Milken Institute School of Public Health

THE GEORGE WASHINGTON UNIVERSITY

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

2023 - 2024

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Table of Contents

GWSPH 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 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.

GWSPH Mission, Vision, and Values

GWSPH Mission
We advance population health, wellbeing, and social justice locally, nationally, and globally by:

- Applying public health knowledge to enhance policy, practice, and management
- Conducting rigorous, basic, applied, and translational research
- Educating the next generation of public health leaders, policy makers, practitioners, scientists, advocates, and managers

GWSPH Vision
Healthier and safer communities powered by public health

GWSPH Values
GWSPH shares the following core values:
- Achieving excellence in all of our endeavors
- Promoting a culture of service that respects the contributions of all members of our community
- Embracing social justice and diversity as we work to realize health equity for all individuals and communities, however they are identified
- Aspiring to innovative, ethical and evidence-based policy, research, practice, management, and pedagogy
- Engaging in sustainable practices that promote healthy environments

GWSPH Leadership

Name	Title	Contact Information
Lynn R. Goldman, MD, MS, MPH	Michael and Lori Milken Dean of Public Health	goldmanl@gwu.edu (202) 994-5179
Jane Hyatt Thorpe, JD	Senior Associate Dean for Academic, Student, & Faculty Affairs	jthorpe@gwu.edu (202)994-4183
Gene Migliaccio, DrPH	Associate Dean for Applied Public Health & Director DrPH Program	geno@gwu.edu (202)994-9412
Heather Renault, MS	Assistant Dean for Student Services	hrenault@gwu.edu (202)994-0554

GWSPH Administrative Offices

1. <u>Student Affairs (OSA):</u> 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

   Handshake is GW's virtual career platform. On Handshake, students and alumni schedule career counseling appointments, seek jobs, internships, fellowships and practicum opportunities, and to register for career services events.

5. <u>Student Records:</u> The primary role of the GWSPH Office of Student Records (gwsphrecords@gwu.edu) 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
- Submission of required Dissertation Forms
- Half-time/Full-time Certification Requests
- Academic Integrity Quiz verification
- Assistance with locating academic advising
- DegreeMAP

6. Disability Support Services (DSS): Disability Support Services (dss@gwu.edu) works collaboratively with students, faculty, and staff across the campus to foster a climate of universal academic excellence while promoting disability culture and GW's broader diversity and inclusion initiatives. During the Summer of 2023, DSS offers virtual meetings for current and prospective students.

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

GWSPH Directories

SPH Faculty Bios and Contact Information

Students should access the GWSPH's Faculty Directory for current faculty members' contact information and their professional bibliographical information, education, and research,

[Administrative Offices Information](#)
To get a full list of the GWSPH administrative offices, student should visit this site.

[GW Directory](#)
This portal allows students to search for other students, faculty, and staff that are present in the George Washington University community.

Academic Calendar

The university-wide calendar can be found [here](#). This page includes current and future academic calendars for the Fall, Spring, and Summer terms. This includes, but is not limited to, what dates classes will begin, what days there are no classes, final exam schedule, etc.

DrPH Program Overview

The mission of the school-wide, interdisciplinary DrPH program is to educate and train 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 a practice-based curriculum 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.

The DrPH degree is designed to promote the principles of academic public health practice. Longstanding and recent challenges (e.g. COVID-19 pandemic, racism, violence, and less than adequate national public health infrastructure) illustrate the need for public health professionals who can provide the leadership to expand and strengthen the U.S. and global

public health systems. The DrPH degree is designed to prepare professionals with the necessary skills to provide this leadership.

Curriculum Requirements

In this 48-credit doctoral program, students will take

- 35 credits of required foundational coursework
- 13 credits of Dissertation Portfolio coursework

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 policies 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. Develop workforce strategies that consider human motivation, adult learning principles, organizational factors, and available resources *

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. 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 two course each summer for the first two years and to complete the remaining coursework in their third and fourth years.

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. The most up to date versions of these documents by cohort can be found in your Cohort Google Drive.

DrPH Phases

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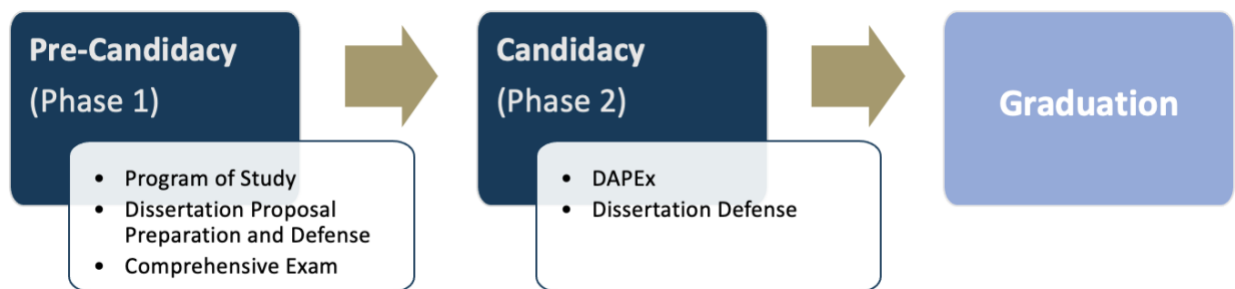
The DrPH Degree is divided into two phases: pre-candidacy and candidacy. Upon satisfactory completion of the requirements associated with pre-candidacy, including successfully completing the comprehensive exam, the student moves to the candidacy phase.

