Milken Institute School of Public Health
THE GEORGE WASHINGTON UNIVERSITY

**Doctor of Public Health Handbook
Policies and Procedures**

FALL 2022

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Overview

The Doctor of Public Health (DrPH) Student Handbook serves as a resource for all DrPH students in The George Washington University Milken Institute School of Public Heath (GWSPH). It includes information on the policies and procedures for navigating through the DrPH program. The DrPH Student Handbook is supplementary to the GWSPH Graduate Student Handbook. While this DrPH Handbook and the GWSPH Graduate Student Handbook are updated on an annual basis and the most recent versions can be found on the GWSPH Student Services page, please note that the program of study you will follow and the policies that apply to your cohort outlined in this DrPH Handbook document, will not change without specific communication/notification.

DrPH Program Overview

The mission of the school-wide, interdisciplinary DrPH program is to educate public health thought leaders and practitioners ready to shape public health policy and practice discourse to lead organizational and societal change in the U.S. and worldwide.

This is an interdisciplinary, public health leadership training program that delivers practice-based curriculum and applied research to equip public health leaders with skills for the development, implementation, and evaluation of efficient public health programs and policies and resolve complex systematic problems.

The DrPH program training utilizes health policy and global health opportunities exclusive to Washington, D.C. to prepare our students for senior-level public health leadership roles in the U.S. and globally.

Focusing on leadership and practice, we provide some curriculum flexibility to meet the diverse needs of our students through rigorous coursework in global health; environmental & occupational health; health policy & management; prevention & community health; exercise & nutrition; biostatistics; and epidemiology.

GWSPH Administrative Offices

1. Student Affairs (OSA): The Office of Student Affairs is the first stop for students needing support, assistance, and advice on any GWSPH matters. The OSA handles the following areas:

   - Student Services and advisement on GWSPH Policies and Procedures
   - GWSPH Forms and Publications

- GWSPH International Student Forms/Requirements
- Registration for Restricted Courses
- Course Evaluations
- Questions regarding GWSPH Special Events, i.e. Orientations, GWSPH Multicultural Celebrations, Public Health Week, Career Fair, Commencement, and School Celebration Ceremony
- Student Organization Classroom Reservations
- GWSPH Course Schedules, Course Caps, Rooms, etc.
- GWSPH Listserv Subscriptions and Questions
- Student Organizations

2. <u>Admissions:</u> The Office of Admissions handles enrollment into the residential graduate programs for the GWSPH. This office can assist students with the following:
   - Admissions and matriculation
   - International student questions and external funding information
   - General scholarship process and external funding information
   - New student clearance for registration
   - Petitioning for readmission or changing programs

3. <u>Financial Student Services:</u> The GWSPH Student Financial Services is committed to assisting students in creating a financial plan to achieve their educational goals and in resolving emergent issues that pertain to federal student aid, institutional resources such as scholarships and assistantships, and managing their student accounts. Staff within this office serve as a liaison between GWSPH and the [GW Office of Student Financial Assistance](#) and [student accounts](#) at GW. This office H can assist students with the following:

   - Counseling on Federal Student Aid eligibility and the application process.
   - Management of institutionally funded grants and scholarships
   - Identifying and applying for Graduate Assistantship and Graduate Research Assistant positions.
   - Identification of external scholarship resources
   - Assistance in managing services through the primary Office of Student Financial Assistance and Student Accounts at GW.

4. <u>Career Services:</u> GWSPH Career Services provides the tools, resources, and recommendations needed to help students and alumni confidently navigate the career management lifecycle. Students may make a career counseling appointment

on the [career counseling page](#) and may schedule a meeting by phone, in person or online. Career Services can assist students and alumni with the following:

- Immediate and Long-Term Career Goal Setting
- Resume; Cover Letter Revisions
- Job Search and Networking Strategies
- Mock Interviews; Interview Preparations
- Offer and Salary Negotiations

5. <u>Student Records:</u> The primary role of the GWSPH Office of Student Records is to provide all students and Faculty with administrative support related to their academic record. Student Records can assist with the following:

- Registering for restricted courses with a Registration Transaction Form
- Filing a Petition
- Graduation Clearance
- CITI Documentation
- Submission of documentation for Professional Enhancement Activities
- Half-time/Full-time Certification Requests
- Academic Integrity Quiz verification
- Assistance with locating academic advising
- DegreeMap

Office Name	Location	Contact Information
GWSPH Student Affairs	950 New Hampshire Ave, 2nd Floor Washington, DC 20052	gwsphosa@gwu.edu (202) 994-7400
GWSPH Admissions	950 New Hampshire Ave, 2nd Floor Washington, DC 20052	gwsphadmit@gwu.edu (202) 994-2160
GWSPH Student Financial Services	950 New Hampshire Ave, 2nd Floor Washington, DC 20052	gwsphfinaid@gwu.edu (202) 994-3601
GWSPH Career Services	950 New Hampshire Ave, 2nd Floor Washington, DC 20052	gwsphcareer@gwu.edu (202) 994-3601
GWSPH Student Records	950 New Hampshire Ave, 2nd Floor Washington, DC 20052	gwsphrecords@gwu.edu (202) 994-0822
GW Disability Support Services	801 22nd Street, NW Suite 102 Washington, DC 20052	dss@gwu.edu (202) 994-8250

Name	Title	Contact Information
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Jane Hyatt Thorpe, JD	Senior Associate Dean for Academic, Student, & Faculty Affairs	jthorpe@gwu.edu (202)994-4183
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Weekly GWSPH Newsletter, Monthly DrPH Newsletter, and Joining Other Listservs

Read the GWSPH Weekly Student Newsletter. All enrolled GWSPH students receive the weekly newsletter, sent to their gwu.edu email address. The Monday newsletter compiles all the important deadlines, events and announcements for the coming weeks. It is advised that all students read the student newsletter each week to be aware of current events, activities, and updates.

Read the Monthly DrPH Newsletter. All DrPH students receive the monthly newsletter which provides information on our community, lists opportunities for DAPEx, features profiles on our students, posts dissertation presentations, and features happenings of the DrPH Coalition.

Students are also welcome to join the opt-in GWSPH listserv that includes students, alumni, faculty, staff, and members of the community. The list is used to distribute information on seminars, internships, fellowships, and professional conferences. Once a member of the list, you can send public health related announcements to fellow list members.

If you are interested in subscribing to the GWSPH listserv, please:
1. Use your GW email address to send an email to Robin Delk (robin3@gwu.edu)
2. Write "Subscribe to Listserv" in the subject field of the email
3. Simply include "Please add me to the student listserv" in the body.

We also strongly encourage students to contact respective departments of interest and request to be added to their listservs as well as provide contacts.

