Office of the Dean
ACADEMIC AFFAIRS

Doctor of Philosophy Program (PhD)

STATEMENTS OF UNDERSTANDING

Student:

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_____ Communication  Each semester, PhD students in Social and Behavioral Sciences will communicate directly with the Program Director. This includes any semester(s) that the student is on an approved Leave of Absence, registering for Advanced Theorizing in Social and Behavioral Sciences in Public Health, or completing the dissertation while registering for Continuous Enrollment. PhD 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 PhD students to complete a minimum of 48 credit hours while making ongoing progress toward degree completion.

_____ Matriculation Limit  PhD students must complete all program requirements within seven (7) years. In cases involving extenuation 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 PhD Program Director. The signed petition will be filed with the Milken Institute SPH Student Records office.

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

_____ Class Attendance  Students in the PhD 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 agreed upon method) is required in all cases.
Doctor of Philosophy Degree Program (PhD)
STATEMENTS OF UNDERSTANDING (continued)

_____ Student Engagement  Students are expected to come to class fully prepared to participate in
class discussions. Students are expected to complete all assignment readings, projects, and
other course requirements and to submit them on time. Accommodations may be accorded
with appropriate advance notice to the course instructor.

_____ Pre-Candidacy  PhD students must:

a. Each semester, complete and sign the Program of Study (along with the Department Program
Director) and a projected timeline for PhD completion
b. Complete courses in 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 the Dissertation Research credits, PhD candidates must have:

a. Passed all sections of the Comprehensive Exam
b. Completed a one-page abstract that includes:
   i. Candidates Name
   ii. Program Director
   iii. Faculty Content Mentor
   iv. Title of Proposed Research
   v. Objective (including population)
   vi. Research and Analysis Methods
   vii. Anticipated Results (hypothesis)
c. Obtained approval from the PhD Program Director

A PhD 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 PhD Program Director (PhDSBS_Director@gwu.edu) and PhD Student
   Records (PhDSBS_Admin@gwu.edu)
c. Securing approval for the proposal from the Dissertation Committee;
d. Submitting a Proposal Defense Request Form to the PhD Program Director
   (PhDSBS_Director@gwu.edu) and PhD Student Records (PhDSBS_Admin@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
   not successful). Only one retake of the proposal defense is permitted.
A PhD 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 12, credit hours of Dissertation Research;
   b. Completing the 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 PhD Program Director (PhDSBS_Director@gwu.edu) and PhD Student Records (PhDSBS_Admin@gwu.edu)

_____ Graduation

A PhD 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 PhD 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 ____/____/_____

PhD Program Director: ____________________________
Date ____/____/_____

PhD Student Statements of Understanding
Revised August 2016
p.3