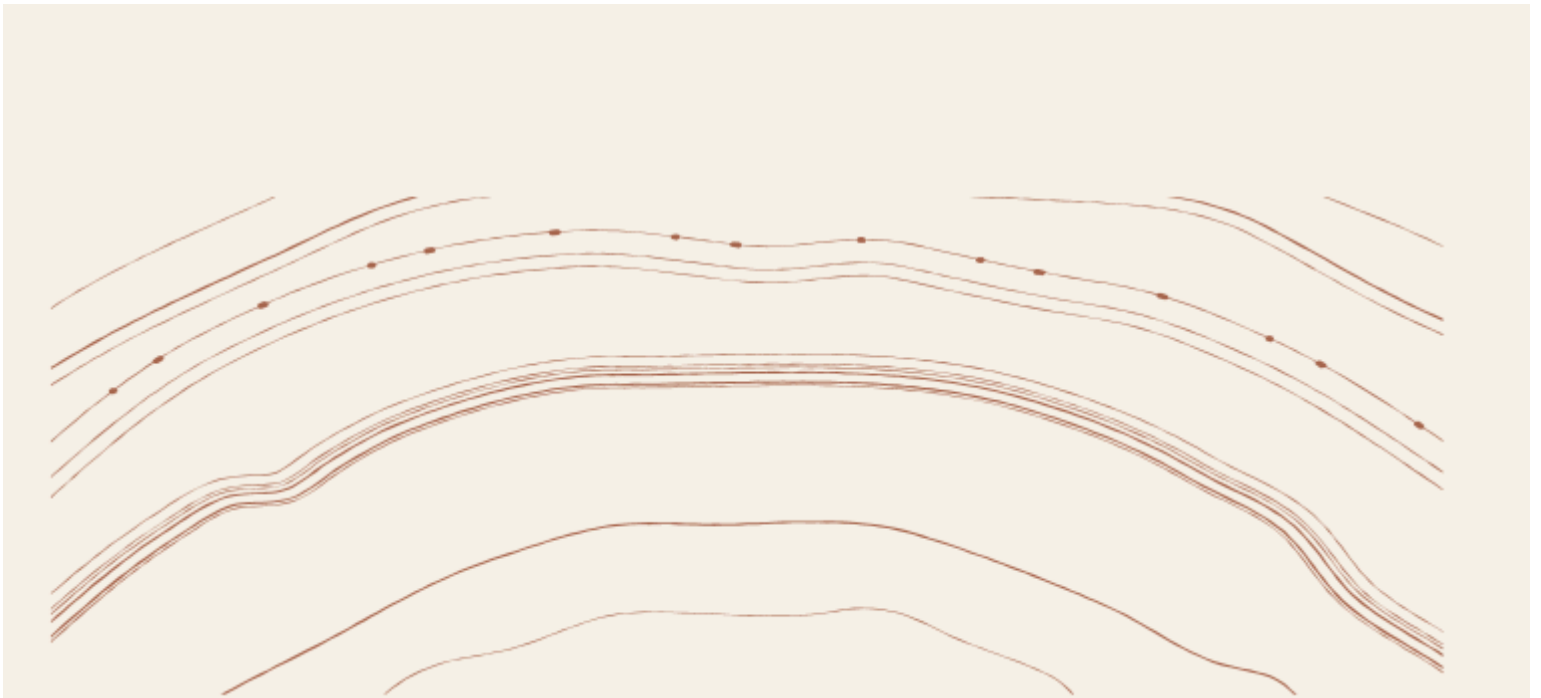


**PhD in Health Policy and Health Services Research**

*Department of Health Services Administration and Policy*

# Student Handbook 2024 - 2025



Updated November 2024

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# WELCOME

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## Effective Academic Year: 2024 - 2025

Congratulations on pursuing your academic and career goals at the Department of Health Service Administration and Policy (HSAP) in the College of Public Health (CPH) at Temple University. You have chosen a dynamic and critical healthcare profession and the Health Policy faculty are honored to guide your educational experience.

Many useful resources exist to support and enhance the effectiveness of learning at the graduate level, but the best resources and services in the world are useless to you if you do not know about them. Take the opportunity to review and become familiar with this Student Handbook, the Temple [University Graduate School Bulletin](#), and the [HSAP website](#). Please note that the policies and procedures are subject to change during your course of study and it is your responsibility to keep abreast of these changes.

## INTRODUCTION

This *Graduate Handbook* provides information on advising, faculty, and the specific requirements, policies, and procedures governing the Master of Public Health and Doctor of Public Health Programs in the Health Services Administration and Policy (HSAP) Department. The document expands on Temple University Graduate School Policies and Procedures, which can be found on the Temple University website. Please read this document carefully and refer to it when you have questions. A copy is available on the Graduate Studies Blackboard site. You can log into the Blackboard site through the TUPORTAL ([tuportal.temple.edu](http://tuportal.temple.edu)). Additional information is available from the Senior Academic Advisor, Natasha Unger ([nUnger@temple.edu](mailto:nUnger@temple.edu)).

As a general rule, you are required to fulfill the requirements of the degree, as defined in the *Graduate Bulletin* and this *Graduate Handbook* that are in effect in the semester in which you matriculate. Changes in degree requirements that are announced following matriculation may not be required for continuing students. They may, however, be optional with the approval of your advisor. Some changes required by the Graduate School may apply to all graduate students including continuing students. You should address all questions about specific programs and Graduate School requirements to your Senior Academic Advisor, Natasha Unger.

The policies and procedures included in this *Graduate Handbook* describe those requirements in effect as of the date on the Handbook cover. They in no way constitute a contract between a student and Temple University or the HSAP Department. It is your responsibility to remain current about program requirements, including Graduate School requirements, and to find the means to fulfill these requirements.

Your obligations include but are not limited to:

- developing a course schedule and obtaining written approval from your advisor for meeting program requirements;
- keeping copies of advising documents;
- meeting with your advisor at least once per semester;

- meeting deadlines for all graduate actions (e.g. obtaining leaves of absence, extensions of time, application for graduation), and obtaining required signatures from faculty and administrative personnel;
- seeking advice and assistance from appropriate persons in a timely manner and familiarizing yourself with the following on-line sources of information;
- using Temple email and Canvas regularly to stay in contact with your instructors and to be aware of important information;
- keeping up-to-date on all policies, procedures, and deadlines that govern your graduate studies. Should there be differences between departmental, college, and Graduate School policies and procedures, those of the higher-level bodies take precedence. The exception is if your program or college has more stringent requirements than the minimum set at the higher level. Most information is available on the Temple University Web Sites. The links listed below are important to review and check periodically for changes.

The CPH also maintains an on-line *Student Handbook* with information on college-level policies and procedures, information on Health Science Center and Main Campus student services, shuttle bus service between campuses, and appeals processes. Graduate Program Directors and advisors have reference copies of the *Student Handbook* in their offices. You are encouraged to bookmark the CPH home page and pages for the *Student Handbook* (for direct web address see list of Important University Websites).

