OHSU-PSU School of Public Health

PhD in Epidemiology

Program Guide and Degree Requirements 2023-2024

https://ohsu-psu-sph.org/phd-in-epidemiology/

2023-2024 Program Guide and Degree Requirements for
PhD in Epidemiology

Information in this document is updated annually. Please refer to the document for the year you entered the PhD program, as the degree requirements listed are your programmatic contract. Some institutional information and contacts may change while you are enrolled; check the OHSU-PSU School of Public Health website and online resources referenced throughout this document for the most current information.

Contact Information

Program Leadership

EPI PhD Program Coordinator
Emily Henkle, PhD, MPH
503.494.6226
henkle@ohsu.edu

PhD Program Director
Cara Eckhardt, PhD
(503) 725-4569
c.eckhardt@pdx.edu

For questions about registrations and forms please contact Patricia Fidler at:
SPHregistration@ohsu.edu

Mailing Address
PhD Program in Epidemiology
OHSU-PSU School of Public Health
1810 SW 5th Avenue, Suite 510
Portland, OR. 97201

PSU Campus Location
Vanport Building, Floors 5 and 6
1810 SW 5th Avenue

Table of Contents

PhD in Epidemiology Program

Program Objectives and Competencies

Epidemiology is the study of the distribution and determinants of disease frequency in human populations. It is a fundamental science of public health and medicine enabling estimation of disease burden, assessment of risk and resilience factors, and assessment of interventions to reduce disease burden over time. Epidemiology requires a foundation of coursework in epidemiologic methods, biostatistical analysis, and public health disciplines. Epidemiologists with doctorates focus on the causes and prevention of disease in human populations, as well as methods to advance epidemiologic research.

The PhD in Epidemiology is one of the three doctoral programs in the OHSU-PSU School of Public Health (SPH). It reflects the vision and mission of the SPH and is designed so that students receive education in the core competencies.

> OHSU-PSU SPH Core Competencies: All graduates of the School of Public Health will act ethically and demonstrate cultural competence to 1) Integrate social determinants into public health science, practice and policy; 2) Engage with communities to improve population health; and 3) Apply public health knowledge and skills to eliminate health disparities.

Objectives

Graduates of the OHSU-PSU School of Public Health PhD Program in Epidemiology will acquire the advanced quantitative and analytical skills needed to conduct innovative independent research that advances knowledge of the etiology, prevention, and amelioration of human disease. They will be prepared for positions as scientists in a wide range of public health settings, including universities, federal and state agencies, business, and industry.

Program Competencies

Students in the PhD in Epidemiology program will master the following seven (7) competencies by graduation, as evident through their demonstrated ability to:

- Apply population-based concepts of chronic and infectious disease epidemiology within appropriate biological, pathophysiological, social, and community contexts
- Apply methods for collecting, evaluating, and synthesizing existing evidence of health determinants to research on public health problems.
- Apply appropriate data quality assurance and statistical methods for the research questions and study designs used in epidemiologic research.
- Formulate a testable hypothesis and propose a related study design and analytic approach that have the potential for advancing knowledge of the determinants of health and disease.

Document Revision Date: 10.10.2023

- Apply ethical principles to problems that arise in epidemiologic research and practice.
- Evaluate scientific, cultural, and political issues on epidemiologic research, including research goals, recruitment of study participants, and communication of results in the appropriate contexts.
- Demonstrate excellent verbal and communication skills in teaching epidemiologic principles and concepts at appropriate levels to different audiences.

Leadership and Advising

Program Director

The PhD Program Director oversees all three PhD programs in the School of Public Health. This is the point of contact for School- and University-level procedures and policies and other administrative matters. The Program Director reviews curriculum, maintains records for accreditation, and addresses any programmatic issues with program faculty.

Program Coordinator

The PhD in Epidemiology Program Coordinator is the first point of contact regarding program-level requirements, procedures and policies, leaves of absence, complaints, student progress and any other program-level administrative matters.

Faculty Advisor

Upon acceptance into the PhD program, each student is assigned to an epidemiology faculty advisor who serves as the student's academic advisor. Sometimes faculty advisors are also referred to as faculty mentors because advisors often fill both roles. For purposes of this document, the term "advisor" will be used throughout. Faculty advisors provide academic advice, guidance on the sequencing of coursework and milestones, the development of professionalism, and may potentially contribute to dissertation planning. This information can have a profoundly positive effect on the student's progress through the doctoral program. Accordingly, all epidemiology doctoral students are expected to take an active role in establishing and maintaining the advising relationship. *It is the student's responsibility to initiate and maintain regular contact with the assigned advisor*. Students should arrange to meet with their advisor regularly throughout the program.

Every effort is made to assign a faculty advisor whose expertise overlaps with the student's stated research interests, but this is not always possible. Moreover, the faculty advisor is not required to become the student's dissertation committee chair, although the advisor often serves as chair or committee member. If a student wishes to switch advisors, the student may do so upon identification of an alternative faculty advisor who agrees to assume the role. Students should discuss the desire to change advisors with the Program Director/Coordinator as soon as the need arises, so that person can help facilitate the process.

Communication

Doctoral students are responsible for maintaining regular contact with their faculty advisors, and for keeping them apprised of progress. Students are also expected to maintain regular contact with their course instructors, Program Director/Coordinator, and dissertation committee members. For communications purposes, the student's primary university email account (username@ohsu.edu) should be used. Students are expected to check this email account regularly and to reply promptly, preferably within 24-48 hours. When communicating via email, be clear, courteous and professional.

Overview of Degree Requirements

The award of the PhD in Epidemiology is the culmination of a sequential process of coursework, comprehensive examination, and the research, writing, and defense of a dissertation. As of fall 2019, the degree requires a minimum of 108 credits. (Students who matriculated before fall 2019, should consult handbooks prior to 2019 for their program requirements or check with the Program Director/Coordinator).The composition of core required credit, elective coursework, mentored teaching and dissertation credits is described in detail below. The primary benchmarks of progress in the program are:

- Completion of coursework requirements
- Comprehensive Examination
- Dissertation Proposal and Defense (oral presentation and an examination)
- Advancement to Candidacy
- Doctoral Dissertation and Defense (oral presentation and an examination)

Students take a series of core courses in epidemiology, biostatistics and public health, as well as elective courses. Course requirements are designed to provide a foundation in the epidemiologic principles, concepts, and methods that form the heart of the discipline. Generally, for full-time students, the first one to two years are devoted to completing this core coursework. Other required courses and electives form areas of emphasis relevant to public health, biostatistical applications to epidemiologic data, and the substantive fields or disciplines of the dissertation research.

