OHSU-PSU SCHOOL OF PUBLIC HEALTH

Community Health PhD
Program Handbook 2016–2017

https://www.pdx.edu/sch/phd-in-community-health
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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Program Description</td>
<td>1</td>
</tr>
<tr>
<td>2.0 Program Learning Competencies</td>
<td>1</td>
</tr>
<tr>
<td>3.0 Program Faculty</td>
<td>2</td>
</tr>
<tr>
<td>3.1 Faculty Overview</td>
<td>2</td>
</tr>
<tr>
<td>3.2 Doctoral Program Director</td>
<td>2</td>
</tr>
<tr>
<td>3.3 Faculty Advisor</td>
<td>2</td>
</tr>
<tr>
<td>3.4 Student Advisory Committee</td>
<td>3</td>
</tr>
<tr>
<td>4.0 Degree Requirements</td>
<td>3</td>
</tr>
<tr>
<td>4.1 Program Overview</td>
<td>3</td>
</tr>
<tr>
<td>4.2 Course Requirements</td>
<td>4</td>
</tr>
<tr>
<td>4.3 Credit Transfers</td>
<td>8</td>
</tr>
<tr>
<td>4.4 Program Learning Competency/Curriculum Map</td>
<td>9</td>
</tr>
<tr>
<td>4.5 Proposed Curriculum Plan for Full-time Students</td>
<td>10</td>
</tr>
<tr>
<td>4.6 Comprehensive Exam</td>
<td>11</td>
</tr>
<tr>
<td>4.7 Dissertation Committee</td>
<td>12</td>
</tr>
<tr>
<td>4.8 Dissertation Proposal and Advancement to Doctoral Candidacy</td>
<td>13</td>
</tr>
<tr>
<td>4.9 Dissertation</td>
<td>15</td>
</tr>
<tr>
<td>5.0 Library Support</td>
<td>18</td>
</tr>
<tr>
<td>6.0 Financial Support</td>
<td>20</td>
</tr>
<tr>
<td>6.1 Graduate Teaching Assistantships</td>
<td>19</td>
</tr>
<tr>
<td>6.2 Graduate Research Assistantships</td>
<td>19</td>
</tr>
<tr>
<td>7.0 Grading Standards</td>
<td>22</td>
</tr>
<tr>
<td>8.0 Time Limitations</td>
<td>22</td>
</tr>
<tr>
<td>9.0 Residency Requirements</td>
<td>22</td>
</tr>
<tr>
<td>10.0 PSU Rules and Procedures</td>
<td>23</td>
</tr>
<tr>
<td>11.0 Appeals and Grievances</td>
<td>23</td>
</tr>
</tbody>
</table>

**APPENDICES**

- Appendix I: Annual Student Review form
- Appendix II: Degree Planning Guide and Checklist
- Appendix III: Application to take the Comprehensive Exam
1.0 PROGRAM DESCRIPTION
The PhD program in Community Health is situated within Portland State University as a part of the OHSU-PSU School of Public Health. The PhD program in Community Health is intended to provide students with advanced training in conducting research and developing instruction skills in public health, with a specific focus on the social and behavioral determinants of health. The program curriculum is complemented by an interdisciplinary faculty that has educational backgrounds in public health and in other disciplines such as communication, social work, and sociology. The curriculum has several strengths, including intensive training in research methodology, epidemiologic research design, qualitative approaches, statistical analyses, and elective courses to form a focused area of emphasis. The curriculum is designed to help students integrate coursework with applied research and includes two years of enrollment in a doctoral seminar course, an active research apprenticeship with a faculty mentor, and opportunities for collaboration on peer-reviewed published papers.

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

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

2.0 PROGRAM LEARNING COMPETENCIES
The Community Health doctoral curriculum is designed to provide training and mastery around a set of seven program level learning competencies:

1) Identify gaps in the field of Community Health by critically analyzing relevant peer-reviewed literature; design timely, responsive and feasible research questions.
2) Identify and synthesize theoretical frameworks across various topics, including health policy, health behavior, the social determinants of health, and pedagogy.
3) Master and synthesize multiple approaches to research design, data collection, data analysis and interpretation so that these skills can be appropriately applied to a variety of research questions in the field of Community Health.
4) Recognize and evaluate the impact of social, cultural and contextual factors on health outcomes.
5) Translate and disseminate knowledge and research findings to public, professional and student audiences both orally and in writing, integrating current pedagogical theory in the specific context of teaching.
6) Critically analyze and synthesize information from multiple sources to identify and monitor current and relevant issues concerning health systems and policy.
7) Demonstrate ethical conduct and cultural competence in research critique, design and analysis.
3.0 PROGRAM FACULTY

3.1 Faculty Overview
Faculty members from the OHSU-PSU School of public health participate in the Community Health PhD program through teaching, research, advising, mentoring, and governance. Students should feel free to approach faculty with questions and interest about their research, and consult them on issues of professional development and their planned course of study. Faculty are listed on the faculty webpage at: http://ohsu-psu-sph.org/index.php/faculty-2/faculty-directory/.

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

3.3 Faculty Advisor
Upon entry to the doctoral program, each student is assigned a faculty advisor whose work overlaps with the student's stated research interests. Faculty advisor duties include:

- Assisting students in their transition to doctoral student life.
- Providing overall guidance and academic support and reviewing student progress. Meeting with student regularly (recommended 2 times per month) throughout the academic school year to provide overall guidance and academic support
- Reviewing student progress by completing the Community Health PhD Student Annual Review process and form twice each academic year—at the beginning of the Fall term and at the end of the Spring Term. See APPENDIX I for the Annual Student Review Form.
- Mentoring students on research activities throughout their course of study and aiding students in the establishment of a dissertation committee and selection of a chair (not necessarily the faculty advisor) and committee members.
- Serving as mentor to their advisees for 18 credits of By-Arrangement mentored research credits (PHE 601), unless arrangements are made for another mentor.
- Serving as the director of Graduate Research Assistantship (GRA) student duties when applicable.
- Notifying students of relevant School of Public Health, community level, and national professional development events and services and advocating for student participation.
- Requesting Degree Audit Reporting System (DARS) reports from administrative staff and requests DARS exceptions as appropriate.
- Providing timely support and guidance to advisees when students are in academic or personal difficulty.

