Communication  Each semester, DrPH students will communicate directly with the Program Director in their department. This includes any semester(s) that the student is on an approved Leave of Absence, registering for PubH 8423 (Dissertation Research), or completing the dissertation while registering for Continuous Enrollment. DrPH students are responsible for updating their contact information with the department program director and the University at http://my.gwu.edu/.

Minimum Credit Requirement  The George Washington University Milken Institute School of Public Health (SPH) requires all DrPH students to complete a minimum of 48 credit hours while making ongoing progress toward degree completion.

Matriculation Limit  DrPH students must complete all program requirements within seven (7) years. In cases involving extenuating circumstances, students may petition to extend the time limit beyond the seven (7) year maximum. The Graduate Petition, available on the Milken Institute SPH website, requires signatures from the Department Program Director, the Department Chair, and the DrPH Program Director. The signed petition will be filed with the Milken Institute SPH Student Records office.

Transfer of Credits  The DrPH program does not accept any transfer credits.

Class Attendance  Students in the DrPH program are expected to attend class. Missed classes should be kept to a minimum each semester and advance notification to the course instructor (by email, phone or both, or other agreed upon method) is required in all cases.
**Student Engagement**   Students are expected to come to class fully prepared to participate in class discussions. Students are expected to complete all assigned readings, projects, and other course requirements and to submit them on time. Accommodations may be accorded with appropriate and advance notice to the course instructor.

**Pre-Candidacy**   DrPH students must:

a. Complete and sign the *Program of Study* (along with the Department Program Director) and a projected timeline for DrPH completion.

b. Complete courses on the Program of Study with assigned letter grades. If grades of “Incomplete (I)” or “Incomplete in Progress (IPG)” appear on the transcript students will not qualify to take the Comprehensive Examination until letter grades are entered or assigned credit for non-letter grade coursework.

i. Inform advisor on intent to sit for the exam by the end of the semester prior to the exam. Pass all sections of the exam in order to qualify for the candidacy phase.

ii. Retake any section of the exam that is not passed and pass it within one calendar year of taking the initial examination. Only one retake of the Comprehensive Exam is permitted.

**Candidacy**

In order to enroll in PubH 8422 (2 credits) Advanced Health Care and Public Health Research Design, DrPH candidates must have:

a. Passed all sections of the Comprehensive Exam.

b. Completed a one-page abstract that includes:
   i. Candidate’s Name
   ii. Program Director
   iii. Faculty Advisor (if different from the Department Program Director)
   iv. Title of Proposed Research
   v. Objective (including population)
   vi. Research and Analysis Methods
   vii. Anticipated Results (hypothesis)

c. Obtained approval from the DrPH Program Director.
A DrPH candidate who arrives at the Dissertation Proposal phase is responsible for:

a. Recommending members for the Dissertation Research Committee;
b. Forming a Dissertation Research Committee and submitting the Dissertation Committee Approval Form to the Department Program Director and drphadmin@gwu.edu;
c. Securing approval for the proposal from the Dissertation Research Committee;
d. Submitting a Proposal Defense Request Form to the Department Program Director and drphadmin@gwu.edu;
e. Completing the IRB checklist.
f. Completing an oral defense of the dissertation proposal.
g. Revising the dissertation proposal as requested by the Dissertation Research Committee within a specified time period after oral defense;
h. Scheduling a second oral defense of the dissertation proposal (if the initial oral defense was unacceptable). Only one retake of the proposal defense is permitted.

A DrPH candidate who completes the oral defense of the proposal and enters the dissertation-writing phase of matriculation is responsible for:

a. Enrolling for at least 6, but no more than 9, credit hours of PubH 8423 (Dissertation Research);
b. Completing dissertation research and preparation of the written dissertation;
c. Completing the oral examination/defense of the dissertation;
d. Revising the dissertation as requested by the Dissertation Research Committee within a specified time period after oral defense;
e. Scheduling a second oral examination/defense of the dissertation (if the initial oral defense was unacceptable);
f. Submitting dissertation copies, Final Dissertation Defense Request Form, and other required paperwork to the Department Program Director and drphadmin@gwu.edu.

__________________________
Initials

Graduation

A DrPH candidate who has successfully completed the requirements of the program must:

a. Upload the final approved dissertation to the ETD website: (http://library.gwu.edu/etds/) in accordance with established deadlines.
b. Be registered during the semester of graduation.
c. Resolve any "holds" on the academic record, including student account and library record holds of any kind. These holds can prevent degree certification.

d. Submit, within established schedule, to the Milken Institute SPH Student Records office the following items:

   i. Application for Graduation Form

   ii. Signed copy of the DrPH Dissertation Defense Report Form

   iii. Copy of the signed ETD Approval Form

   iv. A copy of the graduation student survey

   v. Confirmation of CITI Training

   vi. Professional Enhancement documentation

   vii. Confirmation for the Academic Integrity Quiz


Student Signature _______________________________ Date ___/___/_______

Department Program Director _______________________________ Date ___/___/_______

DrPH Student Statements of Understanding
Revised Summer 2014
p. 4