### **Important University Web Sites**

You are expected to familiarize yourself with the on-line sources of information described below and elsewhere in this handbook. They will provide you with the most current information on policies, procedures, and deadlines that govern your graduate studies.

### **Student Communication, Records, Registration, and Personal Information**

**Canvas:** <https://canvas.temple.edu>

**TUMail:** <https://tumail.temple.edu/>

**TUPortal (used to access Self-Service Banner and other Temple**

**University services): <https://tuportal.temple.edu>**

**College of Public Health Information**

**College of Public Health Homepage: <http://cph.temple.edu/>**

**Graduate School Information**

**Academic Calendar:**

**<http://www.temple.edu/registrar/documents/calendars/> Graduate**

**School Homepage: <http://www.temple.edu/grad/>**

**Listing of approved Graduate Faculty:**

**<http://www.temple.edu/grad/faculty/index.htm#m>**

**Graduate Bulletin: <http://bulletin.temple.edu/>**

**Graduate School Policies & Procedures:**

**<http://bulletin.temple.edu/graduate/graduate-policies/>**

**Graduate Forms: <http://www.temple.edu/grad/forms/index.htm>**

**Graduate Program Descriptions and Course Descriptions:**

**<http://bulletin.temple.edu/graduate/courses/>**

**Tuition, Fees, Fellowships, Assistantships:**

**[http://www.temple.edu/grad/admissions/tuition\\_fees.htm](http://www.temple.edu/grad/admissions/tuition_fees.htm)**

**<http://www.temple.edu/grad/finances/index.htm>**

**International Student Resources**

**International Student Scholar Services:**

**<http://www.temple.edu/iss/>**

**Intensive English Language Program:**

**<http://www.temple.edu/provost/international/ielp/>**

**Academic Resources**

**The Writing Center – Graduate Student Resources:**

<http://www.temple.edu/writingctr/support-for-writers/graduate-students-faculty.asp>

## **Public Health Research Databases, Reference Tools, and Media**

(Paley Library): <http://guides.temple.edu/public-health-guide>

**Research, Dissertation & Thesis Handbook and Defense Information:** <http://www.temple.edu/dissertationhandbook/index.htm>

**Center for the Advancement of Teaching – Resource for TAs:**  
<https://teaching.temple.edu/>

## **Links of Interest (housing, social, health, mental health, and well-being resources):**

**Tuttleman Counseling Services:**  
<http://www.temple.edu/studentaffairs/counseling/>

**Student Health Services:** <http://www.temple.edu/studenthealth/>

**Temple University Graduate Student Association (TUGSA):**  
<http://tugsa.org/>

## **Additional Resources:**

<http://www.temple.edu/life-at-temple/health-and-wellness>

<http://www.temple.edu/life-at-temple/city-life>

<http://www.temple.edu/life-at-temple/arts-and-culture>

<http://www.temple.edu/faculty-and-staff/campus-services>

<http://www.temple.edu/life-at-temple/housing-and-dining>

## **PUBLIC HEALTH AT TEMPLE UNIVERSITY**

The U.S. Department of Labor projects health-related disciplines will grow rapidly in the 21<sup>st</sup> century. This growth is expected because of the aging of the population, cost-containment efforts in medical care, the demonstrated value of disease prevention through environmental and behavioral changes, and



emerging bioterrorism threats. Public health initiatives continue to receive growing attention from the Institute of Medicine (IOM) of the National Academy of Sciences as well as from the US Department of Health and Human Services (DHHS), the Centers for Disease Control and Prevention (CDC), the National Institutes of Health (NIH) and major foundations.

### **Department & Graduate Program Administration Mailing Address**

1301 Cecil B. Moore Avenue

Ritter Annex, 5<sup>th</sup> Floor, Room 534

Philadelphia, PA 19122

<b>Academic Administrator</b>	<b>Name</b>	<b>Email</b>	<b>Telephone (215)</b>
Department Chairperson	Huanmei Wu, PhD	<a href="mailto:Huanmei.wu@temple.edu">Huanmei.wu@temple.edu</a>	204-6103
Director of Graduate Studies	Sherief Ibrahim, JD, MPH	<a href="mailto:Sherief.Ibrahim@temple.edu">Sherief.Ibrahim@temple.edu</a>	204-6728
Associate Dean for Graduate Studies	Kimberly Pachik, OTD, OTR/L	<a href="mailto:Kimberly.pachik@temple.edu">Kimberly.pachik@temple.edu</a>	204-0822
Senior Academic Advisor	Natasha Unger MPH, CHES	<a href="mailto:nUnger@temple.edu">nUnger@temple.edu</a>	204-0277
Departmental Coordinator	Chris Bryant MS, M.Ed	<a href="mailto:cbrant@temple.edu">cbrant@temple.edu</a>	204-5899

## Graduate Faculty in HSAP

Faculty members who teach in the HSAP Department have national reputations in the field. Many have been honored with teaching and research awards. Faculty are actively engaged in research that provides students opportunities to apply for internships, volunteer experiences, and research assistantships. All faculty members hold degrees and certifications required by accreditation and credentialing bodies. Individual faculty web pages provide detailed information on research activities; these are available at <https://cph.temple.edu/healthadminpolicy/about/faculty>. The following table lists faculty members in the Health Management & Policy Division of HSAP. Those with an asterisk by their name are Graduate Faculty, able to serve on doctoral student committees.

### HSAP Faculty Contact Information

Faculty	Name	Email	Office Telephone (215)
Dean of CPH and Professor	*Jennifer Ibrahim, PhD, MPH, M.Ed	<a href="mailto:jibrahim@temple.edu">jibrahim@temple.edu</a>	204-9657
Department Chairperson and Professor	*Huanmei Wu, PhD	<a href="mailto:huanmei.wu@temple.edu">huanmei.wu@temple.edu</a>	204-6103
Associate Professor	*William Aaronson, PhD	<a href="mailto:william.aaronson@temple.edu">william.aaronson@temple.edu</a>	204-5899
Associate Professor of Instruction	Kesa Bond, PhD, MA, MS	<a href="mailto:kesa.bond@temple.edu">kesa.bond@temple.edu</a>	204-5835
Associate Professor of Instruction	Bari J. Dzomba, PhD, MS	<a href="mailto:bari.dzomba@temple.edu">bari.dzomba@temple.edu</a>	204-1892
Associate Professor of Instruction	Cathy A. Flite, PhD, MA, MEd	<a href="mailto:cathy.flite@temple.edu">cathy.flite@temple.edu</a>	204-5801
Assistant Professor	*Ilene L Hollin, PhD, MPH	<a href="mailto:ilene.hollin@temple.edu">ilene.hollin@temple.edu</a>	204-9164
Assistant Professor of Instruction	Karen McBride, MS	<a href="mailto:karen.mcbride@temple.edu">karen.mcbride@temple.edu</a>	204-5803

