Robert Stempel College of Public Health & Social Work

FLORIDA INTERNATIONAL UNIVERSITY

DEPARTMENTAL DOCTORAL STUDENT PROCEDURES

HEALTH PROMOTION & DISEASE PREVENTION

Revised Summer 2022

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I. INTRODUCTION

Stempel College of Public Health & Social Work strives to improve health, health equity, and wellbeing of local, national, and global populations through education, research, and partnerships that are innovative and transformative. The doctoral program in Health Promotion and Disease Prevention (HPDP) addresses behavioral, social, and cultural factors related to individual, community, population health, and health disparities over the life course. The program seeks effective behavioral, social, and structural solutions and continual improvement in public health programs and policies to achieve health and well-being for all. The department offers the following two degrees: Doctor of Philosophy in Public Health with specialization in Health Promotion and Disease Prevention and Doctor of Philosophy in Public Health with specialization in Health Disparities. More information about Stempel College and HPDP can be found here https://stempel.fiu.edu/academics/public-health/index.html.

This handbook helps to guide students through their doctoral studies and accompanies the *Ph.D. in Public Health Handbook* for the Robert Stempel College of Public Health and Social Work. It is the student's responsibility to comply with the requirements and procedures of the department, Stempel College, and the University Graduate School (UGS). In cases of discrepancies, the UGS policies supersede those herein. The Graduate Catalog is the final authority in case of conflicts. UGS Policies and Procedures are available at https://gradschool.fiu.edu/students/ and in the Graduate Catalog at http://catalog.fiu.edu/. Students should read the materials at these links carefully and thoroughly.

Incoming graduate students must attend the Stempel College and UGS orientations. A meeting with the Graduate Program Director (GPD) will be held before the beginning of the fall semester to provide the students with an orientation to the doctoral program and required coursework. Incoming doctoral students are advised by the GPD. The major professor will become the academic advisor after the dissertation committee has been established and approved.

Student records are found at My FIU**.** Additional information about our doctoral program for current students and faculty is available at https://fiudit.sharepoint.com/sites/HPDPResourceCenter.

II. EXPECTATIONS OF DOCTORAL STUDENTS

Stempel College and HPDP faculty is invested in advancing public health and in creating a high quality, stimulating, and inclusive academic environment. Students are expected to take advantage of this opportunity and take initiative, be involved and productive, maintain good academic standing, and act responsibly. Expectations of doctoral students include:

1. Adhere to the highest standards of academic integrity and be committed to diversity, equity, and inclusion.
2. Engage with underserved communities and contribute through education, research and/or service (e.g., advisory boards, community partnerships).
3. Participate in scholarly activities. Students should submit and publish abstracts and manuscripts of their research endeavors. Students are advised to start working on publications in their first year of enrollment. At graduation, students are expected to have at least one paper published or accepted for publication. Each student will be asked to submit a list of presentations, abstracts submitted, and manuscripts in progress/submitted for their mid-year evaluation and annual evaluation report.

4. Attend doctoral seminars, workgroups and other activities organized by HPDP's doctoral seminar committee to increase a sense of community, stimulate networking, and enhance academic success.
5. Be familiar with the UGS procedures and timelines. Students are responsible for meeting deadlines and for timely submission of their dissertation milestone forms.
6. Consult regularly with the GPD or major professor and discuss methods of securing continued funding as soon possible in the doctoral studies.
7. Follow-up on referral by faculty to the FIU Excellence in Writing Center to improve academic writing.
8. Provide the GPD with a signed copy of the 'Agreement for Doctoral Students in Public Health' before classes begin in the first semester (first year students only, see page 19).

III. CODES OF ACADEMIC AND PERSONAL INTEGRITY

FIU upholds high standards of (academic) integrity and inclusion. The university community reports to the ***Ethical Panthers Hotline*** when misconduct or unethical behavior is witnessed or suspected. Reports can be filed online at https://compliance.fiu.edu/hotline/ or by phone at 1-888-520-0570 (24 hours a day, 365 days per year). Compliance concerns can be raised without disclosure of name or department.. More information is available at https://compliance.fiu.edu/. Lack of familiarity with university policy is not a defense to a violation of the Student Conduct and Honor Code. Important regulations and procedures are summarized below.

- **Academic Integrity and Academic Misconduct**. Students at FIU are expected to adhere to the highest standards of integrity in every aspect of their lives. Honesty in academic matters is part of this obligation. Effective August 1st, 2019, Academic Misconduct is under the jurisdiction of the Student Conduct and Honor Code within Student Conduct and Academic Integrity (SCAI). The academic misconduct code can be reviewed at https://acs.fiu.edu/initiatives/success-courses/student_conduct_and_honor_code.pdf.

Instructors are encouraged to discuss allegations with the student and departmental chair prior to filing an Academic Misconduct Report and referral to SCAI.

- **Responsible Conduct of Research.** FIU and the College promote Responsible Conduct of Research (RCR) practicing high standards of ethics and accountability in planning, implementation, behavior, and information dissemination. Students are expected to practice and foster the values of a shared responsible community. All doctoral students are required to take and pass the CITI course in RCR. Research ethics and compliance online training is provided at https://research.fiu.edu/rcr/training/.

- **Title VII (Non-Discrimination) and Title IX (Sexual Harassment and Sexual Misconduct**). The Office of Civil Rights Compliance and Accessibility (CRCA) is the University entity tasked with preventing and addressing all forms of harassment and discrimination, including sexual harassment and sexual misconduct. Reporting forms can be found here https://dei.fiu.edu/crca/overview/. Potential violations also may be reported via the Ethical Panther Line at https://compliance.fiu.edu/hotline or 1-888-520-0570.

