



SCHOOL OF
PUBLIC HEALTH

OHSU-PSU School of Public Health

PhD in Health Systems & Policy

Student Handbook 2018-2019



<http://ohsu-psu-sph.org/index.php/phd-health-systems-policy/>

**OHSU-PSU School of Public Health
2018-2019 Handbook for PhD Students in Health Systems and Policy**

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

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*Health Systems and Policy Program Listserv
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hsp_phd-group@pdx.edu

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The *Health Systems & Policy PhD Program Student Handbook* is also available at the SPH website. Forms and other online resources referenced in this handbook can be accessed from the website.

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:

	Graduate Certificate	MPH	MS	MA	Dual Degree	PhD
Biostatistics	✓	✓	✓			
Community Health						✓
Environmental Systems & Human Health		✓				
Epidemiology*		✓			✓	✓
Health Management & Policy**		✓			✓	
Health Promotion***		✓			✓	
Health Studies			✓	✓		
Health Systems & Policy						✓
Public Health Practice		✓				
Public Health	✓					

* 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

Graduate Program	Degree	Program Director
Biostatistics	Graduate Certificate, MPH, MS	Rochelle Fu, PhD, MS fur@ohsu.edu
Community Health	PhD	Cara Eckhardt, PhD, MPH c.eckhardt@pdx.edu
Environmental Systems & Human Health	MPH	Tawnya Peterson, PhD petertaw@ohsu.edu

Epidemiology	MPH MD/MPH PhD	Janne Boone-Heinonen, PhD, MPH boonej@ohsu.edu John Stull, MD stullj@ohsu.edu Lynn Marshall, ScD marshaly@ohsu.edu
Health Management & Policy	MPH; MPH/MSW	Julia Goodman, PhD, MPH (Fall 2018) julia.goodman@pdx.edu Neal Wallace, PhD, MPP (Winter 2018-on) nwallace@pdx.edu
Health Promotion	MPH; MPH/MSW; MPH/MURP	Betty Izumi, PhD, MPH, RD izumibet@pdx.edu
Health Systems & Policy	PhD	Sherril Gelmon, DrPH gelmons@pdx.edu
Health Studies: Physical Activity & Exercise	MA/MS	Brad Wipfli, PhD bwipfli@pdx.edu
Public Health	Graduate Certificate	Elizabeth Waddell, PhD, MA waddelle@ohsu.edu
Public Health Practice (formerly Primary Health Care and Health Disparities)	MPH	Elizabeth Waddell, PhD waddelle@ohsu.edu

Dean's Office Leadership Team

Role	Name	Contact Info
Dean	David Bangsberg, MD, MSc, MS, MPH	bangsber@ohsu.edu 229 Gaines Hall, OHSU 450A URBN, PSU
Interim Associate Dean, Academic Affairs	Richard Johnson, MS, PhD	Johnsori@ohsu.edu 231 Gaines Hall, OHSU
Interim Associate Dean, Finance & Administration	Karen Camp	campka@ohsu.edu Campus Svces Bldg, Rm 669, OHSU

Associate Dean, Student Affairs & Community Engagement	Liana Winett, DrPH, MPH, MCHES	lwinett@pdx.edu 450M URBN, PSU
Director, Undergraduate Programs	Belinda Zeidler, MST	zeidlerb@pdx.edu 450C URBN, PSU
Director, Assessment & Evaluation	Open Position	
Director, Strategic Planning and Implementation	Noor Trienekens, MS	trieneke@ohsu.edu URBN, PSU

Dean's Office Staff

Role	Name	Contact Info
Finance and Administration Manager	Elizabeth Bull	Bulle@pdx.edu (503) 725-4592 PSU Urban Center, Ste. 450
Executive Assistant to the Associate Deans	Emily Cartwright	cartwrie@ohsu.edu (503) 494-7190 230 Gaines Hall, OHSU
Graduate Student Services and Registration Specialist	Laura Ehrlich	Ehrlichl@ohsu.edu (503) 494-2557 OHSU Gaines Hall, Rm. 233
Academic Affairs Coordinator	Rachael Godlove	rachael.godlove@pdx.edu (503) 494-7131 OHSU Gaines Hall, Rm.235
Graduate Admissions and Recruitment Specialist	Josh Hodsden	Hodsden@ohsu.edu (503) 494-1158 OHSU Gaines Hall, Rm. 233
Executive Assistant to the Dean	Holly Moraes	moraes@ohsu.edu (503) 494-8078 230 Gaines Hall, OHSU
Undergraduate Student Services Coordinator	Andrew Wyman	wymaa@pdx.edu (503) 725-4401 PSU Urban Center, Ste. 450

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.

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

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>
- OHSU Off-Campus Housing List: <http://pub40.bravenet.com/classified/show.php?usernum=3382318336>
- 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.*

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

BACKGROUND CHECKS

Consistent with the [OHSU Background Check Policy No. 03-10-011](#), all SPH graduate students are required to complete a background check. The background check is conducted by an outside vendor, paid for by the incoming student, and may take several days to several weeks to complete. Background

check details are confidential and remain with the independent security vendor; only “Approved” or “Not Approved” results are communicated to SPH administration.

IMMUNIZATIONS

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

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

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

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

OHSU ID Badge

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

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

PSU ID Card

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

Students are encouraged to pick up their PSU ID badges at the SPH New Student Orientation. A government-issued photo ID is required. After Orientation, new and replacement ID badges may be obtained through [PSU ID Services](#), temporarily located in the [Western Hemlock trailer pod](#), south of Shattuck Hall. The first student identification badge is issued at no cost; students will be charged for replacements.