Assistant Professor	Pricila H Mullachery, PhD, MPH, MS, DDS	<a href="mailto:pricila.mullachery@temple.edu">pricila.mullachery@temple.edu</a>	204-1225
Associate Dean of Faculty Affairs and Professor	Ross Silverman, JD, MPH	<a href="mailto:ross.silverman@temple.edu">ross.silverman@temple.edu</a>	204-6021
Assistant Professor of Instruction	Tulay G. Soylu, PhD, MHA, MBA	<a href="mailto:tulay.soylu@temple.edu">tulay.soylu@temple.edu</a>	204-5814
Associate Professor	Elizabeth Van Nostrand, JD	<a href="mailto:evannostrand@temple.edu">evannostrand@temple.edu</a>	204-8163
Associate Professor of Instruction	Susan VonNessen-Scanlin, DNP, MBA, MSN, CRNP-AC	<a href="mailto:sv430@temple.edu">sv430@temple.edu</a>	204-6064
Assistant Professor of Instruction / Program Director	Sherief Ibrahim, JD, MPH	<a href="mailto:sherief.Ibrahim@temple.edu">sherief.Ibrahim@temple.edu</a>	204-6728

## ACADEMIC ADVISING

The Senior Academic Advisor, Ms. Natasha Unger, serves as the advisor for all incoming and existing doctoral students. She should be consulted as needed about all policies and procedures. You are required to obtain the written approval of Ms. Unger for advanced standing or transfer credits, course waivers, electives, leaves of absence, or other graduate actions. It is your responsibility to schedule appointments with Ms. Unger at least once during each academic year, more often if needed. As needed, Ms. Unger may refer you to additional faculty resources based on your research and professional interests.

The Director of Graduate Studies, Professor Sherief Ibrahim serves as the primary advisor for all incoming and existing doctoral students in conjunction with Ms. Unger and the faculty mentor chosen by the student until the student reaches the Health Policy Comprehensive Examination milestone. Professor S. Ibrahim is the instructor of record for all doctoral students taking Health Policy Comprehensive Examination and will arrange the necessary faculty graders. Students must contact Professor S. Ibrahim the semester before they intend to register for their exams to ensure timely preparations for these exams. Students should work very closely with their faculty mentor in the semester preceding the exams to thoroughly prepare for this milestone.

## Curriculum Advising

New PhD students should first meet for formal advising will be the Director of Graduate Studies. Then, you will meet with your Advisor. Early in the first semester following matriculation, you will apply for Advanced Standing (if applicable) and develop a plan for completing your degree. The written plan will include a projected program of study: see **Advising Form #1: Program Plan (available electronically on the PhD Canvas site)**. The request for Advanced Standing should be submitted by the deadline for Drop/Add during the first semester of matriculation.

The Director of Graduate Studies and/or your Advisor will help you to plan your course of study and discuss policies and procedures. You are encouraged to work with your Advisor to identify a research area, plans for meeting the area paper requirement, and a possible dissertation topic as early as possible. By doing so, you are better able to focus your selection of electives and research methods courses and begin working toward conducting research and writing papers.

You should update and revise your program plan as needed. For example, you may wish to select different electives or research methods courses after completing core courses and exploring new topics. While these changes in the plan are allowed, such changes need to be approved, in writing, by your Advisor and submitted to the Director of Graduate Studies. You will meet with this Advisor on a regular basis until you pass your Health Policy Comprehensive Examination and have a chairperson for your Doctoral Advisory Committee (DAC). After passing the Health Policy Comprehensive Examination, you enroll in SBS 9998 - Dissertation Proposal (see **Advising Form 2: Dissertation Proposal**). At this stage, you should be working closely with the chairperson of your committee and other members of your committee to form a dissertation proposal.

You are required to apply for and obtain the approval of the Director of Graduate Studies for Advanced Standing or Transfer Credits, course waivers, electives and leaves of absence or other graduate actions.

## **Tuition and Fees**

The Office of Academic Records Web Site provides information on tuition rates and registration fees for the current and coming academic year.

<http://www.temple.edu/bursar/about/tuitionrates.htm>

## **Course Descriptions in the Graduate Bulletin**

Course descriptions are available only on-line in the Graduate Bulletin under the link labeled “Courses.” You will need to go to the specific departmental listings for course descriptions.

## **How to Register for Courses**

The Temple University Registrar’s Office provides detailed information on registration policies and procedures. Please consult this location for current information.

<http://www.temple.edu/registrar/students/registration/info.asp>

## **Registration**

Your initial registration will be completed once you have met with Ms. Unger. Students are responsible for registering themselves for classes in subsequent semesters. It is also the responsibility of the student to register for the classes discussed and agreed upon during your advising sessions, including the selection of electives pre-approved by the HSAP Department. Students are able to register for courses using Self-Service Banner. If you encounter difficulties registering, please contact Ms. Unger to resolve the issue(s).

## **GETTING YOUR OWLcard**

The OWLcard is Temple University's ID card. You will need your OWLcard on campus to access all buildings, your residence hall, meal plan, recreation services, the library system, the TECH Center, Diamond Dollars, and Parking.

### **How do I get my OWLcard?**

Graduate and transfer students can visit the Diamond Dollars/OWLcard Office to obtain their OWLcard. This is located at 1755 N. 13<sup>th</sup> Street, Suite 101 (Howard Gittis Center) and is open M-F from 8:30-5:00. You will need your TUID (9 digits beginning with a 9 that was generated when you completed your supplemental application to Temple), and a government issued photo ID.

## **Does it cost anything for an OWLcard?**

Your first OWLcard is free. The replacement cost for lost, stolen or intentionally damaged cards is \$20. Previously lost cards cannot be reactivated once a new card has been printed.

## **POLICIES FOR GRADUATE STUDY**

Graduate students must adhere to policies and procedures for graduate studies that are set by the university Graduate Board and by the Graduate School. You are responsible for consulting the on-line Graduate Bulletin for current policies. The Graduate School also provides down-loadable versions of forms that you must use to request graduate actions such as Advanced Standing and Transfer credit, leaves of absence, and other common actions. More information on policies and downloadable forms is also available in the Student Handbook. For direct web addresses see list of Important University Websites. To save time, bookmark these important links.

### **Admission & Matriculation**

Admission to the Health Policy PhD Program is valid only for the semester indicated in the letter of admission. If you do not plan to enroll for the semester admitted you must request, in writing, deferred admission until the following semester. The request for deferral must be received by the deadline specified by the Director of Graduate Studies to hold a place in the program. Admission is competitive and applicants on waiting list will receive admission to unfilled positions.