  Title VII (non-discrimination, harassment, and retaliation) or Board of Trustees Regulations FIU-106 can be found at https://regulations.fiu.edu/regulation=FIU-106. Florida International University is committed to diversity, equity, and inclusion. Members of the FIU community are encouraged to report conduct they believe may be prohibited discrimination or harassment (or that left unchecked may rise to the level of prohibited discrimination or harassment) even if they are not sure that the conduct violates this regulation.

The identity of any individual who reports discrimination, harassment, or other personally identifiable information will be kept confidential to the extent possible and permitted by law. In cases where the potential complainant chooses not to file a formal complaint, action will be taken to inform the alleged offender of the concerns, suggesting that the individual monitors and modifies (if necessary) his/her/their behavior.

Title IX (Sexual Harassment and Sexual Misconduct) or Board of Trustees Regulations FIU-105 can be found at https://regulations.fiu.edu/regulation=FIU-105. All members of the University community are expected to conduct themselves in a manner that does not infringe upon the rights of others and is consistent with this regulation. FIU is committed to encouraging and sustaining a learning and living environment that is free from discrimination based on sex including gender, gender expression, gender identity, and sexual orientation. Discrimination based on sex encompasses sexual misconduct, sexual harassment, gender-based harassment, domestic violence, dating violence, and/or stalking.

Faculty is required to share information about sexual misconduct with the Title IX coordinator.

IV. HPDP DOCTORAL COMMITTEE

Departmental doctoral research seminars, brown bag workshops, HDPD luncheons and other social activities are organized to: (1) stimulate student's connectedness to the department, Stempel College, FIU, and the field of public health, and (2) enhance student's academic success and professional development within an inclusive, innovative, and supportive academic environment. Activities are organized by the doctoral committee consisting of the GPD and doctoral students. All activities are peer-led. Each year, in the beginning of the academic year, a new committee is formed. All students are welcome to join but students supported on a graduate assistant contract are assigned to the committee as part of their responsibilities. Committee meetings and lunches are open to all students, faculty and others interested. All doctoral students are expected to attend the seminars and workgroups.

The committee is also responsible for updating and managing the SharePoint HPDP Resource Center https://fiudit.sharepoint.com/sites/HPDPResourceCenter. Evaluation reports of activities of the doctoral committee in AY 2020-2021 and 2021-2022 are posted in the resource center.

V. GRADUATE ASSISTANTSHIPS (GA)

Colleges and departments provide graduate assistantships (GAs) to qualified students on a competitive basis. Assistantships are not available to non-degree seeking students. GAs include Graduate Assistants (GA), Graduate Teaching Assistants (TA) or Graduate Research Assistants (RA). Interested graduate students should contact their academic departments to discuss assistantship opportunities. The GPD manages the assistantship positions. In the beginning of the academic year, GAs will be assigned to work with faculty members. They also will be assigned to join the HPDP doctoral committee for at least 5% of their time.

A graduate assistantship provides a monthly stipend, tuition waiver and subsidization of health insurance. A full graduate assistantship requires 20 hours of work per week. GAs may teach, conduct research, or have other responsibilities that contribute to the student's professional development. Students supported on a graduate assistant contract (or CV Starr scholarship with tuition waiver) must maintain full-time enrollment, which is 9 graduate credits in the fall and spring semester and 6 credits in the summer semester. After advancing to candidacy, students must register for a maximum of 3 dissertation credits each term which is considered to be full-time

enrollment. In the last graduating semester, students may register for more than 3 credits to meet program requirements. More information is available in the graduate assistant handbook https://gradschool.fiu.edu/wp-content/uploads/2021/11/Fall-2021-Summer-2022-UGS-GA-Student-Handbook.pdf.

GA contracts are annual contracts. It is the department's policy to at most renew the GA contract twice, on condition of availability of funding and satisfactory annual evaluation from faculty and departmental chair. After at most three years of GA funding, students need to seek other funding either in the form of Dissertation Year Fellowship (DYF), Doctoral Evidence Acquisition Fellowship (DEA), grant support from their major professors or other funding sources. In the beginning of the 3rd year of GA funding, students need to meet with their major professor to explore and secure funding for their last year(s) of study.

Like GA-ships, C.V. Starr scholarships are awarded annually, and students need to re-apply. Recipients are required to work 20 hours per week for the duration of the award on a project or activity that prepares them to contribute to their home country in Latin America or the Caribbean.

VI. DISSERTATION MILESTONE FORMS AND TIMELINES

Dissertation milestones mark the progress toward degree completion. The submission of dissertation milestones must follow course registration, good academic standing (at least 3.00 cumulative GPA), and deadline requirements. Dissertation Milestone student forms are completed online, in Panther Soft. The 'Online Dissertation Milestone Activity Guide' is available on https://my.fiu.edu/ under the student environment, in the Tasks tile. A training guide is available at DoctoralStudentOnlineDissertationMilestoneInstructionsGuide20221.pdf (fiu.edu).

It is the students' responsibility to ensure that completed dissertation milestone forms are submitted and received on time. UGS deadlines are posted at https://gradschool.fiu.edu/calendar-deadlines/. Graduate students must also meet their academic department and college deadlines. Students need to check their email or contact the GPD for updated college and departmental procedures before completion and submission of the forms.

Table 1. Doctoral Study Timeline (full-time students)

Process/requirement	Term (guideline)	Due at UGS
Annual and semi-annual evaluation	Every fall and spring semester. Completion of the annual evaluation in spring is required to enroll in the following fall semester.	Dates are announced.
Establishment of Dissertation Committee	End of 1st year (3rd semester).	Submit at least four semesters before the anticipated graduation date.
Doctoral Degree and Application for Candidacy (HPDP Comprehensive Exam)	After 2 years, in the 7th semester, after completion of course work. The exam must be completed to enter candidacy and enroll in dissertation credits.	Submit five business days before the first day of classes in the term in which enrollment in dissertation credits (PHC 7980) will commence.

