OHSU-PSU School of Public Health

PhD in Community Health

Student Handbook 2018-2019
**OHSU-PSU School of Public Health**
**2018-2019 Handbook for Students in the PhD Program in Community Health**

This handbook defines the resources, policies, procedures, and academic rights and responsibilities of doctoral students enrolled in the OHSU-PSU School of Public Health.

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

**Contact Information**

*Office*

PhD Program in Community Health  
OHSU-PSU School of Public Health  
PSU Campus  
Urban Center Building  
506 S.W. Mill Street  
Suite 450

*Program Leadership and Management*

Cara Eckhardt, PhD, MPH, Program Director  
503.725.3044  
c.eckhardt@pdx.edu

Laura Ehrlich, Graduate Student Services and Registration Specialist  
503.494.2557  
ehrlichl@ohsu.edu
# Table of Contents

**Word of Welcome** 1

**I. THE SCHOOL OF PUBLIC HEALTH – AN OVERVIEW** 2

  - MISSION, VISION, AND VALUES 3
  - ACCREDITATION 3
  - ADMINISTRATION 3

**II. GETTING STARTED** 6

  - CAMPUS MAPS 6
  - PARKING AND TRANSPORTATION 6
  - HOUSING 7
  - CAMPUS SAFETY 7
  - BACKGROUND CHECKS 7
  - IMMUNIZATIONS 8
  - UNIVERSITY CREDENTIALS: ID BADGES, NETWORK ACCESS, AND EMAIL ACCOUNTS 8
  - COMMUNICATIONS 9
  - REGISTRAR’S OFFICE 10
  - ESTABLISHING RESIDENCY 10
  - TUITION & FEES 10
  - REFUND POLICY 10
  - CASHIER’S OFFICE 10
  - OFFICE OF FINANCIAL AID 11
  - COURSE DESCRIPTIONS AND SCHEDULES 11
  - COURSE REGISTRATION 11
  - ONLINE COURSE MANAGEMENT SYSTEMS (SAKAI AND D2L) 12
  - TEXTBOOKS AND COURSE MATERIALS 12
  - STUDENT HEALTH AND DENTAL INSURANCE 12
  - STUDENT HEALTH SERVICES 12

**III. SCHOOL OF PUBLIC HEALTH PHD POLICIES AND PROCEDURES** 14

  - EDUCATIONAL RECORDS PRIVACY 14
  - CONTINUOUS ENROLLMENT 14
  - LEAVE OF ABSENCE 14
  - TIME LIMITS 15
  - MINIMUM COURSE GRADE REQUIREMENTS 16
  - COURSE REPEAT POLICY 16
  - ACADEMIC STANDING 16
  - WITHDRAWAL POLICY 16
  - ACADEMIC DISMISSAL 17
  - ACADEMIC DISHONESTY 17
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT CODES OF CONDUCT</td>
<td>17</td>
</tr>
<tr>
<td>RECOGNITION OF PRIOR GRADUATE CREDITS (TRANSFER OR APPLICATION OF CREDIT)</td>
<td>17</td>
</tr>
<tr>
<td>COURSE WAIVER POLICY</td>
<td>18</td>
</tr>
<tr>
<td>INCOMPLETE COURSEWORK</td>
<td>19</td>
</tr>
<tr>
<td>INTERNATIONAL TRAVEL AND COURSEWORK</td>
<td>19</td>
</tr>
<tr>
<td>ACADEMIC GRIEVANCE POLICY</td>
<td>20</td>
</tr>
<tr>
<td>DEGREE CONFERRAL</td>
<td>20</td>
</tr>
<tr>
<td>APPLICATION FOR DEGREE</td>
<td>21</td>
</tr>
<tr>
<td>GRADUATION CEREMONIES</td>
<td>21</td>
</tr>
<tr>
<td>DIPLOMAS</td>
<td>21</td>
</tr>
<tr>
<td>ORDERING TRANSCRIPTS</td>
<td>21</td>
</tr>
<tr>
<td>IV. PHD PROGRAM IN COMMUNITY HEALTH</td>
<td>22</td>
</tr>
<tr>
<td>PROGRAM DESCRIPTION</td>
<td>22</td>
</tr>
<tr>
<td>PROGRAM LEARNING OBJECTIVES</td>
<td>22</td>
</tr>
<tr>
<td>PROGRAM FACULTY</td>
<td>22</td>
</tr>
<tr>
<td>OVERVIEW OF DEGREE REQUIREMENTS</td>
<td>23</td>
</tr>
<tr>
<td>COURSEWORK</td>
<td>23</td>
</tr>
<tr>
<td>COMPREHENSIVE EXAM</td>
<td>28</td>
</tr>
<tr>
<td>DISSERTATION PROCESS</td>
<td>29</td>
</tr>
<tr>
<td>FINANCIAL SUPPORT</td>
<td>34</td>
</tr>
<tr>
<td>V. STUDENT RESOURCES AND SUPPORT</td>
<td>35</td>
</tr>
<tr>
<td>DIVERSITY AND INCLUSION</td>
<td>35</td>
</tr>
<tr>
<td>ACADEMIC ACCESSIBILITY AND ACCOMMODATIONS</td>
<td>35</td>
</tr>
<tr>
<td>OMBUDSMAN’S OFFICE</td>
<td>36</td>
</tr>
<tr>
<td>STUDENT RECREATION CENTERS</td>
<td>36</td>
</tr>
<tr>
<td>CAREER SERVICES</td>
<td>36</td>
</tr>
<tr>
<td>LIBRARIES AND ACADEMIC RESOURCES</td>
<td>36</td>
</tr>
<tr>
<td>INTERNATIONAL STUDENT SERVICES</td>
<td>37</td>
</tr>
<tr>
<td>STUDENT LEGAL SERVICES</td>
<td>37</td>
</tr>
<tr>
<td>OTHER STUDENT RESOURCES</td>
<td>37</td>
</tr>
<tr>
<td>STUDENT GROUPS AND LEADERSHIP OPPORTUNITIES</td>
<td>39</td>
</tr>
</tbody>
</table>
Welcome to the OHSU-PSU School of Public Health!

You are joining two universities with over two decades of excellence in collaborative public health education. We bring together the best of OHSU’s expertise in public health and biomedical innovation, and PSU’s expertise in public health, social justice, and community engagement, in the form of a fully accredited School of Public Health. I am confident you will find that the quality of our academic programs, breadth and depth of research projects, service to the public health profession, and commitment to the communities we serve, make the OHSU-PSU School of Public Health a great place to make a world of difference.

As a student in the OHSU-PSU School of Public Health, you will draw on a vast array of university resources and engage with stellar faculty from both institutions. Through academic programs that are engaged with communities around the state, as well as nationally recognized public health and health systems research programs, you will develop the knowledge, skills, and abilities needed to make a difference in the lives of others. I encourage you to make the most of your educational experience by actively engaging in the classroom, participating in professional opportunities and events that complement your studies, consulting your Faculty Advisor, and taking advantage of available leadership opportunities in the school, universities, and in our communities.

On the pages that follow, you will find a wealth of information about the School of Public Health, our two universities, how to get started, your degree program, and the resources you will need to get the most from your graduate education. If you ever have questions about your path through the program, please do not hesitate to ask.

The faculty, administrators, and staff of the School of Public Health are committed to your success. We, along with the leaders of both OHSU and PSU, value your contributions to the academic community and to the field of public health. If you have questions about the School of Public Health, OHSU, or PSU, or have suggestions for making your educational experience even better, I welcome you to join me for “Coffee with the Dean.”

Best wishes to you in your studies and warm regards,

David Bangsberg, MD, MPH
Founding Dean
OHSU-PSU School of Public Health
I. THE SCHOOL OF PUBLIC HEALTH – AN OVERVIEW

The OHSU-PSU School of Public Health (School or SPH) is a partnership between Oregon Health & Science University and Portland State University, and graduate students are students of both universities.

Through the School’s leadership, OHSU and PSU work collaboratively to ensure enrollment and student services are strategically aligned. In partnership with PSU, OHSU manages enrollment services for the PhD, MPH, MD/MPH, MS in Biostatistics, and Graduate Certificates, while PSU manages enrollment services for students in the MURP/MPH, MSW/MPH, and MA/MS in Health Studies dual degree programs, as well as all BA/BS degrees. Enrollment services include matriculation, course registration, financial aid, tuition and fee collection, grade reporting, transcripts, graduation, and diplomas. Student services, including access to health services, recreation centers, libraries, and other resource centers, are managed jointly.

OHSU-PSU School of Public Health (SPH/School) graduate students draw on the resources of both institutions as they pursue studies in the following disciplines:

<table>
<thead>
<tr>
<th>Graduate Certificate</th>
<th>MPH</th>
<th>MS</th>
<th>MA</th>
<th>Dual Degree</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biostatistics</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Health</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Environmental Systems &amp; Human Health</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epidemiology*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Health Management &amp; Policy**</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Promotion***</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Studies</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Systems &amp; Policy</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Public Health Practice</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Health</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* MPH, or MD/MPH
** MPH; or MPH/MSW
*** MPH; MPH/MSW; or MPH/MURP
MISSION, VISION, AND VALUES

Mission: The mission of the OHSU-PSU School of Public Health is to prepare a public health workforce, create new knowledge, address social determinants of health, and lead in the implementation of new approaches and policies to improve population health.

Vision: Through education, research, and community engagement, the SPH is a leader in promoting health and eliminating health disparities in Oregon and beyond.

Values: The OHSU-PSU School of Public Health is an academic partnership whose values include the following:
Education – Excellence in student and faculty education through collaborative leadership and scholarship;
Science – Innovative and impactful research conducted with the highest degree of integrity; and,
Responsibility – Commitment to health equity through diversity, social justice, and community engagement.

ACCREDITATION

OHSU and PSU are each separately accredited by the Northwest Commission on Colleges and Universities (NWCCU). The OHSU-PSU School of Public Health is accredited by the Council on Education for Public Health (CEPH). In addition, the MPH in Health Management & Policy is accredited by the Commission on Accreditation of Health Management Education (CAHME).

ADMINISTRATION

The School is organized by academic programs and disciplines, and is led by program directors who are faculty members, with the support of staff members. The Office of the Dean is the central administrative unit for the School ((503) 494-8257, SPH@ohsu.edu). Staff coordinate admissions and curricular development, manage administrative functions, and serve as liaisons to the public health and health systems practice communities.