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

3. 4 Student Advisory Committee
Per the PSU procedures for doctoral degrees, students will be additionally be assigned a
student advisory committee upon satisfactory completion of 9 credits of coursework and no
later than 6 months prior to the completion of the comprehensive examination. The advisory
committee, consisting of at least three faculty members, will be appointed by the Doctoral
Program Director. See a summary of the procedures for doctoral degrees at PSU at:

4.0 DEGREE REQUIREMENTS

4.1 Program Overview
The award of the PhD degree in Community Health from the OHSU-PSU School of public health
is the culmination of a sequential process of:
- Coursework requirements, included Mentored Research credit hours and Dissertation
  credit hours
- Comprehensive examination
- Dissertation Proposal and defense
- Doctoral Dissertation and defense

Students will take a series of core health and research methods courses as well as elective
courses in one of three areas of emphasis (social and behavioral health, aging and health, or
urban health) or an area otherwise related to the student's interests and approved by the
student’s advisor. Upon successful completion of coursework, students must pass a written and
oral comprehensive exam. Before advancing to PhD candidacy, students will complete and
defend a dissertation proposal. Students will then design, implement, and analyze a research
project. The final product is a written dissertation with an oral defense of the dissertation work.
The PhD program in Community Health includes a total of 108 required credits: 30 required
health course credits, at least 10 elective health course credits, 17 required methods credits, at
least 6 elective methods credits, 18 credits of mentored research (PHE 601), and at least 27
dissertation credits (PHE 603).

4.2 Coursework Requirements
Students admitted with a Master’s Degree in Public Health take will take the required
coursework as shown. Students admitted with an undergraduate degree or a graduate degree
other than a Master in Public Health will be required to take PHE 530 Epidemiology I, PHE 511
Foundations of Public Health, and PHE 515 Introduction to Biostatistics as electives.
Coursework requirements are specified in the Portland State Bulletin, which serves as the current description of the approved program requirements. Program requirements may change during the student's tenure. When this occurs, the student may confer with his/her faculty advisor and the PhD Program Director to discuss options. Students are always allowed to follow the requirements that were in place upon matriculation, and with Program Director guidance students may have alternative option of adopting updated requirements.

**Required Health Courses (30 Required Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHE 612</td>
<td>Advanced Principles of Health Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PHE 546</td>
<td>Urban and Community Health</td>
<td>3</td>
</tr>
<tr>
<td>PHE 524</td>
<td>Social Epidemiology Methods &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td>PHE 580</td>
<td>Concepts of Environmental Health</td>
<td>3</td>
</tr>
<tr>
<td>PAH 671</td>
<td>Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>PAH 674</td>
<td>Health Systems Organization</td>
<td>3</td>
</tr>
<tr>
<td>PHE 622</td>
<td>Health and Social Inequalities</td>
<td>3</td>
</tr>
<tr>
<td>PHE 626</td>
<td>Teaching and Learning in Health Promotion &amp; Social Work</td>
<td>3</td>
</tr>
<tr>
<td>PHE 623</td>
<td>Doctoral Seminar in Health Research*</td>
<td>1</td>
</tr>
</tbody>
</table>

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

**Required Methods Courses (17 Required Credits)**

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

**Elective Health Courses (10 Required Credits)**

Students will also take at least 10 credits of electives on health topics related to one of three defined areas of emphasis the student has chosen (i.e., social and behavioral health, aging and health, or urban health) or an area otherwise related to the student's interests and approved by the student’s advisor. Future versions of this handbook will include suggestions that draw from the OHSU-PSU School of Public Health as well as from PSU. Current PSU-based suggestions are listed below.
Suggested PSU-based electives include:

- PHE 511 Foundations of Public Health (3)
- PHE 517 Community Organizing (3)
- PHE 518 Topics in Health Studies (3)
- PHE 540 Mass Communication & Health (3)
- PHE 541 Media Advocacy & Public Health (3)
- PHE 546 Urban & Community Health (3)
- PHE 550 Health Promotion Program Planning (4)
- PHE 552 Women’s Health (3)
- PHE 557/657 National Long Term Care Policy (3)
- PHE 558/658 Perspectives on Aging (3)
- PHE 559/659 Economics of Aging (3)
- PHE 560/660 Mental Health & Aging (3)
- PHE 561/661 Cultural Variations in Aging (3)
- PHE 576 Physical Activity, Health & Disease (3)
- PHE 577 Exercise, Nutrition & Performance (3)
- PAH 541 Organizational Behavior In Health Services Organizations (3)
- PAH 544 Leadership and Governance in Health Services (3)
- PAH 570 Health Administration (3)
- PAH 572 Health Politics (3)
- PAH 573 Values and Ethics in Health (3)
- PAH 574 Health Systems Organization (3)
- PAH 576 Strategic Management of Health Care Organizations (3)
- PAH 577 Health Care Law and Regulation (3)
- PAH 578 Continual Improvement in Health Care (3)
- PAH 579 Health Information Technology and Systems Management (3)
- PAH 580 Health Services Human Resources Management (3)
- PAH 586 Introduction to Health Economics (3)
- PAH 587 Financial Management of Health Services (3)
- PHL 481/581 Biomedical Ethics I (4)
- PHL 482/582 Biomedical Ethics II (4)
- PHL 483/583 Biomedical Ethics III (4)
- PSY 550/650 Occupational Health Psychology (4)
- PSY 554/654 Social Psychology of Mental Health (4)
- SOC 585/685 Medical Sociology (4)
- SOC 586/686 Topics in Health and Inequality (4)
- SOC 587/687 International Health Inequalities (4)
- SW 523 Health Care Policies and Programs
- SW 554 Social Work and Health Care (3)
Methods Course Electives (6 Required Credits)
In addition to the required methods courses, students must enroll in at least 6 credits of methods electives. Elective course selections must be approved by the student’s advisor. Suggested elective methods courses are listed at the end of the section on coursework. Methods electives should be relevant to the student’s specialization area and may be fulfilled by any PSU or OHSU-PSU School of Public Health courses approved by the student’s faculty advisor. Future versions of this handbook will include suggestions that draw from the OHSU-PSU School of Public Health as well from PSU. Current PSU-based suggestions are listed below.

Suggested PSU-based methods electives include:

ELP 513 Advanced Research Designs and Data Analysis in Education (4)
ELP 514 Educational Measurement and Assessment (4)
PHE 475/575 Exercise Testing Techniques (4)
PAH 588 Program Evaluation and Management in Health Services (3)
PAH 589 Research Methods in Health Services (3)
STAT 571 Applied Multivariate Statistical Analysis (3)
STAT 543 Survey of Statistical Methods (4)
STAT 573 Computer Intensive Methods in Statistics (3)
STAT 576 Sampling Theory and Methods (3)
STAT 577 Categorical Data Analysis (4)
STAT 578 Survival Analysis (3)
PA 555 Program Evaluation and Management (3)
PSY 522/622 Multiple Regression and Multivariate Quantitative Methods (5)
PSY 523/623 Factor analysis and Covariance Structure Modeling
PSY 524/624 Research Design in Applied Psychology (4)
PSY 537/637 Qualitative Research Methods in Psychology (4)
PSY 595/695 Psychological Measurement (4)
ECON 570 Econometrics (4)
ECON 571 Advanced Econometrics (4)
ECON 575 Applied Advanced Econometrics (4)
ELP 516/616 Collaborative Ethnographic Research Methods (4)
USP 532 Data Collection (4)
USP 630 Research Design (4)
USP 656 Advanced Statistics: Multilevel Regression (3)
USP 655 Advanced Statistics: Structural Equation Modeling (3)

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

It is important to distinguish the mentored research credit hour requirement from separate paid work that doctoral students may do as graduate research assistants (GRAs) during their training to help fund their studies. GRA work is directed by the faculty member who is funding the position and is work intended to support that faculty member in her/his independent research. This work is assigned by the faculty member.

