OHSU-PSU School of Public Health

PhD in Epidemiology

Student Handbook 2018-2019

Version Date: 9.17.2018
OHSU-PSU School of Public Health
2018-2019 Handbook for PhD Students in Epidemiology

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; check the OHSU-PSU School of Public Health website and online resources referenced throughout this document for the most current information.

Contact Information

Program Office

PhD Program in Epidemiology
OHSU-PSU School of Public Health
OHSU Campus
233 Gaines Hall
SPHregistration@ohsu.edu

Program Leadership and Management

Lynn Marshall, ScD, Program Director
503.725.3044
marshaly@ohsu.edu

Laura Ehrlich, Graduate Student Services and Registration Specialist
503.494.2557
ehrlichl@ohsu.edu
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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>
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<td>Public Health Practice</td>
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<td>Public Health</td>
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</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>
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<tbody>
<tr>
<td>Biostatistics</td>
<td>Graduate Certificate,</td>
<td></td>
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<tr>
<td></td>
<td>MPH, MS</td>
<td>Rochelle Fu, PhD, MS <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 <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 <a href="mailto:petertaw@ohsu.edu">petertaw@ohsu.edu</a></td>
</tr>
<tr>
<td>Role</td>
<td>Name</td>
<td>Contact Info</td>
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</tr>
<tr>
<td>Epidemiology</td>
<td>Janne Boone-Heinonen, PhD, MPH</td>
<td><a href="mailto:boonej@ohsu.edu">boonej@ohsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>John Stull, MD</td>
<td><a href="mailto:stullj@ohsu.edu">stullj@ohsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Lynn Marshall, ScD</td>
<td><a href="mailto:marshaly@ohsu.edu">marshaly@ohsu.edu</a></td>
</tr>
<tr>
<td>Health Management &amp; Policy</td>
<td>Julia Goodman, PhD, MPH (Fall 2018)</td>
<td><a href="mailto:julia.goodman@pdx.edu">julia.goodman@pdx.edu</a></td>
</tr>
<tr>
<td></td>
<td>Neal Wallace, PhD, MPP (Winter 2018-</td>
<td><a href="mailto:nwallace@pdx.edu">nwallace@pdx.edu</a></td>
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<tr>
<td>Health Promotion</td>
<td>Betty Izumi, PhD, MPH, RD</td>
<td><a href="mailto:Izumibet@pdx.edu">Izumibet@pdx.edu</a></td>
</tr>
<tr>
<td>Health Systems &amp; Policy</td>
<td>Sherril Gelmon, DrPH</td>
<td><a href="mailto:gelmons@pdx.edu">gelmons@pdx.edu</a></td>
</tr>
<tr>
<td>Health Studies: Physical Activity &amp; Exercise</td>
<td>Brad Wipfli, PhD</td>
<td><a href="mailto:bwipfli@pdx.edu">bwipfli@pdx.edu</a></td>
</tr>
<tr>
<td>Public Health</td>
<td>Elizabeth Waddell, PhD, MA</td>
<td><a href="mailto:waddelle@ohsu.edu">waddelle@ohsu.edu</a></td>
</tr>
<tr>
<td>Public Health Practice (formerly Primary Health Care and Health Disparities)</td>
<td>Elizabeth Waddell, PhD</td>
<td><a href="mailto:waddelle@ohsu.edu">waddelle@ohsu.edu</a></td>
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**Dean’s Office Leadership Team**

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Info</th>
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</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></td>
</tr>
<tr>
<td></td>
<td></td>
<td>229 Gaines Hall, OHSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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></td>
</tr>
<tr>
<td></td>
<td></td>
<td>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></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Campus Svces Bldg, Rm 669, OHSU</td>
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</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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSU 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</td>
</tr>
<tr>
<td></td>
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<td>(503) 494-7190</td>
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<tr>
<td></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
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<td>(503) 494-2557</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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</td>
</tr>
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<tr>
<td></td>
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<td>OHSU Gaines Hall, Rm. 235</td>
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<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</td>
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<td>OHSU Gaines Hall, Rm. 233</td>
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<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</td>
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<td>230 Gaines Hall, OHSU</td>
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<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</td>
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<td>PSU Urban Center, Ste. 450</td>
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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>
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<tbody>
<tr>
<td>3310 SW US Veterans Hospital Road&lt;br&gt;Mail Code PP232&lt;br&gt;Portland, OR 97239</td>
<td>1812 SW 6th Avenue&lt;br&gt;PO Box 751&lt;br&gt;Portland, OR 97207</td>
</tr>
<tr>
<td>Hours: Monday – Friday, 7:00 am – 5:00 pm&lt;br&gt;<a href="mailto:parking@ohsu.edu">parking@ohsu.edu</a>; (503) 494-8283</td>
<td>Hours: Monday – Friday, 9:00 am – 5:00 pm&lt;br&gt;<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>
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<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>
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</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
- College Housing Northwest – Non-profit organization that provides student housing: 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
- University Pointe, PSU’s housing partner: 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>OHSU Office of Public Safety</th>
<th>PSU Office of Public Safety</th>
</tr>
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</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 askbtrRN@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.