Upon successful completion of core coursework in fundamental epidemiologic and biostatistical methods, students must pass a comprehensive examination comprised of both written and oral components. Once the comprehensive exam has been passed, students complete remaining required and elective coursework, and prepare and defend the dissertation research proposal. *Student may advance to candidacy after passing the oral dissertation proposal defense, and are permitted to register for dissertation research credits in the term following their advancement.* In this phase of the program, students complete their dissertation research. The final product is a written dissertation, accompanied by a presentation and oral defense of the dissertation work. Upon successful completion of the

dissertation defense, the student is recommended for graduation and receipt of the PhD degree in epidemiology.

Students are expected to progress through PhD in Epidemiology Program requirements in a timely manner. While the recommended pace for completion will vary for each student, benchmark deadlines, described in the SPH website section Policies and Procedures: "Time Limits," are applicable to all students. Details pertaining to the required coursework and each benchmark are described below.

Coursework

Epidemiology Core (24 credits)

The epidemiology core must be completed within the PhD in Epidemiology Program. These requirements *cannot* be met with transfer or application of credits from previous courses; *these courses cannot be waived.* Generally, full-time students complete EPI 613, EPI 614, EPI 636, EPI 610, and at least 1 credit of EPI 630 in the first year of the program.

Course Number	Course Title	Credits
EPI 610	Epidemiology Doctoral Seminar	3
EPI 613	Epidemiology II: Methods	4
EPI 614	Epidemiology III: Causal Inference	4
EPI 630	Epidemiology Journal Club* must register for 2 terms, 1 credit/term)	2
EPI 636	Analysis & Interpretation of Epidemiologic Data	4
EPI 640	Research and Proposal Design	3
EPI 668	Infectious Disease Epidemiology	2
EPI 676	Chronic Disease Epidemiology	2

Biostatistics Core (14 credits)

The biostatistics core includes foundational coursework in linear models and categorical data analysis. Students who have not completed equivalent coursework prior to matriculation must register for BSTA 612 and BSTA 613. Students who have completed equivalent coursework prior to matriculation may request to waive these courses, but completion of BSTA 612 and BSTA 613 within the SPH is highly recommended. Curriculum for EPI 610 and EPI 636 integrates material from these courses, and their content will be covered on the Comprehensive Exam.

Students may select either BSTA 514 or BSTA 519 to meet the core requirement, but are strongly encouraged to complete both. Methods taught in these courses are essential to analysis and interpretation of epidemiologic data. If both courses are taken, select one to fulfill the Biostatistics Core requirement and the other to be applied to Methods Electives.

Generally, full-time students complete BSTA 612 and BSTA 613 in the first year of the program, and take BSTA 519 and/or BSTA 514 in the second year.

Course Number	Course Title	Credits
BSTA 612**	Linear Models	4
BSTA 613**	Categorical Data Analysis	4
BSTA 515	Data Management and Analysis in SAS	3
Select one of the following two courses:		
BSTA 514	Statistical Analysis of Time to Event Data	1
BSTA 519	Applied Longitudinal Data Analysis	3

* Both courses may be taken. One will count toward the Biostatistics Core requirement and the other toward Quantitative Methods Electives.
** Students who have taken similar coursework from an accredited MPH program may substitute an elective for this course by approval.

Public Health Core (13-15 credits)

Students who have earned an MPH degree may request to waive any or all of the first three courses listed in the table below (Health Systems Organization, Concepts of Environmental Health, and Principles of Health Behavior). The remaining courses in health and social inequalities and the ethics selective ***must be completed*** within the SPH PhD in Epidemiology Program. Students without an MPH degree from an accredited U.S. institution must complete the entire public health core during the program by registering for the 600-level section of each course.

Course Number	Course Title	Credits
HSMP 574/674*	Health Systems Organization	3
ESHH 511/611*	Concepts of Environmental Health	3
PHE 512/612*	Principles of Health Behavior	3
PHE 622	Health and Social Inequalities	3
Select one of the following two courses:		
MGRD 650	*The Practice and Ethic of Science* (administered by OHSU)	1
HSMP 673	Values and Ethics in Health	3

*Students who have taken similar coursework from an accredited MPH program may substitute an elective for this course by approval

Electives (27-29 credits)

A minimum of 27 credits of elective coursework are required, taken from graduate level courses offered within the SPH or other departments at OHSU or PSU. At least 12 of these credits must be completed in elective quantitative methods courses, and 15-17 credits must be completed in other elective courses representing areas of research emphasis or interest. Although it is expected that most elective coursework will be completed before Advancement to Candidacy (explained in the next section), elective coursework may be completed after the proposal defense. Currently, approved elective courses are listed in the tables below.

Elective courses must be taken for a letter grade, with the exception of EPI 650 (which is P/NP only). Students are encouraged to plan ahead and to familiarize themselves with course offerings listed on-line in the SPH course catalog. Generally, any 600-level course offered in the SPH can be used to satisfy the 'Other Elective Credit' requirement, with the exception of dissertation or independent study courses required by other programs (e.g. HSPM 603). Since course offerings change from year to year, please consult the most current Year Long Planning Schedule on the SPH Course Directory and Schedules website. Students taking EPI 650, Mentored Epidemiology Research, may apply the first 6 credits toward the Epidemiology Methods Elective. More than 6 credits of EPI 650 may be taken, but only the first 6 credits may apply to the Methods elective.

In selecting elective courses, please heed the limit on 500-level or master's level course credits that can be used to fulfill degree requirements for the PhD in Epidemiology. Elective course selections with the SPH that are not listed in the tables below require approval of the student's faculty advisor and the Program Director/Coordinator (contact via email).

All elective courses taken outside of the SPH require approval of the course instructor. Additionally, if a course outside of the SPH is not already listed in the tables below, the student must seek approval from their faculty advisor and from the Program Director/Coordinator. *Students requesting to enroll in courses outside the SPH must also obtain instructor permission, and should allow several weeks to obtain relevant approvals.* Requests for courses offered outside the SPH must be submitted to sphregistration@ohsu.edu, using the Registration Request form found on the SPH website at least 4 weeks before the start of the term in which the course is offered, to allow time for registration procedures to be completed. Last minute requests may be denied.

Upon completion of any course taken to fulfill elective credit requirements, students should check DegreeWorks to ensure that the course is correctly allocated to the proper section. If the course is not correctly allocated (e.g. it shows in the 'fall through' section), contact the Program Director/Coordinator who will request the correction.