In contrast, mentored research hours are student-led; students have agency—with faculty input and support—to help shape a research project they are interested in (e.g. a literature review or a small data analysis that may support their dissertation).

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

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

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

**Dissertation Credits (at least 27 credits)**

The dissertation is the doctoral student’s most substantial achievement—a significant work of research built upon an immersion in the academic literature, informed theoretical reasoning, and original research and analysis.

During the research and writing of the dissertation, students will enroll in at least 27 By-Arrangement dissertation credits (PHE 603). Students should register for dissertation credits anytime they are working substantively on their dissertation with faculty members. A student does not need to have defended their dissertation proposal in order to enroll in dissertation credits.
4.3. Credit Transfers
For doctoral degrees, pre-admission and transfer credits must be graduate credit taken at a regionally accredited institution and applicable to a graduate degree program without qualification at the originating institution. Pre-admission and transfer credits cannot be correspondence credit. While, in theory, all coursework for the degree can be transferred from another institution, the following items must be completed at PSU: comprehensive exams, residency, proposal, advancement to candidacy, and dissertation research.

All credit transfers are at the discretion of the doctoral program. If transfer courses (courses taken at any time from another regionally accredited institution) are to be included on the program of study, the Proposed Transfer Credit form (GO-21D) must be filed in OGS for approval (https://www.pdx.edu/ogs/forms). It is strongly suggested that any transfer of credits be completed early in the student's program.
### 4.4 Program Learning Competency/Curriculum Map

The table below demonstrates how each of the required courses maps to the 7 Learning Competencies for the PhD program in Community Health:

<table>
<thead>
<tr>
<th>Program Level Competency</th>
<th>Courses Fulfilling Competency Training</th>
</tr>
</thead>
</table>
| 1) Identify gaps in the field of Community Health by critically analyzing relevant peer-reviewed literature; design timely, responsive and feasible research questions. | PHE 524 Social Epi Methods & Theory (P)*  
PHE 624 Doctoral Methods Comm Health I (P)  
PHE 625 Doctoral Methods Comm Health II (P)  
PHE 623 Doctoral Seminar (R)  
PHE 520 Qualitative Research Design (R)  
PHE 601 Mentored Research (R) |
| 2) Identify and synthesize theoretical frameworks across various topics, including health policy, health behavior, the social determinants of health, and pedagogy. | PHE 612 Adv Principles Health Behav (P)  
PHE 524 Social Epi Methods & Theory (P)  
PAH 671 Health Policy (P)  
PHE 626 Teaching & Learning in HP& SW (P)  
PHE 546 Urban & Community Health (R)  
PAH 674 Health Systems Organization (R)  
PHE 622 Health & Social Inequalities (R)  
PHE 520 Qualitative Research Design (R)  
PHE 624 Doctoral Methods Comm Health I (R)  
PHE 625 Doctoral Methods Comm Health II (R)  
PHE 601 Mentored Research (R) |
| 3) Master and synthesize multiple approaches to research design, data collection, data analysis and interpretation so that these skills can be appropriately applied to a variety of research questions in the field of Community Health. | PHE 520 Qualitative Research Design (P)  
PHE 624 Doctoral Methods Comm Health I (P)  
PHE 625 Doctoral Methods Comm Health II (P)  
USP 634 Data Analysis I (P)  
USP 654 Data Analysis II (P)  
PHE 601 Mentored Research (R)  
PHE 524 Social Epi Methods & Theory (R) |
| 4) Recognize and evaluate the impact of social, cultural and contextual factors on health outcomes. | PHE 524 Social Epi Methods & Theory (P)  
PHE 622 Health & Social Inequalities (P)  
PHE 546 Urban & Community Health (R)  
PHE 580 Concepts of Environ Health (R)  
PHE 626 Teaching & Learning in HP& SW (R)  
PHE 624 Doctoral Methods Comm Health I (R)  
PHE 625 Doctoral Methods Comm Health II (R)  
PHE 601 Mentored Research (R) |
| 5) Translate and disseminate knowledge and research findings to public, professional and student audiences both orally and in writing, integrating current pedagogical theory in the specific context of teaching. | PHE 623 Doctoral Seminar (P)  
PHE 626 Teaching & Learning in HP& SW (P)  
PHE 520 Qualitative Research Design (R)  
PHE 546 Urban & Community Health (R)  
PHE 624 Doctoral Methods Comm Health I (R)  
PHE 625 Doctoral Methods Comm Health II (R)  
PHE 601 Mentored Research (R) |
| 6) Critically analyze and synthesize information from multiple sources to identify and monitor current and relevant issues concerning health systems and policy. | PAH 671 Health Policy (P)  
PAH 674 Health Systems Organization (P)  
PHE 601 Mentored Research (R) |
| 7) Demonstrate ethical conduct and cultural competence in research critique, design and analysis. | PHE TBA Social Epi Methods & Theory (P)  
PHE 622 Health & Social Inequalities (R)  
PHE 624 Doctoral Methods Comm Health I (R)  
PHE 625 Doctoral Methods Comm Health II (R)  
PHE 601 Mentored Research (R) |

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

The full coursework aspect of the PhD curriculum is shown below with a suggested schedule for full-time students, making up the first three years of the program. **During year 4 and beyond,** students are expected to be enrolled only in dissertation credits (PHE 603), with a minimum of 27 credits required. These are suggestions given that students may take electives that require different timing, may enroll on a part-time basis, or may have other needs that require a different arrangement (e.g. taking PHE 530 Epidemiology I, PHE 511 Foundations of Public Health, and PHE 515 Introduction to Biostatistics as electives early in the program if the student does not come in with comparable credits from a Master’s or other graduate degree). It is also possible that the scheduling time for some courses may change over the course of a student’s enrollment. Thus, scheduling plans should be made with faculty advisor input and should take prerequisites and the ordering of courses into account.

