



UNIVERSITY OF
GEORGIA

College of Public Health

Health Promotion & Behavior

Ph.D. Student Handbook
2024-2025

www.publichealth.uga.edu

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I. The Ph.D. in Health Promotion and Behavior

Mission: The Department of Health Promotion and Behavior, through its teaching, research, and service initiatives, generates knowledge about the social and behavioral determinants of health and applies that knowledge to the design, delivery and evaluation of disease prevention and health promotion programs.

The Doctor of Philosophy (Ph.D.) degree program in Health Promotion and Behavior prepares its graduates for research, academic, and other leadership positions in health behavior and other related areas of public health. The program of study is interdisciplinary, recognizing that the sophisticated study of health behavior requires theories, information, and expertise from many fields.

II. Governance

Graduate School Policies

The University of Georgia Graduate School policies govern the administration of the Ph.D. degree program. See <http://www.grad.uga.edu/> for information on specific academic procedures and regulations. Any changes in University policies will override the requirements stated in this and the CPH handbooks.

HBP Faculty and Staff

Faculty

Jenay Beer, PhD, Associate Professor. (Georgia Tech) Associate Director for the Institute of Gerontology. Research Areas: Aging, engineering, psychology, Human-Robot interaction, assistive technology, aging-in-place.

Email: jenay.beer@uga.edu

Office: Hudson 139

Tamora Callands, PhD, Associate Professor. (Purdue University) Research Areas: Mental and sexual health of women in low-resource countries particularly West Africa, program implementation, reproductive health, HIV prevention, war-exposed youth.

Email: tamcall@uga.edu

Office: Wright 231

Robert Coffman, PhD, Instructor. (University of Georgia) Areas of Interest: Tobacco use and cessation, substance use disorders and treatment, HIV/AIDS.

Email: coffra4@uga.edu

Office: Wright 341C

Stephen Correia, PhD, Associate Professor. (University of Rhode Island). Institute of Gerontology. Director of Neuropsychology, Cognitive Aging Research & Education (CARE). Research Areas: Dementia and related disorders, aging, neuroimaging.
Email: scorreia@uga.edu Office: Hudson 100

Marsha Davis, PhD, Professor, Dean. (University of Minnesota) Director of the Georgia Public Health Training Center. Research Areas: Designing, implementing, and evaluating community-based health promotion programs; childhood obesity; program evaluation; measurement of health behaviors.
Email: davism@uga.edu Office: Rhodes 205

Marcus Dumas, PhD, Instructor. (University of Georgia) Areas of Interest: Adolescent health, minority health, urban health, sexual health, health equity.
Email: marcus.dumas@uga.ed Office: Wright 245C

Jennifer L. Gay, PhD, Associate Professor. (University of South Carolina) Research Areas: Physical activity in adolescents and adults; motivation theories; environmental and contextual influences on health behaviors; latent variable modeling; growth and maturation issues in physical activity.
Email: jlgay@uga.edu Office: Wright 245E

Sarah Saint Hamilton, PhD, Clinical Assistant Professor. (University of Georgia) Institute of Gerontology. Director of Social Support Services, Cognitive Aging Research & Education Center (CARE). Areas of Interest: Lifespan human development, aging, nutrition, visual development, maternal & child health, social work, clinical practice.
Email: saints@uga.edu Office: Hudson 101

Nathan Hansen, PhD, Professor. (Brigham Young University) Research Areas: Global mental health, cross-cultural intervention and assessment, HIV/AIDS, interpersonal violence and posttraumatic stress symptoms, substance use and sexual risk behavior, behavioral and psychotherapeutic intervention development and evaluation.
Email: nhansen@uga.edu Office: Wright 333

Timothy Heckman, PhD, Professor. (University of Vermont) Research Areas: HIV prevention, mental health interventions for HIV-infected rural persons and older adults, interventions administered by phone and online.
Email: heckman@uga.edu Office: Wright 327

Katie Darby Hein, PhD, Clinical Associate Professor, Internship Coordinator. (University of Georgia) Areas of Interest: Community health, women's health, sustainable practices in communities, health disparities.
Email: khein@uga.edu Office: Wright 151E