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 prepare a plan for fulfilling the DrPH Applied Practice Experience (DAPEx) and 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. Foundational Coursework

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. 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 Seminar and Introduction to DrPH Applied Practice Experience (DAPEx)*	**PUBH 8710** (3 credits) *Public Health Project Management and Social Entrepreneurship*	**PUBH 8716** (3 credits) *Education and Workforce Development Approaches for Public Health Leaders*
PUBH 8706 (3 credits) *Leadership Principles & Practice I*	**PUBH 8712** (3 credits) *Public Health Program Planning, Implementation & Evaluation*	**PUBH 8722** (3 credits) *Public Health Policy Analysis*
PUBH 8708 (3 credits) *Applied Public Health Methods I*	**PUBH 8714** (3 credits) *Leadership Principles & Practice II*	**PUBH 8705*** (0 credits) *Dissertation Portfolio: Independent Study II for DAPEx and Dissertation Proposal Development*
PUBH 8730 (2 credits) *DrPH Immersion (Washington, DC)*	**PUBH 8703** (0 credits) *Dissertation Portfolio: Independent Study I for DAPEx and Dissertation Proposal Development*	
TOTAL CREDITS = 11	**TOTAL CREDITS = 9**	**TOTAL CREDITS = 6**

Year 2

Fall Year 2	Spring Year 2	Summer Year 2
PUBH 8718 (3 credits) *Public Health Communications and Marketing*	**PUBH 8724** (3 credits) *Organizational Leadership & Change Management*	**PUBH 8711 (2 credits)** *Dissertation Portfolio: DAPEx and Dissertation Implementation*
PUBH 8720 (3 credits) *Social Change and Collective Impact*	**PUBH 8726** (3 credits) *Applied Public Health Methods II*	**Comprehensive Exam**
PUBH 8707 (2 credits) *Dissertation Portfolio: Dissertation Proposal Development*	**PUBH 8709** (2 credits) *Dissertation Portfolio: Dissertation Proposal Defense*	
TOTAL CREDITS = 8	**TOTAL CREDITS = 8**	**TOTAL CREDITS = 2**

Year 3

Fall Year 3	Spring Year 3	Summer Year 3
PUBH 8713 (2 credits) *Dissertation Portfolio: Dissertation Development* **Begin write-up of the dissertation**	**PUBH 8715** (2 credits) *Dissertation Portfolio: Dissertation Defense*	**PUBH 8715** (2 credits) *Dissertation Portfolio: Dissertation Defense* **(Continued as needed)**
TOTAL CREDITS = 2	TOTAL CREDITS = 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.

3. Proposal Defense

Students work with their committee to determine readiness to defend and then defend their DrPH Applied Practice Experience (DAPEx) proposal to their committee. The DAPEx will serve as the foundation for the student's dissertation.

Please note in terms of the trajectory of the program that students may begin working on their DAPEx 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 DAPEx and 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 8707 – Dissertation Portfolio: Dissertation Proposal Development course helps students dive into their proposal development with active instructional guidance and support. Prior to registering for PUBH 8707, 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 dissertation proposal is developed during PUBH 8707 and students prepare to defend this proposal orally to their Committee. The dissertation proposal should provide a clear, concise, and thorough plan of the proposed project/research. While enrolled in PUBH 8707, students will identify and confirm their Dissertation Committee members and submit the Dissertation Committee Approval Form to the DrPH Program Office.

4. 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, 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 once a year in May *(exact 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.

Pro Tip: We suggest that you download and save all of your course materials from the course platform (Blackboard and/or Digital Campus) as you may lose access to past courses on these platforms prior to taking the comprehensive exam.

Candidacy Phase:

The objective of the DAPEx and 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, and/or problem. The DAPEx will serve as the foundation for the dissertation. The dissertation is a problem-based or issue-based inquiry that will involve applied research on a selected public health policy and practice issue. The 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. Students will be supported through the Dissertation Portfolio that includes a series of courses discussed in more detail below under the section Dissertation Portfolio Sequence. The Dissertation Portfolio provides structure for students to identify their DAPEx and move through their dissertation.

## 1. DrPH Applied Practice Experience (DAPEx)

Upon successful defense of their DAPEx proposal during PUBH 8709, the student can enroll in PUBH 8711 – Dissertation Portfolio: DAPEx and Dissertation Implementation and begin their DAPEx.

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.