2018-19 Program Directors

<table>
<thead>
<tr>
<th>Graduate Program</th>
<th>Degree</th>
<th>Program Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biostatistics</td>
<td>Graduate Certificate,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPH, MS</td>
<td>Rochelle Fu, PhD, MS</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:fur@ohsu.edu">fur@ohsu.edu</a></td>
</tr>
<tr>
<td>Community Health</td>
<td>PhD</td>
<td>Cara Eckhardt, PhD, MPH</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:c.eckhardt@pdx.edu">c.eckhardt@pdx.edu</a></td>
</tr>
<tr>
<td>Environmental Systems &amp; Human Health</td>
<td>MPH</td>
<td>Tawnya Peterson, PhD</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:petertaw@ohsu.edu">petertaw@ohsu.edu</a></td>
</tr>
<tr>
<td>Program</td>
<td>Degree Options</td>
<td>Faculty</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Epidemiology</td>
<td>MPH</td>
<td>Janne Boone-Heinonen, PhD, MPH</td>
</tr>
<tr>
<td></td>
<td>MD/MPH</td>
<td><a href="mailto:boonej@ohsu.edu">boonej@ohsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>PhD</td>
<td>John Stull, MD <a href="mailto:stullj@ohsu.edu">stullj@ohsu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lynn Marshall, ScD <a href="mailto:marshaly@ohsu.edu">marshaly@ohsu.edu</a></td>
</tr>
<tr>
<td>Health Management &amp; Policy</td>
<td>MPH; MPH/MSW</td>
<td>Julia Goodman, PhD, MPH (Fall 2018)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:julia.goodman@pdx.edu">julia.goodman@pdx.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Neal Wallace, PhD, MPP (Winter 2018-on)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:nwallace@pdx.edu">nwallace@pdx.edu</a></td>
</tr>
<tr>
<td>Health Promotion</td>
<td>MPH; MPH/MSW; MPH/MURP</td>
<td>Betty Izumi, PhD, MPH, RD</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Izumibet@pdx.edu">Izumibet@pdx.edu</a></td>
</tr>
<tr>
<td>Health Systems &amp; Policy</td>
<td>PhD</td>
<td>Sherril Gelmon, DrPH <a href="mailto:gelmons@pdx.edu">gelmons@pdx.edu</a></td>
</tr>
<tr>
<td>Health Studies: Physical Activity &amp; Exercise</td>
<td>MA/MS</td>
<td>Brad Wipfli, PhD <a href="mailto:bwipfli@pdx.edu">bwipfli@pdx.edu</a></td>
</tr>
<tr>
<td>Public Health</td>
<td>Graduate Certificate</td>
<td>Elizabeth Waddell, PhD, MA</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:waddelle@ohsu.edu">waddelle@ohsu.edu</a></td>
</tr>
<tr>
<td>Public Health Practice (formerly Primary</td>
<td>MPH</td>
<td>Elizabeth Waddell, PhD</td>
</tr>
<tr>
<td>Health Care and Health Disparities)</td>
<td></td>
<td><a href="mailto:waddelle@ohsu.edu">waddelle@ohsu.edu</a></td>
</tr>
</tbody>
</table>

**Dean’s Office Leadership Team**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>David Bangsberg, MD, MSc, MS, MPH</td>
<td><a href="mailto:bangsber@ohsu.edu">bangsber@ohsu.edu</a> 229 Gaines Hall, OHSU 450A URBN, PSU</td>
</tr>
<tr>
<td>Interim Associate Dean, Academic Affairs</td>
<td>Richard Johnson, MS, PhD</td>
<td><a href="mailto:Johnsori@ohsu.edu">Johnsori@ohsu.edu</a> 231 Gaines Hall, OHSU</td>
</tr>
<tr>
<td>Interim Associate Dean, Finance &amp; Administration</td>
<td>Karen Camp</td>
<td><a href="mailto:campka@ohsu.edu">campka@ohsu.edu</a> Campus Svces Bldg, Rm 669, OHSU</td>
</tr>
<tr>
<td>Role</td>
<td>Name</td>
<td>Contact Info</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>-----------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Associate Dean, Student Affairs &amp; Community Engagement</td>
<td>Liana Winett, DrPH, MPH, MCHES</td>
<td><a href="mailto:lwinett@pdx.edu">lwinett@pdx.edu</a> 450M URBN, PSU</td>
</tr>
<tr>
<td>Director, Undergraduate Programs</td>
<td>Belinda Zeidler, MST</td>
<td><a href="mailto:zeidlerb@pdx.edu">zeidlerb@pdx.edu</a> 450C URBN, PSU</td>
</tr>
<tr>
<td>Director, Assessment &amp; Evaluation</td>
<td>Open Position</td>
<td></td>
</tr>
<tr>
<td>Director, Strategic Planning and Implementation</td>
<td>Noor Trienekens, MS</td>
<td><a href="mailto:trieneke@ohsu.edu">trieneke@ohsu.edu</a> URBN, PSU</td>
</tr>
</tbody>
</table>

**Dean’s Office Staff**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance and Administration Manager</td>
<td>Elizabeth Bull</td>
<td><a href="mailto:Bulle@pdx.edu">Bulle@pdx.edu</a> (503) 725-4592 PSA Urban Center, Ste. 450</td>
</tr>
<tr>
<td>Executive Assistant to the Associate Deans</td>
<td>Emily Cartwright</td>
<td><a href="mailto:cartwrie@ohsu.edu">cartwrie@ohsu.edu</a> (503) 494-7190 230 Gaines Hall, OHSU</td>
</tr>
<tr>
<td>Graduate Student Services and Registration Specialist</td>
<td>Laura Ehrlich</td>
<td><a href="mailto:Ehrlichl@ohsu.edu">Ehrlichl@ohsu.edu</a> (503) 494-2557 OHSU Gaines Hall, Rm. 233</td>
</tr>
<tr>
<td>Academic Affairs Coordinator</td>
<td>Rachael Godlove</td>
<td><a href="mailto:rachael.godlove@pdx.edu">rachael.godlove@pdx.edu</a> (503) 494-7131 OHSU Gaines Hall, Rm.235</td>
</tr>
<tr>
<td>Graduate Admissions and Recruitment Specialist</td>
<td>Josh Hodsden</td>
<td><a href="mailto:Hodsden@ohsu.edu">Hodsden@ohsu.edu</a> (503) 494-1158 OHSU Gaines Hall, Rm. 233</td>
</tr>
<tr>
<td>Executive Assistant to the Dean</td>
<td>Holly Moraes</td>
<td><a href="mailto:moraes@ohsu.edu">moraes@ohsu.edu</a> (503) 494-8078 230 Gaines Hall, OHSU</td>
</tr>
<tr>
<td>Undergraduate Student Services Coordinator</td>
<td>Andrew Wyman</td>
<td><a href="mailto:wymaa@pdx.edu">wymaa@pdx.edu</a> (503) 725-4401 PSA Urban Center, Ste. 450</td>
</tr>
</tbody>
</table>
II. GETTING STARTED

CAMPUS MAPS

The School of Public Health’s classes, administrative offices, and student resources are located across OHSU’s Marquam Hill Campus, the South Waterfront Campus, and the Portland State University Campus. Campus maps for Marquam Hill and the South Waterfront can be found online here, and the PSU campus map can be found online here.

PARKING AND TRANSPORTATION

Parking at all campuses is limited; students are strongly encouraged to use public transportation. Free intercampus transportation is available to students with a valid OHSU ID badge via the Portland streetcar (portlandstreetcar.org/), OHSU aerial tram (www.gobytram.com/), and OHSU’s Marquam Hill Shuttle. In addition, transit passes for Trimet buses, MAX trains, and the C-Tran system are available to SPH students at a substantially reduced rate through OHSU’s Office of Transportation and Parking.

Both OHSU and PSU have extensive resources to support commuting by bike, including free bike valet parking at the tram (www.gobybikepdx.com/), bike racks and lockers on both campuses, bike sharing and repair services, and a cash incentive program through OHSU. Visit OHSU’s Parking and Transportation biking webpage and PSU’s Bike Hub (www.pdx.edu/bikehub/) for more information.

<table>
<thead>
<tr>
<th>OHSU Transportation &amp; Parking</th>
<th>PSU Transportation &amp; Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>3310 SW US Veterans Hospital Road</td>
<td>1812 SW 6th Avenue</td>
</tr>
<tr>
<td>Mail Code PP232</td>
<td>PO Box 751</td>
</tr>
<tr>
<td>Portland, OR 97239</td>
<td>Portland, OR 97207</td>
</tr>
<tr>
<td>Hours: Monday – Friday, 7:00 am – 5:00 pm <a href="mailto:parking@ohsu.edu">parking@ohsu.edu</a> ; (503) 494-8283</td>
<td>Hours: Monday – Friday, 9:00 am – 5:00 pm <a href="mailto:psupark@pdx.edu">psupark@pdx.edu</a>; (503) 725-3442</td>
</tr>
<tr>
<td>For rates and parking, visit: ohsu.edu/xd/about/services/transportation-and-parking/parking-at-ohsu/index.cfm</td>
<td>For rates and parking, visit: pdx.edu/transportation/hourly-visitor-parking</td>
</tr>
<tr>
<td>Daily and hourly parking can be purchased at onsite pay stations or online via the OHSU Parking Portal.</td>
<td>Daily and hourly parking can be purchased at onsite pay stations or online via this website.</td>
</tr>
<tr>
<td>Annual permits are by approval of compelling and/or emergent need only.</td>
<td>Additional parking information, including term, residential, and overnight permits can be found online here.</td>
</tr>
</tbody>
</table>
HOUSING

There are a number of resources available to OHSU-PSU SPH students seeking housing:

- OHSU Housing and Relocation: [https://www.ohsu.edu/xd/about/visiting/housing.cfm](https://www.ohsu.edu/xd/about/visiting/housing.cfm)
- College Housing Northwest – Non-profit organization that provides student housing: [http://chnw.org/](http://chnw.org/)

In addition, SPH students may apply for on-campus housing through PSU’s Housing Office. Students must have a PSU ID number to apply, and the priority deadline for fall of the following year is May 1.

- PSU Graduate Housing: [https://www.pdx.edu/housing/graduate-students](https://www.pdx.edu/housing/graduate-students)
- University Pointe, PSU’s housing partner: [https://www.americancampus.com/student-apartments/or/portland/university-pointe-at-college-station](https://www.americancampus.com/student-apartments/or/portland/university-pointe-at-college-station)

CAMPUS SAFETY

OHSU and PSU have Public Safety Offices dedicated to providing assistance in cases of emergency or when safety and security concerns arise. Both offices maintain central communications centers that are staffed 24 hours a day, 7 days a week. **Students should enter emergency contact information for both Public Safety offices into their mobile phones, and should enroll for emergency alerts from both universities.**

<table>
<thead>
<tr>
<th><strong>OHSU Office of Public Safety</strong></th>
<th><strong>PSU Office of Public Safety</strong></th>
</tr>
</thead>
</table>
| Emergency on Campus: (503) 494-4444  
Non-emergency: (503) 494-7744  
pubsafe@ohsu.edu  
**OHSU Alert:**  
https://o2.ohsu.edu/emergency-management/alerts/index.cfm | Campus Emergency: (503) 725-4404  
Non-emergency: (503) 725-4407  
cpso@pdx.edu  
**PSU Alert:**  
https://www.pdx.edu/emergency-management/psu-alert-emergency-notification-system |

BACKGROUND CHECKS

Consistent with the [OHSU Background Check Policy No. 03-10-011](#), all SPH graduate students are required to complete a background check. The background check is conducted by an outside vendor, paid for by the incoming student, and may take several days to several weeks to complete. Background
check details are confidential and remain with the independent security vendor; only “Approved” or “Not Approved” results are communicated to SPH administration.

IMMUNIZATIONS

All School of Public Health students must be immunized. OHSU verifies that all students have received the complete recommended series of childhood vaccines and adult boosters for major infectious diseases. Immunizations are available through county health offices and students’ personal health care providers; student health services at OHSU and PSU do not offer pre-entrance vaccinations.

Failure to provide proof of immunizations within 30 days of matriculation will result in a student being restricted from registering or attending class. (See OHSU Policy 02-90-010). Students must remain in immunization compliance for the duration of their enrollment. A summary of immunization requirements is available on here on OHSU’s Joseph B Trainer Health & Wellness Center website. For pre-entrance or annual immunization related questions, email askjbtRN@ohsu.edu.

UNIVERSITY CREDENTIALS: ID BADGES, NETWORK ACCESS, AND EMAIL ACCOUNTS

School of Public Health graduate students have access to electronic networks and resources at both OHSU and PSU, and receive ID badges and network credentials from both institutions.