### **Time Limits for Completion of Degree**

The Graduate School imposes a seven-year time limit to complete your degree. According to this policy, you have a maximum of seven years from the end of the semester in which you matriculate to complete your degree including filing your approved and completed dissertation with the Graduate School. Because most students entering the PhD Program will have Advanced Standing, it is expected that they will complete the Program in inconsiderably less time than the 7 years allowed by the Graduate School. Under extraordinary circumstances, on the recommendation of your Dissertation Advisory

Committee (DAC) Chair and the Director of Graduate Studies you may be able to receive one one-year extension by the Graduate Board Student Appeal Committee and the Graduate School. For university policy on extensions of time, see the Graduate Bulletin Policy [2.25.15.01 through .04](#). Extensions are granted only for serious conditions beyond your control. Please note that a leave of absence does not extend the time limit to complete the degree; it only allows you to meet the requirement for continuous enrollment required to avoid dismissal from the program: see [Graduate School Policy 02.25.14.01 through .03](#). If you are dismissed for exceeding the time limit, you may petition for reinstatement ([Policy 02.29.13 through .15](#) and the form on the [Graduate School Web Site](#)).

## **Academic Standards**

All students are expected to maintain a cumulative GPA of 3.0 or higher in order to remain in good academic standing. As designated by the Graduate School, if a student's GPA falls below 3.0 at any time, including their last semester in the program, they will be dismissed from the program. A minimum GPA of 3.0 is required to graduate.

As designated by the Graduate School, students who earn more than one F or more than two grades below B- in any course will be dismissed from the program. Additionally, this may delay the student's progress toward graduation. For additional policies on academic standards please refer to the [Graduate Bulletin](#)

## **Additional Relevant Policies**

Accessibility and IT- <http://policies.temple.edu/PDF/261.pdf>

Technology Usage- <http://policies.temple.edu/PDF/84.pdf>

Freedom to Teach, Freedom to Learn-

<http://policies.temple.edu/PDF/99.pdf> Inclement

Weather and Campus Closings

<http://policies.temple.edu/PDF/350.pdf>

State of Emergency- <http://policies.temple.edu/PDF/126.pdf>

Student Conduct Code- <http://policies.temple.edu/PDF/294.pdf>



Drug and Alcohol Policy- <http://policies.temple.edu/PDF/45.pdf>

Smoking- <http://policies.temple.edu/PDF/79.pdf>

Good Neighbor Policy- <http://policies.temple.edu/PDF/142.pdf>

Discrimination and Harassment-  
<http://policies.temple.edu/PDF/221.pdf>

Sexual Harassment- <http://policies.temple.edu/PDF/320.pdf>

Preventing and Addressing Sexual Assault, Domestic Violence, Dating Violence, and Stalking- <http://policies.temple.edu/PDF/296.pdf>

Nondiscriminatory Policy as to Students-  
<http://policies.temple.edu/PDF/38.pdf>

Policy on Incomplete Work- <http://policies.temple.edu/PDF/41.pdf>

Repeating a Course- <http://policies.temple.edu/PDF/194.pdf>

Leave of Absence (Graduate) - <http://policies.temple.edu/PDF/340.pdf>

Student “Holds” and Service Restrictions-  
<http://policies.temple.edu/PDF/133.pdf>

Students Called to Active Military Service-  
<http://policies.temple.edu/PDF/34.pdf>

Inventions and Patents- <http://policies.temple.edu/PDF/159.pdf>

Misconduct in Research and Creative Work-  
<http://policies.temple.edu/PDF/12.pdf>

## STUDENTS’ RIGHTS AND RESPONSIBILITIES

### Completion of Requirements and Filing for Graduation

You are responsible for being aware of deadline dates, requirements for degrees, and requirements for graduation. **To receive a degree** in May, August, or December, **you must submit a Graduation Application** by the deadline posted on the [\*University Calendar\*](#) (for direct web address see list of



Important University Websites). The application can be completed using Self-Service Banner.

The graduation application is available using Self Service Banner (SSB). To access the application, go to [TUportal](#) and select **Self Service Banner (SSB)**. When in SSB, select **Student » Student Records » Apply to Graduate**. Upon accessing the graduation application, verify that the correct degree and program are indicated. If the wrong degree or program is listed, *STOP*. Contact your advisor to submit a Graduate Change of Program Work Flow. When the Registrar confirms via email that the Change of Program has been completed, return to the SSB graduation application and submit.

Please note that individual schools and colleges may have additional filing requirements. Check with your Dean's Office to ensure that all graduation requirements have been satisfied.

The dissertation/thesis processing fee for PhD students is additionally required. This fee must be paid through the Bursar and applied to FOAPAL 100000 24800 4981 04; it cannot be paid online. A Treasurer's Receipt must then be presented to the school/college as proof of payment of the dissertation/thesis processing fee.

### **University Disciplinary Code**

The Student Disciplinary Code of Conduct governs all student behavior at the University. The Code covers such activities ranging from plagiarism to possession of dangerous drugs. If you violate this code, you can be brought before the University Disciplinary Committee. You should review the details of this code by obtaining a copy of the [\*Student Rights, Code of Conduct and Disciplinary Procedures\*](#) on-line or in hard copy from the Student Assistance Center, located on the first floor of the Student Center.

### **Plagiarism Policy**

According to the University Code of Conduct, students must not commit, attempt to commit, aid, encourage, facilitate or solicit the commission of academic dishonesty and impropriety including plagiarism, academic cheating, and selling lecture notes or other information provided by an instructor without the instructor's authorization. Violations may result in failing the assignment and/or failing the course, and/or other sanctions as enumerated in the

University Code of Conduct, which can be accessed at <http://policies.temple.edu/PDF/294.pdf>.

The HSAP Department takes plagiarism very seriously and violators will face serious consequences. Faculty members regularly use SafeAssign to evaluate student products for plagiarism. A faculty member, who suspects that a paper has been plagiarized, will present the paper (without any student identification) along with supporting evidence of plagiarism to another departmental faculty member. That faculty member will review the paper and evidence. If the second reader concurs that there is sufficient evidence of plagiarism, the student will be presented with the evidence and asked to respond. The faculty member then has a choice of disciplinary action including reporting the student to the University Disciplinary Committee (UDC) for action.

To avoid “accidentally” plagiarizing it is your responsibility to familiarize yourself with the Publication Manual of the [American Psychological Association](#), 7<sup>th</sup> ed. (ISBN-13: 978-1433805622) and the [American Medical Association Manual of Style](#), 10<sup>th</sup> ed. (ISBN-13: 978-0195176339) is also recommended for PhD students.

APA is the required writing style for all work in the MPH Program. This manual clearly explains the approved methods for documenting sources in text and in references, as well as writing style, grammar, punctuation, and other important writing tips. Additional writing help can be obtained through [The Writing Center](#). Being unaware of correct citation methods is not a valid excuse for plagiarizing.