#### YEAR 1

<table>
<thead>
<tr>
<th>Fall Yr 1 (10 credits)</th>
<th>Winter Yr 1 (11 credits)</th>
<th>Spring Yr 1 (11 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHE 612 Advanced Principles of Health Behavior (3) (prereq for other courses)</td>
<td>USP 634 Data Analysis I (4)</td>
<td>PAH 671 Health Policy (3)</td>
</tr>
<tr>
<td>PHE 522/622 Health and Social Inequalities (3)</td>
<td>PHE 546 Urban and Community Health (3)</td>
<td>USP 654 Data Analysis II (4)</td>
</tr>
<tr>
<td>PHE 520 Qualitative Research Design (3)</td>
<td>*PHE 624 Advanced Methods in Epidemiologic Research I (3)</td>
<td>PHE 625 Advanced Methods in Epidemiologic Research II (3)</td>
</tr>
<tr>
<td>PHE 623 Doctoral Seminar in Health Research (1)</td>
<td>*PHE 623 Doctoral Seminar in Health Research (1)</td>
<td>PHE 623 Doctoral Seminar in Health Research (1)</td>
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**Year 1: 32 credits**

#### YEAR 2

<table>
<thead>
<tr>
<th>Fall Yr 2 (10 credits)</th>
<th>Winter Yr 2 (10 credits)</th>
<th>Spring Yr 2 (10 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAH 674 Health Systems Organization (3)</td>
<td>PHE 601 Research (3)</td>
<td>Elective (3)</td>
</tr>
<tr>
<td>PHE 580 Concepts of Environmental Health (3)</td>
<td>PHE 524 Social Epidemiology Methods &amp; Theory (3)</td>
<td>Elective (3)</td>
</tr>
<tr>
<td>PHE 601 Research (3)</td>
<td>PHE 626 Teaching Health (3)</td>
<td>PHE 601 Research (3)</td>
</tr>
<tr>
<td>PHE 623 Doctoral Seminar in Health Research (1)</td>
<td>PHE 623 Doctoral Seminar in Health Research (1)</td>
<td>PHE 623 Doctoral Seminar in Health Research (1)</td>
</tr>
</tbody>
</table>

**Year 2: 30 credits**

#### YEAR 3

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

**Year 3: 28 credits**
4.6 Comprehensive Exam

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

Timing

The comprehensive exam will be scheduled only after all core required health courses (30 credits), required methods courses (17 credits), and health electives (at least 10 credits) have been completed. Methods elective courses (at least 6 credits) and mentored research credits (18 credits of PHE 601) may be completed after the comprehensive exam. **Timing for taking the comprehensive will typically coincide with the Winter term of the third year for full-time students.** For students entering a doctoral program with a master’s degree, a maximum of five years will be allowed from admission to completion of the required comprehensive examination. For students entering with a bachelor’s degree only, a maximum of two additional years will be added to this limit, for a maximum of seven years from admission to completion of the comprehensive examination. Failure to meet this PSU-wide time limit policy will result in cancellation of admission to the doctoral program (see section 8.0 on Time Limitations for more information).

Furthermore, the comprehensive exam must be taken when the university is in regular session (excludes summer session) and the student must be registered during the quarter in which the exam is taken. Students are required to complete the Application to Take the Comprehensive Exam form found in APPENDIX III and file it with the Doctoral Program Director during the term prior to the term in which they will be taking the exam (e.g. file the form during the Fall term to take the exam during the Winter term). Students are strongly encouraged to meet with their Comprehensive Exam Committee members at least one month prior to the scheduled exam to ask any question they may have about preparation and/or what to expect. Students are responsible for scheduling the both the written and oral portions of their exam with their Comprehensive Exam Committee (see below) using email or preferably an online scheduling tool (e.g. doodle.com). Given that faculty have busy schedules, it is advised that students schedule their exams well in advance.

Comprehensive Committee Composition

The Comprehensive Exam Committee will consist of a student’s previously assigned Student Advisory Committee, with the faculty advisor serving as chair. Provisions may be made on a case-by-case basis by the Doctoral Director in cases where faculty members are on sabbatical or are otherwise available.
Written Component
The written portion of the exam requires a written response to a series of questions intended to evaluate mastery of the program learning objectives and doctoral coursework. Once students receive the examination questions from the Comprehensive Exam Committee, they have 5 consecutive days to complete the exam, working off-campus at a location of their choice. The completed exam should be turned into the Comprehensive Exam Committee via email by the deadline provided.

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

Comprehensive Exam Completion
When a student has passed the comprehensive exam, the committee and Doctoral Program Director will meet to evaluate the student’s performance and assign a “pass” or “no pass” grade. The faculty advisor and Doctoral Director will then file a completion form (https://www.pdx.edu/ogs/sites/www.pdx.edu.ogs/files/GO-22.pdf) with the PSU Office of Graduate Studies. If a student fails the comprehensive exam, the student may repeat it during the next regular academic term (i.e. excluding summer term), and no fewer than 10 weeks after the first attempt. The results of the second attempt are final, and if a student fails the second attempt, the student will not be allowed to continue in the doctoral program. Any issues that might result in the need for a longer period allowed between the first and second attempts should be brought to the attention of the Doctoral Director, who will consider them on a case-by-case basis.

4.7 Dissertation Committee
After passing the comprehensive examination and identifying a dissertation topic, a dissertation committee will be assembled by the student with input from his/her advisor and the student advisory committee. The dissertation committee must be approved by the PSU Office of Graduate Studies (OGS) using the Appointment of Doctoral Dissertation Committee form (GO-16D), which can be found at: https://www.pdx.edu/ogs/forms. The dissertation committee must consist of four to six PSU faculty members: the dissertation adviser (which does not have to be the faculty advisor), a minimum of two and a maximum of four regular members, and the Graduate Office Representative. The chair of the dissertation committee and the Graduate Office Representative must be regular, full-time PSU instructional faculty, tenured or tenure-track, assistant professor or higher in rank; the other two to four committee members may include adjunct or fixed-term faculty and/or one member of the OHSU faculty. If it is necessary to go off-campus for one committee member with specific expertise not available among PSU
faculty, a curriculum vitae (CV) for that proposed member must be presented with the GO-16D form. This off-campus member may substitute for one of the two to four regular committee members. All committee members must have doctoral degrees. No proposal defense shall be valid without a dissertation committee approved by OGS.

The dissertation committee will serve as a strong foundation of the student’s background and experience, the nature of their project, along with the expertise of faculty supporting them. Guidance and feedback will be given throughout the process from the committee. There should be careful consideration of the dissertation chair from the student as oversight and guidance of the committee will help complete the dissertation.