OHSU ID Badge
An OHSU ID badge is required for entry to certain buildings and areas, including the Campus Services Building after hours, the SPH computer lab (CSB 620), and OHSU’s library (Biomedical Information Communications Center, or BICC).

Students may pick up their OHSU ID badges at OHSU’s New Student Orientation, provided they have completed all onboarding requirements, including background check, photograph, online training modules, and immunizations. A government-issued photo ID is required. After orientation, new and replacement badges are available from OHSU’s Office of Transportation and Parking, with a signed student badge request form and government-issued photo ID. The first badge is issued at no cost; students will be charged for replacements.

PSU ID Card
A PSU ID card permits access to PSU’s Millar Library, the Academic and Student Recreation Center (ASRC), the Portland Streetcar, and to campus buildings locked to non-students or before/after hours.

Students are encouraged to pick up their PSU ID badges at the SPH New Student Orientation. A government-issued photo ID is required. After Orientation, new and replacement ID badges may be obtained through PSU ID Services, temporarily located in the Western Hemlock trailer pod, south of Shattuck Hall. The first student identification badge is issued at no cost; students will be charged for replacements.
Network Access
School of Public Health graduate students receive network credentials from both OHSU and PSU. Network credentials grant students their @ohsu.edu and @pdx.edu email addresses, and permit them to access technological systems, services, and support at both universities. These include computer applications and computer lab log-in privileges, online course management platforms (Sakai at OHSU; D2L at PSU), file sharing systems (Box at OHSU and Google Drive at PSU), and online holdings at both libraries. It is essential that students set up and activate their network accounts at both universities prior to beginning their programs so that access to all required systems is available. Students should be certain to use their network account credentials for the campus they are accessing (e.g., to log in to a PSU computer on the PSU campus, students should use their ODIN account sign-in and password).

OHSU’s Information Technology Group (ITG) generates and maintains OHSU network accounts and access. OHSU network credentials are sent to the student’s personal email address by ITG 30 days prior to the beginning of their first term.

PSU’s Office of Information Technology (OIT) oversees students’ PSU ODIN accounts, in partnership with the PSU Registrar’s Office. PSU network credentials are sent to the student’s personal email address by the PSU Registrar’s Office prior to matriculation.

COMMUNICATIONS
Email
School of Public Health graduate students have email accounts at both OHSU and PSU. It is very important that students check both accounts regularly; these are the only email addresses the universities and School will use to communicate with students, including important updates about network security and compliance.

School of Public Health Website
The School of Public Health website is www.ohsu-psu-sph.org, and is the School’s primary source for information on academic programs, policies, procedures, people, events, courses, job and internship opportunities, and more. The site includes an integrated academic calendar and course directory, combining information from both universities’ course schedules. The website also catalogs School of Public Health student handbooks and forms.

Student Listservs
New PhD students are automatically subscribed to the SPH Graduate Student listserv and the SPH PhD listserv. Announcements and information about SPH events, job and internship opportunities, class offerings, health-related seminars, fellowships, school club activities, and other items of interest are regularly posted to the listserv. The graduate student listserv is managed by the Dean’s Office; to post items, send them to sphcomms@ohsu.edu. Personal postings, solicitations, and other items not directly relevant to academic programs or public health issues will not be circulated. Any student subscribed to the SPH PhD list may post directly to that list by emailing sph_phd-group@pdx.edu. Please observe good
listserv etiquette and only post relevant information, moving other communications to private emails or other mechanisms.

Social Media
Follow the School of Public Health on social media:
Twitter: publichealthpdx
Instagram: publichealth_pdx
Facebook: facebook.com/SLCPublicHealthPDX/.

REGISTRAR’S OFFICE
The OHSU Registrar’s Office manages enrollment services, including official course schedules, course registration, grade reports, and official transcripts and student records.

ESTABLISHING RESIDENCY
Students follow the OHSU Residency Policy 02-10-010.

TUITION & FEES
Tuition rates and fee amounts are approved by the universities prior to the beginning of each academic year, published through the School, and billed by OHSU. Student fees include charges for major medical and dental insurance (See OHSU Student Health Insurance Plan.)

Students may obtain permission to take a course outside the School of Public Health; some required or recommended PhD courses are outside the SPH and are offered at either PSU or OHSU. Courses outside the SPH may be billed at a different per-credit tuition rate than that charged by the student’s academic program. Students are responsible for the billed cost of these courses.

REFUND POLICY
Refunds may be granted to students in accordance with the OHSU’s Academic Tuition and Fees Refund Schedule. Notification of withdrawal or cancellation and request for refund must be in writing and addressed to the appropriate Registrar. An appeals process is available for students who believe their circumstances warrant exceptions to the published policy.

CASHIER’S OFFICE
The OHSU Cashier’s Office disburses financial aid, processes payments to student accounts, and oversees direct deposits of financial aid refunds for students whose enrollment services are managed by OHSU.
OFFICE OF FINANCIAL AID

OHSU’s Office of Financial Aid administers financial aid for students whose enrollment services are managed by OHSU. Students should submit their Free Application for Federal Student Aid (FAFSA) to the OHSU Office of Student Financial Aid to be considered for aid. The OHSU federal school code is 004883.

COURSE DESCRIPTIONS AND SCHEDULES

Graduate courses are held on the OHSU Marquam Hill Campus, the South Waterfront Campus, the PSU campus, and online through both OHSU and PSU. Course descriptions and an integrated SPH Course Schedule can be found on the SPH website at https://ohsu-psu-sph.org/course-directory/. The host campus for all SPH courses is noted on the SPH Course Schedule.

Time, day, and location details for SPH and non-SPH courses hosted by PSU are published in PSU’s Searchable Course Schedule at https://banweb.pdx.edu/pls/oprд/bwckschd.p_disp_dyn_sched.

Time, day, and location details for SPH and non-SPH courses hosted by OHSU are published in OHSU’s Searchable Course Schedule at https://sisweb.ohsu.edu/SISPRD/bwckschd.p_disp_dyn_sched.

COURSE REGISTRATION

Detailed information about how to access course information and register for class is sent to students in advance of registration each term, via the SPH graduate student listserv.

Regular Registration

Both OHSU and PSU use secure online enrollment management systems through which students can register for classes; view their class schedules, grades, and unofficial transcripts; and review charges and make online payments. PSU’s enrollment management system is known as Banweb. OHSU’s enrollment management system is known as the Student Information System, or SIS.

School of Public Health doctoral students will always register for coursework through OHSU’s Student Information System using their OHSU login information, regardless of a course’s host campus.

Additional Registration Procedures

Registration for certain courses requires additional approvals and/or procedures.

☐ Elective courses not found on a program’s list of recommended electives require approval of the student’s program director.
☐ Independent study courses (e.g. “By Arrangement,” “Reading and Conference,” etc.) are designed to meet students’ specific learning needs when the desired instructional content is not addressed in an
available course. They should be planned jointly by the student and faculty member, and must be approved by the student’s program director prior to registration.

Courses offered outside the School of Public Health must be requested via Special Registration. Special Registration is available to students during the first three weeks of the registration period and is accomplished by submitting a Registration Request form to sphregistration@ohsu.edu. The student must have instructor approval. For courses not found on the program’s list of recommended electives, approval of the student’s program director is also required. Detailed Special Registration instructions are sent to students via the graduate student listserv prior to registration each term.

ONLINE COURSE MANAGEMENT SYSTEMS (SAKAI AND D2L)

Sakai is the OHSU’s course management system, supporting all courses hosted by OHSU. Students use their OHSU credentials to log in to Sakai.

Desire to Learn (D2L) is PSU’s course management system, supporting courses hosted by PSU. Students use their PSU credentials to log in to D2L.

TEXTBOOKS AND COURSE MATERIALS

Lists of required and recommended texts are posted to the SPH website on the graduate Course Directory page. Click on the Textbooks link below the relevant term.

Students may access materials assigned to courses hosted by OHSU or OHSU online through the OHSU Library, or by purchasing through independent vendors. OHSU does not have a traditional bookstore. Students may purchase or rent texts assigned to courses hosted by PSU or PSU online through the PSU Bookstore.

STUDENT HEALTH AND DENTAL INSURANCE

All School of Public Health doctoral students are required to carry health and dental insurance, and will be enrolled automatically in OHSU’s University Sponsored Health Insurance Plan.

Students with equivalent insurance coverage may submit an insurance waiver application. Information and deadlines can be found on OHSU’s Joseph B. Trainer Health & Wellness Center (JBT) website.

STUDENT HEALTH SERVICES

Student health services, from routine primary and preventive care services to behavioral health services, are offered through clinics at both OHSU and PSU. (This is not the same as insurance. Students can be seen by student health providers regardless of where they are insured.) Doctoral students must choose whether to receive services at OHSU’s Joseph B. Trainer Health & Wellness Center (JBT) or PSU’s Center for Student Health & Counseling (SHAC). Students in this group who do not select a health services
provider will default to JBT. *This election can only be made once a year, and will remain in effect fall through summer terms.* Students should carefully review the services each clinic offers by visiting the JBT and SHAC webpages, and make their selection following instructions sent by SPH staff.

The [Joseph B. Trainer Health & Wellness Center](#) at OHSU offers students and their adult dependents a wide range of health and wellness services, including primary and preventive care and behavioral health services. Direct non-urgent scheduling requests, general inquiries, or Student Health Insurance Plan questions to [askjbthealth@ohsu.edu](mailto:askjbthealth@ohsu.edu)

The Portland State University [Student Health and Counseling Center (SHAC)](#) is a community-based health care organization that provides high quality, accessible mental health, physical health, dental, and testing services targeted to the needs of the student population. Immunizations are not provided by SHAC.

<table>
<thead>
<tr>
<th>JBT Health &amp; Wellness Center</th>
<th>(503) 494-8665</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours: Mon - Fri 8:30 am – 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>Location: 3181 SW Sam Jackson Park Road</td>
<td></td>
</tr>
<tr>
<td>Baird Hall, room 18 (Primary Care), and room 6 (Counseling and Wellness Services)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PSU SHAC</th>
<th>(503) 725-2800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours: Mon - Fri 9:00 am – 5:00 pm</td>
<td></td>
</tr>
<tr>
<td>Location: 1880 SW 6th Avenue</td>
<td></td>
</tr>
<tr>
<td>University Center Building</td>
<td></td>
</tr>
</tbody>
</table>
III. SCHOOL OF PUBLIC HEALTH PHD POLICIES AND PROCEDURES

EDUCATIONAL RECORDS PRIVACY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable U.S. Department of Education programs. FERPA affords students certain rights with respect to their educational records, including the right to inspect and review their education records within 45 days of making such request; the right to request amendment to education records the student believes are inaccurate; the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by a university or college to comply with FERPA requirements. FERPA authorizes the university to make public disclosure, upon request, of Student Directory Information. Students may request non-disclosure of Directory Information. To make such a request, complete the forms noted below:

- OHSU – complete the Request to Restrict Directory Information Form and return it using the instructions on the form.
- PSU - complete the Student Records Privacy Request form and return it to the PSU Office of the Registrar. Students must show a PSU photo ID along when submitting the form.

CONTINUOUS ENROLLMENT

Students must be registered for credit each regular academic term (fall, winter, spring) until graduation, except for periods in which they have filed an approved Leave of Absence. Registering for a minimum of one credit per term during the regular academic year constitutes continuous enrollment. Registration during the summer term is not required to meet the university’s continuous enrollment requirement, but may be required by the student’s academic program. Students must enroll in at least one credit during any term in which university resources, including faculty time, are being utilized. Failure to register without an approved Leave of Absence may result in administrative withdrawal from the student’s program.