Magnolia Hernandez, PhD, Clinical Assistant Professor. (Indiana State University) Online Practice Coordinator. Areas of Interest: Strategic planning, enrollment and recruitment, student mentorship, education, career development, leadership, teaching management and research.
Email: magnolia.hernandez@uga.edu Office: Rhodes Hall

Melissa Howard, PhD, Clinical Associate Professor. (University of Florida) Director of Online Learning and Professional Practice. Areas of Interest: Health promotion program planning and evaluation, maternal, child and adolescent health, alcohol and other substance abuse, health communication and social marketing, community engaged research and practice.
Email: melissa.howard@uga.edu Office: Rhodes 116D

Lucy Ingram, PhD, Department Head, UGA Foundation Professor of Human Health. (University of Alabama at Birmingham) Research Areas: Racial and ethnic health disparities, sexual and reproductive health, community-engaged approaches to research, building infrastructure to promote health disparities research.
Email: lucy.ingram@uga.edu Office: Wright 131

George Mois, PhD, Assistant Professor. (University of Georgia) Areas of Interest: Leveraging technologies to facilitate social connectivity and address the experience of loneliness among older adults, health aging, aging in place, social justice, robotics, extended reality, gerontology, communication technologies, technology embodiment.
Email: mois@uga.edu Office: Wright 321D

Jessica L. Muilenburg, PhD, Professor, Graduate Coordinator, Assistant Dean for Strategic Initiatives and Assessment. (University of Alabama at Birmingham) Research Areas: Alcohol and drug relapse for those in formal treatment, tobacco cessation in substance abuse treatment facilities, tobacco and substance use in adolescents and young adults, adolescent risky behaviors.
Email: jlm@uga.edu Office: Wright 331

Heather Padilla, PhD, Associate Professor. (University of Georgia) Director of the Workplace Health Group. Director of Traffic Safety Research & Evaluation Group. Research Areas: Worksite health, employee well-being, nutrition, weight management, obesity prevention and treatment, chronic disease prevention and management, program evaluation.
Email: hmpadilla@uga.edu Office: Wright 233

Christina Proctor, PhD, Clinical Associate Professor, Undergraduate Coordinator. (University of Georgia) Research Areas: Rural health, sexual health, substance use in adolescents, school health, mental health, and farmer well-being.
Email: cproctor@uga.edu Office: Wright 151C

Lisa Renzi-Hammond, PhD, Associate Professor. (University of Georgia) Director, Institute of Gerontology. Co-director of Cognitive Aging Research & Education (CARE). Research Areas: Lifespan sensory, cognitive, and neurological development, relationships between underlying brain structure, sensory integrity, plasticity, cognitive function and risk for disease, dietary intervention, cognitive training, and the promotion of cognitive vitality across the lifespan.
Email: lrenzi@uga.edu Office: Hudson 135

Leah Wang, PhD, Assistant Professor. (University of Southern California) Areas of Interest: Evaluation, health technology, disparities in health, mental health, well-being, and resilience in populations of vulnerable adolescents and young adults.
Email: wly1115@uga.edu Office: Wright 321B

Rebecca Wells, PhD, Clinical Assistant Professor, MSW/MPH Coordinator. (Georgia State University) Research Areas: Health disparities, medical home model for children with special health care needs, impacts and outcomes of interdisciplinary training in neurodevelopmental disabilities, electronic portfolios for integrated learning and professional development.
Email: rebecca.wells1@uga.edu Office: Wright 341E

Staff

Vanessa Valliere, Administrative Coordinator.
Responsible for managing various administrative areas, including fiscal, logistical, faculty affairs and all incoming inquiries to the department. Provides executive support for the Department Head. Inquiries about building matters, new hires, purchase orders, travel funding and reimbursements.
Email: vanessa.valliere@uga.edu Office: Wright 127B

Student Services Associate, Undergraduate and Graduate Coordinator Assistant.
Responsible for scheduling HPB courses, classrooms, and instructors. Provides student registration overrides and advisements holds. Submits forms to the Graduate School and monitors PhD applications. Handles student-related inquiries related to courses, assistantships, and GradStatus form submissions.
Email: Office: Wright 128

Darian Williams, Business Manager.