	Continuous enrollment (at least 3 credits) is required after students enter the candidacy phase.	
Defense of Dissertation Proposal	Third year of enrollment, after successful completion of the candidacy exam. Students are expected to start working on their proposal in the 1st year of enrollment.	Submit at least 3 semesters before the anticipated graduation date
Preliminary Approval and Request for Oral Defense Oral Defense of Dissertation	Before the end of 5th year (15th semester), or earlier. *Check UGS website for deadlines.*	Submit to the dean's office at least 5 weeks and to UGS at least 3 weeks before the defense date or by the UGS deadline (whichever date is earlier).
Submission of Electronic Dissertation Final Document	Completed after a successful oral defense and after a final copy of the dissertation is approved by the committee.	See UGS web site for the last day to submit.
Revised Dissertation Committee Change of composition of the dissertation committee.	Anytime	Notify UGS of change of composition of the dissertation committee.

SEMI-ANNUAL AND ANNUAL EVALUATION AND MENTORING PLAN

Each academic year, at the end of the spring semester, the UGS requires that students submit their Annual Evaluation and Mentoring Plan. Students are evaluated based on proposed specific, measurable, achievable, realistic, and timely (SMART) objectives, pertaining to timely progress in the program, and other accomplishments including publications, professional presentations, and awards/recognitions. Student evaluations are conducted by the major professor and dissertation committee or by the GPD if a dissertation committee has not been established. If progress is not satisfactory, a performance improvement plan will be developed by the student with guidance of the major professor and GPD. Satisfactory performance in the annual evaluation is necessary in order to maintain good academic standing.

The UGS notifies students when their Annual Student Evaluation and Mentoring Plan is available on https://my.fiu.edu/. Students who do not complete their annual evaluation will be blocked from enrollment in the fall semester.

Students are exempt from submitting the annual evaluation if they (1) are expected to graduate during the spring term prior to the May 30 deadline and have an approved 'Preliminary Approval and Request for Oral Defense' on file or (2) have less than 18 course credits at the end of the spring semester. HPDP departmental procedures require that students with less than 18 course credits meet with the GPD to discuss academic progress and planning of future course work and other scholarly activities.

In addition to the university-wide annual evaluation, Stempel College requires that students complete a semi-annual evaluation in the fall semester. This internal process is an additional measure to assess, and if necessary, adjust student performance. If the student is not making satisfactory progress, a performance improvement plan will be developed by the student with the guidance of the major professor or the GPD. All doctoral students are required to complete their semi-annual evaluation in a timely manner. The semi-annual evaluation is not submitted to the UGS.

ESTABLISHMENT OF DISSERTATION COMMITTEE

A major consideration in the decision to admit a doctoral student is the compatibility of research focus between a faculty mentor and student. HPDP discusses research interests with prospective students during the admission interview. Upon enrollment, students are expected to get acquainted with research studies of faculty and explore collaboration and potential dissertation topics to prepare for their dissertation research.

Students should have selected a faculty member to serve as major professor before the end of the third semester. Committee formation is initiated by mutual agreement between the student and the dissertation advisor. The role of the major professor is to be the student's academic advisor and research mentor during the student's doctoral program. The role of the dissertation committee is to guide the student through the dissertation research and evaluate the dissertation research. Student form 'Establishment of a Dissertation Committee' should be completed by the end of the first academic year (3rd semester). The "Revised Dissertation Committee' form should be submitted to the UGS if the composition of the dissertation committee changes at any point. The composition of the dissertation committee may be changed if a committee member is no longer available to participate or if the student or chair of the committee believes there are valid reasons to add or replace a committee member.

The dissertation committee must be selected so that the relevant emphases of the dissertation are fully represented. The FIU policy regarding the doctoral dissertation committee can be found here https://policies.fiu.edu/files/780.pdf.

- The dissertation committee must have a minimum of four members.
- The committee chair must hold Dissertation Advisor Status (DAS) and must have specialized academic competence in the subject of the dissertation study. HPDP requires that the committee chair or co-chair be a HPDP faculty member. FIU policy regarding graduate faculty and dissertation advisory status can be found here https://policies.fiu.edu/files/766.pdf.
- In all cases, at least three committee members must hold Graduate Faculty Status and be members of the program (Public Health) from which the student is seeking the degree.
- At least one member must be a graduate faculty member of FIU, but from outside the unit from which the student is seeking the doctoral degree.
- The committee may consist of four FIU faculty who are members of the graduate faculty with one member from outside the program (Public Health), or three members of the FIU graduate faculty and one member from an outside institution who has been reviewed and approved by the academic unit and the UGS. All committee appointments are made by the Dean of the University Graduate School.

DOCTORAL CANDIDACY (COMPREHENSIVE EXAM)

The qualifying examination is for advanced doctoral students to demonstrate analysis, synthesis, and critical thinking in the application of public health knowledge to various areas of research and professional practice. Underscoring this demonstration and application is the need for evidence of students' development as researchers. All doctoral students must pass the candidacy exam (a.k.a. comprehensive exam) to advance to candidacy and enroll in dissertation credits. Students are advised to schedule their comprehensive exam in their 7th semester.

Eligibility: The comprehensive exam can be taken once the student has successfully completed all required graduate coursework. Students need to be enrolled in at least 3 credits ('active' status). A student who is finishing up course work needs to submit a written statement from the course instructor to attest that the student is expected to successfully pass the course, with a B grade or higher. After reviewing the student's transcript audit and enrollment status, the GPD will confirm and schedule a time to meet with the student to review the exam format and discuss the comprehensive exam competencies and rubric**.** Students are encouraged to meet with course instructors to prepare for the exam.