LEAVE OF ABSENCE

Students should request Leave of Absence (LOA) when they need to interrupt their studies to accommodate educational goals or extenuating circumstances. A student must be in good standing (see below) to take a leave. Leaves of Absence should also be discussed with the faculty advisor, so s/he is aware of the student’s plans. Leave will be granted for all students called to active duty in the US military. Medical leaves of absence will also be granted, with a medical affidavit.

Students follow the OHSU Voluntary Leave of Absence & Withdrawal policy (02-70-030). The Withdrawal or Leave of Absence Form is available on the Handbooks, Policies, and Forms page of the SPH website. It
must be submitted to the OHSU Registrar’s Office no later than the Friday of the second week of the term for which leave is requested. A student may request leave for a maximum of one year (three terms, excluding summer). Extensions beyond a year require a student to complete a new leave of absence request, and approval is not guaranteed. Students who wish to initiate a leave of absence during a term in-progress should first contact their program director. Leave of absence does not change the time limits on completion of degree requirements.

Students whose LOA request and return is due to a medical condition or for US military service should review carefully the difference in procedures outlined in OHSU’s Voluntary Leave of Absence & Withdrawal Procedure document.

**Student Responsibilities**

- Students are responsible for understanding the implications of a Leave of Absence for financial aid, health insurance, and progress toward the degree.
- International students are responsible for consulting either OHSU’s Office of International Affairs to understand the visa implications of interrupting studies.
- Students are responsible for notifying the SPH should their plans change. The School may administratively withdraw a student from a program if a student does not return by the date stated on the Leave of Absence form.

**TIME LIMITS**

**Overall Time Limits on Completion of Degree Requirements**

The timeline from enrollment (matriculation) to completion of the PhD program depends upon full or part time status. Full-time students have a maximum of 7 years from matriculation to complete the PhD program. Part-time students have a maximum of 9 years from matriculation to complete the PhD program. A leave of absence does not automatically extend these timelines. Students must be registered for a minimum of nine credits per term to be considered full time.

**Satisfactory Progress toward Degree**

For full-time students, requirements for satisfactory progress toward the degree are met as follows:

- Required coursework must be completed in 3 academic years.
- Comprehensive examination must be passed by end of 3rd academic year.
- Time to proposal defense is no more than 2 years from completion of the comprehensive examination.
- Time to dissertation defense total is by the end of year 7 in the program.

For part-time students, requirements for satisfactory progress toward the degree are met as follows:

- Required coursework must be completed in 6 academic years.
- Comprehensive examination must be passed by end of 6th academic year.
- Time to proposal defense is no more than 2 years from completion of comprehensive examination.
- Time to dissertation defense total is by the end of year 9 in the program.
A leave of absence does not automatically extend the program timeline. Students may request an extension in time limits; this needs to be approved by the Program Director and the SPH Associate Dean Academic Affairs.

MINIMUM COURSE GRADE REQUIREMENTS

School of Public Health students must
- Earn a grade of “B-“ or higher in all core required and program required courses;
- Complete all elective credits with no more than two grades lower than a “B-“, and no grade lower than a “C-“.

COURSE REPEAT POLICY

Core- or program-required courses for which a student has earned a grade lower than a “B-“ must be repeated. When repeating a course, students must re-register for the course, and will be charged the associated tuition and fees. Tuition and fees will not be waived.

ACADEMIC STANDING

Good Standing
Graduate students are expected to be in good academic standing throughout their studies. Good standing is defined as maintaining a minimum cumulative grade point average (GPA) of 3.0.

Academic Warning
Academic Warning serves as an early alert and intervention system for students who are not meeting academic expectations and/or who are at risk of falling out of good standing. The warning provides the program director and faculty advisor an opportunity to intervene early and provide assistance.

Academic Probation
A graduate student whose cumulative GPA falls below 3.0 (based on completion of 9 or more credits following admission) will be placed on Academic Probation. Students may also be placed on Academic Probation for academic policy or conduct violations.

WITHDRAWAL POLICY

Withdrawal from a course, term in-progress, or from the SPH entirely is usually initiated by the student. Students who wish to withdraw from a course should be aware of add, drop, and withdraw processes and deadlines established by the OHSU Registrar’s Office

Students who wish to withdraw from a term in-progress should first meet with their faculty advisor for guidance. The student should also notify his/her program director, in writing. The student should then notify the Graduate Registration Specialist of his/her desire to withdraw by emailing sphregistration@ohsu.edu.
Should a student wish to fully withdraw from the university, s/he should also meet with the faculty advisor, and then contact the Graduate Registration Specialist for guidance through the process.

Administrative withdrawals are initiated by the student’s program or the university and can occur as a result of disciplinary action, or when a previously enrolled student does not return from a Leave of Absence or fails to meet the requirements for continuous enrollment.

Students who withdraw from the program voluntarily or by administrative withdrawal must apply for readmission in order to resume their studies.

**ACADEMIC DISMISSAL**

A student meeting any of the following criteria may be academically dismissed from the School:

- Failure to achieve a cumulative graduate GPA of 3.00 or higher within the next 9 letter-graded graduate credits after beginning academic probation status
- Placement on Academic Probation for any reason for a second time;
- Receipt of a grade lower than a “B-“ when repeating a required course;
- Having a cumulative GPA that makes it mathematically impossible to reach the minimum 3.0 GPA requirement;
- Failure to meet other requirements for degree program completion; or
- Violations of policy and/or engagement in proscribed conduct.

For more information about the dismissal and appeals process see [OHSU Policy 02-30-050](#).  

**ACADEMIC DISHONESTY**

Students are expected to complete their own coursework at all times. In most cases, plagiarism and other forms of academic dishonesty will result in the grade of zero for the work involved and may result in the grade of “F” for the course and/or referral to SPH administration.

**STUDENT CODES OF CONDUCT**

OHSU and PSU each have Student Codes of Conduct describing expected standards of behavior and behavior that may be subject to disciplinary action. School of Public Health students are expected to adhere to the policies of both Codes. They can be found [here](#) (OHSU) and [here](#) (PSU).

**RECOGNITION OF PRIOR GRADUATE CREDITS (TRANSFER OR APPLICATION OF CREDIT)**

It is the School’s policy to recognize certain graduate credits earned prior to admission to SPH doctoral programs by allowing those credits to be applied to degree requirements, subject to the following limitations:

- Students may request recognition of prior graduate credits for up to 1/3 of the total credits required for completion of the PhD degree.
- Students may petition for recognition of up to 12 additional credits with cause.
- Credits must have been earned at a regionally accredited institution.
- Credits must be from formal coursework, not research or independent study.
- Course must be graduate level.
- Course must be graded A-F, not Pass/No Pass or similar grading method.
- For courses taken at an institution other than OHSU or PSU, student must have earned a minimum letter grade of “B”.
- Credits must be no older than seven years at the time of SPH admission.

Students are encouraged to request recognition of prior graduate credits as early as possible after admission, and may request such recognition following two distinct procedures:

**Transfer of Graduate Credits from Other Institutions**

Students who have completed a master’s degree at recognized university other than OHSU or PSU may request recognition of relevant graduate credits through transfer of credit. All transfer credits will be converted and applied as quarter-system credits, as applicable.

- The student completes the SPH Transfer of Graduate Credit form.
- A syllabus for each graduate course for which recognition is requested must accompany the Transfer of Graduate Credit form. Ideally, the syllabus is from the actual course offering; where this is not available, a syllabus from the institution that accurately reflects the content of the course for the term and year in which the student took the course will be accepted. Students should provide a cover memo offering any supporting explanation of course equivalence.
- The Transfer of Graduate Credit form must be reviewed and signed by the student’s PhD Program Director, approved by the SPH Associate Dean of Academic Affairs, and then sent to the OHSU Registrar for final verification.

**Application of Graduate Credits from OHSU or PSU**

Students who have completed a master’s degree at OHSU or PSU may request recognition of relevant graduate credits through application of credit.

- The student completes the SPH Application of Credit Request form.
- This form must be reviewed and signed by, the student’s PhD Program Director, and then sent to the OHSU Registrar for final verification.
- Syllabi are not needed for documentation of credits from PSU or OHSU.

In addition to credits completed for their master’s degree, doctoral students may request application of up to 12 graduate-level “pre-admission” credits toward their doctoral degree. “Pre-admission” credits are credits earned at OHSU or PSU, prior to the student’s admission to the PhD program, that have not been applied to any other degree or certificate.

**COURSE WAIVER POLICY**

Waiver of a core or required course may be requested based on the student having obtained substantively similar knowledge and skills through means other than formal coursework. Course waiver
requests are reviewed and approved on a case-by-case basis, at the discretion of the program director. Waiver of a specific course waives only the requirement to complete the course, but does not waive or reduce the credits that would otherwise be required for the degree. Credits associated with a waived course must be earned through additional elective coursework.

INCOMPLETE COURSEWORK

The grade of ‘I’ (Incomplete) is assigned when a student’s completed coursework meets the following criteria:

☐ Satisfactory course completion/participation: The student must have successfully completed the majority of the course work at the time the Incomplete is requested, with a minimum grade of a B- up to that point.

☐ Reasonable justification for request: Incompletes are granted for unanticipated events beyond the control of the student (e.g., serious illnesses, emergencies). Reasons for assigning the Incomplete must be acceptable to the instructor; a student does not have the right to demand an Incomplete.

☐ Written agreement: A written agreement will be signed by both the instructor and student. The document will specify a) the remaining work to be completed, b) the highest grade which may be awarded upon submission of remaining items, and c) the date by which the missing work is due, according to the Deadlines for Completion (below). The Incomplete agreement form can be found on the SPH website here: https://ohsu-psu-sph.org/graduate/handbooks-policies-forms/.

Additional guidelines:

☐ The Incomplete grade may not be used to create the opportunity for special or additional work in order to raise a poor grade.

☐ Instructors may not allow students to “sit in” on an entire future course in order to resolve the Incomplete grade. If the student needs to retake the entire course, they will be given the grade presently earned, and must formally register for the future class they will be attending.

☐ Failure to resolve the incomplete by the deadline will result in the automatic assignment of a letter grade of F.

Deadlines for Completion:
Students must resolve an incomplete by the end of the following term. An instructor may set a shorter timeframe. Students may request an extension to the one-term time frame, which may be granted at the discretion of the student’s program director.

INTERNATIONAL TRAVEL AND COURSEWORK

International experiences earning academic credit will be reviewed and approved on a case-by-case basis. All materials and applications must be submitted at least one full term (two terms are recommended) in advance of departure for the planned placement. All students considering an international placement should meet with their faculty advisor well in advance to go over necessary
paperwork and procedures. Processes begun after that point may not receive required approvals in time.

The student must submit the following:
- Risk Management Off-Campus Authorization Form
- Office of International Services Travel Screening submission

Students must also schedule and complete a Pre-Travel Consultation Appointment at JBT Health & Wellness and have met the Student Health Travel requirements regarding immunizations.

OHSU Global provides education and travel preparation for students who wish to complete a portion of their graduate degree abroad. School of Public Health students are encouraged to complete an overseas pre-travel training course prior to travel. To register for a pre-travel training coursework, SPH students should contact OHSU Global at ohsuglobal@ohsu.edu.

**ACADEMIC GRIEVANCE POLICY**

The School of Public Health encourages conflict resolution directly between the parties involved and supports the use of informal mechanisms whenever possible. The exact procedure to be followed will depend on the circumstance and the nature of the grievance.

In general, a student with a grievance or disagreement about an issue should first discuss it with the person or persons immediately involved, attempting to resolve the issue in a polite and professional manner. Recognizing that there may be instances where the student does not feel comfortable speaking directly to the party involved, or if such discussion does not resolve the issue, the student may ask their faculty advisor, dissertation chair, or program director to intercede.