Responsible for financial logistics in the department. Approves travel authorizations, requisitions, and check requests. Handles inquiries about departmental accounts, faculty buyouts, forms for new or changes in positions, and OneUSG.

Email: dwill34@uga.edu

Office: Wright 142

UGA Resources

The University of Georgia provides numerous resources for students. This information is summarized in the College of Public Health, Graduate Student Handbook.

III. Curriculum

Ph.D. Competencies

After completing the Ph.D. program, the student will be able to:

1. Analyze and interpret research results and epidemiological data to identify research questions, knowledge gaps, and methodological shortcomings that if addressed, hold potential for advancing our understanding of public health problems.
2. Design and execute research studies based on theories of behavior and social change that address important empirical questions related to health behavior, disease and injury prevention.
3. Utilize appropriate research designs, data collection strategies, and quantitative and qualitative analytic methods to conduct research on health behavior and disease and injury prevention
4. Choose appropriate scholarly communication channels to share research results, disseminate evidence-based strategies and approaches, and otherwise share in the critical exchange of ideas and solutions pertinent to health behavior and disease and injury prevention
5. Collaborate with other public health researchers and professionals through team-based project work or through processes of peer review and feedback.
6. Integrate principles of good ethical practice and cultural sensitivity in all aspects of research, teaching, and professional practice.
7. Prepare research proposals guided by behavioral theory and include appropriate research methodology.

Ph.D. Coursework

The individual program of study is determined by the Major Professor, the student's Advisory Committee, and the student. Each program of study must meet the requirements of the Graduate School and the Department of Health Promotion and Behavior. The general distribution of courses is as follows:

A. Master-Level Competencies

Doctoral students must demonstrate competency in the core master-level health promotion courses and basic research methods, by taking the courses at UGA or demonstrating equivalent knowledge. The student's Major Professor, with approval from the Graduate Coordinator, decides whether to include these courses in the student's program of study. If needed, these courses should be taken as early as possible in the student's program of study:

PBHL 7100 Introduction to Public Health
HPRB 7470 Program Evaluation in Health Promotion and Health Education
HPRB 7510 Health Promotion Research Methods
HPRB 7920 Health Behavior

B. GradFIRST seminar (GRSC 7001). The GradFIRST seminar (GRSC7001) is intended to supplement discipline-specific graduate training with focused professional development and networking opportunities with faculty and other graduate students across UGA's campuses. GradFIRST seminars will be 1-credit courses (GRSC 7001) taught by UGA graduate program faculty. More information on the GradFIRST seminar series is available at <http://grad.uga.edu/gradfirst>.

C. Health Behavior Core. The health behavior core courses provide an in-depth understanding of (1) the ecology of health and the etiology of disease, (2) the theoretical foundations of health-related behavior, and (3) the application of this knowledge to the design and evaluation of health promotion and education interventions. The following courses constitute the core requirements of the doctoral program:

HPRB 8510 Research Methods I
HPRB 8420 Theory and Research in Health Behavior
HPRB 8520 Research Methods II
HPRB 8430 Intervention and Evaluation of Health Promotion and Disease Prevention
HPRB 9630 Critique of Literature in Health Promotion and Behavior

D. Elective Area Requirements. The electives serve to enhance the student's content background and research competencies. *Students will work directly with their major professor to determine the most appropriate classes for their area of interest.*

E. Research Methods. Ph.D. students are expected to demonstrate a high level of methodological skills pertinent to the field of health promotion and behavior and their specific research interests and professional career objectives. Research methods are organized in three areas: Basic Research Competencies, Advanced Research Competencies, and Doctoral Research Seminar.