Notification and Scheduling of the Comprehensive Exam: Exams are administered twice each academic year, in the fall and spring semester. Exam dates are announced in the beginning of the semester. The GPD is responsible for exam coordination and administration. Students who require any special testing accommodations must contact FIU's Disability Resource Center to make appropriate arrangements at least 30 days prior to the exam.

Exam Committee: The standing committee consists of graduate faculty members in the Department of Health Promotion and Disease Prevention. The GPD chairs the committee and ensures a rigorous administration. No input from students is solicited.

Procedures and Format. The candidacy exam is administered on two consecutive days, between the hours of 8:30 AM and 5 PM. The exam is a closed book format. No study aids, prepared materials, cell phones, or any other electronic device are permitted. The student must work independently and will be provided with a computer without Internet access to complete the exam at HPDP's offices.

Competencies. HPDP faculty formulates six exam questions to test the following competencies:

I. <u>History and Foundations of Public Health</u>

Appreciate the history, practice, and profession of public health as it has evolved through the ages.

a. Understand and be able to trace the history of public health.
b. Appreciate the evolution of public health.
c. Demonstrate ability to examine the principles and practices of current public health in historical context.

II. <u>Social Determinants of Health</u>

Identify individual, organizational, community and societal influences on health, health behaviors, disease, injury, illness, and disability.

a. Understand and critically evaluate research and practices examining the social influences of health and health behavior.
b. Demonstrate how elements of culture may influence health and health behaviors.
c. Apply strategies such as Health in All Policies (HIAP) and Health Impact Assessment (HIA) to address social determinants of health.
d. Identify indicators of social determinants of health and consequences of health inequalities.

III. <u>Intervention Planning & Design</u>

Develop, implement, and evaluate behavioral and structural interventions to prevent disease and injury, alleviate illness and disability, improve the quality of life, and reduce health disparities.

a. Formulate main purpose of proposed study, research question(s) and study hypotheses.
b. Define study significance and innovation.
c. Select and describe theory or theories that guide interventions and selection of study variables.
d. Select most appropriate study design and describe rationale.

e. Describe eligibility criteria and sampling methods.
f. Select variables to be measured, including independent, dependent, mediating, potential moderating and confounding variables (and how to control for confounding).
g. Describe data collection procedures with protocol to insure fidelity of implementation.
h. Select statistical analysis appropriate for data and research questions.
i. Discuss how proposed intervention will foster translation of effective strategies to practice and policy.
j. Demonstrate an understanding of the utilization and importance of community input and community mobilization for intervention research.

IV. Public Health Ethics

Acknowledge the importance of ethical guidelines, moral reasoning, and universal rights in public health decision making.
a. Demonstrate an understanding of and ability to apply the values and ethical principles underlying decision making in public health, especially with respect to research, policy development and practice.
b. Respect and reaffirm the importance of individual rights and the common good.
c. Carefully consider risks and precautions.
d. Appreciate the critical roles of science, surveillance, and regulation.
e. Support efforts to achieve social justice and bolster global health.

V. Research: Quantitative Research

Analyze and critically evaluate a 'quantitative research' study relevant to the field of public health.
a. Describe cutting edge observational/experimental study design, understand strengths and weaknesses and propose alternate study designs.
b. Demonstrate ability to critically evaluate research methods, including sampling, operationalization of key constructs and measures.
c. Demonstrate understanding of statistical analysis utilized and discuss whether statistical analysis was appropriate.
d. Demonstrate ability in critical evaluation of discussion and conclusions. Assess whether discussion section is supported by findings and if investigators made logical conclusion and inferences based on study data.
e. Assess study merit and potential contributions to advancing knowledge, theory, or practice to the field of public health.

VI. Research: Qualitative Research

Analyze and critically evaluate a 'qualitative research' study relevant to the field of public health.
a. Identify and evaluate the appropriateness of qualitative method employed and evaluate alternative methods.
b. Describe research aims and assess the appropriateness of selected aims.
c. Evaluate and comment on the selection and rigor of study procedures and data analysis.
d. Demonstrate ability to assess if study findings and procedures are well-connected and if findings are supported by study data.
e. Assess study merit and potential contributions to advancing knowledge, theory, or practice to the field of public health.

Scoring of the Exam: Scoring rubrics are used to score the exam. Each answer is scored independently and blinded by two reviewers. Students need a passing grade (≥2 points out of maximum 3 points) from two reviewers to pass the question. A third reviewer will grade the exam question if there is a discrepancy in grading, with one reviewer assigning a passing grade while the other reviewer did not. The grade of the third reviewer will be decisive. To pass the comprehensive exam, students need to pass all six exam questions. Exam results are reviewed and decided upon in a meeting with all committee members.

Retake of individual questions is only allowed for up to two (2) failed questions. If three (3) or more questions are failed, the entire examination needs to be taken again. Retakes need to be completed within 12 months or one year, unless there are extenuating circumstances agreed upon with the GPD, departmental chair and the UGS. To make academic progress, students should schedule a retake when the comprehensive exam is offered in the following semester (fall or spring term). Retake of one or two exam questions is also offered in the summer term.

Although the committee may recommend additional coursework, readings, or research training that they believe will help the student to complete the dissertation research, advancement to candidacy is not contingent upon the student following the recommendations. If requested by the student, reviewers may discuss the strengths and weaknesses of the student's answer to increase capacity building.

The departmental chair informs students about the exam results as soon as possible, but no later than 30 days after exam completion. If students pass the examination, they may proceed with their dissertation research and prepare for their (defense of) dissertation proposal. If they do not pass, they will be allowed to retake the examination only one time. If students do not pass on their second attempt, their status as Ph.D. student will be terminated.

Termination: Public Health students who did not pass the comprehensive exam after their second attempt are dismissed from the program. They may receive a terminal (i.e., non-thesis) master's degree if they have satisfactorily completed the course requirements for the first two years of the Ph.D. program and fulfilled the requirements of the master's degree.