Network Access

School of Public Health graduate students receive network credentials from both OHSU and PSU. Network credentials grant students their @ohsu.edu and @pdx.edu email addresses, and permit them to access technological systems, services, and support at both universities. These include computer applications and computer lab log-in privileges, online course management platforms (Sakai at OHSU; D2L at PSU), file sharing systems (Box at OHSU and Google Drive at PSU), and online holdings at both libraries. It is essential that students set up and activate their network accounts at both universities prior to beginning their programs so that access to all required systems is available. Students should be certain to use their network account credentials for the campus they are accessing (e.g., to log in to a PSU computer on the PSU campus, students should use their ODIN account sign-in and password).

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

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

COMMUNICATIONS

Email

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

School of Public Health Website

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

Student Listservs

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

listserv etiquette and only post relevant information, moving other communications to private emails or other mechanisms.

Social Media

Follow the School of Public Health on social media:

Twitter: publichealthpdx
Instagram: publichealth_pdx
Facebook: [facebook.com/SLCPublicHealthPDX/](https://www.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.

Contact Information

(503) 494-7800; regohsu@ohsu.edu
Hours: Mon – Fri, 7:30 am – 4:00 pm
Location: Mackenzie Hall Room 1120

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

503 494-8243; cashiers@ohsu.edu
Hours: Monday – Friday, 8:00 am – 3:30 pm
Location: Marquam Plaza; 2525 SW Third Ave

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.

Contact Information

(503) 494-7800; finaid@ohsu.edu
Hours: Mon – Fri 7:30 am – 4:00 pm
Location: Mackenzie Hall, Room 1120

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](#) is the OHSU's course management system, supporting all courses hosted by OHSU. Students use their OHSU credentials to log in to Sakai.

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

TEXTBOOKS AND COURSE MATERIALS

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

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

STUDENT HEALTH AND DENTAL INSURANCE

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

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

STUDENT HEALTH SERVICES

Student health services, from routine primary and preventive care services to behavioral health services, are offered through clinics at both OHSU and PSU. (This is not the same as insurance. Students can be seen by student health providers regardless of where they are insured.) Doctoral students must choose whether to receive services at OHSU's [Joseph B. Trainer Health & Wellness Center \(JBT\)](#) or PSU's [Center for Student Health & Counseling](#) (SHAC). Students in this group who do not select a health services

provider will default to JBT. *This election can only be made once a year, and will remain in effect fall through summer terms.* Students should carefully review the services each clinic offers by visiting the [JBT](#) and [SHAC](#) webpages, and make their selection following instructions sent by SPH staff.

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

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.

JBT Health & Wellness Center (503) 494-8665
Hours: Mon - Fri 8:30 am – 4:30 pm
Location: 3181 SW Sam Jackson Park Road
Baird Hall, room 18 (Primary Care), and
room 6 (Counseling and Wellness Services)

PSU SHAC (503) 725-2800
Hours: Mon - Fri 9:00 am – 5:00 pm
Location: 1880 SW 6th Avenue
University Center Building

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 and opportunity to intervene early and provide assistance.

Academic Probation

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

WITHDRAWAL POLICY

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

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

Should a student wish to fully withdraw from the university, s/he should also meet with the faculty advisor, and then contact the Graduate Registration Specialist for guidance through the process.

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

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

ACADEMIC DISMISSAL

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

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

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

ACADEMIC DISHONESTY

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

STUDENT CODES OF CONDUCT

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

RECOGNITION OF PRIOR GRADUATE CREDITS

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 HEALTH SYSTEMS & POLICY

OVERVIEW OF THE HEALTH SYSTEMS& POLICY DOCTORAL PROGRAM

The Doctoral Program in Health Systems and Policy (HS&P) is an interdisciplinary program of study. It is administered through the OHSU - PSU School of Public Health and draws on faculty with educational backgrounds in public health, health policy, health services research, public affairs, management, economics, epidemiology, social work, psychology, systems science, and sociology from the OHSU - PSU School of Public Health, PSU's College of Urban and Public Affairs, and other academic units at Portland State University (PSU) and Oregon Health & Science University (OHSU).

The program is designed to provide doctoral students with advanced knowledge, analytic skills, and competencies in conducting research and developing teaching and learning skills in health systems and policy with foundations in public health, management theory, health services research, and policy analysis. The program provides a unique educational experience for students interested in immediately applying theory to practice as they prepare for careers as researchers and teachers.

The HS&P program is one of the three doctoral programs in the OHSU - PSU School of Public Health (SPH). It reflects the vision and mission of the SPH, previously stated, and is designed so that students will achieve the core competencies for all students in the SPH:

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

The HS&P curriculum includes core content in health systems and public health, extensive study of policy domains and applications, and intensive training in research methods and research design. This program design helps students to integrate coursework with applied research and practice, and emphasizes community-engaged learning and scholarship reflecting the mission of the SPH.

PROGRAM COMPETENCIES

Students in the HS&P PhD program will master the following competencies by graduation, as evident through their demonstrated ability to:

1. Apply relevant theories and frameworks to issues pertaining to health systems and policies.
2. Select and apply appropriate qualitative and quantitative research techniques to identify strategies to improve health system effectiveness.
3. Formulate a testable research question and propose a relevant study design and analytic approach that has the potential to advance knowledge of health systems and policy.
4. Conduct an independent study that demonstrates synthesis of knowledge and application of research skills.
5. Apply principles of ethics and cultural competence when conducting health systems and policy research and education
6. Evaluate evidence-based public health policy and health systems transformation strategies to identify emerging issues in health systems and policy.
7. Create and deliver effective presentations of scholarly activities to academic and lay audiences.