You will learn more about the DAPEx through your program orientation and PUBH 8700. A DAPEx syllabus will also be made available through your learning platform or Google Drive.
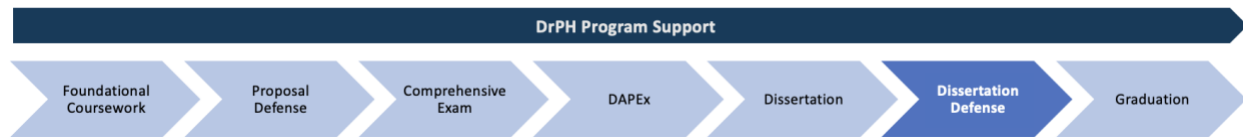
2. Dissertation
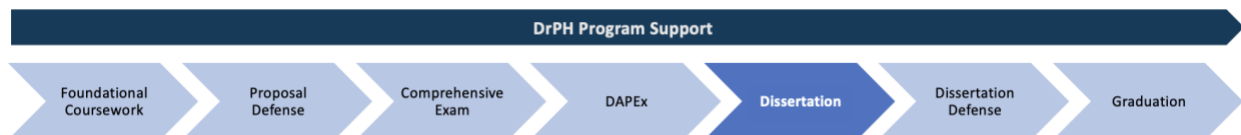
Once the student has completed their DAPEx, they can enroll in PUBH 8713 – Dissertation Portfolio: Dissertation Development. Once all coursework and dissertation credit

requirements are met, students may be eligible to register for Continuous Enrollment, (nominal fee/semester). (See Registration Procedures)

3. Dissertation Defense

Students enroll in PUBH 8715 – Dissertation Portfolio: Dissertation Defense only upon successful completion of PUBH 8713. Students who are not eligible to enroll in PUBH 8715 must register for other course offerings or enroll in one credit of Continuing Research (PUBH 0940). (See Registration Procedures)

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
When scheduling the dissertation defense, students are encouraged to review the University's Electronic Theses and Dissertations (ETD) Approval Deadlines: https://library.gwu.edu/etd-deadlines. Best practice is to schedule the dissertation defense at least two weeks prior to the ETD deadlines to avoid any delays.

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
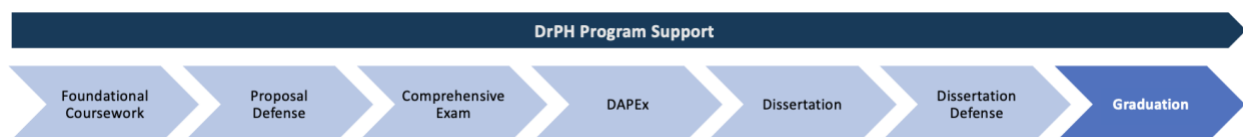
Requirements, policies, and procedures to apply for graduation are detailed in the University Bulletin and on the GWSPH website. Students are encouraged to review and make sure they have completed the Checklist for Graduation.

Students must submit an Application for Graduation.

The completed Application for Graduation is submitted to the GWSPH 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.

Dissertation Portfolio Sequence
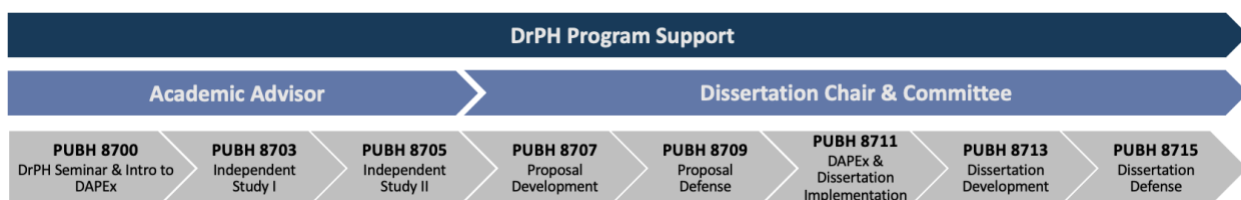
Our program takes practice very seriously and our focus on it goes beyond just addressing a requirement. Practicing DrPH competencies is how students will learn what is necessary to move their own professional practice and leadership forward. Because of this, we have

developed the Dissertation Portfolio that promotes practice by integrating the DrPH Practice Experience (DAPEx) throughout the curriculum and linking it to the dissertation.

Students are required to take eight courses related to the DrPH Dissertation Portfolio. These courses provide tailored support to DrPH students as they navigate the dissertation process and it ensures that both online and residential cohorts take the same Program of Study. Two of these courses, PUBH 8700 and PUBH 8707 in the Dissertation Portfolio Sequence are didactic courses (highlighted in **blue** in the graphic below). The DAPEx serves as the practice project that students will then write up as their dissertation. Our Dissertation Portfolio sequencing in our 2023 Program of Study in [Appendix A](#) shows the integration of the DAPEX and dissertation throughout the entire program.
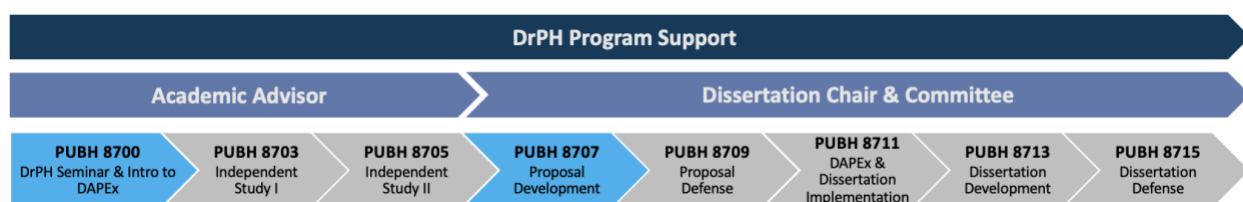
PUBH 8700: DrPH Seminar and Introduction to DrPH Applied Practice Experience (DAPEx)

This interactive seminar course provides doctoral students in the DrPH program with fundamental understanding of current issues associated with Biostatistics, Epidemiology, Environmental and Occupational Health, Exercise and Nutrition Sciences, Global Health, Health Policy & Management, and Prevention and Community Health. It is also the first course in the Dissertation Portfolio series. The course introduces students to the DrPH Applied Practice Experience (DAPEx) and Dissertation, and the process they will go through in identifying public health problems, researching them, and finding appropriate approaches and interventions to address them.