1) **Basic Research Competencies.** Doctoral students must demonstrate competency in basic statistics through correlation and multiple regression. Students who do not have these skills must complete one of these two series of courses:

BIOS 7010 Biostatistics I
BIOS 7020 Biostatistics II
OR
ERSH 8310 Applied Analysis of Variance
ERSH 8320 Applied Correlation and Regression

2) **Advanced Research Methods.** Students must successfully complete a plan sequence of 12 hours in advanced methods courses. This sequence should be planned in consultation with the Major Professor and approved by the Advisory Committee, and should be of sufficient depth and focus to fully support the planned dissertation work.

3) **Doctoral Research Seminars.** Students will complete 4 hours of doctoral seminar by enrolling in 2 hours of HPRB 8990 for in the spring semester of the third year and fall semester of the fourth year. The purpose of this seminar is to provide students with personal and professional development pertaining to post-doctoral employment and career planning. Students must have passed written and oral comprehensive exams prior to enrolling in this seminar.

In addition, students can take a maximum of 18 credit hours of doctoral dissertation research (HPRB 9000), before they are admitted to candidacy. Graded S/U.

F. Dissertation Research. Doctoral dissertation writing (HPRB 9300) (minimum of 3 credits, max. of 30, graded S/U.) can be taken only after admission to candidacy. NOTE: After admission to candidacy, a student must register for at least 10 hours of dissertation or other appropriate credit, prior to graduation. Please check with the Graduate School for questions specific to this policy.

G. Continuous Enrollment. All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer), including the 3 hours of *Graduate* credit that is required for registration during the semester in which

degree requirements are complete, until the degree is attained or status as a degree-seeking graduate student is terminated.

IV. Administration of the Program

Major Professor/Advisor

The student's Major Professor advises and mentors the student throughout the program. The Major Professor will assist the student in choosing courses, signing off on official Graduate School documents, and chairing the student's advisory committee.

Doctoral Advisory Committee

The Major Professor and the doctoral student decide the composition of the Doctoral Advisory Committee. Although UGA requires at least three members on the doctoral committee, HPB requires four. The Advisory Committee consists of a Major Professor (generally, this person is also the advisor and the chair of the committee) plus at least three other members. The composition of the committee has the following restrictions:

- At least three members of the Advisory Committee must have graduate faculty status, including the chair.
 - At least two members must be from HPB.
 - At least one member's primary affiliation must be from outside of HPB.
 - Two Co-Major Professors may be appointed to the committee, but they will count as one person for the purpose of number of committee members.
 - No more than one committee member can be a non-UGA faculty, who holds a terminal degree in their field of study. This person must be nominated by the Graduate Coordinator and approved by the Dean of the Graduate School. The person's vitae and a letter of justification must be sent to the Dean for approval.
 - If the student decides to have a five-member committee, at least three of them should be from HPB and at least three must have graduate status.
- ★ Once the student has settled on the committee members, the student must submit the *Advisory Committee* form (G130) to the Graduate School in *GradStatus*. The *Advisory Committee* form can be submitted as early as the end of the first year in residence and no later than the end of the second year of residence.
- ★ Graduate students will use their Enrolled Student Progress Portal to select or propose their Major Professor and to propose members for their Graduate Advisory Committee.

Annual Review of Doctoral Students

The Graduate Faculty of the Department of Health Promotion and Behavior will meet annually to evaluate the progress of doctoral students toward completion of their degrees. This evaluation is conducted to advise students as to the feasibility of continuance in the program. Students will be evaluated on program competencies, course progression, and professionalism. After the meeting, students will receive a letter informing them about the decision on their progress toward degree completion. Students who receive an "unsatisfactory" evaluation will plan a course of action with their advisor and Graduate Coordinator to improve their progress. Students who receive an "unsatisfactory" evaluation a second year may be withdrawn from the program. Please see below milestones related to annual reviews.