4.8 Dissertation Proposal and Advancement to Doctoral Candidacy

Students have a maximum of three years after passing their comprehensive exam to successfully defend their dissertation proposal and advance to doctoral candidacy. The dissertation proposal is intended to demonstrate the scientific merit and feasibility of a proposed doctoral dissertation research project that, upon completion, will substantially contribute to the Community Health field through manuscripts that are likely to be publishable in peer-reviewed scientific journals. The dissertation proposal provides the student the opportunity to gain a deeper understanding of the field of research through an extensive review of related scientific and methodologic literature. Through reviews and feedback of the dissertation committee on drafts of the written proposal document, the study design and focus of the research will be optimized before active dissertation research begins. The public oral defense of the dissertation proposal provides an additional opportunity for critique and suggestions from the dissertation committee as well as other faculty members, graduate students and members of the OHSU-PSU School of Public Health community.

Timing

Upon successful completion of the comprehensive exam, students may begin assembling a dissertation committee and drafting their dissertation proposal. When the dissertation committee is satisfied that the written proposal represents sufficient planning and background research that allows for a meaningful critique and oral defense, the dissertation committee will approve the student to move forward with scheduling the oral dissertation proposal presentation.

Written Dissertation Proposal Format

The dissertation proposal will be written in the format of an NIH grant proposal for an R01 level grant. See the instructions at https://grants.nih.gov/grants/funding/phs398/phs398.pdf. The posted instructions are lengthy and comprehensive but serve as an introduction to NIH grant writing. The relevant portions of the instructions are contained in sections 5.5.2-5.5.4. The dissertation proposal must include a title page, a 1-page specific aims section (see section 5.5.2 in the phs398 form), a research strategy section (covering significance, innovation and approach, and more) (see section 5.5.3 in the phs398 form 5.5.3), a bibliography and references cited section (see section 5.5.4 in the phs398 form).
With respect to formatting (fonts, margins etc.), guidelines are provided in section 2.6 of the phs398 form, and can also be accessed at http://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm. There are a variety of page-limit guidelines provided within this document. PSU dissertation proposals will adhere to the following page limits:

- Title Page: 1 page
- Specific Aims: 1 page
- Research Strategy: 12 pages
- References: unlimited

Please also see http://deainfo.nci.nih.gov/extra/extdocs/gntapp.pdf, a helpful guide to writing an NIH grant—including suggestions for what to include in each section. Students should meet with their faculty advisor and dissertation committee before beginning the writing process, and iteratively throughout the process to ensure that satisfactory progress is being made, and that the proposed research question and study design will be optimized prior to proposal defense.

Oral Dissertation Proposal Presentation
When the doctoral committee is satisfied that that draft proposal represents sufficient planning and background research, students will be allowed to schedule their public oral defense of the dissertation proposal. The dissertation proposal defense presentation must take place in the presence of the entire approved dissertation committee, although provisions may be made on a case-by-case basis by the Doctoral Director in cases where faculty members are on sabbatical or are otherwise unavailable. The public oral defense will consist of the student presentation of the dissertation proposal, plus an open period of questions and critique allowing for input from faculty members and fellow students that may provide a breadth of expertise and perspectives. The proposal defense as a whole should have a maximum length of 90 minutes. Students are responsible for scheduling the proposal defense using email and preferably an online scheduling tool (e.g. doodle.com).

Timing and Advancement to Doctoral Candidacy
The dissertation committee and doctoral program chair will recommend the student for advancement to candidacy once the dissertation proposal has been approved. A student cannot be advanced to candidacy until PSU Human Subjects Institutional Review Board approval is obtained, or, if appropriate, a waiver from the Institutional Review Board is obtained (see section below). The student will be informed by the PSU Dean of Graduate Studies of advancement to candidacy for the doctoral degree.

Per PSU-wide policy, a maximum of three years will be allowed from the completion of comprehensive examinations to advancement to candidacy. Failure to meet this time limit will result in cancellation of admission to the doctoral program (see section 8.0 on Time Limitations).
PSU Institutional Review Board (IRB) Approval
After dissertation proposal approval, PSU IRB approval must be obtained before advancement to doctoral candidacy can occur. If a student’s research can be waived from IRB review, the student must obtain a waiver from the IRB to proceed. **Dissertation research cannot commence until IRB approval, or a waiver, is acquired.** The student must work with his or her dissertation chair on this as only PSU faculty can submit PSU IRB applications. A student cannot be advanced to candidacy until IRB approval is granted. Students conducting human subjects research must also complete human subjects research training; there are two options—the CITI Collaborative Institutional Training Initiative or the NIH Human Subjects Protection Training. Both may be accessed at, [https://sites.google.com/a/pdx.edu/research/integrity/responsible-conduct](https://sites.google.com/a/pdx.edu/research/integrity/responsible-conduct). Information on the PSU IRB and its process may be found at, [https://sites.google.com/a/pdx.edu/research/integrity/human-subjects](https://sites.google.com/a/pdx.edu/research/integrity/human-subjects).

4.9 Dissertation

Timing of Dissertation Defense and Graduation Requirements
A doctoral candidate has a minimum of four months and a maximum of five years from the effective date of advancement to candidacy to complete all requirements for graduation, including defense of the dissertation and its final approval by the Office of Graduate Studies Candidates must be continuously enrolled during that period. Failure to meet the five-year limitation will invalidate passing of the comprehensive examinations and remove the student from candidacy (See further details in section 8.0 on Time Limitations).

General Overview of Timeline and Procedures
Doctoral students must register for a minimum of 27 hours of dissertation (PHE 603) credits before graduation. A minimum continuing enrollment of one graduate credit is required through the term a student graduates.

Under direction of the chair of the dissertation committee, and in consultation with the members of the dissertation committee, the doctoral candidate will prepare a preliminary draft of the dissertation. The draft will be revised with input from the dissertation committee until it meets the approval of the committee.

The doctoral candidate will file the application for Awarding of a Doctoral Degree form with OGS no later than the first week of the anticipated term of graduation [https://www.pdx.edu/ogs/application-awarding-masters-or-doctoral-degree/](https://www.pdx.edu/ogs/application-awarding-masters-or-doctoral-degree/). Deadlines are available at [https://www.pdx.edu/ogs/graduate-candidate-deadlines/](https://www.pdx.edu/ogs/graduate-candidate-deadlines/).

After preparation of the written dissertation, the doctoral candidate’s dissertation committee will conduct a dissertation defense. A dissertation defense may be scheduled only during the regular academic terms (excludes summer term), at least five weeks prior to the end of the term of anticipated graduation. **The student must deliver a final draft of the dissertation to all members of the approved committee no fewer than two weeks before the dissertation**
defense. All committee members or alternates approved in advance by OGS must be present for the dissertation defense.

The final, approved dissertation must be submitted to OGS not later than three weeks prior to the close of the term of application for graduation.