Candidacy: Students advance to candidacy and are allowed to enroll in dissertation credits (PHC 7980) once they have completed all course work, have passed the comprehensive exam, and have obtained UGS approval for the Dissertation Proposal Milestone form. Full-time enrollment for students in the candidacy phase is three credits. Students in the candidacy phase must be continuously enrolled until they defend their dissertation proposal and graduate.

DOCTORAL DISSERTATION PROPOSAL

Students should demonstrate their knowledge of the proposed research as soon as possible in their pursuit of a doctoral degree. Therefore, the official dissertation proposal should be completed within one (1) semester of completing the candidacy exam.

The dissertation proposal is not a contract between the university and the student. The proposal is not intended to restrict the normal development of a research project since it is understood that the dissertation may evolve in directions quite different from the dissertation proposal. Depending on the outcome of the research, the dissertation may require substantially more work than anticipated at the stage of the dissertation proposal. The termination of a line of research and the adoption of a substantially new dissertation project will require the oral defense of a new proposal and approval of the proposal by the UGS.

Students will be required to obtain IRB approval for their proposed study and prepare a formal 5-page proposal for the UGS. Proposal guidelines are available at https://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf. The proposal should demonstrate that the student has consulted and read the appropriate literature in formulating the proposal, understands the work to be conducted and its significance. The expectation of dissertation research is that publishable new knowledge will result. Students who file dissertation proposal with the UGS also need to provide a training certificate of completion of the Responsible Conduct of Research training exam. Instructions on how to access the course can be here https://research.fiu.edu/rcr/training/.

The dissertation proposal can only be approved by the full dissertation committee after a successful oral defense attended by all committee members. Form 'Defense of Dissertation Proposal' will be submitted after a successful defense and completion of required documentation. The form needs to be completed at least three (3) semesters before the anticipated graduation term.

ORAL DEFENSE OF DISSERTATION

Students may choose between the traditional format for public health dissertations (see *Ph.D. in Public Health Handbook* for the Robert Stempel College of Public Health and Social Work) and the manuscript-style thesis format. HPDP recommends the manuscript-style thesis as this format allows doctoral students to establish themselves as researchers while gaining the experience of developing peer-reviewed manuscripts before graduation, thus enhancing career opportunities. The manuscript dissertation format includes five (5) chapters including: Introduction, three (3) cohesive and publishable manuscripts or articles, and Conclusions.

Articles already published, submitted or to be submitted to peer-reviewed journals may be included, on condition that they are based on the students' approved dissertation research that was conducted in the candidacy phase. The dissertation format should be discussed and agreed upon with the major professor and dissertation committee. Authorship also should be agreed upon in advance, following APA or other professional public health guidelines regarding publication practices and responsible authorship.

The FIU Graduate School has specific guidelines on the preparation and format of the dissertation, which can be found here: http://gradschool.fiu.edu/thesis-dissertation/. To ensure that dissertations meet the appropriate standards of originality, the UGS requests that major professors create an originality report in Turnitin of the dissertation. Major professors who do not have a Turnitin account can visit the following website for information: https://ecampus.fiu.edu/faculty-turnitin. Submission of the document to Turnitin needs to list the major professor (and not the student) as author. The first page of the report with the name of the major professor and the similarity index needs to be submitted with the dissertation and all other required documentation.

It is expected that full-time doctoral students defend their dissertation no later than the end of the fifth year (15th semester) of study. After a student has completed a research project and written a dissertation, the dissertation must be approved by the dissertation committee. By their signatures on the Oral Defense of Dissertation form, committee members certify that the dissertation is ready for defense.

The research dissertation must be of sufficient caliber to be published, as a whole or in part, in the scientific literature. The candidate should realize that multiple revisions may be necessary before the document is ready for the defense. Students should expect that faculty will take up to, but no more than, 14 business days for each draft during the academic year for review. Additional days may be needed around final exam week. Since most faculty in the college have nine-month appointments in fall and spring semesters, faculty may be unavailable for periods of time during the summer term and students should plan accordingly.

After major professor and dissertation committee reviewed the dissertation and agreed that it is ready for defense, the student needs to submit the dissertation and other required documentation for 'Preliminary Approval and Request for Oral Defense.' The designated official at the dean's office will need up to 14 business days to review the dissertation. A dissertation that does not meet Stempel College standards of research excellence or one with a significant number of uncorrected errors will be returned without approval for scheduling the defense.

Instructions and submission deadlines can be found here https://gradschool.fiu.edu/calendar-deadlines/.

Dissertation Defense: The oral defense is a public seminar. The dissertation chair and student need to be physically present for the defense at a FIU location. Synchronous participation of all committee members and student is required and physical presence of all committee members is strongly encouraged. However, committee members – except for the chair- may participate by telephone/video conference.

Other members of the university community, including students and faculty, will be invited to the presentation portion of the dissertation defense. Additionally, the student may invite members of the public to attend. Following the public presentation and question-and-answer session, all non-committee members and the student will be asked to leave the room to allow for further deliberation by the dissertation committee.

The date of the dissertation defense must be approved by all members of the dissertation committee and the UGS. The dissertation defense must be announced at least two (2) weeks before the scheduled defense date. The GPD will send out the announcement. Defense announcements should be prepared according to a UGS template, include the date, time and venue and should be written in scholarly style appropriate for the discipline. Further instructions can be found here: https://gradschool.fiu.edu/thesis-dissertation/ .