Quantitative Methods Electives (12 credits)	
Course Number and Name	**Credits**
EPI 611 Epidemiology Doctoral Seminar II	2
EPI 650 Mentored Epidemiology Research	6
BSTA 504 Topics: R Programming	Variable
BSTA 514 Stat Analysis of Time to Event Data (if not taken as part of Biostat. core)	3
BSTA 516 Design & Analysis of Surveys	3
BSTA 517 Statistical Methods in Clinical Trials	3
BSTA 518 Spatial Data with GIS	3
BSTA 519 Applied Longitudinal Data Analysis (if not taken as part Biostat. core)	3

BSTA 521 Bayesian Methods for Data Analysis	3
BSTA 522 Statistical Learning & Big Data	3
BSTA 550 Intro to Probability	3
BSTA 551 Statistical Inference I	3
BSTA 552 Statistical Inference II	3
CPH 615 Geographic Information Systems and Public Health*	3
HIP 527 Systematic Reviews	2
HIP 509 Systematic Reviews Practicum (2-6)	2
GEOG 588 Geographic Information Systems	4
GEOG 597 Advanced Spatial Quantitative Analysis	4
PHE 634 Social Epidemiologic Methods and Theory	3
PSY 626 Multilevel Regression	4
PSY 623 Structural Equation Modeling	4
PSY 610 Hierarchical Linear Modeling for Longitudinal Data Analysis (check Banner for listing and course number)	4

* May change to ESHH prefix in academic year 2024-2025

Other Electives (15-17 credits)	
Course Number and Name	**Credits**
EPI 605 Readings and Conference	Variable
EPI 610 Epi Doctoral Seminar I	3
EPI 611 Epi Doctoral Seminar II	2
EPI 621 Injury and Violence Prevention*	3
EPI 650 Mentored Epidemiology Research	Variable
EPI 656 HIV/AIDS Epidemiology**	3
PHE 527 Food Systems and Public Health	3
PHE 540 Mass Media and Health	3
PHE 541 Media Advocacy and Public Health	3
PHE 632 Developmental Origins Health & Disease Epidemiology	3
CPH 621 Social Determinants of Health	3
CPH 622 Communicating Public Health Data	3
CPH 627 Applied Epidemiology	3
CPH 631 Social Context of Public Health Policy	3
CPH 636 Community Based Participatory Research	3
CPH 638 Public Health Program Evaluation	3
HSMP 671 Health Policy	3

HSMP 677 Health Care Law and Regulation	3
HSMP 681 Population Health: Policy Practical Implications	3
HSMP 682 Oregon Health Policy	3
HSMP 683 Economics of HS&P	3
HSMP 684 Social Policy and Public Health	3
HSMP 686 Introduction to Health Economics	3
HIP 509 Systematic Reviews Practicum	2
HIP 527 Systematic Reviews	2
HIP 530 Influence & Effective Communication: Leading Research Teams	2
BMI 582 Healthcare Management Information Governance	3
BMI 610 Intro to Biomedical and Health Informatics	3
BMI 612 Clinical Information Systems	3
BMI 614 Information Retrieval	3
BMI 621 Public Health Informatics	3
BMI 637 Healthcare Quality	3
Any other 600-level course offered in the School of Public Health	
Other relevant courses with advisor approval	

* Course number may change to EPI 621 in academic year 2024-25.

Directed Study: Reading & Conference; Mentored Epidemiology Research

EPI 605, Reading & Conference (R&C) allows students to engage in self-directed reading on a topic or topics relevant to the student's research, teaching, or other degree objectives under the supervision of a faculty instructor. *Typically, R&C is used to master a select body of literature through weekly reading, critical evaluation, and focused discussion with the faculty instructor.* Because the dissertation requires foundational knowledge in multiple complementary areas, it is acceptable to plan R&C credits for multiple topics. The Request Form should explicitly state the topic, the purpose and the product that will develop each term. Additionally, during the program, a maximum of 3 R&C credits may be requested to prepare for the Comprehensive Exam.

EPI 650 Mentored Epidemiology Research offers students a means to link prior and concurrent coursework to the practice of epidemiologic study design, analysis, and interpretation, under the supervision of a faculty instructor. Students gain experience developing the methods and products of academic epidemiology, including data collection and management, data analyses, scientific manuscripts, study proposals, grant applications, and posters or presentations for professional meetings.

EPI 650 credits should represent a substantial, sustained effort that can be incorporated into the student's program of study, such as planning and conducting an epidemiologic data analysis that will be

reported in a manuscript or developing the dissertation proposal. These research efforts take several months to complete. Products might be an analysis plan in one term, completed data tables and a manuscript results section in a second term, the methods and discussion section in a final term, and so on. For development of the dissertation, one might propose completion of the specific aims page in one term, analytic strategies to address the aims across two terms, and organization of the final proposal in a subsequent third or fourth term. Once the scope of the project is determined, a plan for the work to be completed in each term should be created with guidance and approval from the faculty instructor. The product(s) and due dates in each term should be explicitly stated.

While the primary faculty advisor is often the source of the mentored project, students may complete a mentored research project with other epidemiology faculty members. The first six (6) credits of Mentored Epidemiology Research may be used in partial fulfillment of the Quantitative Methods Elective requirement.

To arrange for R&C or Mentored Epidemiology Research credits, the student should identify an appropriate faculty member to serve as the instructor and meet with that person to develop the activity's scope and objectives. Planning should begin several weeks before the start of the term in which the credits will be requested.

If the R&C or Mentored Research instructor is not the student's primary faculty advisor, the primary faculty advisor's approval should be sought for the requested activity. The student completes the *Directed Activity Request Form* before registration, and *the Directed Study Report* by the end of the term. *Students are expected to take initiative to complete and submit these required forms on time.* The PhD in Epidemiology Program Director/Coordinator will serve as the primary instructor for students who wish to use the R&C option to prepare for the Comprehensive Exam.

For each term in which the student is registered for Reading and Conference or Mentored Epidemiology Research credits, at least 33 hours of work must be completed for each credit requested (i.e. 1 credit ≥ 33 hours of work, 2 credits ≥ 66 hours of work, and so on).

Mentored Epidemiology Teaching (1 credit)

All epidemiology doctoral students must complete at least one term as a teaching assistant (TA) for an epidemiology course. During the term in which they complete their first teaching assistant assignment, students will register for the 1 credit Mentored Epidemiology Teaching course (EPI 660).