## **Appeals**

You have the right to appeal negative decisions that affect your ability to complete a graduate program. Examples of such appeals include the dismissal from a graduate program for failure to receive satisfactory grades, for failure to pass an examination within two tries or to register continuously. Different committees or administrators, depending on the nature of the appeal, handle these various appeals. For details on policies and procedures for appeals, consult the on-line [Graduate Bulletin](#) and the College [Student Handbook](#). Departmental procedures are described below.

Appeals for dismissal from a graduate program for sub-standard grades or failure to pass required examinations:

Meet with your advisor or the Director of Graduate Studies if the appeal involves the advisor. All appeals for reinstatement require a petition to the Student Appeals Committee of the Graduate Board. If you wish to petition for readmission, you must first submit a brief petition on the appropriate [Graduate School Form](#), receive the signature of your advisor, the Director of Graduate Studies and/or the Department Chair. The Graduate School will advise you on material required including a letter clearly explaining the circumstances of the dismissal, explanations of the circumstances of dismissal, and other documents that could affect the decision. The [Petition for Readmission Form](#) is available on the Graduate School web Site.

1. Appeals for dismissal from a graduate program for exceeding the time limit: Meet with your Advisor and/or the Director of Graduate Studies who will advise you of requirements for requesting an extension of time.
2. Appeals for grades follow the CPH process described in the Student Handbook. The steps include:

Level One: You shall first discuss the problem with the faculty member(s) or administrator(s) with the objective of resolving the matter informally.

Level Two: If, as a result of the informal discussion, the matter is not resolved to your satisfaction you shall set forth your appeal in writing to the Chairperson of the faculty member's department within ten (10) school days. Within ten (10) school days from receipt of the written appeal, the chairperson shall conduct a hearing of the appeal in an attempt to resolve it.

Level Three: Should the recommendation of the Chairperson be unacceptable to either your or the faculty member, each has the right within ten (10) days to request in writing to the Chairperson that the matter is taken up by the Associate Dean of Student Affairs.

## **FINANCIAL AID AND GRADUATE STUDENT SUPPORT**

The Heath Policy PhD Program strives to provide full-time Ph.D. students who are in good academic standing and making satisfactory progress in the

Program with financial support through a combination of fellowships and assistantships. Research Assistants (RAs) perform supervised research activities on faculty grants. Teaching Assistants (TAs) may be assigned to assist in the teaching of courses. Some TAs will actually teach courses as an Instructor of Record. TAs and RAs usually provide 20 hours of service per week. Both assistantships carry a stipend and typically tuition remission for up to 9 credits per semester. Prospective Teaching Assistants are required to meet the English Language Proficiency standards set by the university and the college. Students who hold teaching or research assistantships are not permitted to hold other employment without the written prior approval of their Advisor, the Department of Public Health Chair, and the Dean of the Graduate School. Students with a compelling reason to obtain or continue with outside employment may petition the Graduate School for an exception (see Graduate School Forms for the Petition titled [Request for other Employment](http://www.temple.edu/grad/finances/index.htm)). More in-depth information on financial support for graduate students is detailed on the Graduate School Web Site at <http://www.temple.edu/grad/finances/index.htm>

## **Fellowships**

The Graduate School awards fellowships on a competitive basis to students who are US citizens. Applicants who wish to be considered for fellowships should discuss this with their advisor. Fellowships are awarded only to students who are admitted to Temple University for the fall semester with outstanding academic records. The Department Admissions Committee nominates outstanding students for these awards, but the Graduate Board Fellowship Committee makes all award decisions. Admission with GRE scores is a required prerequisite.

## **Teaching and Research Assistantships**

A limited number of teaching and research assistantships are available in the HSAP Department. The Graduate Bulletin details levels of support, benefits, and the terms and conditions of these types of graduate student support. Assistantships are awarded on a semester or annual basis. Teaching assistants are required to work 20 hours per week in any combination of teaching assignments made by the department. Students who hold teaching or research assistantships are not permitted to hold other employment without

the written prior approval of their advisor, the Director of Graduate Studies, and the Dean of the Graduate School. See Graduate School Forms for the Petition titled Request for Other Employment.

### **William C. Gross Scholarship Fund**

The Gross Scholarship was established in 2007 through the estate of Dr.

William C. Gross, CHP '79, to provide tuition scholarships for PhD students enrolled in the Health Studies program. As the original doctoral program evolved into the PhD in Public Health, then again split into the three current public health-related doctoral programs, the Gross Scholarship is now available to doctoral students enrolled in the PhD programs in Social and Behavioral Sciences, Health Policy and Epidemiology. The Scholarship is available on a competitive basis through the recommendation of the Graduate Program Directors' Awards Committee to provide partial tuition support for students who maintain a cumulative GPA >3.5. Students recommended by the

Committee will be informed to apply formally for the award through the Academic Works website (described below). In Academic Works, students write a brief goal statement related to their plans for scholarship (e.g., secondary data analysis, pilot research, manuscript submission, conference presentation) during the upcoming academic year in which they have been recommended for the award. Awarded students will be required to submit a thank you letter to the donor expressing their gratitude and reiterating their academic and scholarship goals for the upcoming academic year.

### **Sandy Schinfeld Memorial Endowment for Public Health**

The Schinfeld Memorial Fund honors Sandy Schinfeld, a former student in the

PhD Program in Public Health with a concentration in Social and Behavioral Sciences. Sandy tragically died in an automobile accident when she was just a month away from defending her dissertation. With the generous donation of Sandy's husband, Dr. Jay Schinfeld, and additional contributions from faculty, peers, and friends of Sandy, the fund was established in 2009. Eligibility for Schinfeld memorial funds has been extended to doctoral students enrolled in the PhD programs in Social and Behavioral Sciences, Health Policy and Epidemiology. It is anticipated that two awards of approximately \$800 each will be available twice annually to support PhD candidate's research



leading to or during their dissertation project, including support for presenting their research at scientific meetings. Priority will be given to students who have successfully defended their dissertation proposal and are requesting funds to support their dissertation project and for conference presentations for which the student is first author and their mentor or the department is also subsidizing the conference related costs.

Students may apply for funds through the Academic Works website (described below) prior to two recurring deadlines each academic year: November 1 and March 1. Off cycle applications will be considered on a case-by-case basis. Required materials uploaded in academic works include: a 1-page position statement of the candidate's research and standing in the program; scientific abstract or specific aims; letter of support from faculty mentor; and brief budget and justification itemizing expenses for the project or presentation. Awarded students will be required to submit a thank you letter to the donor expressing their gratitude and reiterating their academic and scholarship goals for the upcoming academic year.

## **HEALTH POLICY PhD PROGRAM**

### **Overview**

The PhD Program in Health Policy demands a serious commitment of your time and that of your faculty advisors. You are expected to make a diligent commitment to your studies, which will be spread across coursework, research, and professional development activities. The program emphasizes research. Thus, there is a heavy emphasis on critical thinking, scientific foundations, research methods, and statistics in the core program. These skills will help you move toward contributing new knowledge of social and behavioral influences on the field of public health, while simultaneously learning how to synthesize, interpret, and critique existing knowledge. You will develop expertise in your specific area but also will be expected to have a breadth of knowledge about public health practice, theory, and research. Breadth will be developed through didactic coursework and preparation for the Health Policy Comprehensive Examination. Many of your courses will be tailored to your research interests and training needs. In addition to research, it is expected that you will develop scientific writing skills, effective oral and written communication skills, and even teaching skills by assisting in course development and instruction.