PUBH 8703 Dissertation Portfolio: Independent Study I for DAPEx and Dissertation Proposal Development

This course is designed to provide students with the opportunity to narrow and refine a public health problem and approach they want to pursue for their DrPH applied practice experience and dissertation. In PUBH 8700, students identified topics they were interested in pursuing, and this independent study supports students as they determine how they will go about exploring and researching their specific topics. Initially, students will work independently with their faculty advisors and as they progress through the course, they will begin to identify faculty to serve on their Dissertation Committee who will support them moving forward. This course, along with PUBH 8705, will prepare students to take PUBH 8707 - Dissertation Portfolio: Dissertation Proposal Development.

PUBH 8705 Dissertation Portfolio: Independent Study II for DAPEx and Dissertation Proposal Development

This course is designed to provide students with the opportunity to continue to narrow and refine a public health problem and approach they want to pursue for their DrPH applied practice experience and dissertation. This course follows and builds off of PUBH 8703 - Dissertation Portfolio: Independent Study I for DAPEx and Dissertation Proposal Development. During this course, students should identify and begin working with faculty members who will serve on their Dissertation Committee. The course will prepare students to meet the criteria necessary to take PUBH 8707 - Dissertation Portfolio: Dissertation Proposal Development.

Once the student identifies and confirms their Dissertation Committee members, the student must complete the DrPH Dissertation Committee Approval Form and email it to the DrPH Program Office.

PUBH 8707 Dissertation Portfolio: Dissertation Proposal Development

The primary purpose of this didactic course is to assist the doctoral student in developing and defending a draft proposal. Drafts of each section of the proposal will be submitted and reviewed in class and in detail by the instructor. Students are expected to identify and work closely with their advisor and/or dissertation committee members. At the onset of the course, students are required to identify a Dissertation Committee Chair and establish regular meetings to discuss relevant dissertation proposal components.

If the student has not already done so, at this time, they will need to complete the DrPH Dissertation Committee Approval Form and email it to the DrPH Program Office.

PUBH 8709 Dissertation Portfolio: Dissertation Proposal Defense

This course is designed to provide students with the opportunity to work closely with their Dissertation Committee to prepare for their proposal defense. Students will work with their committee members for multiple rounds of review of their entire dissertation proposal. In their proposal, students must identify the competencies that their dissertation will address. Committee members will provide written feedback to students prior to the decision to forward with the defense. The chair and committee members determine when the candidate is ready to schedule their defense.

Prior to the proposal defense, the DrPH Dissertation Proposal Defense Request Form must be completed and submitted to the DrPH Program Office.

PUBH 8711 Dissertation Portfolio: DAPEx and Dissertation Implementation

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 public health challenges and approaches. 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. Upon a successful defense of their proposal, students may begin their DAPEx during this course. Students should stay in close contact with their committee members and site preceptor during this time and arrive at consensus with any mid-course adjustment.

PUBH 8713 Dissertation Portfolio: Dissertation Development
During this course, students will write about their DrPH Applied Practice Experience (DAPEx) as their dissertation in consult with their dissertation chair and committee members, including their site preceptor. Students can choose a traditional 5 chapter dissertation or 2-paper manuscript format.

PUBH 8715 Dissertation Portfolio: Dissertation Defense
This course is designed to provide students the opportunity to work closely with their Dissertation Committee to prepare for their dissertation defense. Students must submit the full dissertation draft to the dissertation committee for review and written comments at least once. Students may work with their committee members for multiple rounds of review of their entire dissertation. The chair and committee members determine when the candidate is ready to schedule their dissertation defense. There are three possible outcomes of the proposal defense: approval, approval with revisions, or no approval. The Dissertation Final Defense Request Form must be completed and submitted to GWSPH Student Records (gwsphrecords@gwu.edu)

Disposition of the Dissertation

When scheduling the dissertation defense, please review the University's Electronic Theses and Dissertations (ETD) Approval Deadlines: https://library.gwu.edu/etd-deadlines
NOTE: Schedule your defense at least two weeks prior to the ETD deadlines to avoid any delays
Upon successful defense of their dissertation, you will need to
   1) Complete and submit the ETD Approval Form to GWSPH ETD Administrator Jennifer Lyles-Shields at jenlyles@gwu.edu
   2) submit the FINAL dissertation electronically to ProQuest/UMIt: https://library.gwu.edu/gw-etds

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 throughout the program and providing support with sequencing, scheduling and program administrative support such as signing off forms and other requirements. 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 their DAPEx and 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, but will support the student throughout their entire program. Advisors will help the student identify faculty members who have aligned academic and practice-based interests. These faculty members may be potential dissertation committee members. DrPH Academic Advisors may continue to work with the student through the 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 dissertation.