Contact Information
(503) 494-7800; regohsu@ohsu.edu
Hours: Mon – Fri, 7:30 am – 4:00 pm
Location: Mackenzie Hall Room 1120
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/oprd/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](https://www.sakai.org) 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](https://d2l.pdx.edu) (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](https://www.phhp.psu.edu/graduate/registration) 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](https://www.library.ohsu.edu), 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](https://www.psu.edu/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](https://www.jbt.org) (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)](https://www.jbt.org) or PSU’s [Center for Student Health & Counseling](https://psuwhitman.pdx.edu/shac) (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

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 (503) 494-8665</th>
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<tbody>
<tr>
<td>Hours: Mon - Fri 8:30 am – 4:30 pm</td>
</tr>
<tr>
<td>Location: 3181 SW Sam Jackson Park Road Baird Hall, room 18 (Primary Care), and room 6 (Counseling and Wellness Services)</td>
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</tbody>
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<table>
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<tr>
<th>PSU SHAC (503) 725-2800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours: Mon - Fri 9:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Location: 1880 SW 6th Avenue University Center Building</td>
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</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](mailto: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

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 EPIDEMIOLOGY

PROGRAM OBJECTIVES AND COMPETENCIES

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

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

Program Competencies
Students in the PhD in Epidemiology program will master the following competencies by graduation, as evident through their demonstrated ability to:

- Apply population-based concepts of chronic and infectious disease epidemiology within appropriate biological, pathophysiological, social, and community contexts
- Apply methods for collecting, evaluating, and synthesizing existing evidence of health determinants to research on public health problems.
- Apply appropriate data quality assurance and statistical methods for the research questions and study designs used in epidemiologic research.
- Formulate a testable hypothesis and propose a related study design and analytic approach that have the potential for advancing knowledge of the determinants of health and disease.
- Apply ethical principles to problems that arise in epidemiologic research and practice.
- Evaluate scientific, cultural, and political issues on epidemiologic research, including research goals, recruitment of study participants, and communication of results in the appropriate contexts.
- Demonstrate excellent verbal and communication skills in teaching epidemiologic principles and concepts at appropriate levels to different audiences.

LEADERSHIP AND ADVISING

Program Director
The Director of the PhD Program in Epidemiology is the point of contact regarding rules, procedures and policies, leaves of absence, complaints, student progress 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 acceptance into the PhD program, each student is assigned to an epidemiology faculty advisor who serves as the student’s academic advisor. Sometimes faculty advisors are also referred to as faculty mentors because advisors often fill both roles. For purposes of this handbook, the term “advisor” will be used throughout. Faculty advisors provide academic advice, guidance on the sequencing of coursework and

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milestones, the development of professionalism, and may potentially contribute to dissertation planning. This information can have a profoundly positive effect on the student’s progress through the doctoral program. Accordingly, all epidemiology doctoral students are expected to take an active role in establishing and maintaining the advising relationship. It is the student’s responsibility to initiate and maintain regular contact with the assigned advisor. Students should arrange to meet with their advisor on a regular basis throughout the program, as well as in the fall and spring to complete and review elements of the Independent Development Plan (IDP) described below.

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

**INDIVIDUALIZED DEVELOPMENT PLAN**

Students must complete an Individualized Development Plan (IDP) annually. The purpose of the IDP is to develop a yearly plan for meeting each student’s academic and professional development goals. It takes the form of a two-column worksheet, with one side for planning, and the other for reporting on progress. The worksheet also includes space for advisor review and feedback.

At the beginning of each academic year, the plan is drafted by the student, with advisor guidance. The student should update progress on each goal throughout the year. The completed IDP, containing all progress on goals made throughout the academic year, will be reviewed by the student’s advisor and then submitted, along with the student’s cv, to the Program Director for annual review, feedback, and filing. Students should use and approved institutional cv format. Students and their faculty advisor receive Program Director feedback over the summer in order to inform IDP development for the following year.