Dissertation Credits (27 credits minimum)

Upon successful completion of the dissertation proposal oral defense and approved advancement to candidacy, students shall register for Epidemiology Dissertation credits (EPI 603). A minimum of 27 dissertation credits are required.

Comprehensive Examination

The comprehensive examination is a benchmark requirement of the PhD Program in Epidemiology. The purpose of this exam is to determine whether the student has achieved competencies in the fundamental elements of epidemiologic and biostatistical methods at a level sufficient to advance professionally in our field. Students are expected to demonstrate sufficient mastery of the overall foundations of epidemiologic science that they can successfully engage in the next phase of training, which is the dissertation process. Accordingly, the examination covers material from required core courses in epidemiology and biostatistics. It is comprised of a two-part written examination and an oral examination.

On both the written and oral portions of the exam, students are expected to do the following:

1) Demonstrate competencies listed for each core course required for the examination.
2) Integrate and apply knowledge pertaining to the design, conduct and interpretation of epidemiologic studies, especially to topics that may be unfamiliar.
3) Demonstrate ability to rapidly organize, synthesize and apply fundamental aspects of epidemiology and biostatistics accurately and logically.
3) Distill complex knowledge into concise and accurate responses regarding content areas.

Further, the oral portion of the exam assesses students' ability to engage in extemporaneous discussion with senior colleagues about epidemiologic study design, methods, and interpretation, including the ability to ask appropriate clarifying questions and answer follow-up questions in an organized and logical manner.

Eligibility and Scheduling

Students may sit for the comprehensive examination after completing the following epidemiology and biostatics core courses with a grade of B- or higher: EPI 613, EPI 614, EPI 636, EPI 630, EPI 610, BSTA 612, and BSTA 613. The student also must be in good academic standing, with no outstanding incomplete grades at the time of the examination.

The comprehensive examination is offered annually, usually in late August. The exam date typically is announced to all students early in the spring term. Students should indicate their intention to take the exam on the prior year's Individualized Development Plan and submit the *Request for Comprehensive Examination* form to the program office at least four weeks before the exam date. Students who plan to sit for the exam will receive instructions regarding exam procedures 7-10 days before the date of the written exam.

Format

The comprehensive exam consists of a two-part written examination followed by an oral examination. The written exam allows students to demonstrate mastery integrating the entirety of their graduate training in epidemiology and biostatistics-- through writing, calculations, data analysis, reporting, and interpretation. The written exam consists of a proctored exam on Sakai of at least 4 hours, and a take-home data-analysis project. At least thirty (30) hours from the release time are allowed to complete the data-analysis portion of the exam. The written portions of the exam must be completed in the allotted time; late submissions will not be accepted. All questions on each portion of the examination should be answered, and should be phrased in clear, precise scientific writing that adheres to standard epidemiologic terminology.

The proctored exam may include any combination of multiple choice, true/false, fill-in-the blank, short answer, computations, and short essay questions. A subset of questions may refer to a published article or articles which will be distributed at least three days before the exam to allow students to gain familiarity with them. One page (front and back) of notes is permitted in the proctored exam. No other materials, including books, notes, or software in any form (digital, hard copy, other) may be consulted during the examination. Use of prohibited materials will result in failure of the exam and disciplinary action. Exam proctors are available to answer clarifying questions.

Instructions, background information, and the dataset for the take-home data analysis project will become available on Sakai after the proctored exam, at a set time. The project will include data analysis and written presentation of results in the form of a short narrative manuscript. This portion of the exam is open-book, but students may not work together. During normal daytime working hours while the take-home exam is in progress, a member of the Comprehensive Exam Committee will be available by e-mail to answer clarifying questions.

The oral exam is a one-hour directed discussion led by members of the Comprehensive Exam Committee. The oral exam gives students an opportunity to demonstrate mastery in areas where the written exam raised concern, and to demonstrate the extemporaneous dialogue with senior colleagues about epidemiologic methods, observations, and interpretation which is expected of epidemiology doctoral candidates. In the event that the oral exam identifies other potential areas of deficiency, the student will have the opportunity to answer follow-up questions, and responses will be noted. As with the written exam, oral exam response should be phrased in clear, precise scientific language.

Grading and Evaluation

The comprehensive examination is written and graded by a Comprehensive Examination Committee of at least three epidemiology faculty members convened by the Program Director/Coordinator. The proctored exam and take-home data analysis are completed electronically and the students are assigned a code number to use in place of their name. The code is retained by a program office staff member not involved in the examination until full evaluation of the written portion is complete. Each question is

graded by two faculty members. Discrepancies in points assigned are reviewed by the graders and resolved. If discrepancies cannot be resolved, the Program Director/Coordinator will grade the question and the median score will be assigned. The Committee convenes to discuss exam results for each student, completes an evaluation rubric, and prepares the oral exam questions. Oral exam questioning will be specific to each student based on his/her written exam performance.

Outcomes

The Committee will agree upon the outcome (pass, not pass) of the comprehensive examination based on the student's performance on the written and oral exam components. The Program Director/Coordinator will send each student a letter containing an explanation of areas of strength and of deficiency, as well as any corrective actions recommended by the committee.

In case of exam failure on the first attempt, the student may choose to withdraw from the program, or may request to retake the exam the following year. Students who do not pass on the first attempt should plan a strategy for the second attempt by focusing on areas for improvement outlined in the summary letter, consulting with their faculty advisor and Program Director/Coordinator. It is recommended that they leverage other resources such as consultation with Student Academic Support Services (*SASS*). Request a consultation by email to *learningsupport@ohsu.edu*.

Students who fail the comprehensive examination on their second attempt will be recommended for dismissal from the program, in accord with *SPH Policies and Procedures*. In this circumstance, students may also voluntarily withdraw from the PhD in Epidemiology Program.

Preparation

Students are responsible for preparing themselves for the examination. Please read these next paragraphs carefully and thoroughly. The Comprehensive Exam is not just another test. The Comprehensive Exam is your opportunity to demonstrate to yourself and to the faculty that you can credibly represent our field. You must be able to apply the core knowledge of epidemiologic science in a variety of settings, including in situations where a topic is unfamiliar. You must be able to perform basic mathematical calculations in order to estimate measures of occurrence and association. Ability to apply fundamentals accurately and logically is essential for going on to conceive, design, and defend the dissertation research. No one but you can adequately prepare yourself for this effort.