PROGRAM FACULTY

Faculty members participate in the HS&P PhD program through teaching, advising, mentoring, and governance. The core faculty in the Health Systems Management and Policy group in the School of Public Health have expertise in multiple domains related to health systems, management and policy; they are listed on the SPH faculty webpage. Many other SPH, PSU and OHSU faculty teach required and elective courses, and may participate in advising, mentoring, and student supervision for academic committees and research projects. Students should feel free to approach any faculty with questions and inquire about their research, and consult with them on issues of professional development; core faculty should be consulted regarding the course of study.

ADMISSIONS

The HS&P program is open to students with a wide variety of disciplinary backgrounds. Students must have completed a relevant masters program with a GPA of at least 3.5, and provide GRE scores (ideally with a combined verbal and quantitative GRE score above 326 and an analytic score of at least 4.5). In evaluating applications for admission, the HS&P Admissions Committee considers many factors, including a demonstrated capability for academic research and participation; engagement in the health policy process; evidence of a clear professional aim and career pathway; and fit with program goals and faculty expertise.

Doctoral students are admitted to begin in the fall of each academic year. Details on the admissions process may be found on the SPH website: <https://ohsu-psu-sph.org/phd-health-systems-policy/>

LEADERSHIP AND ADVISING

Program Director

The HS&P Program Director coordinates the doctoral program and is the main point of contact regarding program of study, rules, procedures, leave of absence, complaints, and other administrative matters. The HS&P Program Director works with the core faculty and staff to review curriculum, monitor student progress, plan for accreditation or other reviews, maintain relevant records of student progress, and address any other programmatic issues.

Faculty Advisor

Upon entry to the doctoral program, each student is assigned a faculty advisor. The advisor helps to guide and familiarize the student with the faculty, available courses, and other resources in the HS&P program. Positive relationships between doctoral students and their advisors can be a major factor in timely program completion. However, a student may identify an alternative faculty advisor, and may switch advisors if the other faculty member (who must be a core faculty in the HS&P program) agrees to assume the advisor role. A student should inform the HS&P Program Director when they wish to change to a new primary advisor, and provide evidence of the new advisor's agreement.

The advisor is not required to serve on the student's comprehensive examination or dissertation committees, but often will be a member of either or both committees, and may be the chair.

The assigned faculty advisor:

- Reviews the student's "Program Planner" at program entry, and works with the student throughout their program to ensure they complete all required courses, as well as electives relevant to their proposed dissertation research.
- Recommends approval of transfer of credit for previously completed courses and course substitutions; the HS&P Program Director gives final approval.
- Assists the student with their transition to doctoral student life.

- Meets with the student regularly to provide overall mentoring, including help with goal-setting and review of educational, research, service and professional activities.
- Mentors the student on research activities throughout their course of study and aids the student in the establishment of a dissertation committee and selection of a chair (not necessarily the faculty advisor) and committee members.
- Notifies the student of relevant School of Public Health, community-based, and national professional development events and services, and advocates for student participation.
- Regularly checks students' academic progress in Degree Works and submits requests for exceptions to degree requirements to staff as appropriate
- Provides timely support and guidance to advisees when students are in academic or personal difficulty.

DEGREE REQUIREMENTS: GENERAL

The award of the PhD in HS&P is the culmination of a sequential process of coursework, comprehensive examination, and the research, writing, and defense of a dissertation. The program includes 104-116 required credits, including 21-27 credits in required core courses, 19-21 credits in policy courses, 12 credits in health systems courses, and 19-23 credits in research design and research methods courses. The variation in course credits reflects the options available for elective courses. Students are required to enroll in a one-credit health systems and policy doctoral seminar each quarter during their first two years of coursework to help prepare them for the dissertation process (up to 6 credits). Finally, students complete 27 credits of dissertation preparation. Pass/no pass courses may not be used for course credit. Students need to ensure that at least 75% of their course credits are at the 600 level in order to meet OHSU standards for a PhD program (required 600 level courses satisfy 74% of total credits).

The comprehensive examination that follows the completion of all course requirements assesses the student's ability to critically synthesize across the courses they have taken, and is an opportunity for students to think prospectively about the application of this material to their dissertation work. This is a take-home written examination, followed by an in-person discussion with the examination committee. Successful completion of the examination enables the student to advance to the dissertation.

The four primary emphasis areas for dissertation research reflect faculty expertise, and are: 1) health systems organization, financing and delivery; 2) health policy analysis and application; 3) health services access, quality and cost; and 4) community-based health and social services. Students develop a dissertation topic in consultation with their selected committee; complete a written dissertation proposal with an oral defense; and finally submit a written dissertation and complete an oral defense.

Advancement to candidacy requires appointment of the dissertation committee, submission of a dissertation proposal to the dissertation committee, and a successful oral defense of the proposal. PhD candidates are students who have completed "all but the dissertation" (ABD).

In addition to completing the degree requirements, students may also engage in teaching or research not directly related to their doctoral program of study. These are intellectually enriching experiences, but may extend the time it takes to complete the degree. University time limits on the completion of degree requirements are discussed below.

Timeline to Degree Completion

In general, students pursuing the HS&P degree on a full-time basis should complete the degree in four to five years. Part-time enrollment will extend the time to completion. A student who transfers in courses from a

previous masters degree could complete coursework in 1½–2 years, and then proceed with their dissertation. A student who does not transfer in any previous equivalent coursework will need 3 years of full-time study to complete the coursework; part-time study will extend the length of time to complete coursework. See the discussion on timing and on application/transfer of credit at admission in Section III, above.

Expectations of Student Excellence

Students enrolled in the HS&P program are expected to meet the highest standards of honesty, diligence, fairness, integrity, and professionalism in all of their program activities. Student enrolled in graduate programs at the OHSU-PSU SPH must adhere to both the OHSU and PSU codes of conduct (<http://www.ohsu.edu/xd/about/services/integrity/policies/coc.cfm>) and (<https://www.pdx.edu/dos/psu-student-code-conduct>).