**COMMUNICATION**

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

**OVERVIEW OF DEGREE REQUIREMENTS**

The award of the PhD in Epidemiology is the culmination of a sequential process of coursework, comprehensive examination, and the research, writing, and defense of a dissertation. Primary benchmarks of progression may be summarized as follows:

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

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

Students are expected to progress through PhD in Epidemiology Program requirements in a timely manner. While the recommended pace for completion will vary for each student, benchmark deadlines, described above in Section III; subsection “Time Limits,” are applicable to all students. Details pertaining to the required coursework and each benchmark are described below.

**COURSEWORK**

**Epidemiology Core** (24 credits)
The epidemiology core must be completed within the PhD in Epidemiology Program. These requirements cannot be met with transfer or application of credits from previous courses. Generally, full-time students complete EPI 613, EPI 614, EPI 636, EPI 610, and at least 1 credit of EPI 630 in the first year of the program.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EPI 613</td>
<td>Epidemiology II: Methods</td>
<td>4</td>
</tr>
<tr>
<td>EPI 614</td>
<td>Epidemiology III: Causal Inference</td>
<td>4</td>
</tr>
<tr>
<td>EPI 636</td>
<td>Analysis &amp; Interpret. of Epidemiologic Data</td>
<td>4</td>
</tr>
<tr>
<td>EPI 630</td>
<td>Epidemiology Journal Club* must register for 2 terms, 1 credit/term</td>
<td>2</td>
</tr>
<tr>
<td>EPI 640</td>
<td>Research and Proposal Design</td>
<td>3</td>
</tr>
<tr>
<td>EPI 668</td>
<td>Infectious Disease Epidemiology</td>
<td>2</td>
</tr>
<tr>
<td>EPI 676</td>
<td>Chronic Disease Epidemiology</td>
<td>2</td>
</tr>
<tr>
<td>EPI 610</td>
<td>Epidemiology Doctoral Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

**Biostatistics Core** (14 credits)
The biostatistics core includes foundational coursework in linear models and categorical data analysis. Students who have not completed equivalent coursework prior to matriculation must register for BSTA 612 and BSTA 613. Students who have completed equivalent coursework prior to matriculation potentially may transfer these credits to the PhD program, but completion of BSTA 612 and BSTA 613 within the SPH is highly recommended. Curriculum for EPI 610 and EPI 636 integrates material from these courses, and their content will be covered on the Comprehensive Exam.

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

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSTA 612</td>
<td>Linear Models</td>
<td>4</td>
</tr>
<tr>
<td>BSTA 613</td>
<td>Categorical Data Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BSTA 515</td>
<td>Data Management (SAS)</td>
<td>3</td>
</tr>
<tr>
<td>One* of the following two courses is required:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSTA 514</td>
<td>Survival Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BSTA 519</td>
<td>Longitudinal Data Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

* Both courses may be taken. One will count toward the Biostatistics Core requirement and the other toward Quantitative Methods Electives.

**Public Health Core** (13 credits minimum)
Students who have earned an MPH degree may request to apply or transfer credits for any or all of the first three courses listed in the table below (Health Systems Organization, Concepts of Environmental Health, and Principles of Health Behavior). The remaining courses in health and social inequalities and the ethics selective **must be completed** within the SPH PhD in Epidemiology Program. Students without an MPH degree must complete the entire public health core during the program by registering for the 600-level section of each course.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSMP 574/674</td>
<td>Health Systems Organization</td>
<td>3</td>
</tr>
<tr>
<td>ESHH 511/611</td>
<td>Concepts of Environmental Health</td>
<td>3</td>
</tr>
<tr>
<td>PHE 512/612</td>
<td>Principles of Health Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PHE 622</td>
<td>Health and Social Inequalities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Select one of the following two courses:</td>
<td></td>
</tr>
<tr>
<td>CONJ 650</td>
<td>Scientific Ethics</td>
<td>1</td>
</tr>
<tr>
<td>HSMP 673</td>
<td>Values and Ethics in Health</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives** (22 credits minimum)
A total of at least 22 credits of elective coursework are required, taken from graduate level courses offered within the SPH or other departments at OHSU or PSU. At least 12 of these credits must be completed in elective quantitative methods courses, and at least 10 credits must be completed in other elective courses representing areas of research emphasis or interest. Approved elective courses are listed in the tables below and can be found in the appendices of the **Program Planner** document.