Role of the Dissertation Chair

The Dissertation Chair takes serves as the DAPEx and dissertation advisor when the student has identified their DAPEx 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 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 DAPEx 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
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 GWSPH, 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; dissertation oversight; and advising students within their area of expertise and/or matching students to faculty members. Sub-committees will be formed as necessary.

Policies & Program Requirements

Student Rights and Responsibilities

All students, upon enrolling in and while attending The George Washington University, are subject to the Code of Conduct. That documentation typically addresses instances of significant or recidivistic non-academic student misconduct, which may result in a disciplinary record and sanctions that include, but are not limited to: cancellation of a student's housing license agreement, suspension or expulsion from the university, or other educational sanctions. For more information, please visit The Office of Student Rights & Responsibility Website.

Add or Drop Courses

Students may add and drop courses before the first day of class without penalty. The Tuition Refund Policy can be found here.

Residential International Students: Less than Full-Time Students

If you are an international student on an F-1 or J-1 Visa, it is your responsibility to enroll as a full-time student (minimum 9 credit hours for graduate students) for spring and fall semesters according to the U.S. Immigration and Naturalization rules governing registration requirements for international students with F-1/J-1 visa status. In certain situations, a reduced course load may be allowed. To request approval for this, complete the F-1/J-1 Request for Reduced Course Load Form located in your *ISOGateway* and submit it to the International Services Office (ISO). You can obtain more information from the ISO on their *website* or by contacting the office at *iso@gwu.edu* or (202) 994-4477.

Independent Study

Graduate students may take an Independent Study per the program's [Program of Study](#) and on a case-by-case basis. Before registering for an independent study, the student must first complete an independent study project plan and submit to the Student Records department with an Independent Study Form. The form must be approved by the student, the project faculty supervisor, and the student's academic Program Director.

Independent studies must be approved prior to registration for the course. Students submit the completed forms and a [Registration Transaction Form (RTF)](#) to the student advisor during open registration for the semester that the independent study is taking place. All forms and a detailed description can be found on the [website](#).

Transfer of Credits

The DrPH program may allow for the transfer of up to 12 credits from another accredited academic institution if the credits align with DrPH competencies and the GWSPH DrPH curriculum and have not counted towards the completion of another degree. External credits must have been earned within the last 6 years with a minimum grade of 3.0 (B) in each course. Final decisions are at the discretion of the DrPH Program Director.

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. Please note that if you have completed 8 hours from a previous GW degree, you will still need to complete 8 PE hours while you are enrolled in the DrPH program.

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.

Maintaining Good Academic Status

A graduate student who is not suspended, on academic probation, or on provisional admission status is considered to be in good standing. At the graduate level, a minimum grade-point average of 3.0 (B) must be maintained to be awarded a graduate degree. All courses taken for graduate credit after matriculation as a degree candidate (but excluding those audited or taken for the grade of CR/NC) will be used to calculate the grade point average (GPA). Graduate courses must be taken for a letter grade unless the course is

designated as a credit/no credit course. Students may not opt to take a course for credit only

** Students receiving Federal Student Aid are subject to Federal Satisfactory Academic Progress (SAP) requirements. This is a separate GW policy, which can be found on the Office of Student Financial Assistance Webpage.**

GWSPH takes academic integrity issues seriously. It is the student's responsibility to review, understand, and comply with The George Washington University's Code of Academic Integrity. Students should be familiar with Student Rights & Responsibilities.

Below are descriptions for the academic standing categories:

Provisional Admission
Provisional admissions are used for applicants who are shy of numerical standards for admission, but show promise of successfully completing graduate work. During the provisional admission period (the first 9 credits), students are required to meet with academic advisors each term prior to registration and to maintain a GPA of at least 3.0. During this time period, students must not receive a grade of Incomplete (I) or a grade lower than a B. Provisionally admitted students who do not meet these requirements are subject to suspension (see below) and cannot apply for readmission for at least one calendar year.

Term Warning (<9 credits completed)
A graduate student whose cumulative GPA is less than 3.0 after attempting a minimum of one credit hour and a maximum of eight credit hours will be issued a warning notice at the end of the term and will be required to take corrective measures (e.g., meet with academic advisor to outline steps to raise GPA). After receipt of the term warning letter, incomplete grades and grades of B- or lower are not permitted during the remainder of the first 8 credits and are grounds for automatic suspension, probation, or continued warning status.

Probation
A graduate student whose GPA falls below 3.0 at any point after completing nine credit hours will be placed on academic probation. This probation extends through the period in which the student next attempts 12 credit hours of work, including required courses. A student's program may be restricted by the program director if deemed necessary.
A student who fails to raise the cumulative GPA to 3.0 or better during the period of probation is subject to suspension. Incomplete grades and grades of B- or lower are not permitted during the probationary period and are grounds for automatic suspension or continued probation. Students on academic probation are not eligible to apply for graduation. The GWSPH Dean's Office, in consultation with the student's academic advisor, may continue a student on probation (in lieu of suspension) if satisfactory progress is demonstrated during the probationary period as determined by the Senior Associate Dean for Academic Affairs**.**

Grade of F
A graduate student who receives a grade of F is subject to suspension. If the student wishes to remain enrolled, they must present cause, for consideration by the Senior Associate Dean of Academic Affairs and the director of the degree program, as to why continued study should be permitted. Once a grade of F is earned it remains a part of the student's permanent record and is calculated into the GPA.
A graduate student who earns the grade of F in a core or other required course and is permitted to continue in graduate studies must repeat the course and achieve at least the grade of B; such a repeat does not expunge the grade of F, which remains as part of the student's record.