Program Requirements

In this 48-credit doctoral program, students will take

- 35 credits of required foundational coursework
- Additional 3 credits in choice methods courses
- Minimum of 6 credits of electives
- 2 credits of proposal development
- An additional 2 credits can be accounted for with the applied dissertation project or 2 additional elective credits can be applied

Competencies

- Doctoral study is a multifaceted and complex challenge that begins with thoughtful planning and deliberate execution with the guidance of faculty members. The experience culminates with the awarding of the DrPH degree to candidates who successfully complete these requirements as outlined in this document. Progression through the DrPH degree requires commitment, persistence, and strong communication between the student and the Dissertation Committee Chair and Committee members.

The DrPH curriculum aligns with the current Council on Education for Public Health (CEPH) criteria, including 20 foundational DrPH competencies. In addition to these, the GWSPH DrPH program has identified five program-specific competencies. The five GW-specific competencies listed below are identified with an asterisk (*).

Upon completion of the DrPH degree, students will demonstrate ability in the following core competencies:

Data & Analysis

1. Explain qualitative, quantitative, mixed methods and policy analysis research and evaluation methods to address health issues at multiple (individual, group, organization, community and population) levels

2. Design a qualitative, quantitative, mixed methods, policy analysis or evaluation project to address a public health issue

3. Explain the use and limitations of surveillance systems and national surveys in assessing, monitoring and evaluating policies and programs and to address a population's health

4. Apply implementation science approaches to improve uptake of evidence for decision-making*

Leadership, Management & Governance

5. Propose strategies for health improvement and elimination of health inequities by organizing stakeholders, including researchers, practitioners, community leaders and other partners

6. Communicate public health science to diverse stakeholders, including individuals at all levels of health literacy, for purposes of influencing behavior and policies

7. Integrate knowledge, approaches, methods, values and potential contributions from multiple professions and systems in addressing public health problems

8. Create a strategic plan

9. Facilitate shared decision making through negotiation and consensus-building methods

10. Create organizational change strategies

11. Propose strategies to promote inclusion and equity within public health programs, policies and systems

12. Assess one's own strengths and weaknesses in leadership capacities, including cultural proficiency

13. Propose human, fiscal and other resources to achieve a strategic goal

14. Cultivate new resources and revenue streams to achieve a strategic goal

Policy & Programs

15. Design a system-level intervention to address a public health issue

16. Integrate knowledge of cultural values and practices in the design of public health policies and programs

17. Integrate scientific information, legal and regulatory approaches, ethical frameworks and varied stakeholder interests in policy development and analysis

18. Propose interprofessional team approaches to improving public health

19. Integrate leadership frameworks into practices, programs, and/or polices to address public health challenges*

20. Understand how to apply a health equity lens in all aspects of public health practice, including assessments, programs, policies, and/or services*

21. Apply the core elements of a policy analysis to issues in health policy (health services and public health policy)*

Education & Workforce Development

22. Assess an audience's knowledge and learning needs

23. Deliver training or educational experiences that promote learning in academic, organizational or community settings

24. Use best practice modalities in pedagogical practice

25. Identify workforce development strategies to train public health leaders and practitioners capable of addressing the 21st Century's wicked problems**

Registration Procedures

Upon matriculation, it is necessary to remain an active student in the DrPH program.

- DrPH students must register *every fall and spring semester* until successful completion of all DrPH program requirements, including defense, final approval, and submission of the dissertation. Students who do not register during each fall and spring term will be considered out of status and may not register for the following semester without first petitioning for readmission.

- DrPH students must register for specified core class(es) during summer one and summer two. Students may register for additional classes during the summer session as well. In subsequent summer semesters, students may opt to register for one or more summer classes, but it is not required.

- Students scheduled to defend their dissertation or dissertation proposal during the summer term must be registered in the summer session.

- When not enrolled in summer classes, or not scheduling the dissertation or dissertation proposal defense during the summer term (i.e.- summer three and beyond), students are not required to register for any classes during the summer session.

- Following the completion of required coursework, students must continue to register each fall and spring semester to maintain their active status until all program requirements are met and the student graduates. This can be met through course enrollment, dissertation credits, continuous enrollment (if eligible), or continuing research. International students and students receiving federal financial aid are responsible to ensure they maintain the necessary enrollment requirements to avoid administrative problems, which may include exclusion. Students are strongly encouraged to plan their sequencing and credit allocation well in advance.

- The type of registration depends on the student's progress in the program:

  o Applied Dissertation: Only DrPH students who have successfully defended the dissertation proposal may register for PUBH 8703-Applied Dissertation. Students may register for one or two applied dissertation credit(s) (PUBH 8703) in a term. The DrPH curriculum allows students to choose to take extra elective

coursework and count Applied Dissertation as 0 credits, or count up to 2 credits for Applied Dissertation.

- o <u>Continuous Enrollment-</u> If all other program requirements have been met, and the program director approves, students may be eligible to register for continuous enrollment (UNIV 0982- which may present with a nominal fee to the university) in the term in which the dissertation will be defended.

- o <u>Continuing Research</u>: DrPH students who have met the coursework requirements but have not yet successfully defended their dissertation proposal, must register for one credit of Continuing Research (PUBH 0940), which requires a tuition payment of one full credit hour to maintain active status in a fall or spring term. Continuing Research credits cannot be used to satisfy any of the credit requirements for the DrPH.

- Students have the option of taking a Leave of Absence for up to 2 semesters while enrolled in the DrPH program. Students must apply for a Leave of Absence by completing a petition during the Fall or Spring registration period; the petition must be approved by the student's advisor and the DrPH Program Director. Each Leave of Absence for a given semester must be separately approved and can be taken sequentially or at different times while in the program. Students must officially register for Leave of Absence to stay in status. The University charges a nominal registration fee to remain enrolled during a Leave of Absence.

- Students are responsible for completing and submitting all required registration materials and are advised to periodically review their registration actions (via DegreeMap, see below) to make certain they are accurate and current. Students should always retain copies of all registration transactions submitted to the University or the GWSPH.

Registering for Classes

To register for course please follow the instructions below:
1. Go to https://it.gwu.edu/gweb. Bookmark this page for easy access.
2. Under Access with GW Email, click Current Students and sign in as prompted.
3. Click Student Records and Registration, then Registration Menu.
4. Click Register for Classes.
5. Select the appropriate term and click Continue.
6. Click Advanced Search.
7. Enter in subject: PUBH the course number underneath and click Search
8. You will see a list of all offered courses that fit the criteria you entered
9. Click Add next to the course section
10. On the bottom right click Submit.

For further instructions on how to register, including how to register by using CRN numbers, please visit the Office of the Registrar site (https://registrar.gwu.edu/how-register-0) and click on the How to Register Guide link.

Track Your Academic Progress Using DegreeMAP
DegreeMAP is GW's online advising tool for use by students, advisors, and the office of the registrar to clear students for graduation. To use the planner, log in to DegreeMAP:
1. Log in to the GWeb Infosystem
2. Click on the Records and Registration link
3. Click on the Student Records Information link
4. Click on the DegreeMAP link
5. Click the "Launch DegreeMAP" button
6. Students are responsible for meeting all degree requirements therefore DegreeMAP should be used for planning and verifying graduation requirements.