General Requirements

1. **Residence**: Residence, a UGA requirement, is defined as completing at least 30 semester hours of consecutive coursework. This requirement can be obtained through combinations, such as 15 credit hours over 2 semesters or 3 credit hours over 10 semesters. Summers can be counted toward residence. However, if the student does not enroll in summer classes, summer semester is not counted against the residence requirement.
2. **Time Limitations**: All requirements except the dissertation and final oral examination must be completed within a period of 6 years. This time requirement dates from the first registration for graduate courses on a student's program of study. Coursework will start to expire at the end of these 6 years if the student is not admitted into candidacy. A doctoral candidate, who fails to complete the final dissertation defense within 5 years after passing comprehensive examinations and admission to candidacy, will be required to take the comprehensive examinations again and be admitted to candidacy a second time.
3. **Transfer of Credit**: **No courses taken prior to a doctoral student's admission to their degree program at The University of Georgia are eligible for transfer.** Doctoral students who have matriculated as prospective candidates into the degree program may take courses at other accredited institutions and transfer up to nine semester credits to the UGA program of study. These courses must constitute a logical part of the student's program and must be approved by the Major Professor, the Graduate Coordinator, and the Dean of the Graduate School. Transferred courses may not have a grade below a "B" and may not have been used in a degree program at another institution. All requests for transfer of credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate.

Courses transferred for the doctoral degree may not be used in fulfilling the requirement that a minimum of 16 hours of 8000/9000-level courses be included on the program of study or the university's residency requirement.

4. Admission to Candidacy:

- A. The *Final Doctoral Program of Study (G138)* must be submitted by the student in GradStatus and approved by the Doctoral Advisory Committee and submitted to the Graduate Coordinator at least two weeks prior to taking comprehensive exams and applying for Admission to Candidacy. The *Final Doctoral Program of Study* must show all graduate courses relevant to the doctoral program (including master-level courses and courses approved from other universities), in addition to courses satisfying the minimum degree requirement. The final program of study should include at least 16 hours of 8000/9000 level classes that do not include 9000, 9005, or 9300. Assistantship hours (9005) should never be included on any program of study. **Doctoral Dissertation Writing (HPRB 9300) (minimum of 3 credits, graded S/U) must be on the final program of study.**
- B. After completing the required coursework and as a prerequisite to admission to candidacy, the student must pass the comprehensive doctoral examination (written and oral).

Research Competency

Before beginning the comprehensive examination, the student must provide evidence of competence in designing and conducting research. This evidence may include one or more of the following:

1. A Master's degree thesis that is presented to the student's advisor during the first semester of study at UGA.
2. A "Thesis Equivalent" that is completed during the student's matriculation in the Ph.D. program at UGA (generally prior to the completion of 27 semester hours of coursework).
3. Research project(s) completed after beginning the Ph.D. program at UGA that involved faculty as mentors. The student must provide evidence of leadership or significant contribution to the overall development, conduct, and interpretation of the research rather than just being a member of a research team.

In addition to the above competencies, the student must submit a manuscript to a credible journal completed as part of his or her studies in the PhD program to sit for the comprehensive exams. The student must provide evidence of leadership or significant contribution to the overall development, conduct, and interpretation of the research rather than just being a member of a research team. We strongly encourage more than one manuscript submission to sit for the comprehensive exam.

The student's Major Professor or the Advisory Committee initially approves the evidence of research competency, and then, the information is forwarded to the Graduate Coordinator for final approval.

Comprehensive Doctoral Examination

Doctoral students must pass formal, comprehensive written and oral examinations before being admitted to candidacy. The exam includes three areas: cognate, research methods, and the health behavior core. **Students must complete the comprehensive examination by their 5th semester (Fall of 3rd year or equivalent) to avoid an "Unsatisfactory" in the annual evaluation.**