If informal methods of resolving the issue prove unsuccessful, the student may appeal the issue to the SPH Dean by submitting a written complaint explaining the grievance. At the Dean's discretion, the complaint may be delegated to the Associate Dean for Academic Affairs.

A student whose grievance concerns possibly discriminatory behavior on the part of SPH faculty, staff, or anyone else at OHSU may also turn to the University's Center for Diversity & Inclusion for assistance.

For more information see the institutional student grievance policies: [here](#) (OHSU) and [here](#) (PSU).

**DEGREE CONFERRAL**

Degrees are reviewed and conferred every term, upon successful completion of all academic requirements and after all obligations to OHSU, PSU, and the SPH have been fulfilled. Students should review their degree audit with their faculty advisor. While the advisor can provide academic guidance, it is ultimately the student’s responsibility to ensure that they have met all degree requirements (including course, GPA, credit, and program-specific requirements).
Students enrolled in dual degree programs will have their School of Public Health degrees conferred upon completion of the requirements of both programs.

APPLICATION FOR DEGREE

Students must apply to graduate in order to receive their degree.

☐ Students must apply to graduate through SIS one term prior to completing all degree requirements, and pay the OHSU graduation fee.

☐ Students who are completing more than one SPH degree or certificate must submit an Application for Dual Degree Form one term prior to completing all degree requirements, and pay the OHSU graduation fee.

GRADUATION CEREMONIES

Convocation, Hooding and Commencement ceremonies are held in early June each year. Graduate students who have applied for a degree during that academic year may participate in the events. The SPH Graduation & Ceremonies page contains past ceremony details, as well as information on ordering regalia, ceremony photography, and answers to frequently asked questions.

DIPLOMAS

Diplomas are mailed to the graduate after the degree has been posted to the student’s official academic transcript. Diploma distribution occurs through the Registrar’s Office.

ORDERING TRANSCRIPTS

Official transcripts are available from the Registrar’s Office. Visit this page to order a copy.
IV. PHD PROGRAM IN COMMUNITY HEALTH

PROGRAM DESCRIPTION

The OHSU-PSU School of Public Health PhD program in Community Health is intended to provide students with advanced training in conducting research and developing instruction skills in public health, with a specific focus on the social and behavioral determinants of health. The program curriculum is complemented by an interdisciplinary faculty that has educational backgrounds in public health and in other disciplines such as communication, social work, and sociology. The curriculum includes intensive training in research methodology, epidemiologic research design, qualitative approaches, statistical analyses, theory, two years of enrollment in a doctoral seminar course, and elective courses to form a focused area of emphasis.

The PhD program in Community Health is one of three doctoral programs within the OHSU-PSU School of Public Health, which has the following overarching Mission Statement:

“Prepare a public health workforce, create new knowledge, address social determinants, and lead in the implementation of new approaches and policies to improve the health of populations.”

PROGRAM LEARNING OBJECTIVES

The Community Health doctoral curriculum is designed to provide training and mastery around a set of six program level learning objectives:

1) Identify gaps in the field of Community Health by critically analyzing relevant peer-reviewed literature.
2) Apply appropriate theoretical frameworks to topics relevant to the field of Community Health, including pedagogical theory in the context of teaching.
3) Utilize pertinent research design, analytic methods, and interpretation of results to address timely research questions in the field of Community Health.
4) Evaluate the impact of social, cultural and contextual factors on health outcomes.
5) Effectively disseminate Community Health knowledge and research findings to public, professional, and student audiences using multiple modes of communication.
6) Demonstrate ethical conduct and cultural competence in research design, analysis, dissemination, and critique.

PROGRAM FACULTY

Doctoral Program Director

The Director of the Community Health PhD Program is the point of contact regarding rules, procedures, leaves of absence, complaints and any other administrative matters. The Program Director reviews curriculum, monitors student progress, maintains records for accreditation, and addresses any programmatic issues with other core faculty.

Faculty Advisor

Upon entry to the doctoral program, each student is assigned an advisor from among the School of Public Health faculty whose work overlaps with the student's stated research interests. Faculty advisor duties include but are not limited to the following:

- Assisting students with their transition to doctoral student life.
• Meeting with student regularly (recommended 2 times per month) throughout the academic school year to provide overall mentoring—including help with goal-setting and review of educational/degree, research and service/professionalism activities.

• Mentoring students on research activities throughout their course of study and aiding students in the establishment of a dissertation committee and selection of a chair (not necessarily the faculty advisor) and committee members.

• Serving as mentor to their advisees for 18 credits of By-Arrangement mentored research credits (PHE 601), unless arrangements are made for another mentor.

• Serving as the director of Graduate Research Assistantship (GRA) student duties when applicable.

• Notifying students of relevant School of Public Health, community level, and national professional development events and services and advocating for student participation.

• Regularly checking advisees’ degree audits and submitting exceptions as appropriate.

• Providing timely support and guidance to advisees when students are in academic or personal difficulty.

Positive relationships between doctoral students and their advisors are a central factor in successful progress and timely program completion. During the course of study, a student may identify an alternative faculty advisor, and may switch advisors if the new faculty advisor agrees to assume the role. A student should discuss any wishes to change their primary advisor with the Community Health Doctoral Program Director when they arise so that the Program Director may help facilitate the process.

OVERVIEW OF DEGREE REQUIREMENTS

Students take a series of core health and research methods courses as well as elective courses, approved by the student’s advisor, to form an area of emphasis related to the student’s interests. Upon successful completion of coursework, students must pass a comprehensive exam comprised of both written and oral components. Before advancing to PhD candidacy, students must complete and defend a dissertation proposal. Students then design, implement, and analyze a research project. The final product is a written dissertation with an oral defense of the dissertation work.

In summary, the award of the PhD degree in Community Health from the OHSU-PSU School of Public Health is the culmination of the following benchmarks:

• Coursework requirements, included mentored research credit hours and dissertation credit hours
• Comprehensive examination
• Dissertation proposal and defense
• Advancement to candidacy
• Doctoral dissertation and defense

COURSEWORK

Required and Elective Courses

The PhD program in Community Health includes a total of 108 required credits: 30 required health course credits, at least 10 elective health course credits, 17 required methods credits, at least 6 elective methods credits, 18 credits of mentored research (PHE 601), and at least 27 dissertation credits (PHE 603).

Students admitted with a Master’s Degree in Public Health take will take the required coursework as shown. Students admitted with an undergraduate degree or a graduate degree other than a Master in Public Health will be required to take EPI 512 Epidemiology I, PHE 511 Foundations of Public Health, and BSTA 525 Introduction to Biostatistics as electives.
Students must follow the requirements in place upon matriculation. Should program requirements change during a student’s tenure, the student may discuss the possibility of adopting newer requirements with the Program Director; however, the allowance of any alterations from the program in place upon matriculation is at the Program Director’s discretion.

Required Health Courses (30 Required Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHE 612</td>
<td>Advanced Principles of Health Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PHE 546</td>
<td>Urban and Community Health</td>
<td>3</td>
</tr>
<tr>
<td>PHE 524</td>
<td>Social Epidemiology Methods &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td>ESHH 511</td>
<td>Concepts of Environmental Health</td>
<td>3</td>
</tr>
<tr>
<td>HSMP 671</td>
<td>Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>HSMP 674</td>
<td>Health Systems Organization</td>
<td>3</td>
</tr>
<tr>
<td>PHE 622</td>
<td>Health and Social Inequalities</td>
<td>3</td>
</tr>
<tr>
<td>PHE 626</td>
<td>Teaching and Learning in Health Promotion &amp; Social Work</td>
<td>3</td>
</tr>
<tr>
<td>PHE 623</td>
<td>Doctoral Seminar in Health Research*</td>
<td>1 credit x 6 terms</td>
</tr>
</tbody>
</table>

*Students are required to be enrolled in the 1-credit per quarter PHE 623 Doctoral Seminar in Health Research for a total of 6 credits during the first two years (6 quarters) of the program. The Doctoral Seminar in Health Research will meet weekly with a faculty instructor on topics such as the critical evaluation of health research, hypothesis generation, publication and review process, grant application process, and program requirements.

Required Methods Courses (17 Required Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHE 520</td>
<td>Qualitative Research Design</td>
<td>3</td>
</tr>
<tr>
<td>PHE 624</td>
<td>Doctoral Research Methods in Community Health I</td>
<td>3</td>
</tr>
<tr>
<td>PHE 625</td>
<td>Doctoral Research Methods in Community Health II</td>
<td>3</td>
</tr>
<tr>
<td>**USP 634</td>
<td>Data Analysis I</td>
<td>4</td>
</tr>
<tr>
<td>**USP 654</td>
<td>Data Analysis II</td>
<td>4</td>
</tr>
</tbody>
</table>

**BSTA 611 and 612 are currently recommended and will be accepted in place of USP 634 and 654, respectively.

Elective Health Courses (10 Required Credits)

Students will also take at least 10 credits of electives from graduate level courses offered at the OHSU-PSU School of Public Health or within other departments at OHSU or PSU on topics related to the area of emphasis selected by the student and approved by the student’s advisor.

Methods Course Electives (6 Required Credits)

In addition to the required methods courses, students must enroll in at least 6 credits of methods electives from graduate level courses offered at the OHSU-PSU School of Public Health or within other departments at OHSU or PSU if approved by the student’s faculty advisor and the Program Director. Students are encouraged to plan ahead for course availability and timing. All electives must be graduate-level courses.
Mentored Research Credit Hours (18 required PHE 601 Credits)
In addition to completing the courses listed above, students must enroll in a total of 18 credits in PHE 601 Research, a by-arrangement course, in which the student works with his or her advisor (or an alternative supervisor approved by the advisor) on a research project for 3 credits per term during the second and third years of the program. This formal mentored research requirement is intended to educate students about applied health research through hands-on, one-on-one mentored training. This experience helps students heighten their critical thinking skills, better navigate the public health literature, practice making reasoned evidence-based research design and analysis choices, and defend their choices prior to their dissertation work. The expectation is that this cumulative experience will culminate in co-authorship of a peer-reviewed publication(s). While students are welcome to use research or data that comes from a breadth of sources (i.e. public data sources, data sources available through a work experiences outside of the OHSU-PSU School of Public Health, collaborative research with colleagues at other institutions), all PHE 601 credits must be conducted under the supervision and mentorship of a faculty member within the OHSU-PSU School of Public Health, and must be approved by the faculty advisor.

It is important to distinguish the mentored research credit hour requirement from separate paid work that doctoral students may do as graduate research assistants (GRAs) during their training to help fund their studies. GRA work is directed by the faculty member who is funding the position and is work intended to support that faculty member in her/his independent research. This work is assigned by the faculty member. In contrast, mentored research hours are student-led; students have agency—with faculty input and support—to help shape a research project in which they are interested (e.g. a literature review or a small data analysis that may support their dissertation).

Students should plan ahead and work with their faculty mentor to create a mutually agreed upon research plan for each term of enrollment of PHE 601. The research plan should be completed PRIOR to the term of enrollment.

The research plan should include:
- Research objectives and plan (e.g. methods, activities to undertake etc.)
- A clear description of the products to completed during the term
- A timeline for completion
- A meeting schedule with the faculty mentor with mutually agreed upon “due dates” to ensure satisfactory progress

When this plan is complete and accepted by both the faculty mentor and the student, the student must formally register for by-arrangement credits. Students should see the Program Director or their faculty advisor for guidance.

Dissertation Credits (at least 27 credits)
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.