Elective courses must be taken for a letter grade, with the exception of EPI 650 (P/F only). Students are encouraged to plan ahead and to familiarize themselves with course offerings listed on-line in the SPH course catalog. In selecting elective courses, please heed the limit on 500-level or master’s level course credits that can be used to fulfill degree requirements for the PhD in Epidemiology. Elective selections outside the SPH require approval of the course instructor and must be approved by the student’s faculty advisor and the Program Director. Students requesting to enroll in courses outside the SPH should allow several weeks to obtain relevant approvals. The Graduate Registration Specialist (sphregistration@ohsu.edu) must be
notified at least 4 weeks before the start of the term in which the course is offered to allow time for registration procedures to be completed. Last minute requests may be denied.

### Courses that Satisfy the PhD in Epidemiology Methods Elective Requirement

<table>
<thead>
<tr>
<th>Course Number and Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPI 611 Epidemiology Doctoral Seminar II</td>
<td>2</td>
</tr>
<tr>
<td>BSTA 514 Survival Analysis (if not taken as part of Biostat. core)</td>
<td>3</td>
</tr>
<tr>
<td>BSTA 516 Design &amp; Analysis of Surveys</td>
<td>3</td>
</tr>
<tr>
<td>BSTA 517 Statistical Methods in Clinical Trials</td>
<td>3</td>
</tr>
<tr>
<td>BSTA 518 Spatial Data with GIS</td>
<td>3</td>
</tr>
<tr>
<td>BSTA 519 Longitudinal Data Analysis (if not taken as part Biostat. core)</td>
<td>3</td>
</tr>
<tr>
<td>BSTA 522 Statistical Learning &amp; Big Data</td>
<td>3</td>
</tr>
<tr>
<td>BSTA 550 Intro to Probability</td>
<td>3</td>
</tr>
<tr>
<td>BSTA 551 Mathematical Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>BSTA 552 Mathematical Statistics II</td>
<td>3</td>
</tr>
<tr>
<td>CPH 610 Geographic Information Systems for Public Health</td>
<td>3</td>
</tr>
<tr>
<td>HIP 527 Systematic Reviews</td>
<td>2</td>
</tr>
<tr>
<td>HIP 509 Systematic Reviews Practicum (2-6)</td>
<td>2</td>
</tr>
<tr>
<td>GEOG 588 Geographic Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>GEOG 597 Advanced Spatial Quantitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>PHE 524 Social Epidemiologic Methods and Theory</td>
<td>3</td>
</tr>
<tr>
<td>PSY 626 Multilevel Regression</td>
<td>4</td>
</tr>
<tr>
<td>PSY 623 Structural Equation Modeling</td>
<td>4</td>
</tr>
<tr>
<td>PSY 610 Hierarchical Linear Modeling for Longitudinal Data Analysis (check Banner for listing and course number)</td>
<td>4</td>
</tr>
</tbody>
</table>

### Courses that Satisfy the PhD in Other Elective Requirement

<table>
<thead>
<tr>
<th>Course Number and Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EPI 556 HIV/AIDS Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>EPI 567 Global Health Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>PHE 610 Developmental Origins Health &amp; Disease Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>PHE 527 Food Systems and Public Health</td>
<td>3</td>
</tr>
<tr>
<td>PHE 612 Advanced Principals of Health Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CPH 621 Social Determinants of Health</td>
<td>3</td>
</tr>
<tr>
<td>CPH 631 Social Context of Public Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>CPH 636 Community Based Participatory Research</td>
<td>3</td>
</tr>
<tr>
<td>HSMP 681 Population Health: Policy Practical Implications</td>
<td>3</td>
</tr>
<tr>
<td>HSPM 610 Health Policy: Oregon Style</td>
<td>3</td>
</tr>
<tr>
<td>HSMP 671 Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>HSMP 677 Health Care Law and Regulation</td>
<td>3</td>
</tr>
<tr>
<td>HIP 527 Systematic Reviews</td>
<td>2</td>
</tr>
<tr>
<td>HIP 509 Systematic Reviews Practicum (2-6)</td>
<td>2</td>
</tr>
<tr>
<td>HIP 530 Influence &amp; Effective Communication: Leading Research Teams</td>
<td>2</td>
</tr>
</tbody>
</table>
**BMI 512/612 Clinical Information Systems**  
**BMI 582 Healthcare Management Information Governance**  
**BMI 610 Intro to Biomedical and Health Informatics**  
**BMI 614 Information Retrieval**  
**BMI 621 Public Health Informatics**  
**BMI 637 Healthcare Quality**  