Suspension
A graduate student who receives an F or does not meet the conditions of probation (see above) is subject to suspension. Suspended students may not register for or complete any courses at GW. An outstanding Incomplete (I) grade at the time of suspension will become an F.
Suspended students may reapply to a program, using SOPHAS Express, after one full calendar year from the time of suspension. To be readmitted, the student must submit evidence that suggests the probability of academic success. A student who is readmitted will continue on academic probation and must achieve a minimum grade-point average of 3.0 in the next 12 credit hours of graduate study. Should the student fail to achieve this grade-point average, the student will again be suspended and will not be readmitted.

Dismissal
A student who has been suspended twice is not permitted to reapply to Milken Institute School of Public Health and will be dismissed from the school.

Timely Progress Towards a Degree
A graduate student who fails to make adequate and timely progress toward the degree, through repeated leaves or repeated failure to complete an appropriate number of credit hours per module/semester, may be suspended. Students suspended on these grounds may apply for readmission after providing sufficient evidence of academic promise through SOPHAS Express.

Notification of Academic Status
Students who are not in good academic standing will be notified by email. Letters are sent out at the end of each academic term. Any student seeking to appeal academic decisions with respect to maintenance of good academic standing may do so through the Dean of their program or Program Director on a case by case basis.

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 <u>DrPH Applied Practice Experience (DAPEx)</u> - Only DrPH students who have successfully defended the DAPEx proposal may register for PUBH 8711 - Dissertation Portfolio: DAPEx and Dissertation Implementation.

    o <u>Dissertation Portfolio: Dissertation Development</u> - Only DrPH students who have successfully completed their DAPEx (PUBH 8711) may register for PUBH 8713 - Dissertation Portfolio: Dissertation Development.

    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.

- Continuing Research: DrPH students who have met the coursework requirements but have not yet successfully defended their DAPEx 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.
1. Click Register for Classes.
2. Select the appropriate term and click Continue.
3. Click Advanced Search.
4. Enter in subject: PUBH the course number underneath and click Search
5. You will see a list of all offered courses that fit the criteria you entered
6. Click Add next to the course section
7. 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 You 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.

Guidance for Updating DegreeMAP
In the case that a degree requirement gets miscategorized on DegreeMAP, students will need to complete and submit a Graduate Petition to GWSPH Student Records (gwsphrecords@gwu.edu).

We recommend that these changes are made once a year toward the end of Spring semester. Please note that you can use <u>one</u> petition for <u>multiple</u> requests if those requests need to be signed off by the same individual(s).

Below are the most common updates that students may need to make to their DegreeMAP including instructions for making these changes:

Waiving Pathways (PUBH 6080)
If you waived PUBH 6080: Pathways to Public Health but it still shows up on your DegreeMAP as a missing course, you can correct this by using the Graduate Petition form:
- Select the third option (*Waive and Replace a Required Course*) on the petition
- Complete the *Rationale* section – specify that you received an MPH from a CEPH-accredited institution

Waiving and replacing one course for another
If you received program permission for a "waive and replace" of a required course with a different public health course that you have taken, you will need to follow the below instructions.

To make this change in your DegreeMAP, use the Graduate Petition form:
- Select the third option (*Waive and Replace a Required Course*) on the petition
- Complete the *Rationale* section – specify that you have consulted with your advisor and course instructor and both have agreed that you have provided sufficient evidence of the information being requested.

Please keep in mind that these updates/changes typically take 2-3 business days but sometimes up to 5 if it is a busy time for the Registrar's Office.

Communications

Weekly GWSPH Newsletter

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.

Monthly DrPH Newsletter

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.

Joining Other Listservs

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.

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 2023-2024

Course Distribution Summary
- Total Credits = Minimum 48
- Required Coursework = 35 credits
- Dissertation Portfolio = 13 credits *(highlighted courses below)*

REQUIRED COURSE WORK			
Course #	*Course Title*	*Credits*	*Semester*
PUBH 8730	DrPH Immersion (Washington, DC) *August 20 - 23, 2023*	2 credits	Fall 1
PUBH 8700	DrPH Seminar and Introduction to DrPH Applied Practice Experience (DAPEx)**	3 credits	Fall 1
PUBH 8706	Leadership Principles and Practice I	3 credits	Fall 1
PUBH 8708	Applied Public Health Methods I	3 credits	Fall 1
PUBH 8703	Dissertation Portfolio: Independent Study I for DAPEx and Dissertation Proposal Development	0 credits	Spring 1
PUBH 8710	Public Health Project Management and Social Entrepreneurship	3 credits	Spring 1
PUBH 8712	Public Health Program Planning, Implementation and Evaluation	3 credits	Spring 1
PUBH 8714	Leadership Principles and Practice II	3 credits	Spring 1
PUBH 8705	Dissertation Portfolio: Independent Study II for DAPEx and Dissertation Proposal Development	0 credits	Summer 1
PUBH 8716	Education and Workforce Development Approaches for Public Health Leaders	3 credits	Summer 1
PUBH 8722	Public Health Policy Analysis	3 credits	Summer 1
PUBH 8707	Dissertation Portfolio: Dissertation Proposal Development**	2 credits	Fall 2
PUBH 8718	Public Health Communications and Marketing	3 credits	Fall 2
PUBH 8720	Social Change and Collective Impact	3 credits	Fall 2
PUBH 8709	Dissertation Portfolio: Dissertation Proposal Defense	2 credits	Spring 2
PUBH 8724	Organizational Leadership and Change Management	3 credits	Spring 2
PUBH 8726	Applied Public Health Methods II	3 credits	Spring 2
PUBH 8711	Dissertation Portfolio: DAPEx and Dissertation Implementation	2 credits	Summer 2