Because of the Program demands, outside employment is discouraged, particularly in the first two years. It is in the best interest of the student to stay engaged in the Department beyond just coursework; this can include journal clubs, brown bag lunches, socialization with other students and faculty, or even volunteering in a research center.

When you matriculate, you will meet with your advisor in consultation with the Director of Graduate Studies who will provide an overview of the Health Policy PhD Program requirements, discuss Advanced Standing credits, and link you with an appropriate faculty advisor (“Advisor”). Your Advisor will be assigned the first academic term and is the person with whom you discuss program requirements and developing a program plan and research agenda. Your Advisor will work with you to develop a written plan (Advising Form 1: Program Plan) for completing your degree using the forms that are available in Word on the PhD Canvas site (also see the Appendix). Once you and your advisor have completed your program plan, the document must be reviewed by the Director of Graduate Studies who will sign off and return a copy of the plan to you, your Advisor, and retain a copy in your permanent file in the HSAP Department.

Your Advisor will guide you in fulfilling important requirements, including the Area Paper, Oral Presentation, and Article Critique Requirement and the Health Policy Comprehensive Examination. Your Advisor also may be the Chair of your Dissertation Advisory Committee, but not necessarily. When you eventually establish a Dissertation Chair, that person also will become your Advisor. The Chair will guide you through the Dissertation Proposal writing and research requirements. You also are welcome to meet with the Director of Graduate Studies if you have questions or concerns about any aspect of your program. The curriculum and other requirements are discussed in detail in this handbook. We encourage that you meet with your faculty mentor monthly to discuss academic progress, career development, and plans for scholarship activity that help you gain focus in defining your research interests. These efforts will ultimately lead to greater focus as you approach program milestones.

Please note, you must fulfill the requirements of the degree as defined in both the *Graduate Bulletin* (developed and administered by the Graduate School) and the *Graduate Handbook* (developed and administered by the

Health Policy PhD Program, HSAP Department) that are in effect in the year you matriculate. Some changes in degree requirements following matriculation may be required for continuing students; others may be optional. Please consult with your Advisor, particularly about new courses that may be available that were not listed as approved at the time you matriculated. Your graduate student peers also can be an excellent resource for learning about courses. Because we have new faculty, and are adding new courses to reflect their expertise, there may be additional options for meeting the research and statistics requirements as well as the substantive courses and electives. Some changes in requirements made by the Graduate School and Graduate Board may apply to continuing as well as newly matriculated students. Please consult the on-line *Graduate Bulletin* regularly to remain current on policies and procedures (helpful links can be found in this *Graduate Handbook* and on the Canvas site for the PhD Program).

The Health Policy PhD Program prepares you for advanced research and scholarship. The primary emphasis of the Program is to prepare future faculty members for successful academic careers, although many alumni are employed in government, industry, and consulting. Supported by a faculty world-renown for their public health research programs, the Program provides training and experiences that support interdisciplinary learning, promote critical and theory-based, problem-solving skills to address public health threats, and foster the development of public health professional values and ethics. Students in the program will complete common core course requirements, including foundational courses in epidemiology, history of public health, bioethics, and theory of health behavior, in addition to being introduced to critical public health research methods and statistical techniques. Students also will take specialized courses and engage in research and scholarly productivity with faculty members. Opportunities abound for students to work closely with faculty mentors on a wide-range public health research and evaluation projects, including sponsored research projects in health promotion, disease prevention, and epidemiology.

In addition to didactic training in public health concepts and methods, the Program aims to foster the development of a public health professional identity and values in its trainees. Much of this is expected to be developed through your close collaboration with your faculty mentor. Professional development



exercises will be infused in didactic courses and available in other program-sponsored activities (e.g., journal clubs, conference attendance, departmental colloquia and brownbag presentations, professional development workshops). Trainees are expected to take advantage of professional development opportunities offered in various public health centers and laboratories, the College, and University, including special workshops and seminars on teaching (through the Center for the Advancement of Teaching), grant writing workshops, and methods seminars. Finally, students will learn by working closely with faculty on research and writing papers for publications.

The Health Policy PhD Program provides advanced training in theory, research, and practice related to policy influences on population health. Students will learn to develop and evaluate public health programs, as well as apply theories and methods to mitigating pressing public health problems. The program emphasizes understanding the needs of -- and effective methods of intervening with -- vulnerable and unique populations, particularly members of racial and ethnic minority groups, children, and the elderly. Students in this doctoral program will take courses related to health economics, advocacy, comparative health policy, leadership and management, and methods of designing and evaluating public health policy. Many faculty members have active research programs that involve health education, particularly in community, hospital/clinic, and school settings, which provide opportunities for doctoral students to develop their research.

### **Advanced Standing for PhD students**

Most students applying to the PhD program have a master's degree in public health or a related field. A student enrolled in the PhD Program in Health Policy may apply to the Graduate School through the Director of Graduate Studies for Advanced Standing credits for graduate coursework graded "**B**" or better from an accredited institution. Credits for courses taken as part of a master's degree will be considered; credits for theses, fieldwork, clinical practice, or directed projects/readings cannot be used for advanced standing credit. To be approved for advanced standing, the courses under consideration must be related to the current course of study and deemed appropriate to

stand as part of the student's training in the PhD in Health Policy. It is up to the student and the Advisor to make the case for why specific courses relate

to the current course of study and why they should be counted towards Advanced Standing credits. The maximum number of advanced standing credits awarded is 9. One exception is that Temple University MPH graduates who completed the 42 credits can apply for 12 credits of Advanced Standing. Students should apply for Advanced Standing during their first semester of matriculation and submit their Advanced Standing request by the deadline for Drop/Add for that semester.

(<http://www.temple.edu/grad/policies/gradpolicies.htm>)

## **Program Requirements**

*Number of credits required.*

The Health Policy PhD Program requires 45 credits. However, Advanced Standing credits (up to 9) may be applied (as appropriate) to fulfill course requirements. Details on the required courses are provided on the Health Policy PhD website,

<https://bulletin.temple.edu/graduate/scd/cph/health-policy-health-services-research-phd/>.

*Area paper.*

Prior to sitting for the Health Policy Comprehensive Examination, students must write a published or publishable paper in their chosen area. The purpose of the paper requirement is to demonstrate critical and interpretive knowledge in specialized areas of one's chosen program, as well as a high proficiency in written communication and a capacity to contribute to generalizable knowledge in the field. The paper can be written in one of a variety of formats, including a systematic review, an empirical paper, or a theoretical piece relevant to the field. The student must be the lead or sole author.