<table>
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<tr>
<th>Course</th>
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<tr>
<td>BMI 512/612 Clinical Information Systems</td>
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<tr>
<td>BMI 582 Healthcare Management Information Governance</td>
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<tr>
<td>BMI 610 Intro to Biomedical and Health Informatics</td>
<td>3</td>
</tr>
<tr>
<td>BMI 614 Information Retrieval</td>
<td>3</td>
</tr>
<tr>
<td>BMI 621 Public Health Informatics</td>
<td>3</td>
</tr>
<tr>
<td>BMI 637 Healthcare Quality</td>
<td>3</td>
</tr>
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</table>

**Directed Study: Reading & Conference; Mentored Epidemiology Research**

EPI 605, Reading & Conference (R&C) allows students to engage in self-directed reading on a topic or topics relevant to the student’s research, teaching, or other degree objectives under the supervision of a faculty instructor. Typically, R&C is used to master a select body of literature through weekly reading, critical evaluation, and focused discussion with the faculty instructor.

EPI 650 Mentored Epidemiology Research offers students a means to link prior and concurrent coursework to the practice of epidemiologic study design, analysis, and interpretation, under the supervision of a faculty instructor. Students gain experience developing the methods and products of academic epidemiology, including data collection and management, data analyses, scientific manuscripts, study proposals, grant applications, and posters or presentations for professional meetings. While the primary faculty advisor is often the source of the mentored project, students may complete a mentored research project with other epidemiology faculty members. The first six (6) credits of Mentored Epidemiology Research may be used in partial fulfillment of the Quantitative Methods Elective requirement.

To arrange for R&C or Mentored Epidemiology Research credits, the student should identify an appropriate faculty member to serve as the instructor and meet with that person to develop the activity’s scope and objectives. Planning should begin several weeks before the start of the term in which the credits will be requested. R&C credits should be used to complete a discrete activity that results in tangible knowledge or skill that apply directly to the student’s training. Projects undertaken for Mentored Epidemiology Research should represent a substantial, sustained effort that can be incorporated into the student’s program of study. Once the scope of the project is determined, a plan for the work to be completed in each term should be created with guidance and approval from the faculty instructor. The product and due dates should be explicitly stated.

If the R&C or Mentored Research instructor is not the student’s primary faculty advisor, the primary faculty advisor’s approval should be sought for the requested activity. The student completes the [Directed Activity Request Form](#) before registration, and the [Directed Activity End-of-Term Report](#) by the end of the term. The PhD in Epidemiology Program Director will serve as the primary instructor for students who wish to use the R&C option to prepare for the Comprehensive Exam.

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

**Mentored Epidemiology Teaching (1 credit)**

All epidemiology doctoral students must complete at least one term as a teaching assistant (TA) for an epidemiology course. During the term in which they complete their first teaching assistant assignment, students will register for the 1 credit Mentored Epidemiology Teaching course (EPI 660).
Dissertation Credits (30 credits minimum)
Upon successful completion of the dissertation proposal oral defense and approved advancement to candidacy, students may register for Epidemiology Dissertation credits (EPI 603). A minimum of 30 dissertation credits are required.

COMPREHENSIVE EXAMINATION
The comprehensive examination is a benchmark requirement of the PhD Program in Epidemiology. Its purpose is to determine whether the student has achieved competencies in the fundamental elements of epidemiologic and biostatistical methods at a level sufficient to perform doctoral research and engage in the dissertation process. Accordingly, the examination covers material from required core courses in epidemiology and biostatistics. It is comprised of a two-part written examination and an oral examination.

On both the written and oral portions of the exam, students are expected to do the following:
1) Demonstrate competencies listed for each core course required for the examination.
2) Integrate and apply knowledge pertaining to the design, conduct and interpretation of epidemiologic studies.
3) Distill complex knowledge into concise and accurate responses regarding content areas.

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

Eligibility, Scheduling, and Time Limits
Students may sit for the comprehensive examination after completing all of the epidemiology and biostatistics core courses required for the exam with a grade of B- or higher. The student must be in good academic standing, with no outstanding incomplete grades at the time of the examination.

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

Preparation
There are a number of ways students may solidify their knowledge of course materials and readings from core courses: by retaking courses, serving as a TA in a core epidemiology course, and/or studying course readings. In addition, students may elect to register for up to 3 credits of EPI 605 Reading and Conference (R&C) to reserve time for exam preparation. Students who wish to register for R&C credits to prepare for the exam must notify the Program Director four weeks before registration for the term in which the R&C will be undertaken and present the study plan in an Directed Activity Request Form (described above).