Preparation requires a long time horizon. Make a plan and calendar. Solidify your knowledge of core course materials and readings, serve as a TA in a core epidemiology course, and/or undertake directed study on programming, methodologic topics, or seminal readings. Engage deeply with material from your core courses and undertake your own practice analyses. Study how required readings and model answers (such as from homework, quizzes, exams) are reasoned and presented. Practice explaining core material (all types of measures, study designs, key concepts, analytic methods) both in writing and verbally. Voraciously read epidemiologic literature on a variety of topics and a variety of study designs.

Start with articles assigned in core classes and add your own selections to your bibliography. Study exemplary articles as models for structure, content and language. Articles that convey methods, results and discussion with a high degree of accuracy and rigor are particularly useful as templates for how to communicate epidemiology fundamentals. Extensively practice analysis and interpretation of epidemiologic data following the structure and guidance provided in EPI 636.

Finally, students may elect to register for up to 3 credits of EPI 605 Reading and Conference (R&C) to reserve time for exam preparation. Students who wish to register for R&C credits to prepare for the exam must notify the Program Coordinator *four weeks before registration* for the term in which the R&C will be undertaken and present the study plan in a *Directed Activity Request* form (described above).

Dissertation

Process Overview

The dissertation is the doctoral student's most substantial achievement -- a significant work of research built upon an immersion in the academic literature, informed theoretical reasoning, and original research and analysis, intended for an educated readership of one's peers. A student does not begin the formal dissertation process until they have completed all relevant coursework and examinations according to program requirements.

The dissertation process consists of four key steps:

1. Appointment of the Dissertation Committee.
2. Dissertation proposal defense based upon written documentation and oral examination.
3. Advancement to candidacy after passing the proposal defense.
4. Dissertation defense and oral examination.

Timing

Upon successful completion of the comprehensive exam, students may formally assemble a dissertation committee and begin drafting their dissertation proposal. When the dissertation chair is satisfied with the draft proposal, the student will circulate it to the remaining committee members. The committee may grant approval to schedule an oral presentation when satisfied that the proposal represents sufficient planning and background research to allow for a meaningful critique and oral defense within a two-hour meeting. Full-time students typically defend their proposals approximately one year after completing the comprehensive exam, and all students are required to progress to the oral defense in accord with the timelines stated School of Public Health PhD Policies and Procedures.

Research Standards

All PhD students complete institutionally mandated integrity, human subjects, responsible conduct of research, and conflict of interest in research training. The dissertation project must have Institutional

Review Board (IRB) approval. The student should discuss the IRB submission and review process with the dissertation chair.

Dissertation Chair and Committee

The dissertation committee guides the student through the dissertation process, and consists of 4-5 faculty, all of whom have relevant academic qualifications to serve (i.e. doctorally prepared). *The committee is chaired by an epidemiology faculty member from the SPH. At least one other faculty member must be an SPH primary or affiliated faculty.* For epidemiology doctoral students, a Biostatistics faculty member typically serves as the second SPH committee member. The third (and fourth possibly) must bring relevant expertise and be eligible for an SPH appointment. Committee membership should reflect a balance of research experience, content expertise, and methodological expertise relevant to the dissertation topic. Students in good academic standing may assemble a dissertation committee after passing the comprehensive examination. Once the student and the dissertation chair have agreed upon the composition of the committee and sought agreement to participate from all members, they complete the *Appointment of Dissertation Committee* form. This form must be approved before the student can begin substantial work on their dissertation proposal, so that all Committee members have adequate time to contribute to the refinement of the aims and methods.

Committee Member Criteria

Although the exact composition of the committee may vary depending on the student's topic and the availability of faculty, the following criteria must be met:

- The criteria for serving as a dissertation chair include the following:
  - Member of the OHSU-PSU School of Public Health Epidemiology faculty for at least one academic year;
  - Previous membership on at least one thesis or dissertation committee;
  - Experienced in university teaching, advising, or mentoring;
  - Primary investigator or co-investigator on at least one externally funded research project;
  - Demonstrated record of peer-reviewed scholarly publications;
  - Expertise and/or current research related to the student's dissertation and research; and
  - Commitment to working with the student throughout the program of study to guide, advise, and mentor in completing the program requirements, dissertation project, general intellectual development, professionalism, and career prospects

- Members of the dissertation committee are selected according to the following criteria:
  - Hold an earned doctorate in a relevant field;
  - Possess expertise related to the content, methods, or practice of the dissertation topic.
  - At least one member of the Committee must have expertise in the biostatistical method(s) being proposed for the dissertation project; and

- The fourth (or fifth member) should bring a complementary perspective that will enrich the student's learning, and must have topical or methodological expertise relevant to the student's research. This person could be based at PSU, OHSU, a health system, state government, or another university, and should be currently active (if emeritus or retired, justification of the appointment must be provided). This person is recommended by the student and the dissertation chair and the appointment is approved with the rest of the committee. This person reads all drafts and participates in the proposal and final defenses, but does not necessarily engage as heavily in editing, hours of advising, etc. (this will depend upon the individual's interests and time).

The student's working relationship with the chair and other members is a function of the student's background and experience, the nature of the project, and the expertise of the faculty supervisors. Students work very closely with their committees, seeking guidance and feedback frequently throughout the research and writing processes. The chair provides considerable oversight and guidance, so careful selection of a chair is vital for the student and helps facilitate timely completion of the dissertation.

Formation of Committee

The student should discuss the choice of a dissertation chair with her/his assigned faculty advisor. In the event that the student chooses a dissertation chair who is not her/his assigned advisor, the student must obtain written permission a) from the faculty advisor approving the change to the new advisor and b) from the proposed advisor agreeing to serve as the primary faculty advisor and dissertation chair. The student should then select committee members in cooperation with the dissertation chair.

The dissertation chair and the PhD Program Coordinator are responsible for ensuring committee members have experience mentoring students through a dissertation, or else extensive research and publication experience. Good academic advice and mentoring will have a profoundly positive effect on the student's progress through the doctoral program, general intellectual development, and career prospects. Careful composition of the committee is essential to meet students' academic interests and facilitate successful completion of the dissertation. If a student has concerns with due process during the dissertation, they should consult their Program Coordinator, and then the Associate Dean Academic Affairs, as necessary. If the student wishes to change the dissertation chair, the student must obtain the written permission of the current chair, and resubmit the *Appointment of Dissertation Committee* form. If a committee member is added or changed at a later date, the student must resubmit the *Dissertation Appointment of Dissertation Committee* form, with the dissertation chair's signature.