Academic Integrity & CITI Training Requirements

Academic Integrity Quiz
All GWSPH Students are required to complete the online GW Academic Integrity Activity. This must be completed **within 2 weeks of starting coursework** at Milken Institute School of Public Health. Email confirmation of your completion of the integrity quiz to the Student Records Office at gwsphrecords@gwu.edu. For more information, please visit the school's website.

Complete Human Subjects Research Training Requirements
All students in the GWSPH are required to complete training regarding human subject protection regulation and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). To fulfill this requirement, a student must complete the Collaborative IRB Training Initiative (CITI) Course in The Protection of Human Research Subjects. All GWSPH students are required to complete the CITI module Social and Behavioral Researchers or the Biomedical track which can be found under Human Subjects Research Training. CITI coursework must be completed before the end of their first semester/two modules. Students must complete the CITI course before they are approved to begin the Applied Practice Experience and/or Practicum (MPH students) or any other field or research-related activities. This course is available online. Students should print out the certificate of completion for the CITI course and keep a copy for their records. Students will need this documentation for any IRB submission package. Documentation of completion is also required for graduation clearance. Students will submit these documents to the Office of Student Records, gwsphrecords@gwu.edu. Additional training requirements exist for students who plan to conduct some types of research (e.g., clinical research).

      To get started:
1. Go to www.citiprogram.org
2. Click: Register for the CITI course

3. Select Institution (GW is under All Others, a drop-down list)
4. Create a new username and password.
5. Enter contact information

Professional Enhancement Activities

AFTER THE FIRST TERM.

All degree seeking students in the Milken Institute School of Public Health are required to attend a minimum of 8 hours of professional enhancement activities during their program (some programs require more). Professional enhancement activities supplement the academic curriculum and help prepare students to participate actively in the professional community. They enhance practical knowledge and awareness of public health issues – either in general or in a student's specific area of study.

Students can fulfill this requirement by attending workshops, seminars, live webinars (recorded webinars or meetings do not fulfill this requirement), or other relevant professional meetings, which are often held at the GWSPH and in the metropolitan Washington, DC area. After completing all 8 hours and obtaining their academic advisor's signature, students should submit the Professional Enhancement Requirement form (found on GWSPH's Academic Forms page) to Student Records at gwsphrecords@gwu.edu.

Eligible PE activities should advance student's understanding of public health. If students are unsure of whether an activity is appropriate for the PE activity or not, they should reach out to an advisor to obtain approval at least 48 hours prior to attending the PE activity.

## Timeline for Completion of the Program

DrPH students must complete all requirements of the degree program within a maximum of seven years. Students are expected to be actively engaged in their course of study throughout their time in the DrPH program. It is expected that most, if not all, students will successfully fulfill all requirements of the DrPH program in 3-5 years.

The program is designed to enable full-time students to complete all requirements and graduate within three years (8-9 terms). Part-time students are expected to complete the program in 3.5–5 years. These part-time students are expected to take a minimum of 2 courses each fall and spring semester and one course each summer for the first two years and to complete the remaining coursework in their third and fourth year.

Students must fulfill all requirements of the DrPH degree in accordance with the Program of Study and embedded Sequencing Guide (Appendix A). The Sequencing Guide provides an outline of the expected progress through the program. These documents by cohort can be found in your Cohort Google Drive and online at the GWSPH website available here.

DrPH Phases

Phases of the Doctor of Public Health (DrPH) Program
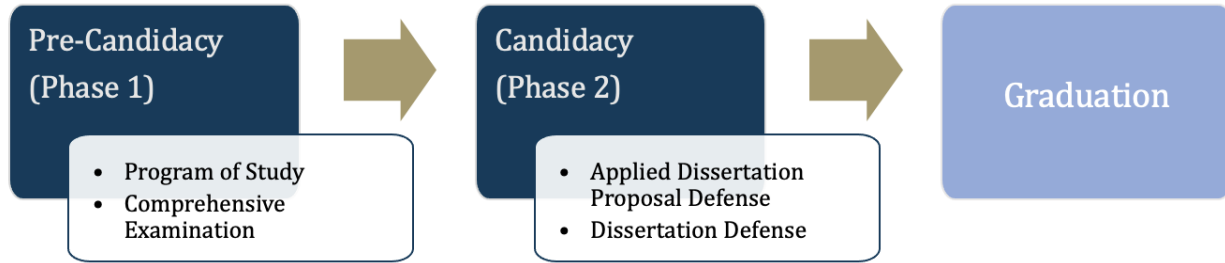
The DrPH Degree is divided into two phases: pre-candidacy and candidacy. Upon satisfactory completion of the requirements associated with pre-candidacy, including successfully completing the comprehensive exam, the student moves to the candidacy phase.

PRE-CANDIDACY PHASE:

1. DrPH Program Support
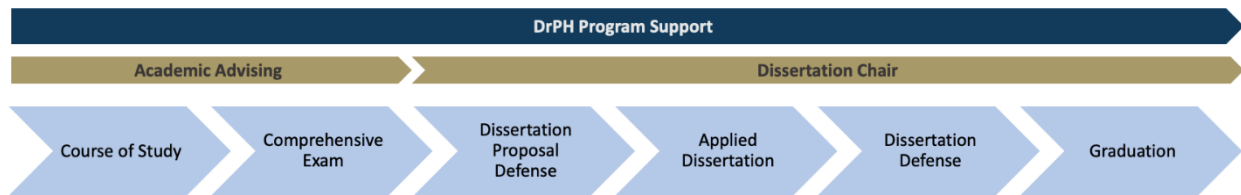
Throughout the program, students will receive support from their academic advisor, dissertation chair and committee, and the DrPH program office. Academic advisors will work with students to explore the student's interests, goals and practice experiences. (See Role of Advisor section.) A timeline for completion of coursework will be planned and agreed upon. The advisor will determine how to best help new students to anticipate/prepare a plan for fulfilling the DAPEx and Applied Dissertation requirements to help set them on the right course. Ultimately, students are responsible for their own course of action, however advisors will be supportive and assist in any ways they can. The DrPH program office provides a single point of contact for all administrative and academic matters pertaining to the DrPH journey.

2. Course of Study
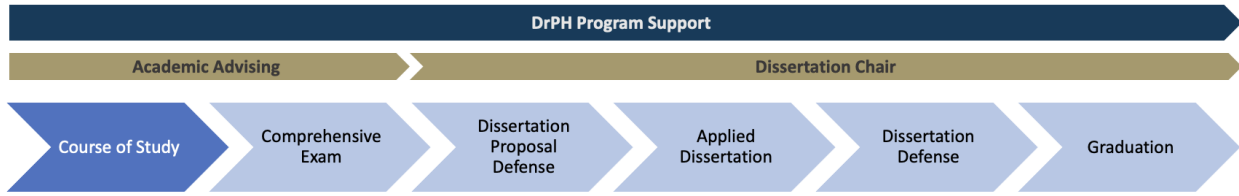
DrPH students must register for classes according to the procedures received from the Office of Admissions and Registrar. DrPH students are expected to enroll in coursework each Fall, Spring, and Summer term until coursework has been completed and must maintain a 3.0 GPA to remain in good standing.