DEGREE REQUIREMENTS

The School of Public Health uses the quarter system, and students are expected to enroll in fall, winter and spring quarters. Limited course offerings are available in the summer session. In general, courses meet once per week, and are offered Monday to Thursday in the late afternoon or evening time periods. Students should plan ahead and discuss timing and sequencing of courses with their advisor.

Students must follow the requirements in place upon matriculation. Should program requirements change during a student’s tenure, a student may discuss the possibility of adopting the newer requirements with the Program Director; approval of any alterations from the program in place upon matriculation is at the discretion of the Program Director on a case-by-case basis.

All students are required to satisfy core public health curricular requirements. Transcripts for all students are reviewed at admission to determine if core requirements have been completed in previous study. A student who does not have an MPH or equivalent courses will usually be required to take the masters level core courses in epidemiology, biostatistics, and foundations of public health; these are not included in the HS&P curriculum credits.

Coursework

Required courses map to the seven HS&P PhD program competencies as shown in the table below:

Program Competencies	Courses Contributing To Competency
1. Apply relevant theories and frameworks to issues pertaining to health systems and policies.	HSMP 641 Organizational Behavior in Health HSMP 671 Health Policy HSMP 673 Values and Ethics in Health HSMP 674 Health Systems Organization HSMP 677 Health Care Law and Regulation HSMP 686 Introduction to Health Economics HSMP 575 Advanced Health Policy PAP 616 Policy Process USP 615 Economic Analysis of Public Policy PHE 622 Health and Social Inequalities HSMP 607 Doctoral Seminar in Health Systems and Policy Comprehensive Examination HSMP 603 Dissertation

<p>2. Select and apply appropriate qualitative and quantitative research techniques to identify strategies to improve health system effectiveness.</p>	<p>HSMP 660 Contemporary Research in Health Systems and Policy HSMP 689 Research Design in Health Services USP 615 Economic Analysis of Public Policy HSMP 607 Doctoral Seminar in Health Systems & Policy Comprehensive examination HSMP 603 Dissertation</p>
<p>3. Formulate a testable research question and propose a relevant study design and analytic approach that has the potential to advance knowledge of health systems and policy.</p>	<p>HSMP 671 Health Policy HSMP 674 Health Systems Organization HSMP 641 Organizational Behavior in Health HSMP 660 Contemporary Research in Health Systems & Policy HSMP 675 Advanced Health Policy HSMP 689 Research Design in Health Services PHE 520 Qualitative Research Design HSMP 607 Doctoral Seminar in Health Systems and Policy Comprehensive examination HSMP 603 Dissertation</p>
<p>4. Conduct an independent study that demonstrates synthesis of knowledge and application of research skills.</p>	<p>HSMP 660 Contemporary Research in Health Systems & Policy PHE 520 Qualitative Research Design HSMP 607 Doctoral Seminar in Health Systems and Policy HSMP 603 Dissertation</p>
<p>5. Apply principles of ethics and cultural competence when conducting health systems and policy research and education.</p>	<p>HSMP 673 Values and Ethics in Health HSMP 674 Health Systems Organization HSMP 689 Research Design in Health Services HSMP 677 Health Care Law and Regulation PHE 622 Health and Social Inequalities HSMP 641 Organizational Behavior in Health HSMP 607 Doctoral Seminar in Health Systems & Policy Comprehensive Examination HSMP 603 Dissertation</p>
<p>6. Evaluate evidence-based public health policy and health systems transformation strategies to identify emerging issues in health systems and policy.</p>	<p>HSMP 671 Health Policy HSMP 674 Health Systems Organization HSMP 660 Contemporary Research in Health Systems & Policy HSMP 675 Advanced Health Policy PAP 616 Policy Process HSMP 641 Organizational Behavior in Health HSMP 689 Research Design in Health Services PHE 520 Qualitative Research Design HSMP 607 Doctoral Seminar in Health Systems and Policy Comprehensive examination HSMP 603 Dissertation</p>
<p>7. Create and deliver effective presentations of scholarly activities to academic and lay audiences.</p>	<p>HSMP 660 Contemporary Research in Health Systems & Policy HSMP 689 Research Design in Health Services PHE 622 Health and Social Inequalities HSMP 677 Health Care Law and Regulation HSMP 607 Doctoral Seminar in Health Systems and Policy Comprehensive examination - oral HSMP 603 Dissertation</p>

Core Courses (21-27 credits, all required): The core courses provide the foundation in health systems and policy. A student who has completed an MPH in health management and policy or a comparable masters degree could potentially waive some or all of the first six courses in the core. HS&P students enroll in the 600 level section of these courses. All students take HSMP 660 in their first quarter of the program.

HSMP 641 Organizational Behavior in Health (3)
HSMP 671 Health Policy (3)
HSMP 673 Values and Ethics in Health (3)
HSMP 674 Health Systems Organization (3)
HSMP 677 Health Care Law and Regulation (3)
HSMP 686 Introduction to Health Economics (3)
HSMP 660 Contemporary Research in Health Systems and Policy (3)

Policy Courses (19-21 credits): The policy courses provide students with foundational as well as elective topics, and should be selected to prepare the student for the policy applications of their dissertation.