Written Comprehensive Examination

1. The Advisory Committee administers this examination.
2. The criteria below guide the preparation for the examination. The nature of responses will vary from question to question and from area to area. In general, however, responses will be evaluated using the following criteria:
 - a. The response is relevant to the question.
 - b. The response is detailed and indicates depth of knowledge.
 - c. Ideas are logically developed.
 - d. Statements and ideas are documented, using available research.
 - e. Scholarly writing is used (e.g., correct citations, well-structured paragraphs, correct grammar and spelling, and clarity of presentation).
3. The Advisory Committee members will evaluate the examination. The Advisory Committee will have 3 weeks from the date the exam is returned to submit their grade to the Major Professor. Each examiner will report to the Major Professor a single grade of pass or fail. The student may receive one failing vote and still pass the exam, provided all other votes are positive. Two failing votes indicate a failed exam. The major professor's/co-major professors' vote of approval is required for the student to pass the examination. An abstention is not an appropriate vote for comprehensive examinations. The Major Professor will report the results to the student, the Advisory Committee, and the Graduate Coordinator.
4. A student who fails the written preliminary examination may be scheduled for re-examination once only. The Major Professor must notify the Graduate Coordinator of failed exam. Further, the Major Professor must also notify the Graduate Coordinator *at least* 3 weeks prior to the re-examination.
5. Mechanics of Administration - Written Examination
 - a. The student receives the exam questions on the approved date and has 7 days from that date to return the responses to the Major Professor. The student must submit an electronic copy. If any member of the committee requires a printed copy, the student will submit a paper copy to that member. The Advisory Committee and the Graduate Coordinator must approve any deviation from this time frame *before the beginning of the exam*. If the exam is not returned within the 7 days, then the student will fail the exam and must retake it, unless an exception is made by the Advisory Committee and Graduate Coordinator.

- b. The student may use any books, journals, notes, or other materials to answer the questions.
- c. All questions on the exam must be answered.
- d. The student may not consult with other faculty, students, practitioners, or experts who may provide answers to the exam questions.

Oral Comprehensive Examination

After the student passes the written comprehensive exam, the student must pass an oral defense. The Graduate School will announce this oral comprehensive examination, which is open to all members of the university community.

- ★ **The Department Graduate Coordinator must notify the Graduate School of the time and place of this examination *at least 2 weeks* before the date of the examination.**
- ★ **It is the responsibility of the student to notify the Graduate Coordinator and the Graduate Coordinator Assistant in time for the Comprehensive Exam Announcement to be completed.**

The examination will be scheduled within 1 month following notification of successful completion of the written preliminary examination.

1. The oral examination will be directed mostly toward a discussion of the content of the written comprehensive examination. However, it may include the entire field of study. The examination may also include discussion of the dissertation prospectus but may not be a substitute for the examination of the proposal.
2. Each member of the Advisory Committee will cast a written vote of "pass" or "fail." At least three of the four possible votes must be positive to pass.
3. The Major Professor will report the results to the Department Graduate Coordinator who will forward a formal report to the Graduate School.
4. A student who fails the oral comprehensive examination may be scheduled for re-examination once only.
5. The student can apply for doctoral candidacy after passing the oral comprehensive exam.

Admission to Candidacy

Admission to candidacy for a doctoral student is requested immediately after the successful completion of the comprehensive oral examination. The following is a complete list of requirements for admission to candidacy:

1. All prerequisites set as a condition to admission have been satisfactorily completed.
2. Research skills requirements, if applicable, have been met.
3. The final program of study has been approved by the advisory committee, the Graduate Coordinator, and the Dean of the Graduate School.
4. An average of 3.0 (B) has been maintained on all graduate courses taken and on all completed courses on the program of study (no course with a grade below C+ may be placed on the final program of study).
5. Written and oral comprehensive examinations have been passed and reported to the Graduate School.
6. The advisory committee, including any necessary changes in the membership, is confirmed and all its members have been notified of their appointment.
7. The residence requirement has been met.

★ **The student must submit the Application for Admission to Candidacy form (G162) in GradStatus to the Graduate School as soon as possible following the completion of these requirements.**

Candidacy begins on the date the form is received in the Graduate School. After admission to candidacy, a student must register for at least ten credits of dissertation or other appropriate graduate credit during the degree program's completion. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours. The student must also meet all other deadlines for graduation in that semester. A student must register for at least three credit hours in any semester when using University facilities, faculty or staff time.

Time Limit on Candidacy. The dissertation must be completed (within 5 years following admission to candidacy) to qualify for graduation. If a doctoral student's candidacy expires after the first week of classes in the final semester, the student is granted the remainder of the semester to complete degree requirements without special permission of the Dean of the Graduate School.