FINAL ELECTRONIC DISSERTATION APROVAL

Final Electronic Thesis/Dissertation (ETD) Form: The final ETD Approval form is submitted after successful oral defense and after approval of the final copy of the dissertation by committee members. The ETD form acts as a license that grants FIU non-exclusive rights to the dissertation. Students, the copyright holders, retain all rights. As with all other forms previously submitted and approved by UGS, the final ETD form needs to be submitted to the academic unit/college by their respective deadlines to meet the UGS deadline. After the receipt of the final EDT by UGS, students receive an email with instructions to upload the final version of the dissertation manuscript via Digital Commons. Students may embargo their dissertation or release the dissertation online immediately after completion.

Graduation: Students need to apply for graduation on PantherSoft under Academic Records.

VII. GRADUATION REQUIREMENTS, CREDITS TRANSFER AND COURSE REGISTRATION

Completion of Doctoral Program: All requirements for completion of the PhD, including the successful defense of a dissertation, must be completed within 9 (nine) years of initial enrollment in the doctoral program.

Credit Requirements: Programs leading to a doctoral degree require at least 75 semester graduate credit hours beyond the bachelor's degree and a minimum of 15 credit hours of dissertation. These shall include a minimum of 30 credit hours earned in academic courses that are part of the doctoral program. Doctoral programs normally make use of courses at the 6000 level and above.

Grade Requirements: The University Graduate School policy regarding grade point average (GPA) and dismissal can be found here https://policies.fiu.edu/files/758.pdf. Students must maintain a cumulative GPA of at least 3.0 for courses attempted in the graduate program. For additional requirements for the Public Health Ph.D., see the Graduate Catalog: http://catalog.fiu.edu. A student whose GPA falls below 3.0 will be placed on warning. If the cumulative GPA remains below 3.0 for a second semester, the student will be placed on probation. If the student fails to earn a *semester* GPA greater than 3.0 while he/she is on probation (i.e., the third semester), the student will be dismissed from the graduate program.

The UGS policy regarding incomplete grades is available here: https://policies.fiu.edu/files/767.pdf. An incomplete grade is a temporary designation given at the discretion of the instructor for work not completed because of a serious interruption not caused by the student's own negligence. An incomplete grade must be made up within two semesters or it will automatically default to an F. There is no extension of the two-semester deadline.

Dissertation credits are assigned a grade of In Progress (IP), Unsatisfactory (U), or Fail (F). When the dissertation is completed the IP grades will automatically convert to a grade of Pass (P).

Active Status and Readmission : As stated in the University Graduate School Policies and Procedures https://policies.fiu.edu/files/759.pdf, doctoral students in the candidacy phase require a minimum of three credit

hours per semester to retain active status. Lapses in enrollment for three (3) or more consecutive semesters require that the student apply for readmission. A student who finds it necessary to be excused from registration for three or more consecutive semesters should formally request a leave of absence from the Doctoral Program Director. Leaves of absence will be granted only under exceptional circumstances. Information about readmission to the doctoral program is available at https://gradschool.fiu.edu/wp-content/uploads/2020/11/UGSDoctoral-ReadmissionsProceduresNovember2020.pdf.

Transfer of Credits: Upon approval of the GPD, doctoral programs may accept up to 20% of the required total coursework of graduate credit earned from another institution beyond a bachelor's degree. An exception to the 20% limitation is made for courses contained within an earned master's or doctoral degree. For such courses, the maximum is one credit fewer than half of the total credits required for the program. More information is available on https://policies.fiu.edu/files/128.pdf.

Grievance Procedure: The UGS grievance procedures can be found here: http://integrity.fiu.edu/grievances.html.

VIII. HPDP DOCTORAL PROGRAM ADVISEMENT FORMS

Because doctoral advisement and required coursework might have changed over the years, students should check their course audits. The student's plan and courses appear in the PDA in myfiu.edu. In case of discrepancies between advisement forms and the UGS catalog (http://catalog.fiu.edu), the information provided in the UGS catalog prevails. Students must get approval from their GPD or major professor to enroll in courses. Please include Marie Alvarez (maalvare@fiu.edu) in the email requests so she can provide access to register upon approval.

UM/FIU Exchange Program. FIU Doctoral students may complete up to six credits at the University of Miami. The program gives students a larger selection of courses to choose from and allows students at UM and FIU to take advantage of the educational and research opportunities at both institutions. All students who are fully admitted into a doctoral program or LACC Master's program may participate in this program. Students can choose from any course at the University of Miami provided the course is not already offered at FIU and is not a limited access course. Approval from the UGS is needed to officially participate in the program.

FIU students participating in the program continue to pay FIU tuition. However, some UM fees may apply, if applicable. Interested students can find more information and the program application by contacting Karla Ortega in the University Graduate School at ortegak@fiu.edu or (305) 348-2455. The application form and application deadlines can be found here FIU/UM EXCHANGE PROGRAM.

Robert Stempel College of Public Health and Social Work
FLORIDA INTERNATIONAL UNIVERSITY

Doctor of Philosophy in Public Health with specialization in Health Promotion and Disease Prevention.
HPDP Doctoral Program Advisement Form

RSCPHSW: http://stempel.fiu.edu ● Careers in Public Health: www.aspph.org ● For all Course Registration: https://my.fiu.edu/

NAME:	PID#:	ADMITTED:

0. Health Promotion Prerequisite Courses – (12) Credits of required coursework. Required for Non-MPH students.

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE	PREREQUISITES
PHC 6052	Biostatistics I	3			Undergraduate statistics course
PHC 6602	Theoretical Foundations of Health Promotion	3			
PHC 6706	Research Methods in Public Health	3			

I. Public Health Shared Core Courses – (12) Credits of required coursework. Must earn a grade of B or better.

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE	PREREQUISITES
PHC 6601	Emerging Issues in Public Health	3			PHC 6709 or equivalent
PHC 6091	Biostatistics 2	3			PHC6065 or 6052 and PHC 6055
PHC 7705	Methods in Evidence Based Public Health	3			PHC 6065
PHC 7981	Research Concepts and Proposal Development	3			PHC 6718 or 6090 or 6091