PUBH 8713	Dissertation Portfolio: Dissertation Development	2 credits	Fall 3
PUBH 8715	Dissertation Portfolio: Dissertation Defense	2 credits	Spring 3
PUBH 6080	Pathways to Public Health***	0 credits	Year 1
COMPREHENSIVE EXAM (UPON COMPLETION OF REQUIRED COURSEWORK -- SUMMER 2 MAY/JUNE)			
TOTAL PROGRAM 48 CREDITS			
SPH NON-ACADEMIC REQUIREMENTS 1. PROFESSIONAL ENHANCEMENT EXPERIENCE(S) - (MINIMUM 8 HOURS) 2. CITI TRAINING 3. ACADEMIC INTEGRITY QUIZ			

**DAPEX/Dissertation courses with didactics PUBH 8700 and PUBH 8707
***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.

Doctor of Public Health (DrPH)
Milken Institute School of Public Health **THE GEORGE WASHINGTON UNIVERSITY**	**Doctor of Public Health (DrPH)** **2023-2024** **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: 11 credits *8700, 8706, 8708, and 8730*	**Fall Yr 1**: 8 credits *8700, 8706, and 8730*
Spring Yr 1: 9 credits *8710, 8712, 8714 and 8703 – Dissertation Portfolio:* *Independent Study I for DAPEx Proposal Development (0* *credits)*	**Spring Yr 1:** 6 credits *8710, 8712 and 8703 – Dissertation Portfolio:* *Independent Study I for DAPEx Proposal Development* *(0 credits)*
Summer Yr 1: 6 credits *8716, 8722 and 8705 – Dissertation Portfolio:* *Independent Study II for DAPEx Proposal Development (0* *credits)*	**Summer Yr 1:** 6 credits *8716, 8722 and 8705 – Dissertation Portfolio:* *Independent Study II for DAPEx Proposal Development* *(0 credits)*
Fall Yr 2: 8 credits *8718, 8720 and 8707 – Dissertation Portfolio: Proposal* *Defense Planning*	**Fall Yr 2:** 8 credits *8708, 8720 and 8707 – Dissertation Portfolio: Proposal* *Defense Planning*
Spring Yr 2: 8 credits *8724, 8726 and 8709 – Dissertation Portfolio:* *Dissertation Proposal Defense*	**Spring Yr 2:** 5 credits *8709 and 8714*
Summer Yr 2: 2 credits *8711 – Dissertation Portfolio: DAPEx and Dissertation* *Implementation* *Comp Exam- May*	**Summer Yr 2:** 2 credits *8711 – Dissertation Portfolio: DAPEx and Dissertation* *Implementation*
Fall Yr 3: 2 credits *8713 – Dissertation Portfolio: Dissertation Development*	**Fall Yr 3:** 5 credits *8718 and 8713 - Dissertation Portfolio: Dissertation* *Development*
Spring Yr 3: 2 credits *8715 - Dissertation Portfolio: Dissertation Defense*	**Spring Yr 3:** 8 credits *8724, 8726 and 8715 – Dissertation Portfolio:* *Dissertation Defense* *Comp Exam- May*
Summer Yr 3: 0 credits *8715 - Dissertation Portfolio: Dissertation Defense* *(continued as needed)*	**Summer Yr 3:** 0 credits *8715* (continued as needed)
	Fall Yr 4: 0 credits *8715* (continued as needed)
	Spring Yr 4: 0 credits *8715* (continued as needed)
	Summer Yr 4: 0 credits *8715* (continued as needed)

IMPORTANT NOTES ABOUT SEQUENCING:

1. The full-time and part-time sequences listed in this document are suggested schedules and are subject to change based on course availability and pacing of students. Students should consult with their academic advisor to ensure they are following the most up-to-date sequence and are taking the appropriate courses during a given semester.

2. Most courses are offered once each year, so students are encouraged to follow this sequencing guide as closely as possible. Part-time students should pay close attention to the part-time sequencing outlined above and work closely with their advisors to determine their course sequence each semester and throughout the program.