Required:

HSMP 675 Advanced Health Policy (3)
PAP 616 Policy Process (3)
USP 615 Economic Analysis of Public Policy (4)

Choose 3 from the following (others may be accepted with advisor approval):

PAP 653 Policy Analysis: Theoretical Foundations (3)
PAP 656 Advanced Political Economy
PHE 657 National Long-term Care Policy (3)
SOC 684 Social Inequality (4)
SOC 686 Health and Inequality (4)
SOC 687 International Health Inequalities (4)
SW 652 Advanced Social Policy Analysis (3)
USP 536 Policy Evaluation Methods

Health Systems Courses (12 credits): Students select health systems courses from existing 500 and 600 level courses across relevant graduate programs at PSU and OHSU, with advisor approval, to create a relevant knowledge base and complement their interests.

Required:

PHE 622 Health and Social Inequalities (3)
Electives (three)

Research Design and Methods Courses (19-23 credits): In addition to the required courses listed below, students select elective courses in research design and methods that will help prepare them with relevant knowledge and skills for their dissertation research.

3 courses on research design:

Required:

HSMP 689 Research Design in Health Services (3)
Choose two (others may be accepted with advisor approval):
CPH 636 Community Based Participatory Research (3)
HSMP 588 Program Evaluation and Management in Health Services (3)
PAP 690 Research Design for Politics and Policy (4)
PHE 524 Social Epidemiology Methods and Theory (3)

EPI 610 Epidemiology Doctoral Seminar (3)
PS 595 Introduction to Research Methods for Political Science (4)
SOC 638 Integrating Qualitative & Quantitative Methods (4)
SOC 590 Social Research Strategies (4)

3 courses on analytic methods

Required:

PHE 520 Qualitative Research Design (4) (or equivalent)

Choose two (others may be accepted with advisor approval):

BSTA 611 Estimation and Hypothesis Testing for Applied Biostatistics (4)

BSTA 516 Design & Analysis of Surveys (4)

EC 569 Introduction to Econometrics (4)

EPI 636 Epidemiologic Data Analysis and Interpretation (4)

PA 551 Analytic Methods for Public Administration (3)

PSY 597 Applied Survey Research (4)

PSY 610 Categorical Data Analysis (4)

PSY 610 Multilevel Regression (4)

PSY 621 Univariate Quantitative Methods (5)

SOC 637 Qualitative Data Analysis (4)

SOC 592 Qualitative Methods (4)

SOC 593 Quantitative Methods (4)

SOC 695 Advanced Methods in Sociology (4)

SYSC 513 Holistic Strategies for Problem Solving (4)

SYSC 651 Discrete Multivariate Modeling (4)

USP 520 Applied Demographic Methods (4)

USP 531 Geographic Information Systems for Planners (4)

USP 634 Data Analysis I (4)

USP 654 Data Analysis II (4)

Doctoral Seminar in Health Systems and Policy (6 credits): Students enroll in a one-credit seminar (HSMP 607) each quarter of their first two years to help prepare them for the dissertation process. Students continue to attend the seminar throughout the entire course of study. The seminar meets regularly with the program director to discuss research topics, including critical evaluation of health systems and policy research, framing research questions, proposal writing, the grant application process, data collection and synthesis, human subjects review, dissertation writing and presentation, the review process, program requirements, and publication opportunities. HS&P students present their dissertation research as work-in-progress at the seminar, offering them an opportunity to receive feedback on their dissertation at every stage of its development. The seminar also provides an opportunity for HS&P students to regularly interact with other students in the doctoral program.

Comprehensive Examination

The comprehensive examination is taken after the student has finished all required and elective coursework. The key steps in the examination are formation of a committee, preparation for the examination, and the written and oral components of the examination.

Examination Committee: Approximately two academic quarters prior to completion of all curriculum credits, students assemble an examination committee consisting of three faculty members. The chair must be a core faculty member in the HS&P program; the other two members are usually core SPH faculty. The members should be selected to represent the central topical areas of the PhD program (health services delivery and

systems, policy, and research design and methods), and must have breadth of knowledge of the academic domain on which they will examine the student. The committee must be approved by the HS&P Program Director, using the **Formation of Comprehensive Exam Committee** form, which is retained in the student's academic file.

Timing of the Examination: Students in the HS&P program are expected to take the comprehensive examination no later than the quarter after completing course requirements (and could extend with permission from program director); this does not include summer when PSU-based faculty are involved.

Preparation for the Examination: Students typically enroll in a 1-3 credit independent study course with each committee member during the quarter(s) prior to the examination in order to discuss and define the relevant content area, read new material and review previously studied material, and develop and answer practice questions. Students work with their committee to determine the timing and format of the examination based upon their program of study; the Committee chair is responsible for review of the questions to avoid duplication, and preparation and distribution of the examination. The student is responsible for scheduling the time and location of the oral examination in consultation with the Committee.

Examination Structure and Process: The examination is designed to evaluate the student's broad expertise in health systems and policy, and preparation to conduct dissertation research, as well as knowledge of the more specific field of study. The examination requires a written response to three discrete questions and covers specific areas that integrate the student's coursework and their planned research. The specific questions are given to the student when the examination is administered; students have five consecutive days to complete the examination, working off-campus at a location of their choice. The completed written examination is submitted electronically to all committee members.

The examination may be taken in the final quarter in which the student is completing their coursework. It may not be administered when the university is not in session and the student must be registered during the quarter in which the examination is taken. Examinations are normally not conducted in summer when PSU faculty are not on regular contract.

The written examination is followed by an oral defense that is a private two-hour meeting of the Committee and the student. The oral defense is scheduled approximately two weeks after the written examination is submitted; the Committee uses this discussion to further assess the student's academic preparation to date, and to provide direction as the student begins the dissertation process. The Committee determines the result of the complete examination (written and oral) in private deliberation after the oral defense; the outcome is pass or fail. The outcome is shared with the student at the conclusion of the deliberations. The examination ends with a discussion among the Committee and the student regarding plans for appointment of the dissertation committee and initial schedule. Committee member complete and sign the **Report on Comprehensive Examination** form which is retained in the student's academic file.