II. HPDP Methods* Courses – (12) credits of required coursework. Must earn a grade of B or better. 12 preferred

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE	PREREQUISITES
PHC 6055	Data Management & Applied Epidemiologic Analysis or PHC6091 Biostatistics 2	3			PHC6065 or PHC6052
PHC 7723	Survey Research in Public Health	3			PHC6065 or 6052; PHC 6146
PHC 7702	Advanced Measurement in Public Health	3			PHC 6065 or 6052
PHC 7198	Advanced Qualitative Methods in Public Health	3			

III. HPDP Content Courses – (18) credits of required coursework. Must earn a grade of B or better.

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE	PREREQUISITES
PHC 7162	Grant Writing in Public Health	3			Doctoral Standing
PHC 7583	Policy and Practice in Health Promotion	3			Doctoral Standing
PHC 7584	Advanced Research Designs (SI I)	3			Doctoral Standing
PHC 7587	Theory Development in Health Promotion	3			PHC 6602 or equivalent
PHC 7588	History and Foundations of Public Health (SI II)	3			Doctoral Standing
PHC 6443	Ethical Issues in Public Health	3			

IV. HPDP Secondary Courses – (9) credits of advised graduate secondary courses approved by Major Professor.

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE	APPROVED BY
PHC 6907	Independent Study	3			
		3			
		3			

Candidacy Examination and Completion of Forms D1 and D2

V. HPDP Pre-dissertation or Dissertation–approved by Major Professor

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE
PHC 7982	Pre-Dissertation or coursework as approved by dept.	Variable		
PHC 7980	Dissertation	Minimum 15		

All courses in boxes I, II, III, IV, and V are required.
TOTAL CREDITS REQUIRED FOR GRADUATION IS 75 CREDIT HOURS.

Robert Stempel College of Public Health and Social Work
FLORIDA INTERNATIONAL UNIVERSITY

Doctor of Philosophy in Public Health with specialization in Health Promotion and Disease Prevention.

HPDP Doctoral Program Advisement Form - Health Disparities Track. .

RSCPHSW: http://cphsw.fiu.edu/ ● Careers in Public Health: www.asph.org ● For all Course Registration: https://my.fiu.edu/

NAME:	PID#:	ADMITTED:

For Students Admitted in Fall 2022

0. Health Promotion Prerequisite Courses – (9) Credits of required coursework. Required for Non-MPH students.

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE	PREREQUISITES
PHC 6065	Health Statistics (or Biostatistics I PHC6052)	3			Undergraduate statistics course
PHC 6602	Theoretical Foundations of Health Promotion	3			
PHC 6706	Research Methods in Public Health	3			

Public Health Shared Core Courses – (12) Credits of required coursework. Must earn a grade of B or better.

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE	PREREQUISITES
PHC 6601	Emerging Issues in Public Health	3			PHC 6709 or equivalent
PHC 6091	Biostatistics 2	3			PHC6065 or 6052
PHC 7705	Methods in Evidence Based Public Health	3			PHC 6065
PHC 7981	Research Concepts and Proposal Development	3			PHC 6718 or 6090 or 6091

HPDP Methods* Courses – (12) credits of required coursework. Must earn a grade of B or better. 12 preferred

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE	PREREQUISITES
PHC 6055	Data Management and Applied Epi Analysis	3			PHC6065 or PHC6052
PHC 7723	Survey Research in Public Health	3			PHC6065 or 6052; PHC 6146
PHC 7702	Advanced Measurement in Public Health	3			PHC 6065 or 6052
PHC 7198	Advanced Qualitative Methods in Public Health	3			

HPDP Content Courses – (18) credits of required coursework. Must earn a grade of B or better.

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE	PREREQUISITES
PHC 6443	Ethical Issues in Public Health	3			
PHC 7932	Health Disparities Training and Development Semina	3			Doctoral Standing
PHC 7017	Advanced Epidemiology of Health Disparities	3			Doctoral Standing
PHC 7584	Advanced Research Designs	3			PHC 6602
PHC 7587	Theory Development in Health Promotion	3			Doctoral Standing
PHC 7588	History and Foundations of Public Health	3			

HPDP Secondary Courses – (9) credits of advised graduate secondary courses approved by Major Professor.

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE	APPROVED BY
PHC 7466	Policy and Advocacy in Global Health Disparities	3			
PHC 7733	Theoretical Paradigms in Health Disparities Research	3			

HPDP Pre-dissertation or Dissertation–approved by Major Professor

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE
PHC 7982	Pre-Dissertation or course work as approved by dept.	Variable		
PHC 7980	Dissertation (ONLY 15 credits funded by UGS)	Minimum 15		

All courses in boxes I, II, III, IV, and V are required.

TOTAL CREDITS REQUIRED FOR GRADUATION IS 75 CREDIT HOURS

Advisement Form
Doctor of Philosophy in Public Health with Specialization in Health Promotion and Disease Prevention

Graduation Requirements:

1. Satisfy all requirements for Ph.D. in Public Health with a specialization in Health Promotion and Disease Prevention.
2. Complete a minimum of **75 credit hours of graduate level coursework** in approved program.
3. Earn a minimum overall GPA of 3.0 in all coursework completed.
4. Complete Milestone Forms as per University Graduate School guidelines and deadlines.
5. Resolve incomplete grades prior to graduation. Resolve failing grades of required courses prior to graduation.
6. Meet with Major Professor to receive Graduation Check prior to final semester.
7. Apply for graduation at the Registrar's Office during registration of final semester (See University Catalog for most current deadlines).
8. Complete Robert Stempel College of Public Health and Social Work Exit Survey prior to graduation.
9. All work applicable to the degree must be completed within nine (9) years of first enrollment in the doctoral program.