Courses are outlined below, shown for full time study, to be completed in 3 years. Some students may follow a part-time path. When planning, it is important to know that all DrPH required courses are offered one time per year. Choice methods and electives may also be offered one time per year or more often so please check in advance. Please see the Program of Study (Appendix A) for more comprehensive information.

DrPH Full-Time Plan of Study Outline Year-by-Year

Year 1

Fall Year 1	Spring Year 1	Summer Year 1
PUBH 8700 (3 credits) *DrPH Interdisciplinary Seminar* **PUBH 8706** (3 credits) *Foundations of Public Health Leadership (Leadership Principles & Practice I)* **PUBH 8708** (3 credits) *Applied Public Health Methods*	**PUBH 8710** (3 credits) *Public Health Project Management and Social Entrepreneurship* **PUBH 8712** (3 credits) *Public Health Program Planning, Implementation & Evaluation* **PUBH 8799** (3 credits) ***Applied Public Health Methods II***	**PUBH 8714** (3 credits) *Leadership Principles & Practice II)* **PUBH 8716** (2 credits) *Leadership in Practice: Education & Workforce* **PUBH 8701*** (0 credits) *DrPH Applied Practice Experience (DAPEx)* **This is the suggested timing for when 8701 should be taken for full-time students. It can be completed and credit applied any time before comprehensive exams are taken*
TOTAL CREDITS = 9	**TOTAL CREDITS = 8–9**	**TOTAL CREDITS = 5**
	Work on DAPEx	*Complete DAPEx*

Year 2

Fall Year 2	Spring Year 2	Summer Year 2
PUBH 8718 (3 credits) *Public Health Communications and Marketing* **PUBH 8722** (3 credits) *Public Health Policy Analysis* **Choice Methods/elective course** (3 credits)	**PUBH 8720** (3 credits) *Social Change and Collective Impact* **PUBH 8702** (2 credits) *Proposal Development* **Choice Methods/elective course** (3 credits)	**PUBH 8724 (3 credits)** *Organizational Leadership & Change Management* **Comprehensive Exam**
TOTAL CREDITS = 8–9	**TOTAL CREDITS = 7–8**	**TOTAL CREDITS = 3**

Year 3

Fall Year 3	Spring Year 3	Summer Year 3
1-2 choice methods/electives courses (3-5 credits) **PUBH 8703** (0-2 credits) *Applied Dissertation* **Begin applied dissertation** *Students may choose to take extra elective coursework and count Applied Dissertation as 0 credits, or count up to 2 credits for Applied Dissertation*	**PUBH 8703** (0-2 credits) *Applied Dissertation* **Applied dissertation *(possibly defend)***	**Defend Dissertation**
TOTAL CREDITS = 0–5	**TOTAL CREDITS = 0–2**	**TOTAL CREDITS = 0**

The DrPH Program of Study and the Sequencing Guide found within it (Appendix A) will help students navigate their path of study and timeline, showing possible pathways for full time (also shown above) and part time courses of study. Any subsequent updates to this sequencing guide will be provided to students.

DrPH Applied Practice Experience (DAPEx)

The DrPH Applied Practice Experience (DAPEx) is a requirement of the Doctor of Public Health Program. The goal of the DAPEx is to advance the development of higher-level applied competencies and critical thinking relevant to student's area(s) of specialization. The DAPEx is an opportunity to apply principles of leadership and management and public health theories and methodologies learned through the program coursework to real-life situations. This will demonstrate mastery of evidence-based public health decision-making and strong leadership skills in practice, integration of multiple disciplines and ability to translate empirical knowledge into effective public health practice.

The DAPEx may be done in conjunction with the applied dissertation in which the knowledge gained through both experiences are integrated to produce a final product. Students planning to combine their DAPEx and applied dissertation must have their proposals **pre-approved** by both their academic advisor and DrPH Program Director or Associate Director.

Our DrPH program offers a hybrid option and flexible opportunities to accommodate the DAPEx requirement. Students may begin a DAPEx project after completing Fall 1 semester. All students should aim to complete their DAPEx prior to taking the comprehensive exam. We recommend starting the process two semesters before you plan to complete the requirement. Students may extend the DAPEx longer with the concurrence of the academic advisor.

The DAPEx does not have a requirement for minimum number of hours engaging with the DAPEx site. Rather, the practice plan drives the number of hours spent by the student in order to meet the agreed upon goals, deliverables, and competencies. To do so, it is generally estimated that the typical DrPH student may spend 160-240 hours on DAPEx projects.

To learn more about the DAPEx, please contact your academic advisor. Your advisor will share with you the current version of the DAPEx syllabus.

3. Comprehensive Examination
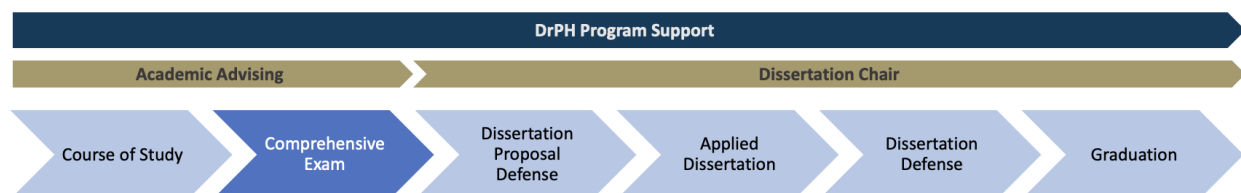
The comprehensive exam assesses the knowledge of general public health concepts and attainment of the skills outlined in the DrPH competencies. The exam challenges students to synthesize theory, concepts, research, and practice. Students become eligible to sit for the comprehensive exam after all required coursework, (preferably including the 3 credits

of additional methods coursework, but not required), has been completed. Upon successful completion of the exam, students officially enter the doctoral candidacy phase of the program. The exam may be repeated, up to one time, upon approval.

The timeline for each student to take the comprehensive exam will be determined in consultation with the Academic Advisor. The GWSPH will administer the comprehensive exam up to two times per year, in mid-summer and mid-December *(dates to be determined)*.

Once students pass the comprehensive exam, they are officially admitted into the candidacy phase. Students who do not complete or fully pass the comprehensive exam will be offered the opportunity to retake the exam one additional time. Additional coursework may be recommended. The second exam must be taken within one year of the initial exam. Failure to complete or pass the comprehensive exam will be grounds for withdrawal from the DrPH program.

CANDIDACY PHASE:

The objective of the applied dissertation is to demonstrate that the candidate has synthesized the knowledge gained during the pre-candidacy phase and is able to apply this knowledge to addressing a concrete and substantial applied public health issue/opportunity/problem. The applied dissertation is a problem-based or issue-based inquiry that will involve applied research on a selected public health policy and practice issue . The applied dissertation should result in the identification or assessment of feasible solutions or recommendations to the selected problem or issue, appropriate to the context in which they occur.