If a student fails the comprehensive exam, they may repeat it during the next regular academic term (excluding summer term), no fewer than 10 weeks after the first attempt and no longer than one year after the first attempt. The results of the second attempt are final; if a student fails the second attempt, the student will not be allowed to continue in the doctoral program. Any issues that might result in the need for a longer period allowed between the first and second attempts should be brought to the attention of the Program Director, who will consider them and decide action on a case-by-case basis.

Dissertation (27 credits)

The dissertation is the doctoral student's most substantial achievement — a significant work of research built upon immersion in the academic literature, informed theoretical reasoning, and original research and analysis, intended for an educated readership of one's peers.

The final dissertation is a book-length manuscript that is a thorough review of the relevant academic literature, informed by theoretical reasoning and the application of policy in practice, and based upon original research and analysis. It is defended in an oral presentation that presents the dissertation project's purpose, implementation, findings, contribution to scholarship, and implications for future research.

During the research and writing of the dissertation, students enroll in at least 27 dissertation credits (HSMP 603). A student should register for HSMP 603 dissertation credits any time they are working substantively on their dissertation with faculty members, including prior to the formation of a dissertation committee as part of initial research to prepare the dissertation proposal. A student does not need to have completed their comprehensive examination in order to enroll in dissertation credits.

Dissertation Committee: Students assemble their dissertation committee based upon their research topic and their relationships with core faculty. The committee consists of 4-5 faculty, all of whom have relevant academic qualifications to serve on a dissertation committee (i.e. doctorally prepared). The committee is chaired by a core HS&P faculty member. At least one other faculty member must be an SPH primary or affiliated faculty; the third (and fourth possibly) must bring relevant expertise and be eligible for an SPH appointment.

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

The HS&P PhD Program Director is responsible for ensuring that most committee members have experience either mentoring students through a dissertation or extensive research and publication experience, in order to understand the rigor of the dissertation process. Good academic advice and mentoring will have a profoundly positive effect on the student's progress through the doctoral program, general intellectual development, and career prospects. Careful composition of the dissertation committee is essential to meet students' academic interests and facilitate successful completion of the dissertation. Once the student and their 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 which is signed by the HS&P Program Director and the SPH Associate Dean of Academic Affairs. This form must be approved before the student can commence substantial work on their dissertation.

The doctoral student's working relationship with the dissertation committee chair and other members is a function of the student's background and experience, the nature of the project, and the expertise of the faculty supervisors. Students work very closely with their committees, seeking guidance and feedback frequently throughout the process of research and writing. The dissertation chair provides considerable oversight and guidance, so careful selection of a chair is vital for the student and will help facilitate completion of the dissertation in a timely manner. If a PhD student has concerns with due process during the

dissertation, they should consult with their Program Director, and then the Associate Dean of Academic Affairs, as necessary.

Dissertation Proposal: The dissertation proposal establishes the viability of the student's proposed research and its potential contribution to scholarship on health systems and policy. Proposals set out the statement of the problem and research question(s) (Chapter 1); comprehensive review of relevant domains of literature (Chapter 2); and proposed design and methods for data collection, analysis and reporting, early reflections on limitations of the design and methods, and a timeline for progress to dissertation completion (all in Chapter 3). The proposal also includes a statement of intent by the student as to the format for the dissertation: a single comprehensive manuscript, or three publishable papers. At the time of the proposal defense, the student and the committee make the decision as to which option will be pursued, based upon the best fit for student success given the topic, design and methods, context, resources, time constraints, and other factors. By making this decision at the time of the defense of the proposal, the committee assists the student in charting a path of highest certainty towards timely dissertation completion and successful oral defense.

A proposal defense may be scheduled only during the regular academic terms. A proposal defense during summer term requires advance agreement of all committee members regarding scheduling, since PSU faculty are not on regular contract and may not be available. Once the student has obtained the consent of the committee for scheduling, they complete the **Dissertation Proposal Defense Request** form. Once the defense is scheduled, the student informs the HS&P Program Director -- no later than two weeks in advance of the dissertation proposal defense -- so that a public announcement may be circulated.

The dissertation proposal defense is an oral presentation by the PhD candidate of the dissertation proposal, typically lasting two hours. The defense summarizes the background, research question, core literature, research design and proposed methods, plans for human subjects review if necessary, initial observations on limitations and assumptions, and timeline for completion. As indicated above, the student also proposes their preferred format (single manuscript or three papers). The student makes a presentation of no more than 25 minutes, directed mainly to the dissertation committee, who are expected to be present (except in unusual circumstances). The proposal defense is an open meeting. At the defense, the dissertation committee members question the candidate regarding the significance, limitations and implications of the work and findings. At the end of the questioning, the committee meets in executive session to determine the outcome of the defense (pass or fail), and then meets privately with the candidate to share the decision. The committee completes and signs the **Dissertation Proposal Approval** form at the completion of the defense. 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.

Human Subjects Review and Approval: After dissertation proposal approval and if human subjects are involved in the dissertation research, IRB approval for human subjects research must be obtained before advancement to doctoral candidacy can occur. Human Subjects Institutional Review Board approval may be obtained at OHSU, at PSU with OHSU ceding oversight, or at another institution with OHSU ceding oversight as appropriate for the research project. Students conducting human subjects research must complete human subjects research training per IRB requirements (the CITI Collaborative Institutional Training Initiative or the NIH Human Subjects Protection Training; information can be found at the IRB sites at each university). If a student's research can be waived from IRB review, the student must obtain a waiver from the IRB to proceed. Dissertation research cannot commence until IRB approval, or a waiver, is acquired. The student must work with their dissertation chair on this review, as a faculty member is usually required to submit the materials as principal investigator.