Dissertation Proposal

The dissertation proposal should demonstrate the scientific merit and feasibility of an epidemiologic research project that, upon completion, will substantially contribute to the field through manuscripts likely to be published in peer-reviewed scientific journals. The written proposal provides the student the

opportunity to gain a deeper understanding of the field of research through a substantial review of related scientific and methodologic literature. Through reviews and feedback of the dissertation committee on written drafts of the proposal, the study design and focus of the research will be optimized before active primary research begins. The final dissertation proposal is presented to the public, and is followed by an oral defense that provides an additional opportunity for final critiques and suggestions from the Dissertation Committee.

Written Dissertation Proposal Format

The written proposal contains the following sections:

1) *Introduction chapter:* a 4 – 5 page, single-spaced review of literature and the purpose, aims, theoretical framework, and biological/social concepts that form the basis of the body of research being proposed. The introduction should be broader and more detailed than what would be included in an NIH proposal. A revision of this chapter will become the first chapter in the dissertation.
2) *Specific aims and proposed methods for data collection, analysis, and interpretation*: this section should be 13 pages or less and be in the format of the "Research Plan" section of an NIH research proposal. The Specific Aims should fit on one single page and the Research Plan should be a maximum of 12 pages. See *SF424 (R&R) Instructions* for the "Research Plan Section" containing Specific Aims and the Research Strategy). Include a short description of strategies to protect human subjects, including recruitment and consent procedures and protections against risks, and the status of IRB review of the proposal.
3) *Preliminary plan for three manuscripts***:** a table mapping each aim to a proposed manuscript title and target journal for publication (see Preliminary Plan example in part 'e.' below).
    a. *Literature reviews:* In most cases, it will not be acceptable to propose a literature review as one of the three manuscripts. Instead, the review of literature should be included in the introduction chapter. Exceptions may be considered if a formal systematic review is a specific aim of the dissertation work.
    b. *Authorship***:** For each paper, include a statement that shows the student will be the primary author, how the content will represent the student's work, and how order of authorship for collaborators will be determined.
    c. *Timeline***:** Indicate the expected stage of submission at the time the dissertation will be defended (i.e., submitted, in press, or published). Students are expected to be prepared to submit *at least two of the three manuscripts for publication* by the time of the final dissertation defense.
    d. *Formatting***:** Follow good practices for technical document formatting. Include the page number and version date in the footer. Add running line numbers. Use headings and a table of contents for ease of navigation.
    e. Example Preliminary Plan Table:

Research Aim	Tentative Manuscript Title	Authorship Plan	Potential Journal
1. Insurance status and weight change following bariatric surgery	Insurance status differences in weight loss and regain over five years following bariatric surgery	I will be primary author on all manuscripts and will take responsibility for analyses, initial drafts, coordinating reviews, and journal submission. Dr. … will be senior author, and …… will be coauthors.	*Obesity*
2.			
3.			

Authorship Standards

Authorship of future publications from the dissertation should be discussed with the Dissertation Chair early in the dissertation proposal development process. It is expected that the authors in co-authored articles will take full responsibility to work together in terms of the substance of the article. Please refer to OHSU Policy 12-70-010 on Authorship Attribution for more information.

Oral Defense of Dissertation Proposal

The proposal defense summarizes the background, research question, core literature, research design, analytic methods, human subjects considerations, anticipated limitations and strengths, and timeline for completion. The dissertation proposal defense has two components: a 30-40 minute oral presentation by the student, which is open to the public, and an examination period which is closed. During the closed defense session, which is about 60 minutes in length, the dissertation committee members question the candidate on the significance, methods, limitations, and implications of the proposed work. The committee then meets in executive session to determine the defense outcome, and then meets privately with the candidate to share the decision. Each committee member completes the *Dissertation Proposal Defense Evaluation Rubric* and signs the *Dissertation Proposal Approval* form at the completion of the defense.

Scheduling

Final review of the proposal draft should take place at a convened meeting of the full dissertation committee, at least 4-6 weeks before the anticipated defense date. The student may formally schedule the dissertation proposal defense date as soon as the committee is satisfied that the draft proposal represents sufficient background research and preparation of an appropriate design and analytic approach. It is the student's responsibility to schedule a room for the defense, along with any audio-visual equipment needed. Rooms can be scheduled using the 25Live Room Reservation System available on the O2 EdComm website. Should circumstances require a remote presentation, the student

should obtain a link on an institutionally authorized platform (e.g. Webex or Zoom). Please consult the Program Director/Coordinator if guidance is needed on arranging the dissertation proposal defense.

At least three weeks before the agreed upon date, the student must submit the completed ***Dissertation Proposal Defense Request*** form to the program office, copying the Program Director/Coordinator, and attaching the most current draft of the dissertation proposal and a short abstract. The abstract will be used to create a public announcement to the SPH community. All committee members must be able to be present in-person or available by remote connection for the oral proposal defense. In the case of a remote presentation, please provide the link that the public should use to view the presentation. The link will be included on the public announcement. The student and committee should allow at least two hours to complete for the dissertation proposal defense.

At least two weeks before the proposal defense (earlier if requested by the chair and committee), the student must provide the final proposal draft to the committee. Students should confirm the date, time and location with committee members. If a committee member is unavailable, the proposal defense must be rescheduled.

Students are encouraged to hold a small "dress rehearsal" of their defense presentation with peers, mentor, and/or Program Director/Coordinator in order to receive feedback in advance of the actual proposal defense. It is especially critical to practice for timing, keeping the presentation within the 40 minute limit.

Outcomes

The committee will assign the outcome as 'Pass' or 'Not Passed'. To pass the oral exam, the student must meet or exceed expectations for all attributes listed on the *Dissertation Proposal Defense Evaluation Rubric*.

An outcome of 'Pass' is defined by the following conditions:

1. The student's proposal and presentation meets or exceed expectations and the proposal is accepted as is.
2. The student's proposal and performance meets or exceeds expectations, but further explicit revisions are required by the committee. It is the chair's responsibility to ensure the required changes are clearly recorded in the chair's rubric form, that these are communicated verbally to the student, and that the agreed upon date for revisions is logged on the ***Dissertation Proposal Defense Approval*** form. If the student does not sufficiently address the explicit revisions by the deadline, the outcome will be converted to 'No Pass.'