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

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

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

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

**Grading and Evaluation**

The comprehensive examination is written and graded by a Comprehensive Examination Committee of at least three epidemiology faculty members convened by the Program Director. The proctored exam and take-home data analysis are completed electronically and the students are assigned a code number to use in place of their name. The code is retained by a program office staff member not involved in the examination until full evaluation of the written portion is complete. Each question is graded by two faculty members. Discrepancies in points assigned are reviewed by the graders and resolved. If discrepancies cannot be resolved, the Program Director will grade the question and the median score will be assigned. The Committee convenes to discuss exam results for each student, completes an evaluation rubric, and prepares the oral exam questions. Oral exam questioning will be specific to each student based on his/her written exam performance.

**Outcomes**

The committee will agree upon the outcome (pass, not pass) of the comprehensive examination based on the student’s performance on the written oral exam components. The Program Director will send each student a letter containing an explanation of areas of strength and of deficiency, as well as any corrective actions recommended by the committee. In case of exam failure on the first attempt, the student may choose to withdraw from the program, or may request to retake the exam the following year. Students who fail the comprehensive examination on their second attempt of will be recommended for dismissal from the program.
DISSEYERTATION – PROCESS OVERVIEW

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

The dissertation process consists of four key steps:
2. Dissertation proposal defense based upon written documentation and oral examination.
3. Advancement to candidacy after passing the proposal defense.

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

Research Standards
All PhD students complete institutionally mandated integrity, human subjects, responsible conduct of research, and conflict of interest in research training. The dissertation project must have Institutional Review Board (IRB) approval. The student should discuss the IRB submission and review process with the dissertation chair.

DISSEYERTATION CHAIR & COMMITTEE

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

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

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

- Members of the dissertation committee are selected according to the following criteria:
  - Hold an earned doctorate in a relevant field;
  - Possess expertise related to the content, methods, or practice of the dissertation topic.
  - At least one member of the Committee must have expertise in the biostatistical method(s) being proposed for the dissertation project; and
  - The fourth (or fifth member) should bring a complementary perspective that will enrich the student’s learning, and must have topical or methodological expertise relevant to the student’s research. This person could be based at PSU, OHSU, a health system, state government, or another university, and should be currently active (if emeritus or retired, justification of the appointment must be provided). This person is recommended by the student and the dissertation chair and the appointment is approved with the rest of the committee. This person reads all drafts and participates in the proposal and final defenses, but does not necessarily engage as heavily in editing, hours of advising, etc. (this will depend upon the individual’s interests and time).

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

**Formation of Committee**

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

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

The dissertation proposal should demonstrate the scientific merit and feasibility of an epidemiologic research project that, upon completion, will substantially contribute to the field through manuscripts likely to be published in peer-reviewed scientific journals. The written proposal provides the student the opportunity to gain a deeper understanding of the field of research through a substantial review of related scientific and methodologic literature. Through reviews and feedback of the dissertation committee on written drafts of the proposal, the study design and focus of the research will be optimized before active primary research begins. The oral defense provides an additional opportunity for criticism and suggestions from faculty members and fellow students with expertise in epidemiology, biostatistics, and relevant biologic or social science subject matter.

Written Dissertation Proposal Format

The written proposal contains the following sections:

1) *Introduction chapter:* a 4 – 5 page, single-spaced review of literature and the purpose, aims, theoretical framework, and biological/social concepts that form the basis of the body of research being proposed. The introduction should be broader and more detailed that what would be included in an NIH proposal. A revision of this chapter will become the first chapter in the dissertation.

2) *Specific aims and proposed methods for data collection, analysis, and interpretation:* this section should be 12 pages or less and 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). Include a brief description of strategies to protect human subjects and the status of IRB review of the proposal.

3) *Preliminary plan for three manuscripts:* a table mapping each aim to a proposed manuscript title and target journal for publication (see Preliminary Plan example in part ‘e.’ below).
   a. *Literature reviews:* In most cases, it will not be acceptable to propose a literature review as one of the three manuscripts. Instead, the review of literature should be included in the introduction chapter. Exceptions may be considered if a formal systematic review is a specific aim of the dissertation work.
   b. *Authorship:* For each paper, include a statement that shows the student will be the primary author, how the content will represent the student’s work, and how order of authorship for collaborators will be determined.
   c. *Timeline:* Indicate the expected stage of submission at the time the dissertation will be defended (i.e., submitted, in press, or published). Students are expected to have submitted *at least two of the three manuscripts for publication* by the time of the final dissertation defense.
   d. *Formatting:* Follow good practices for technical document formatting. Include the page number and version date in the footer. Add running line numbers. Use headings and a table of contents for ease of navigation.
   e. *Example Preliminary Plan Table:*

<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. Insurance status and weight change following bariatric surgery</td>
<td>Insurance status differences in weight loss and regain over five years following bariatric surgery</td>
<td>I will be primary author on all manuscripts and will take responsibility for analyses, initial drafts, coordinating reviews, and journal submission. Dr. ... will be senior author, and ...... will be coauthors.</td>
<td>Obesity</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>
Authorship Standards
Authorship of future publications from the dissertation should be discussed with the Dissertation Chair early in the dissertation proposal development process. It is expected that the authors in co-authored articles will take full responsibility to work together in terms of the substance of the article. Please refer to OHSU Policy 12-70-010 on Authorship Attribution for more information.