1. Applied Dissertation Proposal & Defense
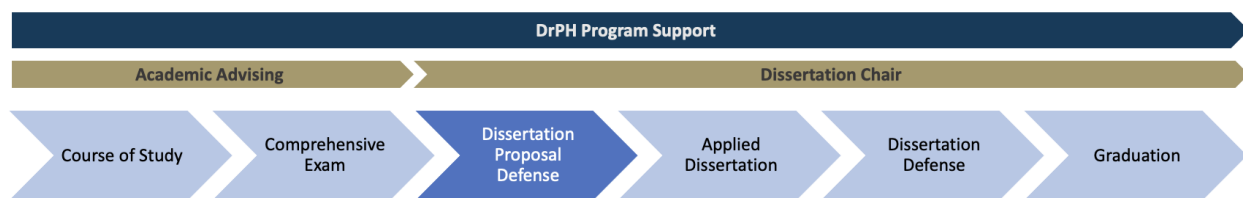
Please note in terms of the trajectory of the program that students may begin working on their applied dissertation proposal prior to taking the comprehensive exam, however, they may *not* defend their proposal until after they have successfully passed this exam.

Students are encouraged to begin thinking about and exploring topics and methods for their applied dissertation at the beginning of the program. They should work closely with their academic advisors and DrPH program leadership as they progress through their course of study. PUBH 8702, the Proposal Development course helps students dive into

their proposal development with active instructional guidance and support. Prior to registering for PUBH 8702, students will be asked to:

- Identify a dissertation topic;
- Identify an advisor;
- Identify an approach to use in addressing a public health problem or challenge;
- Consider what data you will need;
- Describe your anticipated public health impact.

A draft of the applied dissertation proposal is developed during PUBH 8702 and students prepare to defend this proposal orally to their Committee. The applied dissertation proposal should provide a clear, concise, and thorough plan of the proposed project/research. While enrolled in PUBH 8702, students will identify and confirm their Dissertation Committee members and submit the Dissertation Committee Approval Form to drphadmin@gwu.edu. The Dissertation Committee Approval Form can be accessed at: http://publichealth.gwu.edu/services/students.

2. Applied Dissertation
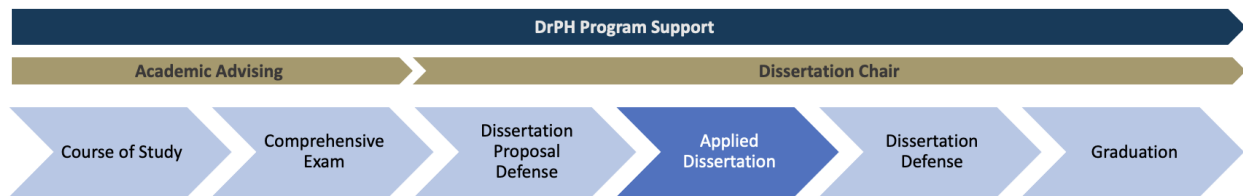
Once the proposal has been successfully defended, students will enroll in PUBH 8703-Applied Dissertation. Candidates may use up to 2 credits toward their dissertation within the 48-credit program. Alternatively, they may enroll in PUBH 8703 for 0-dissertation credits and take an additional 2 elective credits, however enrollment in PUBH 8703 (0 credits) is still required. (*Note, international students must plan for their dissertation phase carefully as credit bearing enrollment may be required to maintain their visas.)* Once all coursework and dissertation credit requirements are met, students may be eligible to register for Continuous Enrollment, (nominal fee/semester). (See Registration section on page 7.)

3. Dissertation Defense
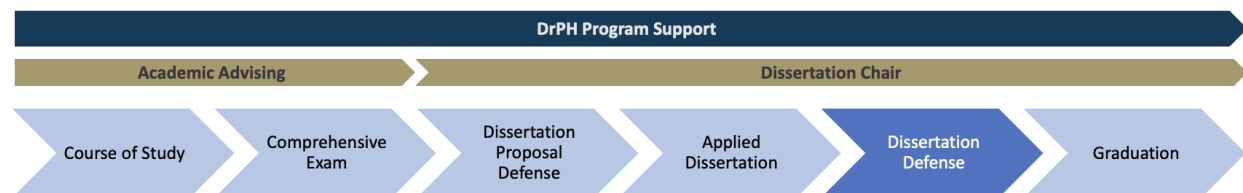
Students enroll in PUBH 8703 Applied Dissertation only upon successful defense of their dissertation proposal. Students who are not eligible to enroll in PUBH 8703 must register for other course offerings or enroll in one credit of Continuing Research (PUBH 0940). (See Registration section on page 7.)

In order to schedule a defense, the members of the dissertation committee must agree that the candidate is ready to defend the dissertation. Candidates preparing for the official oral defense of their dissertation should be thinking ahead to the formatting requirements for the final document and the graduation clearance requirements for the GWSPH. The Dissertation Committee must be provided ample time to review the complete draft and the candidate time to respond to comments/make revisions, prior to scheduling the defense date. Committees often require some final revisions and will determine, together with the Candidate, the timeline and further review, if any, is necessary.

Disposition of the Dissertation

Upon successful defense of their dissertation, and time allotted to make any necessary revisions, all doctoral candidates are required to submit the FINAL dissertation (with all the approved changes) electronically to ProQuest/UMI in accordance with all requirements, including University deadlines. More information is available at: http://library.gwu.edu/etds/.

4. DrPH Degree Certification and Graduation
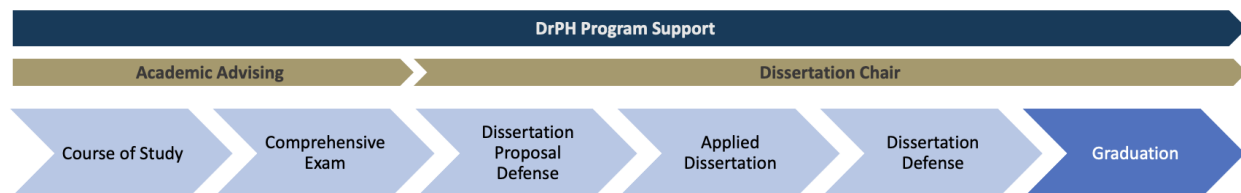
Requirements, policies, and procedures to apply for graduation are detailed in the University Bulletin and the GWSPH website.

Students must submit an Application for Graduation: https://registrar.gwu.edu/online-graduation-application-instructions

The completed Application for Graduation is submitted to the GWSPH to the Office of Student Records (gwsphrecords@gwu.edu).

- Deadlines for submission are noted on the Application for Graduation.
- Students planning to submit an Application for Graduation should review their DegreeMap record to ensure that all graduation requirements have been met. This includes confirming program requirements have been completed and all grades have been submitted.