After receiving confirmation from the HS&P Program Director that the dissertation proposal has been approved, and once IRB approval for proposed research involving human subjects has been obtained (if necessary), the dissertation chair will complete the **Advancement to Candidacy** form and submit it to the Associate Dean of Academic Affairs to change the student's status and advance them to PhD candidacy.

Written Dissertation: The final dissertation is a substantial manuscript that has been reviewed by all members of the committee, edited by the student, and reviewed again, ultimately through multiple iterations. The student works with the dissertation chair to receive initial approval of each section of the dissertation; the student then sends the written material to each committee member for individual review, and responds to and integrates the feedback in consultation with the dissertation chair. Committee members must be given adequate time (approximately 2-3 weeks) to review any content and give feedback. As a result, students must be attentive to overall timing and consult with committee members in order to ensure a smooth process of review and feedback without substantial delays recognizing the multiple commitments of each committee member. Advance planning and scheduling is strongly encouraged (with allowance for unexpected delays).

The format for a single manuscript dissertation typically is: Chapter 1, background and problem statement; Chapter 2, literature review; Chapter 3, design and methods; Chapter 4, findings and discussion; Chapter 5, conclusions, limitations and assumptions, and implications for future research. Chapter 4 may be split into two chapters (one for presentation of findings and one for discussion), in which case the final manuscript will have six chapters. A complete bibliography is included, and all relevant supporting materials are appended (invitations to participate, consent forms, data collection instruments, etc.).

The three publishable paper option modifies Chapters 3 and 4 to consist of three discrete manuscripts, all derived from the foundational work in Chapters 1 and 2. [Note that this option of three papers applies to HS&P students admitted from 2017 forward, and to students with earlier admission who had not yet formed their dissertation committee as of Fall 2017.] A concluding chapter is required, discussing conclusions, limitations and assumptions, and implications for future research. A complete bibliography is included, and all relevant supporting materials are appended (invitations to participate, consent forms, data collection instruments, etc.).

The student develops the dissertation over a number of months, keeping in close contact with all committee members. As the student nears completion, the oral defense should be scheduled in consultation with all committee members. The student initiates the **Dissertation Defense Request** form, ensuring it is complete and signed in a timely manner, and filed in the student's academic file.

Oral Defense of Dissertation: The dissertation defense is an oral presentation by the PhD candidate of the completed written dissertation, typically lasting two hours. The oral defense presents the purpose, implementation, and findings of the dissertation project, and makes a case for the project's contribution to scholarship in a particular field of study. The student makes a presentation of no more than 30 minutes, directed mainly to the dissertation committee, who are expected to be present (except in unusual circumstances). The dissertation defense is open to the public, and current doctoral students are strongly encouraged to attend (as well as others who are interested in the topic and/or wish to support the candidate by their presence). At the defense, the dissertation committee members question the candidate regarding the significance, limitations and implications of the work and findings. At the end of the questioning, the committee meets in executive session to determine the outcome of the defense (pass or fail), then meets privately with the candidate to share the decision.

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. A summer defense requires advance agreement of all committee members regarding scheduling, since PSU faculty are not on regular contract and may not be available. Once the candidate has obtained the consent of the committee for scheduling, the candidate informs the HS&P Program Director no later than two weeks in advance of the dissertation defense of the time and location so that a public announcement may be circulated. The candidate prepares an abstract using a standard format for HS&P (available on the HS&P program website), which is circulated with the announcement of the defense.

The candidate must deliver a completed final version of the dissertation to all members of the committee no less than two weeks before the dissertation defense. Candidates 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 defense.

The dissertation is accepted by the dissertation committee when there is no more than one dissenting vote after the dissertation defense. If there are two or more dissenting votes, the committee may recommend that the candidate be given a second opportunity to defend the dissertation. The option of a second defense must be approved by the Associate Dean of Academic Affairs and may take place no sooner than three months after the first defense. At the completion of the dissertation defense, the Committee members sign the **Dissertation Defense Approval** form, indicating any pending requirements and timing for pending revisions. The student is responsible for timely completion of such revisions and for submission of the final manuscript to the OHSU library. The requirements for electronic submission of the approved dissertation are specified on the library website.

Once successfully defended, the dissertation becomes a public document. Graduates are expected to submit a brief written summary explaining the content and significance of their work for the public to the HS&P Program Director for posting on the SPH website.

OTHER REQUIREMENTS

Limitation on By-Arrangement Courses

Admitted PhD students may utilize no more than 12 credits of Research and/or Reading and Conference credits (HSMP 601 and 605). In cases where more than 12 credits are needed because of the lack of regularly scheduled classes, the student must submit a written request waiver to their advisor for approval.

Grading Standards

The following definitions are generally used in grading work completed by doctoral students in the HS&P 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.

Grade	Description
A	Excellent. An above-average grade. Significantly exceeds the highest expectations in many important ways.
A-	Excellent. An above-average grade. Exceeds expectations in many important ways.
B+	Satisfactory. An average grade. Meets all expectations for graduate coursework.

B	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.
B-	Satisfactory. A below-average grade. Meets several expectations for graduate coursework.
C+/C/C-	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.
D/F	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.

RULES AND PROCEDURES

The rules and procedures to be followed during each stage of the HS&P doctoral program for students admitted from 2017 on have been consolidated within the SPH in line with OHSU and PSU policies; see Section III, above, for details. Rules and procedures specific to HS&P are summarized here; any areas not addressed should be raised with the HS&P Program Director for clarification.