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

Scheduling
Final review of the proposal draft should take place at a convened meeting of the full dissertation committee, at least 4-6 weeks before the anticipated defense date. The student may formally schedule the dissertation proposal defense date as soon as the committee is satisfied that the draft proposal represents sufficient background research and preparation of an appropriate design and analytic approach. It is the student’s responsibility to schedule a room for the defense, along with any audio/visual equipment needed. Please contact the program office for guidance on scheduling a room.

At least two weeks before the agreed upon date, the student must submit the completed Dissertation Proposal Defense Request form to the program office, along with the most current draft of the dissertation proposal, so that a public announcement can be circulated. All committee members must be able to be present or available by audio/visual connection for the oral defense. The student and committee should allow at least two hours to complete for the oral defense.

At least one week before the proposal defense (earlier if requested by the chair and committee), the student must provide the final proposal draft to the committee. Students should confirm the date, time and location with committee members. If a committee member is unavailable, the meeting must be rescheduled. Students are encouraged to hold a small “dress rehearsal” of their defense presentation with peers and the program director in order to receive feedback in advance of the actual proposal defense.

Outcomes
The committee will assign the outcome as ‘Pass’ or ‘Not Passed’. To pass the oral exam, the student must meet or exceed expectations for all attributes listed on the Dissertation Proposal Defense Evaluation Rubric. An outcome of ‘Pass’ is defined by the following conditions:
1. The student’s proposal and presentation meets or exceed expectations and the proposal is accepted as is.
2. The student’s proposal and performance meets or exceeds expectations, but further explicit revisions are required by the committee. It is the chair’s responsibility to ensure the required changes are clearly recorded in the chair’s rubric form, that these are communicated verbally to the student, and that the agreed upon date for revisions is logged on the Dissertation Proposal Defense Approval form. If the student does not sufficiently address the explicit revisions by the deadline, the outcome will be converted to ‘No Pass.’
An outcome of ‘Not Passed’ is defined by the following condition:

The student’s proposal and performance does not meet expectations. In this circumstance, the committee will agree upon specific corrective actions required for the proposal and performance to meet expectations. It is the chair’s responsibility to clearly record the required corrective actions in the chair’s rubric form, and to ensure deficiencies and corrective actions are communicated verbally to the student before the oral defense concludes. The chair is also responsible for creating a written plan with the student to undertake the corrective actions so that the proposal and performance meet or exceed expectations on the second attempt. Failing the second attempt of the dissertation proposal defense will result in recommendation for dismissal from the PhD program.

The student should submit an updated final copy of the proposal to the PhD program office. After successful defense of the dissertation proposal, close contact with the dissertation chair is recommended throughout the institutional review approval process, the data collection process, and preparation of the written doctoral dissertation.

ADVANCEMENT TO CANDIDACY

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

After advancement to candidacy, students are permitted to identify themselves with the words “PhD candidate.” It is not permissible to use of PhDc, PhDC, PhD (C), or similar lettering after a student’s name. Use of these initials is not consistent with institutional policy of avoiding any PhD designation until after the Board of Trustees has formally awarded the degree.

The student may register for dissertation research credits in the term following institutional approval for advancement to candidacy. Students are required to be a candidate for at least three academic terms before the PhD degree is awarded.

WRITTEN DOCTORAL DISSERTATION AND DEFENSE

Writing the dissertation requires substantial time and effort, requiring at least 30 credits of dissertation research credits to meet degree requirements. The student should work closely with the dissertation committee chair to plan a timeline for implementing the data collection, management, and analytic approaches described in the dissertation proposal, and should allow ample time for interpretation of data, writing, and submission of manuscripts for publication. Regularly scheduled meetings between the dissertation chair and student will facilitate timely progress. Quarterly progress reports should be written by the candidate and submitted to committee members for review and feedback. It is recommended that the final review of the dissertation draft take place at a convened meeting of the full dissertation committee at least 4-6 weeks before the anticipated proposed dissertation defense date. Copies of the final dissertation draft in its entirety should be submitted to the committee members at least two weeks prior to the defense, to allow sufficient time to incorporate their suggestions and comments.
If unanticipated events result in a substantial change in the study methods of the original proposal, a revised proposal may need to be submitted to the SPH Associate Dean for Academic Affairs for approval. Should this situation arise, please consult the Program Director as soon as possible for guidance.