The doctoral program completes the Recommendation for the Degree form GO-17D, ([https://www.pdx.edu/sites/www.pdx.edu.ogs/files/GO-17D.pdf](https://www.pdx.edu/sites/www.pdx.edu.ogs/files/GO-17D.pdf)) which is forwarded to OGS. In-progress grades for 603 dissertation credits are changed on this form, eliminating the need for Supplemental Grade Reports for these courses. OGS verifies that all requirements for the degree have been met and awards the degree. Students will be notified by email when the degree has been awarded. Diplomas are generally mailed within 2-3 weeks after the degree is awarded, except for fall term which will take 4-6 weeks due to holiday closures. For additional information about diplomas see, [https://www.pdx.edu/registration/diploma.html](https://www.pdx.edu/registration/diploma.html) (Please note that commencement is not the same as graduation. Doctoral students must be certified by OGS in order to participate in the PSU Spring Commencement ceremony.)

**Written Dissertation Format**

A summary of the dissertation format is as follows:

- 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.

  o Chapter 1: Introduction and Research Aims
    ▪ Introduction should be no more than 3 pages in length. This section should provide a cohesive justification for the body of research that makes up the dissertation. Students should look to the Background section of the dissertation proposal for guidance.
    
    ▪ Research Aims should be no longer than 1 page in length (formatted as they would be for the Specific Aims section of an NIH grant and as they were for the dissertation proposal).

  o Chapter 2: Review of the Literature
    ▪ The literature review should not exceed 30 pages and should address the overarching literature relevant for the body of work covered in the three research papers included in the subsequent three chapters. This section should demonstrate the cohesive nature of the student’s work.

  o Chapter 3: Research Paper #1
  o Chapter 4: Research Paper #2
  o Chapter 5: Research Paper #3

  o Chapter 6: Synthesis of Research
    ▪ This section should not exceed 20 pages and should draw conclusions from the body of research as a whole--including overarching themes, strengths and limitations, public health significance of the work, and future research directions.

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

Dissertation Defense
After completion of the written dissertation, and with the dissertation committee’s approval, the doctoral candidate will schedule the oral dissertation defense. A dissertation defense may be scheduled only during the regular academic terms, at least five weeks prior to the end of the term of anticipated graduation. For summer term graduation, deadlines apply to the regular eight-week Summer Session. The student must deliver a completed draft of the dissertation to all members of the approved committee no fewer than two weeks before the dissertation defense. All committee members or alternates approved in advance by OGS must be present for the dissertation defense. Students are responsible for scheduling the proposal defense using email and preferably an online scheduling tool (e.g. doodle.com).

The oral defense conveys the purpose, implementation and findings of the dissertation, along with providing insight on its contribution to a particular field of study. The presentation is directed specifically to the dissertation committee, but it is open to the OHSU-PSU faculty, students and the public. The dissertation defense should include a power point presentation that provides an overview of all the sections contained within the written dissertation document. The presentation should be approximately an hour in length. After the dissertation presentation, there will be a 30 minute period for public questions. This will be followed by a private question and answer session for the doctoral candidate and the dissertation committee during which the committee will question the doctoral candidate on topics of research significance, limitations, methods, implications etc. of the work presented.

The final, approved dissertation must be submitted to OGS not later than three weeks prior to the close of the term of application for graduation.

The doctoral program completes the Recommendation for the Degree form GO-17D, (https://www.pdx.edu/sites/www.pdx.edu.ogs/files/GO-17D.pdf) which is forwarded to OGS. In-progress grades for 603 dissertation credits are changed on this form, eliminating the need for Supplemental Grade Reports for these courses. OGS verifies that all requirements for the degree have been met and awards the degree. You will be notified by email when your degree has been awarded. Diplomas are generally mailed within 2-3 weeks after the degree is awarded, except for fall term which will take 4-6 weeks due to holiday closures. For additional information about diplomas, https://www.pdx.edu/registration/diploma.html (Please note that commencement is not the same as graduation. Doctoral students must be certified by OGS in order to participate in the PSU Spring Commencement ceremony.)

5.0 LIBRARY SUPPORT
Portland State's Branford P. Millar Library holds more than one million volumes and more than 10,000 subscriptions that support teaching and research. In addition to providing course reserves, users can borrow materials from the 39 member libraries in the Orbis-Cascade Consortium. Up to date hours information and to search the library's holdings, use the library's website: http://library.pdx.edu.
The Urban & Public Affairs Librarian is a resource to support you in your course work, research, and teaching. Making an appointment with her is strongly encouraged.

6.0 FINANCIAL SUPPORT
Whenever possible, full-time students are offered a full-time tuition allowance and stipend via graduate research assistantship (GRA) positions or graduate teaching assistantships (GTAs). This support derives from either school-level resources or sponsored project funds. During the first two to three years, students and mentors are encouraged to identify grant opportunities to replace or extend the school-level support.

Graduate assistantships require full time status and are governed by the PSU guidelines for graduate assistantships, which can be found at, https://www.pdx.edu/ogs/graduate-assistantships.

Graduate assistantships are 9-month appointments and are made on a year-to-year basis. Incoming students who wish to be considered for an assistantship submit a CV to the PhD Program Director upon admission into the program. Appointments are made at the discretion of the Community Health Program Director in consultation with the core faculty. Positions that are fully funded (tuition remission and stipend) by external sources are made at the discretion of the responsible faculty member. Assistantships are subject to cancellation at any time if the student fails to maintain good academic standing. The availability of some assistantships may not be known until the summer or early fall before the start of the academic year.

Summer employment is not included by default, but graduate research or teaching assistantships may be available over the summer in some instances. On occasion, GRA positions may also be negotiated with other health organizations in the area; the core faculty can advise on these opportunities and they are usually coordinated through the Program Director.

Continuing students should advise the Program Director in the spring of the academic year of their interest in an assistantship for the following academic year. The program seeks to identify assistantships for every student who seeks one, but cannot guarantee these as they are dependent upon “soft” funding.

6.1 Graduate Teaching Assistantships
Doctoral students awarded graduate teaching assistantships teach one undergraduate course per quarter for a stipend based on 0.3 FTE stipend with tuition remission. These positions, when available, are annual academic year positions.

6.2 Graduate Research Assistantships
Graduate research assistantship positions may be funded through a variety of routes:
Graduate research assistantships funded by grants and contracts: Students selected work with a faculty member on his/her research project for stipend depending on work assigned ranging between 0.15 - 0.49 FTE during the academic year and up to 1.0 FTE during the summer term with tuition remission for 9 credits per quarter for one academic year.

Graduate research assistantships contracted with outside research agencies and managed through PSU: Students selected work under faculty supervision between 0.15 - 0.49 FTE during the academic year and up to 1.0 FTE during summer term with tuition remission for 9 credits per quarter for one academic year.

Graduate research assistantships that are program/school funded: Students selected work on a faculty research or service project for a stipend based on 0.15 FTE and tuition remission for 9 credits per quarter for one academic year.