During the research and writing of the dissertation, students will enroll in at least 27 By-Arrangement dissertation credits (PHE 603). Students should register for dissertation credits anytime they are working substantively on their dissertation with faculty members. A student does not need to have defended the dissertation proposal in order to enroll in dissertation credits.
## Program Learning Objectives and Curriculum Map

The table below demonstrates how each of the required courses maps to the 6 Learning Objectives for the PhD program in Community Health:

<table>
<thead>
<tr>
<th>Program Level Learning Objective</th>
<th>Courses Fulfilling Learning Objective Training</th>
</tr>
</thead>
</table>
| 1) Identify gaps in the field of Community Health by critically analyzing relevant peer-reviewed literature. | PHE 524 Social Epi Methods & Theory (P)*  
PHE 624 Doctoral Methods Comm Health I (P)  
PHE 625 Doctoral Methods Comm Health II (P)  
PHE 623 Doctoral Seminar (R)  
PHE 520 Qualitative Research Design (R)  
PHE 601 Mentored Research (R) |
| 2) Apply appropriate theoretical frameworks to topics relevant to the field of Community Health, including pedagogical theory in the context of teaching. | PHE 612 Adv Principles Health Behav (P)  
PHE 524 Social Epi Methods & Theory (P)  
HSMP 671 Health Policy (P)  
PHE 626 Teaching & Learning in HP & SW (P)  
PHE 546 Urban & Community Health (R)  
HSMP 674 Health Systems Organization (R)  
PHE 622 Health & Social Inequalities (R)  
PHE 520 Qualitative Research Design (R)  
PHE 624 Doctoral Methods Comm Health I (R)  
PHE 625 Doctoral Methods Comm Health II (R)  
PHE 601 Mentored Research (R) |
| 3) Utilize pertinent research design, analytic methods, and interpretation of results to address timely research questions in the field of community health. | PHE 520 Qualitative Research Design (P)  
PHE 624 Doctoral Methods Comm Health I (P)  
PHE 625 Doctoral Methods Comm Health II (P)  
USP 634 Data Analysis I (P)  
USP 654 Data Analysis II (P)  
PHE 601 Mentored Research (R)  
PHE 524 Social Epi Methods & Theory (R)  
HSMP 671 Health Policy (P)  
HSMP 674 Health Systems Organization (P)  
PHE 601 Mentored Research (R) |
| 4) Evaluate the impact of social, cultural and contextual factors on health outcomes. | PHE 524 Social Epi Methods & Theory (P)  
PHE 622 Health & Social Inequalities (P)  
PHE 546 Urban & Community Health (R)  
ESHH 511 Concepts of Environ Health (R)  
PHE 626 Teaching & Learning in HP & SW (R)  
PHE 624 Doctoral Methods Comm Health I (R)  
PHE 625 Doctoral Methods Comm Health II (R)  
PHE 601 Mentored Research (R) |
| 5) Effectively disseminate Community Health knowledge and research findings to public, professional, and student audiences using multiple modes of communication. | PHE 623 Doctoral Seminar (P)  
PHE 626 Teaching & Learning in HP & SW (P)  
PHE 520 Qualitative Research Design (R)  
PHE 546 Urban & Community Health (R)  
PHE 624 Doctoral Methods Comm Health I (R)  
PHE 625 Doctoral Methods Comm Health II (R)  
PHE 601 Mentored Research (R) |
| 6) Demonstrate ethical conduct and cultural competence in research design, analysis, dissemination, and critique. | PHE TBA Social Epi Methods & Theory (P)  
PHE 622 Health & Social Inequalities (R)  
PHE 624 Doctoral Methods Comm Health I (R)  
PHE 625 Doctoral Methods Comm Health II (R)  
PHE 601 Mentored Research (R) |

*(P) Indicates that the identified course is a primary source for the identified learning objective; (R) Indicates the course indicated is a reinforcing source for the identified learning objective
**Proposed Curriculum Plan for Full-time Students**

The full coursework aspect of the PhD curriculum is shown below with a suggested schedule for full-time students, making up the first three years of the program. **During year 4 and beyond, students are expected to be enrolled only in dissertation credits (PHE 603), with a minimum of 27 credits required.** These are suggestions, given that students may take electives that require different timing, may enroll on a part-time basis, or may have other needs that require a different arrangement (e.g. taking EPI 512 Epidemiology I, PHE 511 Foundations of Public Health, and PHE 515 Introduction to Biostatistics as electives early in the program if the student does not come in with comparable credits from a Master’s or other graduate degree). It is also possible that the scheduling time for some courses may change over the course of a student’s enrollment. Thus, scheduling plans should be made with faculty advisor input and should take prerequisites and the ordering of courses into account.

### YEAR 1

<table>
<thead>
<tr>
<th>Fall Yr 1 (10 credits)</th>
<th>Winter Yr 1 (11 credits)</th>
<th>Spring Yr 1 (11 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHE 612 Advanced Principles of Health Behavior (3), <em>prereq for other courses</em></td>
<td>PHE 546 Urban and Community Health (3)</td>
<td>PHE 623 Doctoral Seminar in Health Research (1)</td>
</tr>
<tr>
<td>BSTA 611 (4), (accepted in place of USP 634, Estimation &amp; Hypothesis Testing)</td>
<td>BSTA 612 (4), (accepted in place of USP 654, Linear Models)</td>
<td>HSMP 671 Health Policy (3)</td>
</tr>
<tr>
<td>PHE 520 Qualitative Research Design (3)</td>
<td>HSMP 674 Health Systems Organization (3)</td>
<td>PHE 626 Teaching &amp; Learning in Health and Social Work (3)</td>
</tr>
<tr>
<td>PHE 623 Doctoral Seminar in Health Research (1)</td>
<td>PHE 623 Doctoral Seminar in Health Research (1)</td>
<td>ESHH 511 Concepts of Environmental Health (3)</td>
</tr>
</tbody>
</table>

*Year 1: 32 credits*

### YEAR 2

<table>
<thead>
<tr>
<th>Fall Yr 2 (10 credits)</th>
<th>Winter Yr 2 (10 credits)</th>
<th>Spring Yr 2 (10 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHE 524 Social Epidemiology Methods &amp; Theory (3)</td>
<td>Elective (3)</td>
<td>Elective (3)</td>
</tr>
<tr>
<td>PHE 622 Health and Social Inequalities (3)</td>
<td>PHE 601 Research (3)</td>
<td>PHE 601 Research (3)</td>
</tr>
<tr>
<td>PHE 601 Research (3)</td>
<td>PHE 624 Advanced Methods in Epidemiologic Research I (3)</td>
<td>PHE 625 Advanced Methods in Epidemiologic Research II (3)</td>
</tr>
<tr>
<td>PHE 623 Doctoral Seminar in Health Research (1)</td>
<td>PHE 623 Doctoral Seminar in Health Research (1)</td>
<td>PHE 623 Doctoral Seminar in Health Research (1)</td>
</tr>
</tbody>
</table>

*Year 2: 30 credits*

### YEAR 3

<table>
<thead>
<tr>
<th>Fall Yr 3 (10 credits)</th>
<th>Winter Yr 3 (9 credits)</th>
<th>Spring Yr 3 (9 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHE 601 Research (3)</td>
<td>PHE 601 Research (3)</td>
<td>PHE 601 Research (3)</td>
</tr>
<tr>
<td>Elective (4)</td>
<td>Elective (3)</td>
<td>Elective (3)</td>
</tr>
<tr>
<td>PHE 603 Dissertation (3)</td>
<td>PHE 603 Dissertation (3)</td>
<td>PHE 603 Dissertation (3)</td>
</tr>
</tbody>
</table>

*Year 3: 28 credits*
COMPREHENSIVE EXAM

The comprehensive exam is designed to test students’ mastery of the learning objectives outlined for the PhD program in Community Health, and their ability to apply that knowledge to research in a manner that demonstrates their readiness to move on to planning their dissertation work. Students must pass the comprehensive exam before they can proceed to writing and defending their dissertation proposal and subsequently advance to doctoral candidacy. The examination process involves both a written and an oral component. Details are described below.

Timing
The comprehensive exam will be scheduled only after all core required health courses (30 credits), required methods courses (17 credits), and health electives (at least 10 credits) have been completed. Methods elective courses (at least 6 credits) and mentored research credits (18 credits of PHE 601) may be completed after the comprehensive exam. **Timing for taking the comprehensive typically coincides with the Winter term of the third year for full-time students.** Timing may differ for some students; however, the comprehensive exam must be taken when the university is in regular session (excludes summer session) and the student must be registered during the quarter in which the exam is taken. Students are required to complete the form, *Formation of Comprehensive Exam Committee*, and file it with the Doctoral Program Director during the term prior to the term in which they will be taking the exam.

Students should note that Summer term is not an option for taking the exam or submitting forms; students may not take the exam during Summer term, and students taking the exam in the Fall term must file no later than Spring term. Students are strongly encouraged to meet with their Comprehensive Exam Committee members at least one month prior to the scheduled exam to ask any question they may have about preparation and/or what to expect. Students are responsible for scheduling the both the written and oral portions of their exam with their Comprehensive Exam Committee (see below) using email or an online scheduling tool (e.g. doodle.com). Given that faculty have busy schedules, it is advised that students schedule their exams well in advance.

**Comprehensive Committee Composition and Duties**
The Comprehensive Exam Committee is made up of 3-4 faculty members. The committee is assembled by the Program Director at the end of each academic year to serve as the committee for all doctoral comprehensive exams held during the subsequent academic year. The Comprehensive Exam Committee is responsible both for writing and grading the comprehensive exams for the year.

**Written Exam Component**
The written portion of the exam requires a written response to a series of questions intended to evaluate mastery of the program learning objectives and doctoral coursework. Once students receive the examination questions from the Comprehensive Exam Committee, they have 5 days on a 24-hour clock to complete the exam, working off-campus at a location of their choice. The completed exam should be turned into the Comprehensive Exam Committee via email by the deadline provided.

**Oral Exam Component**
The oral component of the exam should be scheduled approximately 1 week (and not exceeding 3 weeks) after the written exam, during the same academic term. The oral exam is in essence a defense of the written exam during which committee members may ask students to clarify portions of their written exam, answer follow-up questions related to their written exam, and otherwise provide evidence of their mastery of the concepts being tested. The Comprehensive Exam Committee is expected to attend in person, although
provisions may be made on a case-by-case basis by the Program Director in cases where faculty members are out of town for extended periods or where other barriers exist.

**Comprehensive Exam Completion**
When a student has completed the comprehensive exam, the committee and PhD Program Director will meet to evaluate the student’s performance and assign a “pass” or “no pass” grade. In very rare cases, and only upon the Program Director’s discretion and initiation (students may not request this option), students may be asked to revise a portion of their exam prior to receiving their results. Once exam results are finalized, the faculty advisor and Program Director will file a Report on Comprehensive Exam form. If a student fails the comprehensive exam, the student may repeat it during the next regular academic term (i.e. excluding summer term), no fewer than 10 weeks after the first attempt and no longer than 1 year after the first attempt. The results of the second attempt are final; if a student fails the second attempt, the student will not be allowed to continue in the doctoral program. Any issues that might result in the need for a longer period allowed between the first and second attempts should be brought to the attention of the Doctoral Director, who will consider them on a case-by-case basis.

**DISSERTATION PROCESS**
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 the key steps below (accompanying required forms shown in parentheses):

- Appointment of the dissertation committee (form: Appointment of Dissertation Committee)
- Scheduling defense of completed written proposal (form: Dissertation Proposal Defense Request)
- Dissertation proposal defense based upon written documentation and oral examination (form: Dissertation Proposal Approval)
- Advancement to candidacy after proposal defense and IRB approval for human subjects protection if required by the PhD program for advancement to candidacy (form: Advancement to Candidacy)
- Dissertation defense (form: Dissertation Defense Approval)

All forms must submitted to the Program Director with required signatures.