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

**Institutional Review Board Approval**

Institutional Review Board (IRB) approval must be obtained for research involving human subjects (or data derived from human subjects). Information about the IRB submission process, as well as forms and policies, are available on the [OHSU IRB website](https://www.ohsu.edu). The student should work closely with the dissertation chair in preparing the IRB submission materials. The chair may need to be the principal investigator for IRB purposes. Dissertation research using data from human subjects may not commence until IRB approval has been obtained. Any changes to the dissertation protocol must be reviewed and approved by the IRB.

**Written Dissertation Format**

The structure and formatting of the final dissertation should follow guidelines for Preparations/Guidelines for Theses and Dissertations can be found on the OHSU Library website. 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
  - Chapter 2: Review of the Literature
    - The literature review should address the overarching literature relevant for the body of work covered in the research papers included in the subsequent three chapters. This section should demonstrate the cohesive nature of the student’s work.
  - Chapter 3: Research Paper #1
  - Chapter 4: Research Paper #2
  - Chapter 5: Research Paper #3
  - Chapter 6: Synthesis of Research
    - This section should not draw conclusions from the body of research as a whole—including overarching themes, strengths and limitations, public health significance of the work, and future research directions.
• Terminal references (follow formatting for a standard peer-reviewed epidemiology or public health journal).
• Appendices (relevant supporting materials such as invitations to participate, consent forms, data collection instruments, etc.)

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

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

Scheduling
The student may schedule the dissertation defense as soon as the dissertation committee is satisfied with the draft document. It is the student’s responsibility to schedule a room for the defense, along with any audio-visual equipment needed; please contact the Program Office for guidance on scheduling a room. 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 contract may be held only in the regular academic terms (fall, winter or spring quarter).

At least two weeks before the agreed upon date, the student should submit the completed Dissertation Defense Request form to the program office, along with an abstract of the dissertation, so that a public announcement can be circulated. All committee members must be able to be present or available by audio/visual connection for the defense. If a committee member is unavailable, the dissertation defense must be rescheduled.

Students are encouraged to hold a small “dress rehearsal” of their dissertation defense presentation with peers and the program director in order to receive feedback in advance of the actual defense date.

Outcome
The dissertation is approved by the dissertation committee when there is no more than one dissenting vote after the dissertation defense. If there are two or more dissenting votes, the committee may recommend 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.

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

Students are expected to complete program requirements in a timely manner, maintain standards of academic integrity, and adhere to codes of conduct. Please review the section on “Academic Dismissal” in Section III, School of Public Health PhD Policies and Procedures, above.

Other grounds for dismissal include:

- Failure to make satisfactory progress toward the PhD degree, as described in “Time Limits” in Section III, School of Public Health PhD Policies and Procedures
- Failure to comply with program requirements as stated in this Handbook
- Failure to pass the comprehensive examination on the second attempt
- Failure to pass the dissertation proposal defense on the second attempt
- Failure to pass the dissertation defense on the second attempt
- An unacceptable grade (D, F, NP, W-NP)
- Failure to communicate in a timely manner with faculty advisors, course instructors, Committee Chair, or the Program Director
- Failure to comply with faculty, Program Director or institutional requests for action on course or program requirements

In such cases as listed above, the student’s performance will be reviewed by the Program Director, who will make a recommendation, in consultation with faculty members, to the Associate Dean for Academic Affairs regarding grounds for dismissal.

ASSOCIATED FORMS AND DOCUMENTS

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

- PhD in Epidemiology Program Planner
- Individualized Development Plan
- Directed Activity Request
- Directed Activity End of Term Report
- International Away Elective Form & Graduate Student Travel Waiver of Liability
- Request for Comprehensive Examination
- Appointment of Dissertation Committee
- Dissertation Proposal Defense Request
- Dissertation Proposal Approval
- Advancement to Candidacy
- Dissertation Defense Request
- Dissertation Defense Approval
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](mailto:michelle.desilets@pdx.edu), (503) 725-4575. Emily Ford ([forder@pdx.edu](mailto: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](https://library.ohsu.edu) and [here](https://library.ohsu.edu). OHSU’s Librarian Liaison to the School of Public Health is Laura Zeigen, [zeigenl@ohsu.edu](mailto: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](https://library.ohsu.edu).

**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 mathenym@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.