.

Name _____ Panther ID _____

Start Term _____ Expected Graduation Term _____

Concentration (if applicable) _____

GSU Student Email _____

Student's Signature _____ Date _____

Certification and Recommendation of the School of Public Health: Please check all appropriate items

- The Advisory Committee, the PhD Program Director and the School have approved the final program of study.
- The graduate record of the student named above has been examined. An average of 3.2 (B) has been maintained on all graduate courses taken and on all completed graduate courses on the Program of Study. No course with a grade below C has been accepted as part of the Program of Study.
- Written and oral comprehensive examinations have been passed as part of the Program of Study and have been reported to the School.
- The residence requirement has been met.

We recommend that this student be admitted to candidacy for the degree indicated.

Major Professor Name _____

Signature _____ Date _____

Program Director Name _____

Signature _____ Date _____

Appendix E

Dissertation Proposal Approval Form

APPROVAL OF DOCTORAL DISSERTATION PROPOSAL

TO: Dean, School of Public Health

FROM: Dissertation Committee Chairperson

STUDENT'S NAME	PANTHER ID NUMBER
ADDRESS	HOME PHONE
CITY, STATE, ZIP	CELL PHONE
DATE ADMITTED	EMAIL ADDRESS

DISSERTATION TITLE:

The committee of the above-named graduate student has approved a dissertation proposal entitled (abstract attached):

FORMAT OF DISSERTATION:

Chapter Based Dissertation	3-Study Dissertation
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APPROVALS: Signatures below indicate approval of the attached proposal

DISSERTATION COMMITTEE CHAIRPERSON	DATE
COMMITTEE MEMBER	DATE
COMMITTEE MEMBER	DATE
COMMITTEE MEMBER (OPTIONAL)	DATE
COMMITTEE MEMBER (OPTIONAL)	DATE
DIRECTOR, PHD PROGRAM	DATE

Appendix F

Dissertation Defense Approval Form

APPROVAL OF DOCTORAL DISSERTATION DEFENSE

TO: Dean, School of Public Health

FROM: Dissertation Committee Chairperson

STUDENT'S NAME	PANTHER ID NUMBER
ADDRESS	HOME PHONE
CITY, STATE, ZIP	CELL PHONE
DATE ADMITTED	EMAIL ADDRESS

DISSERTATION TITLE:

The committee of the above-named graduate student has approved a dissertation defense entitled (abstract attached):

FORMAT OF DISSERTATION:

Chapter Based Dissertation	3-Study Dissertation
----------------------------	----------------------

APPROVALS: Signatures below indicate approval of the dissertation defense

DISSERTATION COMMITTEE CHAIRPERSON	DATE
COMMITTEE MEMBER	DATE
COMMITTEE MEMBER	DATE
COMMITTEE MEMBER (OPTIONAL)	DATE
COMMITTEE MEMBER (OPTIONAL)	DATE
DIRECTOR, PHD PROGRAM	DATE