3. Students become eligible to sit for the comprehensive exam after all required coursework has been completed. The comprehensive exam will be administered once a year in May; 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 8715 (Dissertation Portfolio: Dissertation Defense) 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. DrPH students are required to take eight courses related to the DrPH Dissertation Portfolio. These courses are structured and sequenced to guide students through the dissertation process, which includes the conceptualization, development, and defense of their DrPH Applied Practice Experience (DAPEx); writing up this experience in a dissertation format; and successful completion of their dissertation defense. Students can begin their DAPEx after successfully completing their proposal defense and the proposal is approved by the student's Dissertation Committee.

6. The DrPH program is designed for full time students to complete all requirements within 3 years and part time students within 3.5 to 4 years. However, all students must complete all DrPH requirements within 7 years of matriculation, including official leaves of absence.

REQUIRED COURSES
PUBH 8700: DrPH Seminar and Introduction to DrPH Applied Practice Experience (DAPEx)
PUBH 8703: Dissertation Portfolio: Independent Study I for DAPEx and Dissertation Proposal Development
PUBH 8705: Dissertation Portfolio: Independent Study II for DAPEx and Dissertation Proposal Development
PUBH 8706: Leadership Principles and Practice I
PUBH 8707: Dissertation Portfolio: Dissertation Proposal Development
PUBH 8708: Applied Public Health Methods I
PUBH 8709: Dissertation Portfolio: Dissertation Proposal Defense
PUBH 8710: Public Health Project Management and Social Entrepreneurship

PUBH 8711: Dissertation Portfolio: DAPEx and Dissertation Implementation
PUBH 8712: Public Health Planning, Implementation & Evaluation
PUBH 8713: Dissertation Portfolio: Dissertation Development
PUBH 8714: Leadership Principles and Practice II
PUBH 8715: Dissertation Portfolio: Dissertation Defense
PUBH 8716: Education and Workforce Development Approaches for Public Health Leaders
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
PUBH 8726: Applied Public Health Methods II
PUBH 8730: DrPH Immersion (Washington, DC)

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 has been completed. Please note in terms of the trajectory of the program that students may begin working on their DAPEx proposal prior to taking the comprehensive exam, however, they may *not* defend their proposal until after they have successfully passed the comprehensive exam. 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. Dissertation Portfolio. Throughout the program, the focus is on maintaining the Portfolio sequence as closely as possible, even for part-time students. The successful oral defense and submission of the dissertation portfolio is required.

7.Dissertation Portfolio: 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 their DAPEx and dissertation.

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 Dissertation Portfolio.

Appendix B: Student Resources

Technology Resources

There are myriad no-cost resources available to GW students. Please see the resources below and instructions for accessing them.

The following software and business apps are available to all students at the George Washington University and can be accessed [here](). These apps include Adobe Creative Cloud, Webex Unified Client, LinkedIn Learning, GW GitHub, Microsoft 365, Statistical Analysis System (SAS), Virtual Private Network (VPN), and Geographic Information Systems (GIS).

[Zoom]()
Zoom accounts are available to all GW community members, along with the other GW supported web conferencing tools. The University is committed to providing technology options for students, faculty and staff to meet their needs and preferences – providing the right technology tools, for the right use/preference, at the right time.

[Box]()
GW Box is the university's enterprise file sharing service for online cloud storage and collaboration and is free for GW students, faculty and staff.
To access your box account click [here]() and sign in with your GW UserID and Password.

If you have technical issues, contact IT at [ithelp@gwu.edu]()

[Virtual Computer Lab]()
The Virtual Computer Lab (VCL) is a cloud-based service that allows you to run Windows-based software through a web browser. Some of the software available through VCL include Notepad++, NVivo, Python, R x64, RStudio, SAS, SPSS, Stata, Microsoft Office 2019 (Access, Excel, PowerPoint, Word), Microsoft Project 2019, and Microsoft Visio 2019.

Funding for Current Students

The university offers a variety of funding resources to help support GWSPH students from any department as they pursue off-campus internships, professional credentialing, attendance at conferences or research projects. Learn more [here]().

University Student Services Offices

Student Service	Website
Academic Technologies	*http://acadtech.gwu.edu/*
Center for Career Services	*http://careerservices.gwu.edu/*

(University wide)	
Center for Student Engagement	*https://studentlife.gwu.edu/*
Counseling Center	*https://healthcenter.gwu.edu/counseling-and-psychological-services*
Disability Support Services	*https://disabilitysupport.gwu.edu/*
First-Generation Students	*https://studentlife.gwu.edu/first-gen-united*
Gelman Library	*https://library.gwu.edu/*
Himmelfarb Library	*http://himmelfarb.gwu.edu/*
Information Technology Services	*http://it.gwu.edu/*
International Services Office	*https://internationalservices.gwu.edu/*
Multicultural Services	*https://mssc.gwu.edu/*
Office of Military and Veteran Student Services	*https://services.military.gwu.edu/*
Printing Services	*http://printing.gwu.edu/*
Student Financial Assistance(University) Colonial Central, University Student Center, Ground Floor	*http://financialaid.gwu.edu/* 202.994.6620 *finaid@gwu.edu*
Student Health Services	*https://healthcenter.gwu.edu/*
Writing Center	*http://www.gwu.edu/~gwriter/*

Alumni Association

Alumni Services
For more information, visit the Milken Institute School Alumni Services Website.

GW Alumni Association
The many benefits that can be enjoyed by all GW alumni are summarized on the University's Alumni Website.