- Once the Application for Graduation has been submitted, students will be contacted by GWSPH Student Records department with a checklist of items that need to be completed.

Graduation Events

Graduation ceremonies for GW students generally occur in May of each calendar year. Students completing degree requirements in August, January or May are invited to participate in the May graduation events which include the School Hooding Ceremony, the GWSPH Celebration, and the University Commencement (on the National Mall). Students who wish to participate in the May graduation events must notify the Office of Student Records, in accordance with their deadlines, to receive tickets/notifications of these events if you choose to participate.

Role of the DrPH Academic Advisor

The role of the DrPH Academic Advisor is pivotal to the student's progression through the pre-candidacy phase. The DrPH Academic Advisor role supports the Milken Institute SPH's commitment to student development by:

- Guiding the student in the timeline/pathway through the program of study that sequences courses, including the selection of choice methods and elective courses, and selection of professional leadership development work that enhances the dissertation research experience during the candidacy phase. The plan for methods, electives, and DAPEx site choices are based upon the student's entry knowledge, skills, and experiences; his or her career objectives; and the expectations of the applicable field for scholarly professionals. Any variation from the established program of study requires the approval of the DrPH Academic Advisor, and possibly the DrPH Program Director.

- Mentoring the student in his or her development as a scholar and professional, including addressing interpersonal and presentation skills as necessary.

- Guiding the student to consider the focus of the applied dissertation, exploring various potential topics and questions, and weighing the feasibility, advantages, and disadvantages of each.

- Guiding the student's development in the core competencies for doctoral students: knowledge of foundations, critical literature reviews, inquiry and research methods, clarity of written and oral thought, professional development, technological skills, and knowledge of the specialty area, if applicable.

- Setting clear expectations and guiding the student toward achieving a high level of quality in all written work.

- Guiding the student's preparation for the comprehensive examination.

- Serving as a resource as the student selects a dissertation committee chair and committee members.

Note: The DrPH Academic Advisor advises students primarily during the first two years of the program. Students are encouraged to initiate meeting with a variety of faculty to deepen their academic experience and develop relationships with potential dissertation advisors. DrPH Academic Advisors may continue to work with the student through the applied dissertation project either in the role of committee chair or member; however, it is not presumed that the DrPH Academic Advisor will serve as an advisor for the student's applied dissertation.

Role of the Dissertation Chair

The Dissertation Chair takes over as advisor when the student has identified their project idea and selects their Committee Chair. The initial role of a chairperson is to help students develop an outline for a focused, rigorous and manageable applied dissertation project that will meet the resource, data, and time constraints of the program. While the student is responsible for the formulation of the project, including specific aims, design, and approach, the chair is expected to provide constructive input and timely feedback to help the student develop his or her dissertation proposal. The selected Chair should have the expertise to guide the student through the candidacy phase. The Dissertation Chair will also advise and support the student/candidate in the selection of the other dissertation committee members.

The Dissertation Chair is expected to regularly review student progress and serve as a mentor, assuring that the project progresses in accordance with GWSPH guidelines and the DrPH program expectations.

DrPH Governance Structure

Program Director
To provide oversight, the DrPH Program Director works with a school-wide DrPH Committee to govern the operations of the program. The Director of the DrPH program is responsible for all administrative affairs of the Program, including administration of academic conduct, standards, requirements, and serves as the Chair of the DrPH committee. In addition, the Director is responsible for oversight and recommendations for admissions and fellowship support, matching advisors with students, approving DrPH dissertation committee chairs and members, advising dissertation committees on interpretation of policies and requirements, ruling on all petitions in accordance with SPH

and Graduate School guidelines The DrPH Program Director serves as the DrPH Committee Chair.

Associate Program Director
The Associate DrPH Program Director supports the Program Director in all functions as described above and addresses day-to-day administrative issues affecting students and advisors. In the absence of the DrPH Program Director, the DrPH Associate Program Director will serve as the Chair of DrPH Committee meetings.

DrPH Governance Committee (see Appendix B for Member Listing)

The DrPH Committee advises and provides decision-making on all aspects of the Program. The DrPH committee is comprised of the DrPH Program Director, the DrPH Associate Program Director, and Committee Members to include a representative from every department of the SPH, up to three student representatives (two students in pre-candidacy and one student in post-candidacy), and a practice-based adjunct faculty teaching in the Program.

The responsibilities of the committee members focus on advisement and decision-making in the areas of admissions; awarding of funding for students; curriculum; reviewing proposals for DrPH coursework; monitoring student progress and dismissals; doctoral applied practice experience (DAPEx); oversight of the comprehensive exam; applied dissertation oversight; and advising students within their area of expertise and/or matching students to faculty members. Sub-committees will be formed as necessary.

Final Note: *Please note that University and School policies and procedures as outlined in the George Washington University Bulletin and the Milken Institute SPH website apply to DrPH students.*

Appendix A:

DrPH Program of Study

Milken Institute School of Public Health THE GEORGE WASHINGTON UNIVERSITY	Doctor of Public Health Program of Study AY 2022-2023

Course Distribution Summary
- Total Credits = Minimum 48
- Required Foundation Courses and Research Methods = 38 credits (29 credits foundational + 9 credits Methods (includes 3 credits Choice Methods)
- Required Specialty Field Courses /Electives= 6-8 credits- mix and match/cross depts
- Dissertation Preparation and Applied Dissertation = 2-4 credits

REQUIRED FOUNDATIONAL & METHODS COURSES *32 CREDITS* *(INCLUDES 6 CREDIT METHODS COURSE)*			
Course #	**Course Title**	**Credits**	**Semester**
PUBH 8700	DrPH Interdisciplinary Seminar	3 credits	Fall 1
PUBH 8706	Foundations of Public Health Leadership (Leadership Principles and Practice I)	3 credits	Fall 1
PUBH 8708	Applied Public Health Methods	3 credits	Fall 1
PUBH 8710	Public Health Project Management and Social Entrepreneurship	3 credits	Spring 1
PUBH 8712	Public Health Program Planning, Implementation & Evaluation	3 credits	Spring 1
PUBH 8799*	Applied Public Health Methods II	3 credits	Spring 1
PUBH 8714	Leadership Principles and Practice II	3 credits	Summer 1
PUBH 8716	Leadership in Practice: Education & Workforce Development	2 credits	Summer 1
PUBH 8718	Public Health Communications and Marketing	3 credits	Fall 2
PUBH 8722	Public Health Policy Analysis	3 credits	Fall 2
PUBH 8720	Social Change and Collective Impact	3 credits	Spring 2
PUBH 8724	Organizational Leadership & Change Management	3 credits	Summer 2
PUBH 6080	Pathways to Public Health**	0 credits	Year 1
REQUIRED ADDITIONAL METHODS – 3 Credits- CHOICE SEE LIST OF COURSE OPTIONS BELOW THE PROGRAM OF STUDY CHART^			