Credit Requirements: Programs leading to a doctoral degree require at least **75 semester graduate credit hours beyond the bachelor's degree and a minimum of 15 credit hours of dissertation**. These shall include a minimum of 30 credit hours earned in academic courses that are part of the doctoral program. Doctoral programs normally make use of courses at the 6000 level and above.

Candidacy Examination: Every doctoral degree program (excluding professional doctorates) must require each student to pass a written and/or oral candidacy examination (Comprehensive Examination) before he or she may be admitted to candidacy for the doctoral degree.

Dissertation: A dissertation is required of all candidates for a doctoral degree (excluding professional doctoral degrees). All of the University policies and procedures governing dissertations shall apply including the requirement that the dissertation must be defended publicly at the announced time and place.

Find the Stempel College Graduate Catalog here:
https://catalog.fiu.edu/2021_2022/graduate/Robert_Stempel_College_of_Public_Health_and_Social_Work/GD_Health_Promotion_and_Disease_Prevention.pdf

Transfer Credits:
Doctoral programs may accept up to 20% of the required total coursework, subject to approval of the Program Director, of graduate credit earned from another institution beyond a bachelor's degree. An exception to the 20% limitation is made for courses contained within an earned master's or doctoral degree. For such courses, the maximum is one credit fewer than half of the total credits required for the program. See the complete policy https://policies.fiu.edu/files/128.pdf .

PhD REGISTRATION PROCEDURE

Students must get approval from their Major Professor, GPD or PhD Health Disparities Track Coordinator (Dr. Sanchez) via email for courses to take each semester. The student's plan and courses appear in the PDA in my.fiu.edu. Please note that your dissertation committee must be fully approved for the Major Professor to approve courses. Include Marie Alvarez (maalvare@fiu.edu) in the email requests so she can provide access to register upon approval. The email should include Panther ID# along with the course #. Independent Study, Pre-Dissertation, and Dissertation Credits must include the number of credits.

IX. COURSE ROTATION SCHEDULE

Course #	Title	Cred	Frequency *	Fall	Spring	Sum
PHC 6065	Health Statistics (or Biostatistics I PHC6052)	3	Every year	x	x	x
PHC 6602	Theoretical Foundations of Health Promotion	3	Every year		x	
PHC 6706	Research Methods in Public Health	3	Every year	x		
Public Health Shared Course Courses						
PHC 6601	Emerging Issues	3	Every year	x		
PHC 6091	Biostatistics 2	3	Every year		x	x
PHC 7705	Methods in Evidence Based Public Health	3	Every year		x	
PHC 7981	Research Concepts and Proposal Development	3	Every year		x	
DIE 7566	Research Concepts and Proposal Development	3	Every year	x		
HDPD Methods Courses						
PHC 6055	Data Management	3	TBD			
PHC 7723	Survey Research	3	Even years	x		
PHC 7702	Advanced Measurement	3	Every year	x		
PHC 7198	Advanced Qualitative Research	3	Every year	x		
HPDP Content Courses						
PHC 7162	Grant Writing in Public Health	3	Every year		x	
PHC 7583	Policy and Practice in Health Promotion	3	Every year	x		
PHC 7584	Advanced Research Designs	3	Even years		**x**	
PHC 7587	Theory Development in Health Promotion	3	Even years		x	
PHC 7588	History and Foundations of Public Health	3	Odd years	x		
PHC 6443	Ethical Issues in Public Health	3	Every year		x	
PHC 7932	Health Disp. Training and Development Seminar	3	As needed			
PHC 7017	Advanced Epidemiology of Health Disparities	3	Every year	x	x	
Secondary Courses						
PHC 6907	Independent Study	3	Every year	x	x	x
PHC 7466	Policy and Advocacy in Global Health Disp.	3	As needed			
PHC 7733	Theoretical Paradigms in Health Disp. Research	3	As needed			
Pre-Dissertation and Dissertation						
PHC 7982	Pre-dissertation	3	Every year	x	x	x
PHC 7980	Dissertation	3	Every year	x	x	x

HPDP reserves the right to reschedule courses as needed to fulfill departmental obligations. Full-time enrollment is three courses (9 credits) in the fall semester, three courses (9 credits) in the spring semester, and two courses (6 credits) in the summer semester. This schedule is a guideline. Please check for updates.

X. AGREEMENT FOR DOCTORAL STUDENTS IN PUBLIC HEALTH

By signing this student agreement, I acknowledge that I was provided a copy of the Stempel College Public Health Ph.D. Handbook and the Departmental Doctoral Student Procedures for Health Promotion & Disease Prevention.

I also acknowledge that I understand the Florida International University policy number 380.044 which states the following:

Academic Dismissal:
1. Failure to maintain good academic standing will result in placement on academic warning, probation or dismissal.

Warning:
1. A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty.

Probation:
1. A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on probation, indicating serious academic difficulty. The College or School of the student on probation may indicate the conditions which must be met in order to continue enrollment.

Dismissal:
1. A graduate student on probation who's cumulative and semester GPA's fall below a 3.0 will automatically dismissed from his or her program and the University. A graduate student will not be dismissed prior to attempting a minimum of 12 hours of coursework as a graduate student. The student has ten working days to appeal the dismissal decision.

2. A student may be dismissed for failure to make satisfactory progress toward degree completion or failure to complete all the requirements for a graduate degree within the time limits for degree completion.

3. A student may be dismissed for non-compliance with the continuous enrollment policy for doctoral students who have advanced to candidacy.

Examples of unsatisfactory progress toward degree completion include not completing a Fall or Spring student evaluation, not achieving the SMART goals on two consecutive semesters. Please note that letters of dismissal originate with the Department Chair.

Student Name_____ Date: _____

Student Signature _____ Date: _____

Doctoral Program Director _____ Date: _____

Department Chair _____ Date: _____