Communications

Students must maintain constant and timely contact with the program director, their program advisor and course instructors. Students who have progressed to candidacy should provide at least quarterly updates to their dissertation chairs on their progress and periodic communications to their full committee. For communications purposes, the student's primary university email account should be used. Students are expected to check this email account regularly for official communications (and to link multiple email accounts as feasible to ensure timely receipt of messages).

All HS&P students and faculty are subscribed to the HS&P program listserv. As a subscriber, students may post to the list by sending messages to hsp_phd-group@pdx.edu. As described elsewhere, all SPH PhD students are subscribed to a PhD student listserv; the 3 PhD program directors are the only faculty who observe this list in order to provide information as necessary. Students are also subscribed to an SPH-wide listserv for all graduate students. Each list has a specific purpose, and there is minimal redundancy of messages. Please observe good listserv etiquette and only post relevant information to the lists, moving other communications to private emails or other mechanisms.

Documenting and Monitoring Progress

The HS&P Program Planner allows the student, the advisor, and the HS&P Program Director to keep track of the student's progress through the coursework phase of the doctoral program, including credits brought into the program. An initial form is completed by the Program Director in consultation with the student at time of admission. Students should keep this form up to date and provide a copy to the program office at the end of each academic year so that they are available for end-of-year assessments. Students should ensure that both their advisor and the HS&P Program Director approve proposed courses that are not part of the regular program of study.

Grounds for Dismissal from the PhD in Health Systems & Policy Program

The grounds for dismissal from the HS&P program include failure to complete any of the formal program requirements as stated in this Handbook and on the SPH website. As indicated previously, students are also expected to comply with both the OHSU and PSU Student Codes of Conduct.

Students who do not make satisfactory progress toward the degree (as determined by the Program) may be recommended for dismissal from the program. The HS&P Program Director, in consultation with faculty, will judge whether students are making adequate progress or otherwise performing satisfactorily to remain in the program.

Grounds for academic dismissal include the following:

- poor academic performance, as described under “Academic Dismissal” in Section III, above;
- failure to make satisfactory progress toward degree, as described in “Time Limits” in Section III, above;
- failing the comprehensive examination on the second attempt; and
- failure to pass the dissertation defense.

Other grounds for dismissal include the following:

- failure to provide evidence of continued progress on the dissertation once the proposal is approved;
- failure to meet the standards of the profession that the student will be entering;
- failure to meet standards of honesty, diligence, fairness, and integrity;
- failure to communicate in a timely manner with program advisors, course instructors, or the HS&P Program Director;
- failure to comply with faculty or HS&P Program Director requests for action on course or program requirements; and/or
- obstruction or disruption of program teaching, research, or administration.

Students deemed to not be progressing adequately or performing satisfactorily will be provided with a written notice from the HS&P Program Director and an opportunity to show improvement, where feasible. Should improvement be insufficient, the HS&P Program Director will provide a second written notice of planned dismissal, giving the student a final opportunity to respond. Should the matter remain unresolved, the Associate Dean Academic Affairs will issue a notice of dismissal from the program. Students may appeal this decision to the Dean of the School of Public Health.

STUDENT FUNDING

The primary source of funding for HS&P students is usually the “internal market” of opportunities within PSU and OHSU. This includes graduate assistantships within the School of Public Health, graduate assistantships in other university units at PSU and OHSU, and part-time administrative or research positions within the universities. In addition, there are several scholarships, fellowships, and other awards administered through the PSU Office of Graduate Studies and available at the scholarship and awards page on the SPH website.

The identification of external funding sources can involve more effort but often comes with significant professional and financial rewards. HS&P program faculty and staff can advise students on funding opportunities for students in the program. Many HS&P faculty have considerable experience securing external grants and contracts for research projects that involve doctoral students or have worked with foundations and agencies that fund doctoral studies and research.

Incoming students who wish to be considered for an assistantship will be notified of the mechanism to apply for a position. The availability of some assistantships may not be known until the summer or early fall before the start of the academic year. 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.

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.

Contact Information
Merle Graybill; 503 494-5397;
graybill@ohsu.edu
Location: 707 SW Gaines Street,
Portland, OR 97239
Gaines Hall, Room 117

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/>. For the 2018-19 academic year, PSU's subject area expert for the School of Public Health is Michelle Disilets, michelle.desilets@pdx.edu, (503) 725-4575. Emily Ford (forder@pdx.edu; 503 725-3689) will return to PSU and serve as subject area expert for the SPH in academic year 2019-20.

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

Writing Resources

PSU's [Writing Center](#) offers resources and one-on-one appointments with writing consultants for students seeking to improve their writing. The PSU Writing Center is located in 188 Cramer Hall, and can be reached by telephone at (503) 725-3570.

There are many online resources to help students in writing academic papers. Some resources to review are

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

Teaching and Learning Center

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

Office of Academic Innovation

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

INTERNATIONAL STUDENT SERVICES

[OHSU's Office of International Affairs](#) (OAI) provides a full range of immigration advice and processing, learning opportunities, resource coordination, and transition support for international employees, postdocs, residents, students and visitors. MacKenzie Hall Rm 1182, oiia@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., ois@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 OHSU'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, grc@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

Visit <https://ohsu-psu-sph.org/wp-content/uploads/2018/09/crisis-resources-for-students.pdf>.

STUDENT GROUPS AND LEADERSHIP OPPORTUNITIES

Student Activities and Leadership Programs (SALP)

Student Activities and Leadership Programs's 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.

Student Leadership Council
[Facebook.com/SLCPublicHealthPDX](https://www.facebook.com/SLCPublicHealthPDX)
sphslc@ohsu.edu

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

IHI Contact Information
www.psuohsuihi.org/
ihipsuohsu@gmail.com

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 Contact Information
<http://community.amstat.org/portlandasastudentchapter/home>

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.