	(RECOMMEND: 3 CREDITS FALL 2)		
	SPECIALTY FIELD/ELECTIVES COURSES CHOICE OF DEPARTMENT DOCTORAL SEMINARS (2-3 CREDITS EACH) AND/OR CHOICE OF GRADUATE ELECTIVE COURSEWORK (SPRING 1, FALL 2; SPRING 2, FALL 3) *6-8+ CREDITS (MINIMUM 6 CREDITS)*		
	COMPREHENSIVE EXAM UPON COMPLETION OF REQUIRED COURSEWORK (PREFERABLY INCLUDING 6 CREDITS OF METHODS BUT NOT REQUIRED) AND BEFORE CANDIDACY		
	DAPEX AND APPLIED DISSERTATION **2-4 CREDITS**		
PUBH 8701	DrPH Applied Practice Experience (DAPEx)	0 credits	Completed before Comp Exam
PUBH 8702	Proposal Development	2 credits	Spring 2
PUBH 8703	Applied Dissertation *Students may choose to take extra elective coursework and count Applied Dissertation as 0 credits, or count up to 2 credits for Applied Dissertation*	0-2 credits	Year 3
	TOTAL PROGRAM		**48 CREDITS**
	SPH NON-ACADEMIC REQUIREMENTS 1. PROFESSIONAL ENHANCEMENT EXPERIENCE(S)- (MINIMUM 8 HOURS) 2. CITI TRAINING 3. ACADEMIC INTEGRITY QUIZ		

*Anticipated course number for cohort 2022.

**Students without a prior MPH or other public health degree from an accredited school of public health will be required to successfully pass the free, zero credit, online course (PUBH 6080) within one year of matriculation. There is no fee for this course. *See information about Pathways to Public Health on the website in the Academic Advising section.*

^Sample list- Recommended Methods Courses - Plan with Advisor (Required: minimum 3 credits); Additional courses may be considered. Prerequisites apply; each student has the responsibility to coordinate.) The list below is not exhaustive and is subject to change.

Course #	Title	Credits	Semester *Subject to change*
PUBH 6002	Biostatistical Applications for Public Health	3	Summer, Fall
PUBH 6047	Systematic Reviews to Synthesize Evidence in Public Health Practice	1	Fall
PUBH 6121	Environmental & Occupational Epidemiology	3	Fall
PUBH 6126	Assessment & Control/Environmental Hazards	3	Fall
PUBH 6144+8114	Environmental Health Data Development & Modeling	2 + 1	Varies
PUBH 6242+8242	Clinical Epidemiology & Public Health	2 + 1	Spring
PUBH 6247	Design of Health Studies	3	Fall, Spring
PUBH 6252	Advanced Epidemiologic Methods	3	Fall, Spring
PUBH 6260	Applied Epidemiologic Data Analysis	3	Fall
PUBH 6262	Intro to GIS	1	Summer, Fall
PUBH 6263	Advanced GIS	1	Fall
PUBH 6273	Ethnographic Methods as Applied in Public Health	1	Summer
PUBH 6282	Intro to R Programming in Epidemiology	1	Summer
PUBH 6310	Statistical Analysis in Health Policy	3	Summer, Fall
PUBH 6340	Health Economics and Finance	3	Summer, Fall
PUBH 6411	Global Health Qualitative Research Methods	2	Summer
PUBH 6412	Global Health Quantitative Research Methods	3	Summer
PUBH 6495	Field Trial Methods and Application	2	Fall
PUBH 6850	Introduction to SAS for Public Health Research	1	Fall
PUBH 6851	Introduction to R for Public Health Research	1	Fall
PUBH 6852	Introduction to Python for Public Health Research	1	Fall
PUBH 6853	Use of Statistical Packages for Data Mgmt & Data Analysis	3	Fall, Spring
PUBH 6854	Applied Computing in Health Data Science	3	Spring
PUBH 6856	Advanced SAS for Public Health Research	1	Summer
PUBH 6862	Applied Linear Regression Analysis for Public Health Research	3	Fall
PUBH 6863	Applied Meta-Analysis	1	Fall
PUBH 6864	Applied Survival Analysis	3	Fall
PUBH 6866	Principles of Clinical Trials	3	Spring
PUBH 6868	Quantitative Methods	3	Spring
PUBH 6879	Propensity Score Methods for Causal Inference in Observational Studies	3	Spring
PUBH 6886	Statistical & Machine Learning for Public Health Research	3	Spring
PUBH 6887	Applied Longitudinal Data Analysis	3	Spring
PUBH 8146	Study Design & Evaluation Methods	3	Fall
PUBH 8364	Quantitative Methods	2	Spring

PUBH 8405	Advanced Topics: Health Economics Research	3	Fall
PUBH 8416	Study Design & Evaluation Methods	3	
PUBH 8417	Qualitative Research Methods & Analysis	3	Spring
PUBH 8418/8610	Applied Statistical Analysis/Stat Analysis in Health Policy	3	Fall/Spring
PUBH 8419	Measurement in PH & Health Services Research	3	Spring (even # years only)
PUBH 8420	Advanced Analysis & Dissemination	3	
PUBH 8422	Advanced Health Care and Public Health Research Design	2	Fall
PUBH 8470	Global Health Demographic Methods	3	Fall
PUBH 8875	Linear models in Biostatistics	3	
PUBH 8877	Generalized Linear Models in Biostatistics	3	Fall
EXNS 6204	Biostatistical Methods & Research Design	3	
EDUC 6112	Foundations - Assess, Test, Measure	3	Summer
EDUC 6114	Intro to Quantitative Research	3	Summer, Fall
EDUC 6116	Intro to Educational Statistics	3	Summer, Fall
EDUC 8120	Group Comparison Designs & Analyses	3	Summer, Fall
EDUC 8122	Qualitative Research Methods	3	
EDUC 8130	Survey Research Methods	3	Fall/Spring
EDUC 8131	Case Study Research Methods	3	Fall/Spring
EDUC 8140	Ethnographic Research Methods	3	Spring
EDUC 8142	Phenomenological Research Methods	3	Spring
EDUC 8148	Qualitative Data Collection	3	Summer, Fall
EDUC 8170	Educational Measurement	3	Fall
EDUC 8171	Predictive Designs and Analysis	3	Fall or Spring
EDUC 8172	Multivariate Analysis	3	
EDUC 8173	Structural Equation Modeling	3	Spring
PPPA 8022	Econometrics for Policy Research II	3	Spring
PSYC 8231	Development of Psychometric Instruments	3	Fall
PSYC 8256	Introduction to Survey Research	3	Fall
PSYC 8258	Qualitative Research and Analysis	3	Spring

GRADUATION REQUIREMENTS

1. Credits. Successful completion of all required coursework; minimum 48 credits total credits required.

2. Grade point average. A minimum overall grade point average of 3.0.

3. Timeline. The degree must be completed within seven years of matriculation. Degrees are awarded each semester, though formal commencement ceremonies, including the doctoral hooding ceremony, only occur in May. Students are eligible to participate in graduation activities only after they have completed all degree requirements, including a successful dissertation defense and have no financial obligations to the University.