The Director of Graduate Studies determines if the area paper meets the writing requirement and assess whether it is of publishable quality. The review is similar to a peer review of a journal article and evaluated as either passing or failing the writing requirement. Students who fail the paper requirement

are allowed to submit a revision. The evaluators set a reasonable timeline for doing so, usually within one term.

A student cannot advance to the Health Policy Comprehensive Examination without passing the paper requirement. Failure to satisfactorily complete the area paper requirement within the specified time frame can result in dismissal from the Ph.D. program. Students who are entering the Ph.D. program and have already published a peer-reviewed paper related to their programmatic subdiscipline can request to waive this requirement by completing a waiver application and submitting it along with the published document to the Director of Graduate Studies.

### *Oral Presentation.*

An oral presentation of 30-45 minutes is required prior to advancing to the Health Policy Comprehensive Examination. This presentation can focus on the student's area paper, research experiences, or grant proposal developed in EPBI 8212, *Grantsmanship in Health Research*. The topic for the oral presentation must be approved by the Director of Graduate Studies prior to scheduling the presentation. The Director of Graduate Studies will assist in scheduling the time and location for the oral presentation. This presentation will be open to CPH students and faculty. Faculty will provide comments to the study after the presentation. The Director of Graduate Studies determines if the Oral Presentation meets the oral communication requirement. Students who fail the oral presentation requirement are allowed an additional opportunity to demonstrate their oral communication skills in a public oral presentation.

### *Article Critique.*

Students are required to prepare a critique of a published article selected the

Director of Graduate Studies prior to advancing to the Health Policy Comprehensive Examination. This critique will not be longer than two pages (single spaced, 1-inch margins, at least 11-point font). Questions to be addressed by the critique will be provided to the student. The critique will then be reviewed by the Director of Graduate Studies, who will decide whether it is approved, rejected, or approved pending revisions.

### *Health Policy Comprehensive Examinations.*

After completing the area paper, oral presentation, and article critique requirements, all students are required to successfully complete the Health Policy Comprehensive Exam prior to defending their dissertation research proposal. The exams should be taken within one term of completing all coursework. The student must register for 1 credit of [HPM 9994](#) in the term in which the examinations are taken. To register for [HPM 9994](#), the student must have completed all coursework or be enrolled in final courses in the term in which the examinations are taken. The examinations cannot be taken until all Incomplete and/or "NR" grades are removed and the area paper, oral presentation, and article critique requirement has been satisfied. Students are required to meet with their advisor and Director of Graduate Studies before the beginning of the term in which they plan to take the examinations to establish eligibility. Special authorization is required to register.

The Health Policy Comprehensive Examination will be based on a topic chosen by the student and approved by the Director of Graduate Studies. This topic will likely be related to the student's proposed thesis topic, and the Comprehensive Examination will provide background information for the thesis. For the Examination, the student will compose a concise review containing the following items:

- a. Prevalence of the health condition or behavior today and historical trends
- b. Environmental and social factors impacting your specific topic
- c. Policy interventions to address your topic
- d. Systems level interventions to address your topic
- e. Existing evidence-base to support interventions
- f. What are the challenges of translating research into practice?

This review paper will be no more than six pages (single spaced, 1-inch margins, at least 11 point font).

To prepare for the examination, the student will meet with the Director of Graduate Studies and his/her Advisor to review his/her. The role of the Advisor is to:

- Ensure that the student understands the nature of the exams
- Works with the student to ensure that the student is adequately prepared for the Comprehensive Examination
- Maintain regular communication with the student regarding the Comprehensive Examination

The Director of Graduate Studies will provide all of the basic information regarding the Comprehensive Examination; the Advisor is a second line of information and is a safeguard to make sure that each student is on track to successfully complete the exams.

#### *Dissertation Proposal, Committee, and Defense*

After passing the Health Policy Comprehensive Examination, students may enroll in [HPM 9998](#). Students must be enrolled for 1 credit of [HPM 9998](#) each term until they file their dissertation proposal with the Graduate School.

All students must form a Doctoral Advisory Committee (DAC) with the approval of the Director of Graduate Studies. The DAC is composed of at least three Graduate Faculty members: two members, including the chair, must be from the Ph.D. program faculty of the relevant department. The DAC Chair must be approved as Doctoral Graduate Faculty by the Dean of the College of Public Health and by the Graduate School. The chair is responsible for overseeing and guiding the student's progress; coordinating the responses of the Committee members; and informing the student and the Director of Graduate Studies annually of the student's academic progress. A fourth, external reader is also required at the time of the final dissertation defense.

This person must be a member of the Graduate Faculty at Temple or approved by the Dean of the College to take part in the final dissertation examination. This fourth member is not required to be present at the defense of the proposal.

To fulfill the requirements of [HPM 9998](#), students must submit a dissertation proposal, successfully defend it orally before their Committee, apply for IRB approval for the proposed research, and submit the proposal to the Graduate School. Students have a maximum of one year from the time of completing their Health Policy Comprehensive Examination to develop and defend their dissertation proposal. Thus, students may enroll in [HPM 9998](#) for only two terms without permission. Students needing more time may, with the support of their advisor, formally petition the Director of Graduate Studies for an extension, although an extension is not guaranteed. Failure to meet these requirements can result in dismissal from the program.

Once the proposal is defended, the student is elevated to candidacy and eligible to register for dissertation credits.

### *Dissertation Research*

The dissertation process is an exciting time in your academic career, and choosing the right committee for your research area can help make the process a smooth one ([see Advising Form 2](#)). Beginning in your first semester and each semester thereafter, you are expected to meet regularly (defined as every semester or more frequently as needed) with your Advisor to discuss your evolving research interests. As you complete your Advising Form #1, selecting concentration courses and electives, you will consider how to use independent study courses (e.g. Readings and Conferences and Independent Research) to help you progress to your paper writing or dissertation research. **You are encouraged to meet with faculty early on to determine if their interests match your own and if there is potential for early collaborative research that could lead to a dissertation.** It is the expectation of the Program that you will begin to formulate your dissertation ideas and think about who might be potential members of your committee as early as possible and well before you begin to review for the Health Policy Comprehensive Examination.

**Important:** Only faculty designated by the Graduate School as “Graduate Faculty” may serve on your DAC or your Dissertation Examination Committee (DEC; which has an additional reviewer who was not part of the DAC). A



subset of Graduate Faculty are designated by the Graduate School as “Chair Graduate Faculty,” and only these faculty may serve as a Dissertation Chair.

Be sure to select eligible members for your DAC, DEC, and Chair (Core and Affiliate Faculty and consult with the Director of Graduate Studies if in doubt). **The composition of the committee must meet the requirements of the Graduate School as described in [Policies 2.28.11 and 2.28.12](#).** It is your responsibility to review the policies carefully with your Advisor and the chairperson of your proposed Dissertation Advisory Committee (DAC). Procedures for nominating external (non-Temple persons) as DAC or DEC members are discussed in the Graduate School website Policies and Procedures).