Dissertation

1. Dissertation Planning. Students pursuing a Ph.D. must complete a dissertation on a subject connected with their major field of study. The dissertation must represent originality in research, independent thinking, scholarly ability, and technical mastery of a field of study. Its conclusions must be logical, its literary form must be acceptable, and its contribution to knowledge should merit publication.

The dissertation must provide the student with an educational experience that enables the student to: (1) make a significant contribution to the field of health promotion and behavior; and (2) develop knowledge and skills that contributes to the theoretical, conceptual, empirical, or practice base in the field of health promotion and behavior. At minimum, the dissertation should contribute to at least one of these knowledge bases. The dissertation should be an original study of a contemporary public health problem relevant to health promotion and behavior based on social and behavioral science theory.

The student must collect original data for the dissertation. The dissertation must include all of the following: (1) identification of the social and behavioral science theory used to inform the study, (2) conceptualization of the study research questions and hypotheses, (3) development of the study research design and methods, and (4) interpretation of study results. These activities are conducted under the direction of the student's dissertation committee.

It is most important that the people who serve on the Advisory Committee, at the time the dissertation research is undertaken, be those faculty members most knowledgeable in the areas of the student's research. They should be selected irrespective of their departmental affiliation. Sometimes it will be appropriate for the membership of the Advisory Committee to remain unchanged during a student's entire doctoral program, while at other times changes in original committee will be necessary.

NOTE: Health promotion faculty strongly suggests using citation management software for courses, dissertation proposal, and dissertation. Please ask your major professor for guidance in this process.

2. Examination of the Dissertation Prospectus (The Proposal). When the Major Professor certifies that the dissertation prospectus is satisfactory, it must be formally considered by the Advisory Committee in a meeting with the student. This formal consideration may not replace the comprehensive oral examination. **Students must complete the prospectus by their 6th semester (Spring of 3rd year or equivalent) to avoid an "Unsatisfactory" in the annual evaluation.**
 - a. The student will provide an electronic copy of the prospectus (and written upon request) to all members of the committee at least 3 weeks prior to the examination.

- b. The prospectus generally includes Chapters 1 (Introduction and Statement of Purpose), 2 (Review of the Literature), and 3 (Methods), as well as the references cited and appendices.
- c. Approval of the prospectus signifies that members of the Advisory Committee believe that it proposes a satisfactory research study. Approval of the prospectus requires the agreement of all members of the Advisory Committee except one, as endorsed by their signatures on the appropriate form which, together with this approved prospectus, is filed with the Graduate Coordinator.
- d. Before starting data collection, the Institutional Review Board on Human Subjects (<http://www.ovpr.uga.edu/hso/>) must approve the student the study.

The Major Professor has the primary responsibility for guiding research, but the student should consult all members of the Advisory Committee to draw upon their expertise in relevant areas.

- 3. **Dissertation Approval and Defense.** Prior to the student's Dissertation and Oral Exam, the student will submit the ETD *Submission Approval (G129)* form on GradStatus. When the Major Professor is satisfied with the completed dissertation, the Major Professor will distribute copies of the dissertation to the other members of the Advisory Committee, will schedule a final oral defense, and will notify the Graduate School. Subsequently, the Graduate School will announce the time and place of the defense of the dissertation to the University community.

- ★ **The student is responsible for completing the *Approval Form for Doctoral Dissertation and Final Oral Examination (G164)* in GradStatus.**
- ★ **Student or advisor must notify Graduate Coordinator and Graduate Coordinator Assistant to submit *Dissertation Defense Announcement (G119)* in GradStatus to the Graduate School at least two weeks before defending.**

The committee members will have 3 weeks to read and evaluate the completed dissertation. Written assent of all committee members except one is required before a dissertation is approved as ready for a final defense. If the Advisory Committee declines to approve the dissertation as ready for the final defense, the Major Professor will notify the student and the Graduate School. Dissertation defenses are open to the public. If you wish, your major professor can send an email to the departmental listserv to announce your defense in addition to the official announcement done by the Graduate School.