7.0 GRADING STANDARDS

The following definitions are used in grading work completed by doctoral students in the Community Health program. The use of standard definitions helps to provide students with realistic and useful feedback on the quality of their work compared to their peers, and assists faculty in evaluating students and making appropriate interventions.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent. An above-average grade. Significantly exceeds the highest expectations in many important ways.</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent. An above-average grade. Exceeds expectations in many important ways.</td>
</tr>
<tr>
<td>B+</td>
<td>Satisfactory. An average grade. Meets all expectations for graduate coursework.</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory. A below-average grade. Meets most expectations for graduate coursework. Equivalent to 3.0 GPA. A cumulative GPA of 3.0 in all graduate courses is necessary to maintain good academic standing.</td>
</tr>
<tr>
<td>B-</td>
<td>Satisfactory. A below-average grade. Meets several expectations for graduate coursework.</td>
</tr>
<tr>
<td>C+/C/C-</td>
<td>Unsatisfactory. Meets few expectations and falls below the standards expected of graduate coursework in some or many ways. Such grades are not acceptable for credit for core courses and require approval for credit in other courses.</td>
</tr>
<tr>
<td>D/F</td>
<td>Failure. Significantly falls below minimum standards for graduate coursework. Suggests a disregard for the expectations of graduate coursework. Will compromise the students’ progress towards the degree.</td>
</tr>
</tbody>
</table>
Generally, a course is satisfactorily completed when a student receives a grade of B- or better. If a student receives a grade of C+ or below in a required course, it will normally not be approved for credit, and the student must repeat this course. To count toward the fulfillment of elective course requirements, PSU courses in which the student received a grade of C+, C, or C- must be approved by the Program Director upon recommendation of the student’s advisor. A student who receives more than 9 credits of C+ or below in all coursework attempted after admission to the PhD program will be ineligible to continue in the program.

As a minimum standard, doctoral students must maintain a 3.0 cumulative grade point average throughout the program. Failure to meet these minimum requirements places the student on academic probation. Students are disqualified from further coursework if these minimum requirements are not met after 9 additional credits of coursework, or after being placed on academic probation for a second time. Disqualified students may apply for readmission to the program after one year.

A student must have a minimum 3.00 GPA on the courses applied to the program of study, as well as a minimum 3.00 GPA in all graduate-level courses taken at PSU. Doctoral programs may establish a more rigorous standard. Although grades of C+, C, and C- are below the graduate standard, they may be counted as credit toward a doctoral degree with the specific written approval of the doctoral program. Grades of D or F indicate clearly unacceptable work and cannot be applied to graduate degree requirements. The grades of P/NP are used by only a limited number of departments which have received special authorization. Audited courses cannot be used to meet any requirement for doctoral degrees.

A grade of IP (In Progress) may be used for 601 Research and for 606 Project when a student is progressing in an acceptable manner toward completion of the work; final grades for 601 and 606 credits are assigned by the instructor via an online grade change. An IP grade must be used for 603 Dissertation when a student is progressing in an acceptable manner; final grades for 603 Dissertation credits are assigned by the instructor on the Recommendation for the Degree form (http://www.pdx.edu/ogs/sites/www.pdx.edu.ogs/files/GO-17D.pdf) and posted to the student’s transcript after approval of the dissertation and certification for graduation by the Office of Graduate Studies.

A student with any M (Missing) grades in PSU graduate courses that could potentially be letter graded will not be certified for graduation, even if the courses are not applied to the student's degree program.

All coursework on the program of study, with the possible exception of seminar and internships, must be completed before a student can be advanced to doctoral candidacy. All coursework on the program of study must be satisfactorily completed before graduation.

8.0 TIME LIMITATIONS

The following rules regarding time limitations are PSU-wide policies for all doctoral students.
For students entering a doctoral program with a master’s degree, a maximum of five years will be allowed from admission to completion of all required comprehensive examinations. For students entering with a bachelor’s degree, a maximum of two additional years will be added to this limit, for a maximum of seven years from admission to completion of all comprehensive examinations. Doctoral programs may have stricter requirements. Failure to meet this time limit will result in cancellation of admission to the doctoral program.

A maximum of three years will be allowed from the completion of comprehensive examinations to advancement to candidacy (doctoral programs may have stricter requirements). Failure to meet this time limit will result in cancellation of admission to the doctoral program.

A doctoral candidate has a minimum of four months and a maximum of five years from the effective date of advancement to candidacy to complete all requirements for graduation, including defense of the dissertation and its final approval by the Office of Graduate Studies (within this time frame, doctoral programs may have stricter requirements). Candidates must be continuously enrolled during that period. Failure to meet the five-year limitation will invalidate passing of the comprehensive examinations and remove the student from candidacy. Advancement to a second period of candidacy requires the passing of the regular, or a special, comprehensive examination. Approvals for a second period of candidacy are required from the doctoral program and the Dean of Graduate Studies; the maximum time limit (which will be less than five years) will be determined by the doctoral program and the Dean of Graduate Studies.

9.0 RESIDENCY REQUIREMENTS

Residence credit is defined as credit taken at PSU after formal admission to a graduate degree program. Residency requirements are intended to ensure that students work in close association with other graduate scholars in the intellectual environment of PSU.

In a doctoral program, the residency requirement can be satisfied in one of the follow ways:

- Three terms of full-time enrollment (minimum 9 graduate credits applicable to the degree program each term) during the first two years after admission to the program. This may include one or more summer terms.
- Six terms of part-time enrollment (minimum 1 graduate credit applicable to the degree program each term) during the first two years after admission to the program. This may include one or more summer terms.
- A doctoral student who was enrolled in the same major at PSU, and whose matriculation to the doctoral program immediately follows (within one calendar year) the master's degree program, may fulfill the residency requirement during the period in which the student was enrolled in the master's program.
10.0 PSU RULES AND PROCEDURES
Student requirements and eligibility for advancement are subject to further University Policies and Procedures which are not detailed here but can be found at, https://www.pdx.edu/ogs/policies-and-procedures. All students in the program are responsible for being familiar with these policies.

Students should be aware that the University requires continuous involvement in the program for completion of the doctoral degree. These residency requirements are as follows:

The doctoral residency requirement can be satisfied in one of the following ways:
- Three terms of full-time enrollment (minimum 9 graduate credits applicable to the degree program each term) during the first two years after admission to the program. This may include one or more summer terms.
- Six terms of part-time enrollment (minimum 1 graduate credit applicable to the degree program each term) during the first two years after admission to the program. This may include one or more summer terms.
- A doctoral student who was enrolled in the same major at PSU, and whose matriculation to the doctoral program immediately follows (within one calendar year) the master's degree program, may fulfill the residency requirement during the period in which the student was enrolled in the master's program.