**Dissertation Committee**
The dissertation committee guides the student through the dissertation process. The committee consists of 4-5 faculty, all of whom have relevant academic qualifications to serve on a dissertation committee (i.e. doctorally prepared). The committee is chaired by a core faculty member from the student’s PhD program. At least one other faculty member must be an SPH primary or affiliated faculty; the third (and fourth possibly) must bring relevant expertise and be eligible for an SPH appointment.

One member of the committee (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 PhD Program Director is responsible for ensuring that most committee members have experience either mentoring students through a dissertation or extensive research and publication experience, in order to understand the rigor of the dissertation process. 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 dissertation committee is essential to meet students’ academic interests and facilitate successful completion of the dissertation. If a PhD student has concerns with due process during the dissertation, they should consult with their Program Director, and then the Associate Dean Academic Affairs, as necessary.

The doctoral student’s working relationship with the dissertation committee 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 process of research and writing. The dissertation chair provides considerable oversight and guidance, so careful selection of a chair is vital for the student and will help facilitate completion of the dissertation in a timely manner.

Dissertation Proposal and Defense
The dissertation proposal is intended to demonstrate the scientific merit and feasibility of a proposed doctoral dissertation research project that, upon completion, will substantially contribute to the Community Health field through three manuscripts that are likely to be publishable in peer-reviewed scientific journals. Through reviews and feedback of the dissertation committee on drafts of the written proposal document, the study design and focus of the research will be optimized before active dissertation research begins. When the dissertation committee is satisfied that the written proposal represents sufficient planning and background research that allows for a meaningful critique and oral defense, the dissertation committee will approve the student to move forward with scheduling the oral dissertation proposal presentation. The public oral defense of the dissertation proposal provides an additional opportunity for critique and suggestions from the dissertation committee as well as other faculty members, graduate students and members of the OHSU-PSU School of Public Health community. Students should meet with their faculty advisor and dissertation committee before beginning the writing process, and iteratively throughout the process to ensure that satisfactory progress is being made, and that the proposed research question and study design will be optimized prior to proposal defense.

The written proposal contains the following sections:

Specific aims and proposed methods for data collection, analysis, and interpretation:
This section must be in the format of the research section of an NIH research proposal (see PHS 398 Instructions, Sections 5.5.2 on Specific Aims and 5.5.3 on Research Strategy), and will include the following sections:

- Title Page: 1 page
- Specific Aims: 1 page
- Research Strategy: 12 pages
- References: unlimited
Please also see [http://deainfo.nci.nih.gov/extra/extdocs/gntapp.pdf](http://deainfo.nci.nih.gov/extra/extdocs/gntapp.pdf), a helpful guide to writing an NIH grant—including suggestions for what to include in each section.

**Status Statement on Human Subjects Protections and IRB status:**
This statement should not exceed one page, single-spaced, and should report the status of the IRB application timeline and current status.

**Preliminary plan for three manuscripts:**
A table mapping each specific research aim to a proposed manuscript title, authorship list/order, and target journal for publication (see example on next page).

**Preliminary Plan Example:**

<table>
<thead>
<tr>
<th>Research Aim</th>
<th>Tentative Manuscript Title</th>
<th>Authorship Plan</th>
<th>Potential Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Evaluate the relationship of measles immunization with measles incidence</td>
<td>The effect of immunization of measles incidence in the Democratic Republic of the Congo</td>
<td>1. Student’s name 2. Dr. X 3. Dr. X</td>
<td>Vaccine</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Oral Dissertation Proposal Presentation**
When the doctoral committee is satisfied that that draft proposal represents sufficient planning and background research, students will be allowed to schedule their defense of the dissertation proposal. The proposal defense is an oral presentation by the PhD student to their dissertation committee. The proposal defense centers around an oral presentation by the student to their committee, followed by questions from the committee. The intent is to determine that the student is adequately prepared to be advanced to candidacy and to complete the dissertation research and writing. The defense is an open event, except for the committee’s deliberations at the conclusion, which are restricted to committee members, and the final discussion with the student, which is restricted to the student and the committee. The dissertation proposal defense presentation must take place in the presence of the entire approved dissertation committee, although provisions may be made on a case-by-case basis by the Program Director in cases where faculty members are on sabbatical or are otherwise unavailable. The presentation period as a whole will last approximately 90 minutes, with the student presentation lasting 30 minutes, followed by 15 minutes for public questions, and 45 minutes for the closed Q&A session with the committee and doctoral candidate only and the period of discussion among the committee members. Students are responsible for scheduling the proposal defense using email and preferably an online scheduling tool (e.g. doodle.com).

**Timing and Advancement to Doctoral Candidacy**
The dissertation committee and Program Director will recommend the student for advancement to candidacy once the dissertation proposal has been approved. A student cannot be advanced to candidacy until Human Subjects Institutional Review Board approval is obtained either at OHSU, at PSU with OHSU ceding oversight, or at another institution with OHSU ceding oversight as appropriate for the research project. In some cases of research with no human subjects, a waiver from the Institutional Review Board may be obtained instead, for qualifying research.
Institutional Review Board (IRB) Approval

After dissertation proposal approval, IRB approval at either at OHSU or at PSU must be obtained before advancement to doctoral candidacy can occur. If a student’s research can be waived from IRB review, the student must obtain a waiver from the IRB to proceed. *Dissertation research cannot commence until IRB approval, or a waiver, is acquired.* The student must work with their advisor and dissertation committee on this, as often a faculty member is required to submit the materials. A student cannot be advanced to candidacy until IRB approval is granted. Students conducting human subjects research must also complete human subjects research training per IRB requirements.

Written Dissertation Format
The dissertation 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 the top of a new page.
  - Dedication (optional)
  - Acknowledgments (optional)
  - Table of Contents (required)
  - List of Tables (required if tables included in the dissertation)
  - List of Figures (required if figures included in the dissertation)
  - Glossary or List of Abbreviations/Symbols (required if Abbreviations and Symbols are used in the dissertation)
  - 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
    - Introduction should be no more than 3 pages in length. This section should provide a cohesive justification for the body of research that makes up the dissertation. Students should look to the Background section of the dissertation proposal for guidance.
    - Research Aims should be no longer than 1 page in length (formatted as they would be for the Specific Aims section of an NIH grant and as they were for the dissertation proposal).
  - Chapter 2: Review of the Literature
    - The literature review should not exceed 30 pages and should address the overarching literature relevant for the body of work covered in the three 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 section should not exceed 20 pages and 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.

• Footnotes or Endnotes, if used
• Terminal references (references for all sections combined into one reference section, following the formatting for the American Journal of Public Health, http://ajph.aphapublications.org/userimages/ContentEditor/1432646399120/authorinstructions.pdf).
• Appendices

SPH procedures regarding formatting, submission, and SPH-level deadlines and forms for dissertation submission prior to graduation must be followed.

Dissertation Defense and Degree Completion
After completion of the written dissertation, and with the dissertation committee’s approval, the doctoral candidate will schedule the oral dissertation defense. A dissertation defense may be scheduled only during the regular academic terms, at least five weeks prior to the end of the term of anticipated graduation. For summer term graduation, deadlines apply to the regular eight-week Summer Session. Although students should be submitting drafts to their committee members in an iterative process of review and revision throughout their writing process, the student must deliver a completed final version of the dissertation to all members of the approved committee no fewer than two weeks before the dissertation defense. Students are responsible for scheduling the proposal defense using email and preferably an online scheduling tool (e.g. doodle.com).

The dissertation defense is an oral presentation by the PhD candidate of the completed written dissertation. The oral defense lays out the purpose, implementation, and findings of the dissertation project, and makes a case for the project’s contribution to scholarship in the particular field of study. The presentation is directed mainly to the dissertation committee, who are expected to be present (physically or virtually). The oral dissertation defense is open to the public, and current doctoral students are strongly encouraged to attend (as well as others who are interested in the topic and/or wish to support the candidate by their presence). At the defense, the dissertation committee members question the candidate on the significance, limitations and implications of the work and findings. The defense is an open event, except for the committee’s deliberations at the conclusion, which are restricted to committee members, and the final discussion with the student, which is restricted to the student and the committee. The presentation period as a whole will last approximately 2 hours, with the student presentation lasting 45 minutes, followed by 15 minutes for public
questions, and 60 minutes for the closed Q&A session with the committee and doctoral candidate only and the period of discussion among the committee members.

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 committee may recommend that the candidate be given a second opportunity to defend the dissertation. The option of a second defense must be approved by the SPH Associate Dean Academic Affairs, and may take place no sooner than three months after the first defense.

The 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 contracts may only be held in the regular academic terms (fall, winter or spring quarter). The candidate, with the consent of the committee, informs the PhD Program Director no later than four weeks in advance of the dissertation defense and prepares a public announcement that includes the dissertation abstract and information about timing and location of the defense. The final written product is circulated to the committee by the student no less than two weeks prior to the scheduled defense. Following the defense, the candidate makes any required corrections to the dissertation and submits the final following OHSU and SPH submission procedures.

FINANCIAL SUPPORT

Different modes of funding, such as graduate research assistantship (GRA) positions or graduate teaching assistantships (GTAs) may be available but vary by year and by faculty funding. While the OHSU-PSU SPH seeks to identify and allocate as many assistantships as possible, it does not guarantee funding for students. Prospective and continuing students should discuss their needs and interest in these opportunities with the Program Director and relevant faculty early and often.
V. STUDENT RESOURCES AND SUPPORT

DIVERSITY AND INCLUSION

Sustaining an inclusive and respectful environment is vitally important to the SPH mission, and the SPH is dedicated to achieving a climate free of harassment and discrimination. All SPH graduate degree programs require competence in cultural humility and professional ethics. Requisite skills include self-awareness, open-minded inquiry and assessment, and the ability to recognize, honor, and adapt to cultural differences. Required and elective courses that build cultural competence and consideration are included in all SPH programs of study.

The OHSU Office of Affirmative Action & Equal Opportunity and PSU Office of Equity & Compliance (in Global Diversity & Inclusion) work to promote diversity and prevent discrimination. They sponsor extensive programming and professional development in diversity and cultural competence for faculty, staff and students. More information about diversity initiatives and expectations can be found on the OHSU Center for Diversity & Inclusion and PSU Office of Global Diversity and Inclusion webpages.

Affirmative Action, Equity, and Compliance

Students who encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin or ancestry, veteran or military status, sex, marital status, pregnancy or parenting status, sexual orientation, gender identity, disability or any other protected status should contact the OHSU Affirmative Action and Equal Opportunity office ((503) 494-5148 or aaeo@ohsu.edu) or Equity and Compliance within PSU’s Office of Global Diversity and Inclusion (diversity@pdx.edu, 503 725-5919).

Title IX

Title IX of the Educational Amendments Act of 1972 prohibits sex discrimination in educational institutions. Inquiries about Title IX compliance or sex/gender discrimination and harassment at OHSU may be directed to the OHSU Title IX Coordinator, Laura Stadum at (503) 494-0258, titleix@ohsu.edu or staduml@ohsu.edu. The Office of Equity & Compliance is responsible for monitoring Portland State University’s Title IX compliance. PSU’s Title IX Coordinator is Julie Caron, (503) 725-4410, jucaron@pdx.edu.

ACADEMIC ACCESSIBILITY AND ACCOMMODATIONS

The School of Public Health is committed to fostering respect and full participation for all students. Its goal is to create learning environments that are equitable, inclusive, and welcoming.