The Major Professor will chair the dissertation defense. All members of the Advisory Committee except one must approve the dissertation and must certify their approval in writing. The results of the dissertation defense must be reported to the Graduate School at least 2 weeks prior to graduation. The date (year) on the dissertation's title page should be the same as the date (year) on

which the dissertation is approved by the Dean of the Graduate School, after approval by the Advisory Committee.

4. Dissertation Format. Students will have the option of developing a dissertation using the traditional format or using journal articles as chapters. The student must notify the Major Professor and committee of the preferred choice before the prospectus defense. Subsequent changes in the format must be approved by the committee. Documentation and format must be consistent throughout the dissertation or thesis. The final format must conform to the Graduate School *Theses and dissertations: Student Guide to preparation and processing*.

The Graduate School requires electronic submission of the dissertation and thesis. Students can choose between two dissertation formats:

- a. Traditional Format. Although not all dissertations or theses follow the same format, most students' final document will comprise five chapters, plus references and appendices:
 - 1) Introduction
 - 2) Review of the Literature
 - 3) Methods
 - 4) Results and Discussion
 - 5) Summary, Conclusions, and RecommendationsDeviations from this format must be approved by the Major Professor.
- b. Journal Articles as Chapters. This format permits the inclusion of two or more manuscripts for the doctoral degree (or one or more manuscripts for the master's degree), which have been submitted or are ready to be submitted to scholarly journals, as chapters or sections of the dissertation or thesis. All manuscripts, whether submitted or not, must be approved by the Major Professor and Advisory Committee as publishable quality manuscripts (three of four committee members must agree). Each manuscript must be prepared in the style of the scientific journal and blend appropriately with the other parts of the document, except where the specific journal requires otherwise (e.g. literature citations, table designations). However, figures and tables should include a chapter and figure/table designation (e.g. 1.1, 1.2, 1.3; 2.1, 2.2, 2.3) both in the text and caption so that no figure/table number occurs more than once in the dissertation or thesis. No reprints or photocopies of reprints will be accepted. The Graduate School requires the following minimum sections or chapters:
 1. Introduction
 2. Review of the Literature
 3. Manuscript one
 4. Manuscript two
 5. Summary, Conclusions, and Recommendations (this section ties together the major results of both papers)

If the student follows this format, the student must be the first author of each article included in the dissertation or thesis. The names of all authors, in the order submitted to the journal, and the name of the journal (with volume, page numbers, and date if known) must be given as a footnote to the title on the first page of each manuscript, to indicate the current status of each manuscript. Continuous pagination is required throughout the dissertation or thesis. The usual requirements for margins, consistency in chapter section titles, and other mechanics as specified in the Graduate School dissertation or thesis guidelines will apply. The student must include evidence of permission to use articles that have been published or accepted for publication. The student is responsible for securing copyright releases prior to submitting the dissertation or thesis to the Graduate School.

5. Admission to Candidacy Requirement. The Graduate School shall not accept a thesis or dissertation if the student has not been admitted to candidacy for the degree. Admission to candidacy occurs after a successful comprehensive exam.

Assistantships

Assistantships are not guaranteed and are awarded depending on funding and adequate performance and progress. In general, priority will be given to students rolling off a graduate school assistantship. To receive a tuition waiver, the student must be paid on a graduate assistantship for 33-50% time, work for 60% of the semester, and be registered for 12 graduate credit hours. Any student with an assistantship in the fall and spring semesters will have their tuition waived for the summer semester. Professional programs, training grants, audit hours, and undergraduate courses do not qualify for assistantship tuition waivers. If these requirements are not met, the tuition waiver will be revoked, and the student will be responsible for all tuition. Health insurance is mandatory for all students on assistantships and can only be waived if the student receives health insurance from another source. If a student receives an assistantship, they are required to work in the office for 13-20 hours per week depending on their allotted time percentage. There are circumstances where assistantship hours can also decrease in hours (i.e. 20 to 13 hours) and in terms of months (i.e. 9 months to 12 months). The student should be aware that assistantships are not guaranteed from year to year, nor are the hours or months guaranteed. If awarded a teaching assistantship, attendance of the teaching assistantship meetings is mandatory.