11.0 APPEALS AND GRIEVANCES
The exact procedure to be followed when a student wishes to contest a decision or the behavior of a program instructor, advisor, or administrator will depend on the circumstance and the nature of the grievance. As a general practice, it is usually best to try to resolve the issue with the individual whose decision or behavior the student finds objectionable and then, if the outcome is not satisfactory, to move up the “chain of command.” For such matters, the administrative hierarchy is as follows: faculty advisor or dissertation committee chair, Program Director, Associate Dean for Academic Affairs, OHSU-PSU School of Public Health Dean, PSU Provost.

OGS oversees all graduate programs at PSU and provides mechanisms to ensure that the Community Health program is in compliance with the rules and regulations pertaining to doctoral studies at the University. Those rules and regulations are subject to policies recommended by the Graduate Council and approved by the University Senate. Students may petition the Graduate Council to waive a university rule or degree requirement. Graduate petitions are used under extenuating circumstances and not as a remedy for poor planning or advising.

A student whose grievance concerns possibly discriminatory behavior on the part of Community Health faculty, staff, or anyone else at PSU may also turn to the University’s Office of Equity and Compliance. Grievance procedures appropriate for these and other situations are detailed in the PSU Bulletin.
APPENDICES
**APPENDIX I. Doctoral Student Annual Review Plan, PhD in Community Health—DRAFT**

**Student:**

**PSU Student ID:**

**Faculty Advisor/Dissertation Chair:**

**Academic Year:**

☐ Full-time  ☐ Part-time  Year in Program:

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### Annual Plan and Review (Completed by Student)

<table>
<thead>
<tr>
<th>ANNUAL PLAN: Complete early in each fall quarter</th>
<th>REVIEW OF PROGRESS: Complete at the end of each spring quarter.</th>
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<tbody>
<tr>
<td>Draft goals and a general timeline for completing them in the coming year. Meet with your Faculty Advisor or Dissertation Chair (after formation of Dissertation Committee) and incorporate feedback into a plan. If plans change over the year, note the updates below each section.</td>
<td>Attach updated CV. Report on progress toward each goal. Your Faculty Advisor/Dissertation Chair and the PhD Program Director will use this report to ensure adequate progression in the program and to make any recommendations.</td>
</tr>
</tbody>
</table>

#### Education Goals (includes coursework, extracurricular certifications, training, or workshops)

#### Degree Planning and/or Post-Degree Planning (e.g., qualifying exam, funding proposals, dissertation, potential post-doc opportunities)

#### Research Objectives (e.g., publications, presentations, scientific meetings)
## APPENDIX I. Doctoral Student Annual Review Plan, PhD in Community Health—DRAFT

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<th>Service and Professionalism Activities (e.g., organization memberships and leadership, committees, community service)</th>
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<th>Personal/Other (note any events that led to changes in goals or impeded progress)</th>
<th></th>
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<tbody>
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<table>
<thead>
<tr>
<th>Submitted to Faculty Advisor/Dissertation Chair:</th>
<th>Submitted to Faculty Advisor/Dissertation Chair:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________ (faculty signature and date)</td>
<td>__________________________ (faculty signature and date)</td>
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<table>
<thead>
<tr>
<th>Reviewed by Faculty Advisor:</th>
<th>Reviewed by Faculty Advisor:</th>
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<tr>
<td>__________________________ (faculty signature and date)</td>
<td>__________________________ (faculty signature and date)</td>
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<tr>
<th>Accepted by mentor and student:</th>
<th>Accepted by mentor and student:</th>
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<tbody>
<tr>
<td>__________________________ (faculty signature and date)</td>
<td>__________________________ (faculty signature and date)</td>
</tr>
<tr>
<td>__________________________ (student signature and date)</td>
<td>__________________________ (student signature and date)</td>
</tr>
</tbody>
</table>
Faculty Assessment and Recommendations (Completed by Faculty Advisor/ Dissertation Chair)

Submit as a Word document to Cara Eckhardt, PhD in Community Health Program Director (c.eckhardt@pdx.edu, PSH SCH Urban Center 450E) by the last day of the spring quart
## APPENDIX II: Degree Planning Guide and Checklist

<table>
<thead>
<tr>
<th>Advising</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular meetings with Faculty Advisor throughout enrollment</td>
<td></td>
</tr>
<tr>
<td>Completion of Student Annual Process twice a year (Fall &amp; Spring)</td>
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</tr>
<tr>
<td>Student Advisory Committee formed after completion of 9 credits</td>
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</table>

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Required Health Credits (30 credits)</td>
<td></td>
</tr>
<tr>
<td>Required Methods Credits (17 credits)</td>
<td></td>
</tr>
<tr>
<td>Elective Health Electives (≥10 credits)</td>
<td></td>
</tr>
<tr>
<td>Elective Methods Electives (≥6 credits)</td>
<td></td>
</tr>
<tr>
<td>Mentored Research (18 credits)</td>
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</table>

<table>
<thead>
<tr>
<th>Comprehensive Exam</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Submit application form 1 term prior to exam</td>
<td></td>
</tr>
<tr>
<td>Meet with comp exam committee ≥ 1 month prior to written exam</td>
<td></td>
</tr>
<tr>
<td>Written exam</td>
<td></td>
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<tr>
<td>Oral Exam</td>
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</table>

<table>
<thead>
<tr>
<th>Dissertation Proposal</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation Committee formed</td>
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</tr>
<tr>
<td>Regular meetings with Dissertation Committee to go over progress</td>
<td></td>
</tr>
<tr>
<td>Written Dissertation Proposal</td>
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<tr>
<td>Oral Dissertation Proposal</td>
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</table>

<table>
<thead>
<tr>
<th>Advancement to Doctoral Candidacy</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>IRB approval or IRB waiver for dissertation research</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Dissertation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation Credits (≥27)</td>
<td></td>
</tr>
<tr>
<td>Written Dissertation</td>
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<tr>
<td>Oral Dissertation Defense</td>
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</tr>
</tbody>
</table>
APPENDIX III: Application to take the Comprehensive Exam

Student Name:______________________________________

PSU Student ID: _____________________________________

Faculty Advisor:______________________________________

Year in Program:__________________

☐ Full-time  ☐ Part-time

Academic Year:___________________

Current Term:____________________

Term for Planned Comprehensive Exam:________________________

Names of Faculty on Comprehensive Exam Committee:

______________________________________________

______________________________________________

______________________________________________

We, signed below, attest that the student will have completed all core required health courses (28 credits), required methods courses (at least 17 credits), and health electives (12 credits) by the time of the anticipated comprehensive exam.

Signatures:

__________________________________________________________________________

Student: Printed Name/Signature/Date

__________________________________________________________________________

Faculty Advisor: Printed Name/Signature/Date

__________________________________________________________________________

Doctoral Program Director: Printed Name/Signature/Date