The Office of Student Access Services at OHSU will begin the process of determining reasonable accommodations and facilitating access for students with disabilities enrolled in graduate SPH programs. The OHSU Office for Student Access is located in Baird Hall 1036B. Contact Jennifer Gossett at studentaccess@ohsu.edu or (503) 494-0082.

The Disability Resource Center at Portland State, located in 116 Smith Memorial Student Union, collaborates with Student Access Services at OHSU to ensure accommodations for SPH graduate students; contact Jen Dugger, Director (jen.dugger@pdx.edu, (503) 725-2035).

Students who have, or think they may have, a disability that may affect their work in class should contact the office of the university at which they register to schedule an appointment and initiate a conversation about reasonable accommodations. Accommodations are coordinated by the two offices across the universities, as
necessary. Please note that accommodations are not retroactive and that some accommodations take time to implement. Students are encouraged to make contact with the appropriate office as soon as possible.

**OMBUDSMAN’S OFFICE**

The overarching mission of the Ombudsman is twofold: to ensure that every member of the university community receives equitable and fair treatment and due process; and to support and facilitate a positive working and learning environment by identifying emerging and immediate trends and risks.

**OHSU Ombudsman** services are available to all OHSU-PSU SPH students. The Ombudsman’s office offers a safe, confidential place to discuss campus-related issues and explore possibilities for informally addressing concerns. The Ombudsman will listen and review matters; help identify options; make inquiries and make referrals as appropriate; and/or facilitate resolutions in an impartial manner.

**STUDENT RECREATION CENTERS**

All School of Public Health Graduate students have access to recreation centers and fitness facilities at both OHSU and PSU. OHSU’s fitness center is the **March Wellness and Fitness Center**. PSU’s Recreation Center is the **Academic and Student Rec Center** (ASRC or Rec Center). Students must show their OHSU ID badge to gain access to March Wellness, and their PSU ID card to gain access to ASRC.

**CAREER SERVICES**

PSU’s **Advising and Career Services** offers career services to SPH students, including career counseling, **workshops**, job search advice, mock interviews, and more.

**LIBRARIES AND ACADEMIC RESOURCES**

**Libraries**

Students have access to library services at both **OHSU’s Library at the Biomedical Information Communication Center** (BICC) and **PSU’s Millar Library**. Students must possess the respective institutional badge to access the breadth of library services at each university. These extensive resources include physical and electronic references, training opportunities, and document delivery. Students are strongly encouraged to familiarize themselves with library resources and the librarians who support the SPH.

PSU Library trainings, subject guides, and other resources can be found at [https://library.pdx.edu/services/](https://library.pdx.edu/services/). For the 2018-19 academic year, PSU’s subject area expert for the School of Public Health is Michelle Disilets, michelle.desilets@pdx.edu, (503) 725-4575. Emily Ford (forder@pdx.edu; 503 725-3689) will return to PSU and serve as subject area expert for the SPH in academic year 2019-20.

OHSU library trainings, subject guides, and other resources can be found here and here. OHSU’s Librarian Liaison to the School of Public Health is Laura Zeigen, zeigenl@ohsu.edu, (503) 494-0505. Examples of how the Librarian Liaison can help with research projects can be found on the Library website here.

**Writing Resources**

PSU’s **Writing Center** offers resources and one-on-one appointments with writing consultants for students seeking to improve their writing. The PSU Writing Center is located in 188 Cramer Hall, and can be reached by telephone at (503) 725-3570.
There are many online resources to help students in writing academic papers. Some resources to review are:

- Purdue OWL: https://owl.english.purdue.edu/
- Mendeley: http://www.mendeley.com/
- Bibme: http://www.bibme.org/

Teaching and Learning Center

OHSU’s Teaching and Learning Center partners with faculty, students, staff, and colleagues to create meaningful, innovative and evidence-based learning experiences. The Center employs a student learning support specialist who is available to assist students with study skills, motivation and goal setting, learning styles and active learning strategies, test-taking skills and test anxiety, and time (self) management strategies. Students interested in meeting with the student learning support specialist should contact Shoshana Zeisman-Pereyo, Ph.D. at zeismanp@ohsu.edu.

Office of Academic Innovation

PSU’s Office of Academic Innovation offers Teaching Assistant training workshops and other programs, services, and events of interest to doctoral students. Of particular note is the Graduate Student Professional Development Program. Through this program, graduate students can earn the Certificate of Innovation in College Teaching, which culminates in a digital Professional Teaching Portfolio. Visit OAI in PSU’s Smith Memorial Student Union, 209 Mezzanine, or call (503) 725-6624.

INTERNATIONAL STUDENT SERVICES

OHSU’s Office of International Affairs (OAI) provides a full range of immigration advice and processing, learning opportunities, resource coordination, and transition support for international employees, postdocs, residents, students and visitors. MacKenzie Hall Rm 1182, oia@ohsu.edu, (503) 494-4692.

PSU’s International Student Services provides immigration advising, life advising, programming and support for international students. 660 Karl Miller Center, 615 SW Harrison St., oia@pdx.edu, (503) 725-5320.

STUDENT LEGAL SERVICES

PSU’s Student Legal Services provides legal advice, legal representation, mentorship, community partnerships, and education designed to empower students. 1825 SW Broadway (SMSU), M343, (503) 725-4556

OTHER STUDENT RESOURCES

Student Centers and Lounges

There is a small student lounge area in OSHU’s Campus Services Building, room 615. Additional student lounge areas and amenities are available at OHSU’s Student Center and PSU’s Smith Memorial Student Union. The Graduate Student Lounge in the Robertson Life Sciences Building (RLSB) is not available to SPH students, but students may use the atrium for informal meetings and may also book rooms as necessary for formal meetings.

Cultural Resource Centers

PSU’s Cultural Resource Centers (CRCs) provide student leadership, employment, and volunteer opportunities; student resources such as computer labs, event, lounge and study spaces; and extensive programming. The CRCs are a unit of Diversity & Multicultural Student Services. (CRC brochure)
Cultural Resource Centers:
- La Casa Latina Student Center
- Multicultural Student Center
- Native American Student & Community Center
- Pacific Islander, Asian, and Asian American Student Center
- Pan-African Commons

Queer Resource Center (QRC)
The QRC, located in PSU’s Smith Memorial Student Union, Suite 458, offers resources and programming to support students along the sexuality and gender spectrum, including a lounge area, computer workstations, resource lending library, and fun & positive vibes. (503) 725-9742, qrc@pdx.edu

Resource Center for Students w/ Children
The mission of the Services for Students with Children is to support students with children in achieving life-balance that helps them stay the course to successful completion of their academic goals. Click here for services offered. Visit the Center in PSU’s Smith Memorial Student Union, Suite 462, or call (503) 725-9878.

Women’s Resource Center
The Women’s Resource Center, located on the PSU campus at 1802 SW 10th & Montgomery, offers programs, resources, and services to support women’s leadership, empowerment, and community. (503) 725-5672, wrc@pdx.edu.

Little Vikings Child Care
Little Vikings provides walk-in, reserved, and occasional care for children ages 6 weeks to 12 years old. Students, staff, and faculty can reserve care for the entire term, up to 5 hours per day and 20 hours per week. (503) 725-8800.

Student Financial Management Services
OHSU’s Financial Management program is an educational and counseling resource that strives to help students create their own financial management plan so that they have a better understanding of their obligations and options after graduation. It offers advice and resources related to student debt management, financial literacy, and budgeting. Students may schedule a one-on-one appointment with the Manager of Educational Debt Counseling, Mike Matheny, at (503) 494-7872 or matheny@ohsu.edu.

Food Resource Guide
The students on OHSU’s Student Health Advisory Committee (SHAC) recognize that there can be many barriers to finding nutritious, affordable food. As representatives of the student voice, they have put together this guide as an entry point for identifying places to purchase food in and around campus, areas to store and heat food, and referral information on available community resources. The guide is posted here: https://ohsu-psu-sph.org/graduate-student-resources/; scroll down to the bottom of the page for a link to a downloadable .pdf.

OHSU On and Off-Campus Crisis Resources
STUDENT GROUPS AND LEADERSHIP OPPORTUNITIES

Student Activities and Leadership Programs (SALP)
Student Activities and Leadership Programs’ mission is to enrich and integrate students' leadership and academic experiences in order to educate students to be ethical, socially just, and civically engaged leaders on campus and in their larger communities. 1825 SW Broadway (119 SMSU), 503.725.4452, asksalp@pdx.edu.

Student Leadership Council
Student representatives are an integral part of the SPH graduate degree programs and a formal part of the SPH governance structure. Student Representatives participate in curricular activities and extra-curricular events, and represent the unique interests of their respective programs’ student populations. The Student Leadership Council (SLC) offers opportunities to develop leadership skills, become engaged in community health initiatives, and network with other students, alumni, and employers. All student representatives are nominated (by self, peers, or faculty), and are selected for the positions by the faculty leadership of the various degree programs. Student representatives serve two-year, staggered terms. SLC representatives meet regularly with the Associate Dean for Student Affairs & Community Engagement to discuss program operations, student needs, and strategic planning. Student Representatives also serve on School of Public Health committees, including the Student Affairs; Community Engagement; Diversity, Equity, and Inclusion; and Academic Policy and Curriculum Committees.

All-Hill Council
The All-Hill Council is OHSU’s student government body. Each school contributes members to the Council. A president, three vice-presidents, and other officers are elected in May for the following year from among members of the Council. Student Council meetings are held the second Friday of the month at 12:00 pm and are open to anyone. In addition to facilitating communication about OHSU news and policies to students and acting as a voice of students to administrators, the Council also provides funding for events bringing students together across schools and programs. Contact: scouncil@ohsu.edu

OHSU Student Health Advisory Committee
The OHSU Student Health Advisory Committee (SHAC) serves as a forum for student voices working alongside JBT Health & Wellness Center staff to help ensure that student health and wellness needs are met. The committee consists of student representatives appointed or elected by their respective program/school to represent the interests of their individual student bodies. It also includes school faculty and staff, and various key stakeholders from across OHSU (Registrar, Financial Aid, etc.).

PSU & OHSU Institute for Healthcare Improvement Open School Chapter
The mission of the PSU & OHSU IHI Open School Chapter is to empower learners and leaders in the Portland region and beyond to develop inter-professional
connections and competencies to improve the services and systems that promote health.

The IHI Open School provides students of medicine, nursing, public health, pharmacy, health administration, dentistry, and other allied health professions with a no-charge opportunity to learn about quality improvement and patient safety. The online, educational community features a growing catalog of courses, extensive content and resources, and a network of local Chapters that organize events and activities on campuses around the world.

**Portland American Statistical Association Student Chapter**
The Portland ASA Student Chapter (PASA) is an organization by and for students of statistics and data science in the Portland Metro Area. Its mission is to support students' academic and professional interests in the field of statistics, data science, and the sciences utilizing statistical methods. This includes helping students navigate their academic experience, both in and outside of the classroom, and assisting in procuring meaningful employment upon graduation.

PASA further aims to create future leaders and advocates of the profession while instilling a sense of stewardship for the responsible and ethical practice of statistics. Membership includes full benefits in the national American Statistical Association.

**OHSU-PSU School of Public Health Alumni Association**
The School of Public Health Alumni Association was established to build a strong network of support for the graduates of our programs. The Alumni Association's primary objective is to reconnect alumni for informational, professional, and social networking. In addition, the Alumni Association serves as an advisory resource for the continual growth and development of the SPH programs and as a resource to current students. Contact sphalumni@ohsu.edu for more info.