An outcome of 'Not Passed' is defined by the following condition:

The student's proposal and performance does not meet expectations. In this circumstance, the committee will agree upon specific corrective actions required for the proposal and performance to meet expectations. It is the chair's responsibility to clearly record the required corrective actions in the

chair's rubric form, and to ensure deficiencies and corrective actions are communicated verbally to the student before the oral defense concludes. The chair is also responsible for creating a written plan with the student to undertake the corrective actions so that the proposal and performance meet or exceed expectations on the second attempt. Failing the second attempt of the dissertation proposal defense will result in recommendation for dismissal from the PhD program.

The student shall submit an updated final copy of the proposal to the PhD program office.

Advancement to Candidacy

Once the ***Dissertation Proposal Approval*** form and completed rubrics have received institutional signatures, the program office will initiate the process for advancement to candidacy. This entails completing an audit of the student's current degree requirements and preparing the ***Advancement to Candidacy*** form for program and institutional approval. The program office will complete the Advancement to Candidacy process as expediently as possible. However, it can take several days for institutional signatures to be obtained, especially in busy times such as prior to the start of fall term. The student and her/his committee chair will be notified by the program office when advancement to candidacy has received final approval.

The student may register for dissertation research credits in the term ***following*** that in which the Dissertation Committee approves the Dissertation Proposal. Students are required to be a candidate for at least three academic terms and complete at least 27 credits of dissertation research before the PhD degree is awarded.

Although it is expected that most coursework will be completed before Advancement to Candidacy, some coursework may still be completed after the proposal defense.

After advancement to candidacy, students are permitted to identify themselves with the words "PhD candidate." It is not permissible to use of PhDc, PhDC, PhD (C), or similar lettering after a student's name. Use of these initials is not consistent with institutional policy of avoiding any PhD designation until after the Board of Trustees has formally awarded the degree. An example of how to represent your candidacy status is as follows:

Name, prior graduate degree (MPH, MS)
PhD Candidate in Epidemiology

Institutional Review Board Approval

Institutional Review Board (IRB) approval must be obtained for research involving human subjects (or data derived from human subjects). Information about the IRB submission process, as well as forms and policies, are available on the OHSU IRB website. The student should work closely with the dissertation chair in preparing the IRB submission materials. The chair may need to be the principal investigator for

IRB purposes. Dissertation research using data from human subjects may not commence until IRB approval has been obtained. Any changes to the dissertation protocol must be reviewed and approved by the IRB.

Written Doctoral Dissertation and Defense

Completion of the dissertation research, writing the dissertation document and defending the research is the last milestone of the PhD in Epidemiology program. Receipt of the PhD degree and diploma require successful defense of dissertation defense and finalizing the dissertation document. Please see the 'Graduation Checklist' on the last page of this guidebook to ensure that all items are complete.

Writing the dissertation requires substantial time and effort, requiring at least 27 credits of dissertation research (EPI 603) to meet degree requirements. The student shall work closely with the dissertation committee chair to plan a timeline for obtaining IRB approval, as well as implementing the data collection, management, and analytic approaches described in the dissertation proposal. Allow ample time for interpretation of data, writing, and submission of manuscripts for publication. Regularly scheduled meetings between the dissertation chair and student will facilitate timely progress.

For each term in which dissertation research is being conducted, the candidate shall register for EPI 603, Epidemiology Doctoral Dissertation, by or before the registration deadline. It is the responsibility of the candidate to register. At the end of each term in which the candidate is registered for EPI 603 credits, the candidate shall complete and submit the *Dissertation Report*. You must submit to the program office, copying the Program Director/Coordinator, the completed Dissertation Report Form with Dissertation Chair's signature on or before 5:00pm on the last day of the term. Ideally, the content of your dissertation report form will be conveyed as quarterly progress reports to your committee members for review and feedback as well.

It is strongly recommended that the final review of the dissertation draft take place at a convened meeting of the full dissertation committee at least 4-6 weeks before the anticipated proposed dissertation defense date. *Copies of the final dissertation draft in its entirety should be submitted to the committee members at least two weeks prior to the defense*, to allow sufficient time to incorporate their suggestions and comments.

If unanticipated events result in a substantial change in the specific aims and/or study methods of the original dissertation proposal, a revised dissertation proposal must be submitted to the Program Director/Coordinator for approval and authorized by the SPH Dean's Office. Should this situation arise, please consult the Program Director/Coordinator immediately for guidance. Prepare and submit the ***Revisions to Dissertation Proposal*** form.

Prior to the dissertation defense, it is expected that the candidate will have submitted, and ideally have published, at least one manuscript from the dissertation in a high-quality professional journal that uses peer review and publishes original research.

Written Dissertation Format

The structure and formatting of the final dissertation must follow guidelines described in "Preparations/Guidelines for Theses and Dissertations" on the OHSU Library website. Additional helpful guidance and examples can be found on the PSU website "Electronic Thesis and Dissertation (ETD) Formatting Requirements".

The dissertation document is comprised of the following sections:

- Title page (required, this page does not carry a page number)
- Copyright Notice page (this page does not carry a page number). This page is required if you have registered for copyright; otherwise it is optional but recommended.
- Prefatory pages. The following pages are numbered with lower-case Roman numerals (i, ii, iii, iv, etc.). A page number must be printed on every page. Each of these sections must begin on a new page, with the title of the section centered at the top.
    - Abstract (e.g., center the word 'Abstract' at the top of the page and number the page starting at "i").
    - Dedication (optional)
    - Acknowledgments (optional)
    - Table of Contents (required)
    - List of Tables and List of Figures (required)
        - For multi-paper dissertation, the tables and figures must be clearly listed by chapter in the List of Tables and Figures
    - Glossary or List of Abbreviations/Symbols (required)
    - Preface (optional)
- Text of the Dissertation, divided into Chapters. Beginning with the first page of Chapter 1, all pages are numbered with Arabic numerals (1, 2, 3, etc.); this pagination continues to the end of the document. A page number must be printed on every page.
    - Chapter 1: Introduction and Research Aims
    - Chapter 2: Review of the Literature
        - The literature review should address the overarching knowledge relevant for the body of work covered in the research papers included in the subsequent three chapters. This section should demonstrate the cohesive nature of the student's work.
    - Chapter 3: Research Paper #1
    - Chapter 4: Research Paper #2
    - Chapter 5: Research Paper #3
    - Chapter 6: Synthesis of Research

        - This chapter should draw conclusions from the body of research as a whole, including overarching themes, strengths and limitations, public health significance of the work, and future research directions.
- Terminal References (omitted for the multi-paper format)
    - For the multi-paper format, it is most typical that each chapter (including Chapters 1, 2 and 6) will have its own reference section.
        - All references should be formatted uniformly throughout the dissertation. Any format used in a standard peer-reviewed epidemiology or public health journal is permissible.
- Appendices (relevant supporting materials such as invitations to participate, consent forms, data collection instruments, etc.) Divide into A, B, C and so on as needed.