The first step in officially forming a DAC is developing the proposal for a committee (see Advising Form 2 for details) and working closely with the person who has agreed to serve as Chair. The Director of Graduate Studies will review the proposed DAC and provide approval if it meets the criteria required by the Program, the Graduate School, and the College of Public Health. The Dean of the College of Public Health has final authority to approve the composition of dissertation committees in accordance with [Graduate School Policy 2.28.11.05](#). You should submit your proposal to establish a dissertation committee for review and approval well in advance of scheduling an oral defense of your dissertation proposal. It is your responsibility to meet regularly with members of your DAC both in preparation for your proposal defense and while undertaking your research to ensure that you are making continued progress.

Members of the Graduate Faculty you approach to consider serving on your DAC expect you to be prepared to articulate your research ideas before they decide to serve. You are *not* expected to discuss a fully-developed proposal upon inviting potential committee members to join. In fact, after you formally establish a committee, the details of your proposed research are likely to evolve and change. Thus the Advising Form 2 should be considered only a preliminary description of your dissertation research. However, by meeting regularly with your Advisor prior to seeking committee members, you will (a) be prepared to discuss the basic elements of your proposed study with potential committee members and (b) be more likely to pick the most appropriate faculty for your

committee. DAC members should have some expertise relevant to the proposed research. This could be in the substance, theory, or method. Ideally, you should select faculty members who are active and publishing in an area that is related to your research content, theory, or method (including statistical expertise). The process of developing a DAC is intended to help you to refine your research questions and methods as well as to be certain of access to data and sufficient expertise from a DAC that is best suited to guide you as you conduct your research. Thinking this proposal through is an important step towards conducting a successful dissertation.

### *Dissertation*

The doctoral dissertation is an original theory-based research study that makes a significant contribution to the field of Health Policy. It should expand existing knowledge and demonstrate the student's mastery of theory and research methods, particularly within a concentration or specialty area. The research should be rigorous, while upholding the ethics and standards of the field. It is expected that the study will result in publication and presentation to professional audiences.

To fulfill the dissertation requirement, students must prepare and orally defend the final dissertation in a public meeting. Students should present their plans for publishing their dissertation as part of their defense. Students must be enrolled continuously for at least 3 credits of dissertation research until their dissertation is successfully defended. The Graduate School requires a minimum of 2 credits of [HPM 9999](#). Students must be enrolled in the term that they graduate.

The Dissertation Examining Committee (DEC) consists of the DAC plus at least one additional external reviewer. The external reviewer must be doctorally prepared. If this person is not a member of the Temple University Graduate Faculty, s/he must be approved by the Director of Graduate Studies, the Dean of the College, and the Graduate School to take part in the final dissertation examination. The DEC evaluates the student's written dissertation and oral defense, including the student's ability to articulate orally the research question; methodological approach; primary findings; interpretation of the findings; and implications for theory, research, and practice. The DEC votes to



pass or fail the dissertation and the defense at the conclusion of the public presentation.

If a student needs to change a member of a committee, the new member must be approved by the Director of Graduate Studies and registered with the Graduate School.

Students who are preparing to defend their dissertation should confirm a time and date with their DEC and work with their department's administrative assistant to secure a room. This should be done at least one month in advance of the proposed date. The Administrative Assistant arranges the time, date, and room within two working days. After the time, date, and room are secured, the student must send to the Graduate School a completed "Announcement of Dissertation Defense" form, found at <http://www.temple.edu/grad/forms/>. This must be submitted at least 10 working days before the defense. The department posts flyers announcing the defense, and the Graduate School lists the defense on its website.

### **Program Competencies, Learning Opportunities, and Evaluation**

The Program is designed around five major competencies. The following tables describe these major competencies, specific sub-competencies within the major competencies, and corresponding learning and evaluation opportunities. The overall program plan is designed to ensure (1) breadth of knowledge across the core areas of public health practice, research, and theory, which is not only fitting for a PhD in Health Policy but permits the trainee to engage with colleagues from many different disciplines and address a wide range of public health problems from diverse perspectives; (2) knowledge and adherence to ethical principles associated with public health research and practice, which is a requirement of all scholars and professionals working in the field; (3) skills in critiquing and generating original knowledge through research related to significant public health problems, which is the hallmark of the highest level of scholarship and is necessary for advancing science and promoting the best practices in public health; (4) effective oral and written communication skills so as to allow for the dissemination of knowledge to train or educate future scholars, colleagues, or professionals in public health; and (5) in-depth knowledge and expertise within a specialized field of study related to public

health that can be applied to training others, informing policy, or advancing science and practice.

## **Progress Reports**

*Annual reviews:* In order to communicate student progress and overall standing in the program has a formal annual review process. In the fall, all doctoral students beyond their first year will be reviewed by the PhD Program Committee. First-year students will be reviewed in the spring. Faculty

Advisors will provide a written report on students' progress (e.g., courses, Health Policy Comprehensive Examination and other candidacy requirements, dissertation proposal, or dissertation research and writing). Each student's review will be discussed in the PhD student review meeting and anyone who has additional information on the student can add it at that time. The Director of Graduate Studies, in consultation with the students' Advisor, will prepare a formal letter that informs students on the results of the annual program review. The letter will indicate whether the student is making satisfactory progress or whether there are concerns. The letter will indicate specific areas of concern, the timeline and procedures for addressing concerns, and the consequences of not doing so. Students will be instructed to meet with their Advisor to address their concerns. In some cases, the student will be instructed to meet with the Director of Graduate Studies. This letter will be mailed and emailed to the students. A copy also will be emailed to the Advisor (who will approve it before it gets distributed), and a copy will be kept on file.

The PhD Program Committee also will review progress and provide feedback more frequently for students who are not progressing as expected, in accordance with Program, College, and Graduate School requirements. It is important to meet regularly with your Advisor to ensure that you are progressing appropriately toward completing your degree. The Advising Forms help the Program to monitor your progress and the College mandates that these be kept up-to-date. Note: Students who fail to make satisfactory progress risk expulsion from the Program or loss of funding opportunities through fellowships or scholarships.

## *Registration and Filing Requirements.*

As a doctoral student, you must be enrolled continuously every fall and spring semester between matriculation and graduation until you complete all requirements for the degree unless you obtain a leave of absence. If you receive a leave of absence, you must still complete your degree within seven years.

*Filing for Graduation.*

You are responsible for staying informed about deadline dates, requirements for degrees, and requirements for graduation. To receive a degree in May, August, or December, you must turn in all final copies of your final dissertation defense and apply to graduate by the posted deadlines.

Applications may be filed with a departmental administrative assistant. The deadline to file is posted on the University calendar and can be accessed from the Graduate School Web Site.