4. Doctoral Applied Practice Experience (DAPEx). Successfully complete all requirements for the DAPEx.

5. Comprehensive examination. Students become eligible to sit for the comprehensive exam after all required coursework, (preferably including the 3 credits   of methods coursework, but not required), has been completed.
Upon successful completion of the exam, students officially enter the doctoral candidacy phase of the program. The exam may be repeated, up to one time, upon approval.

6. Proposal defense. Doctoral candidates prepare a written proposal with guidance from their dissertation advisor and committee. Each DrPH candidate gives an oral presentation and defense to the committee who determines the student's readiness to commence the applied dissertation.

7. Applied dissertation. The successful oral defense and submission of the applied dissertation is required.

8. Professional Enhancement. All GWSPH students must complete a minimum of 8 hours of professional enhancement activities. This can be accomplished through participation in seminars, workshops, professional meetings and other appropriate functions. Documentation of attendance to the event should be submitted to the GWSPH Office of Student Records at gwsphrecords@gwu.edu.

9. Integrity Quiz & Plagiarism. In the first semester as a DrPH student, all students should review the George Washington University's Code of Academic Integrity, take the quiz and submit documentation to the GWSPH Office of Student Records at gwsphrecords@gwu.edu

10. CITI Training requirement. All students are required to complete training regarding human subject protection regulation and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). To fulfill this requirement, you must complete the Collaborative IRB Training Initiative (CITI) Course in The Protection of Human Research Subjects and then send to GWSPH Office of Student Records at gwsphrecords@gwu.edu. Please save this for future reference for your DAPEx and Applied Dissertation.

Milken Institute School of Public Health THE GEORGE WASHINGTON UNIVERSITY	**Doctor of Public Health (DrPH)** **2022-2023** **DrPH Sample Sequencing Guide** **for Full-time versus Part-time Study** *Note: DrPH courses are offered 1 time per year only*

Full Time (3 years) *(3 terms per year for 3 years)*	**Part-Time (3.5 - 4 years)** *Strongly prefer FT for first Fall Term as* *this maintains core course sequencing*
Fall Yr 1: 9 credits *8700, 8706, 8708*	**Fall Yr 1**: 9 credits *8700, 8706, 8708*
Spring Yr 1: 8-9 credits *8710, 8712, and 1* *Methods/elective (Applied Public Health Methods II)*	**Spring Yr 1:** 6 credits *8710, 8712*
Summer Yr 1: 5 credits *8714, 8716, 8701-DAPEx start*	**Summer Yr 1:** 5 credits *8714, 8716, 8701-DAPEx start*
Fall Yr 2: 8-9 credits *8718, 8722 and 1 methods or elective choice*	**Fall Yr 2:** 6 credits *8718, 8722*
Spring Yr 2: 7-8 credits *8720, 8702, and 1 methods or elective choice*	**Spring Yr 2:** 5-6 credits *8720 and 1 methods or elective choice (Applied Public Health Methods II)*
Summer Yr 2: 3 credits *8724, 8701-DAPEx completion* *Comp Exam- Summer*	**Summer Yr 2:** 5-6 credits *8724 and 1 methods or elective course*
Fall Yr 3: 0-5 credits 1-2 methods or electives remaining and 8703- begin applied dissertation	**Fall Yr 3:** 5-6 credits *8702, 1 methods or elective choice, 8701-DAPEx completion* *Comp Exam- December*
Spring Yr 3: 0-2 credits 8703 - applied dissertation *(possibly defend)*	**Spring Yr 3:** 2-5 credits 1 methods or elective choice 8703- begin applied dissertation
Summer Yr 3: 0 credits Defend dissertation	**Summer Yr 3:** 0-2 credits *8703- applied dissertation; option to enroll in a methods or elective course*
	Fall Yr 4: 2-5 credits *Option to enroll in 1 methods/elective choice and* *8703 applied dissertation (possibly defend)*
	Spring Yr 4: - 0 credits Defend Dissertation

IMPORTANT NOTES ABOUT SEQUENCING:

1. Courses are offered once each year, so students are encouraged to follow this sequencing guide as closely as possible and to plan out choice methods and electives early in their program taking into consideration when classes of interest will likely be offered.

2. There are limited methods and electives courses scheduled in the summer term, so plan accordingly.

3. Students become eligible to sit for the comprehensive exam after all required coursework, (preferably including the 3 credits of additional methods coursework, but not required), has been completed. The comprehensive exam will typically be administered in early- summer and mid-December each year; specific dates to be determined annually. Students may retake the comprehensive exam up to 1 time.

4. GW students are required to be registered for coursework every fall and spring semester until they have successfully completed all program requirements to remain in active status. It is not required to be registered in the summer term to maintain active status. In the DrPH program, this requirement also pertains to the defense, final approval, and submission of the dissertation. Students must be registered in PUBH 8703 (Applied Dissertation) or continuous enrollment (may be a nominal fee) in the term in which the dissertation is defended, including the summer term, if that is when the defense is scheduled.

5. Our DrPH program offers a hybrid of flexible opportunities to accommodate the DAPEx requirement. Students may begin a DAPEx project after completing Fall 1 semester. All students should aim to complete their DAPEx prior to taking the comprehensive exam. We recommend starting the process two semesters before you plan to complete the requirement. Students may extend the DAPEx longer with the concurrence of the academic advisor.

6. The DrPH program is designed for full time students to complete all requirements within 3 years (9 terms). However, all students must complete all DrPH requirements within 7 years of matriculation, (21 terms), including official leaves of absence.

REQUIRED COURSES
PUBH 8700: DrPH Interdisciplinary Seminar
PUBH 8701: DrPH Applied Practice Experience (DAPEx)
PUBH 8702: DrPH Proposal Development
PUBH 8703: DrPH Applied Dissertation
PUBH 8706: Foundations of Public Health Leadership (Leadership Principles and Practice I)
PUBH 8708: Applied Public Health Methods
PUBH 8710: Public Health Project Management and Social Entrepreneurship
PUBH 8712: Public Health Planning, Implementation & Evaluation
PUBH 8799: Applied Public Health Methods II
PUBH 8714: Leadership Principles and Practice II
PUBH 8716: Leadership in Practice: Education & Workforce Development
PUBH 8718: Public Health Communications and Marketing
PUBH 8720: Social Change and Collective Impact
PUBH 8722: Public Health Policy Analysis
PUBH 8724: Organizational Leadership & Change Management
3 credits of choice METHODS

Appendix B:

DrPH GOVERNANCE COMMITTEE
2022-2023

Gene Migliaccio, DrPH, MPH Associate Dean for Applied Public Health Director, DrPH Program Professor, Global Health Email: geno@gwu.edu	**Jen Skillicorn, DrPH, MPH** Associate Director, DrPH Program Director of the Office of Applied Public Health Professorial Lecturer, Health Policy & Management Email: skilli_j@gwu.edu
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