PhD in Epidemiology dissertation documents from students who have successfully completed the program are available online through the OHSU Library. It is recommended to consult these documents as models for organizing and formatting the dissertation document.

Dissertation Defense

The dissertation defense is an oral presentation of the completed written dissertation. It lays out the purpose, implementation, and findings of the dissertation project, and makes a case for the project's contribution to scholarship in epidemiology and other related fields of study. The defense as a whole lasts approximately two hours. Components include the candidate's oral presentation, which is open to the public, and a closed examination session of the candidate by the dissertation committee.

The candidate should prepare and deliver a 30-40 minute presentation on the dissertation project. All members of the dissertation committee must be present either physically or by video- or teleconference. The presentation should be well-designed, rehearsed, and professional. Afterwards, the dissertation committee members will examine the candidate on elements of the study design, estimates of association, interpretation, inference, limitations and implications of the work and results. The committee then meets in an executive session to determine the defense's outcome, then privately with the candidate to share the decision.

Scheduling

The student may schedule the dissertation defense as soon as the dissertation committee is satisfied with the draft document. *The dissertation defense must be completed no later than the end of week 6 in the academic quarter in which the candidate wishes to graduate.* A defense that involves any PSU faculty who are on 9-month contract may be held only in the regular academic terms (fall, winter or spring quarter). It is advisable to consult with your Chair and Committee far in advance of these deadlines to be sure they are available and can hold select dates and times.

It is the student's responsibility to schedule a room for the dissertation defense, along with any audio-visual equipment needed. Rooms can be scheduled using the 25Live Room Reservation System available

on the O2 EdComm website. Should circumstances require a remote presentation, the student should obtain a link on an institutionally authorized platform (e.g. Webex or Zoom). Please consult the Program Director/Coordinator if guidance is needed on arranging the dissertation defense.

At least three weeks before the agreed upon date, the student should submit the completed *Dissertation Defense Request* form to the Program Director/Coordinator and program office, along with an abstract of the dissertation, so that a public announcement can be circulated. In the case of a remote presentation, please provide the link that the public should use to view the presentation. The link will be included on the public announcement. All Dissertation Committee members must be able to be present in-person or available by remote connection for the dissertation defense. If a committee member is unavailable, the dissertation defense must be rescheduled. The student and committee should allow at least two hours to complete for the dissertation defense.

Students are encouraged to hold a small "dress rehearsal" of their dissertation defense presentation with peers, mentor and/or the Program Director/Coordinator in order to receive feedback in advance of the actual defense date.

Outcome

The dissertation is approved by the dissertation committee when there is no more than one dissenting vote after the dissertation defense. If there are two or more dissenting votes, the candidate will be given a second opportunity to defend the dissertation. The second defense may take place no sooner than one month and no later than six months after the first defense. If there are two or more dissenting votes at the second defense, the student fails the dissertation defense.

At the conclusion of the dissertation defense, each committee member completes the *Dissertation Defense Evaluation Rubric* and signs the ***Dissertation Defense Approval*** form.

Following the defense, the candidate makes any corrections to the dissertation. All required corrections must be *completed and approved* by the dissertation chair *within two months (60 days) of the dissertation defense date*. Failure to submit an approved dissertation by this deadline will void the original defense and the dissertation defense will need to be repeated.

Submission of the Electronic Dissertation

The final dissertation must be formatted as described above and submitted electronically to the OHSU Library for processing. Submit your dissertation to the Library at least 10 business days before the last day of the term in which you intend to graduate. You will receive a receipt when the Library has processed your submission. *Immediately forward the Dissertation Receipt to the program office at sphregistration@ohsu.edu and copy the Program Director/Coordinator. Receipt must be received no later than noon (12:00pm) on the final day of the term in which you intend to graduate*.

Use of the PhD Degree Designation

The PhD in Epidemiology degree will be conferred officially once the OHSU Registrar has certified that all degree requirements are complete, typically two to three weeks after the end of the term. Candidates can check Banner to confirm that the degree has been awarded. The candidate may list the PhD degree after their name only after the degree has been posted by the Registrar to the student's official academic transcript.

Associated Forms and Documents

The following forms are available on the Forms page of SPH Website

- Directed Activity Request
- Directed Activity End of Term Report
- Request for Comprehensive Examination
- Appointment of Dissertation Committee
- Dissertation Proposal Defense Request
- Dissertation Report
- Dissertation Defense Request

Contact the Registration Office (SPHregistration@ohsu.edu) to obtain copies of the following PhD program forms and document, and for guidance on where to obtain SPH and OHSU institutional forms.

- International Away Elective Form & Graduate Student Travel Waiver of Liability
- Advancement to Candidacy
- Revisions to Dissertation Proposal

SPH Student Policies, Procedures, and Resources

Policies and procedures applicable to all School of Public Health graduate students can be found on the SPH website, www.ohsu-psu-sph.org. Please review the student policies and procedures listed there, including but not limited to the following sections:

- ☐ Technical Standards
- ☐ Accessibility
- ☐ Advising
- ☐ Academic Standing
- ☐ Academic Dismissal
- ☐ Academic Dishonesty
- ☐ Codes of Conduct
- ☐ Research Integrity (IRB)
- ☐ Educational Records Privacy
- ☐ Minimum Course Grade Requirements
- ☐ Recognition of Prior Earned Credit
- ☐ Course Waiver Policy
- ☐ Incomplete Coursework
- ☐ Course Approvals (Electives)
- ☐ Independent Study
- ☐ International Travel and Coursework
- ☐ Continuous Enrollment
- ☐ Leave of Absence
- ☐ Withdrawal Policy
- ☐ Time Limits
- ☐ Satisfactory Progress toward Degree – PhD Programs
- ☐ Student Complaint Procedure
- ☐ Degree and Certificate Conferral
- ☐ Graduation Ceremonies
- ☐ Diplomas
- ☐ Ordering Transcripts

Resources and support services available to SPH graduate students are listed on the SPH website, www.ohsu-psu-sph.org. Please review the resources listed there, including the following sections:

- ☐ Academic Resources and Support
- ☐ Health and Wellness Resources
- ☐ Student Resources and Support
- ☐ Student Groups and Organizations