

Doctor of Public Health Degree Program (DrPH)
STATEMENTS OF UNDERSTANDING (continued)

Initials

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.

Initials

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.

Initials

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.

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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.

Graduation

Initials

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.

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STATEMENTS OF UNDERSTANDING (continued)

- 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** ____/____/____