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University of Georgia Policy Statement

The University of Georgia, College of Public Health and the Department of Health Policy and Management reserve the right to change policies, curricula, or any matter in this handbook. Students will be notified of major changes as soon as practicable after they are decided. Students will have the option either to remain under the policies and curricula in place at the time of matriculation or to accept new policies and curricula adopted by the program.
I. Doctor of Public Health Program Administration
(as of February 25, 2021)*

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Assistant Professor, Health Policy & Management

*Students will be notified of any changes in the names and titles of the program administrators, if any.
II. The College of Public Health

The College of Public Health (CPH) at the University of Georgia (UGA) promotes health in human populations through innovative research, exemplary education, and is engaged in service dedicated to preventing disease and injury within the state and around the world.

CPH is composed of four academic departments (Epidemiology and Biostatistics (EPID & BIOS), Environmental Health Sciences (EHS), Health Promotion and Behavior (HPB), and Health Policy and Management (HPAM), and four institutes, Global Health Institute, Health Informatics Institute, Institute for Disaster Management, and Institute of Gerontology.

III. The Department of Health Policy and Management

A. Mission, Vision, Goals, and Objectives

The mission of the Department of Health Policy and Management (HPAM) is to advance the health of the public by developing leadership expertise and promoting an evidence-based approach to public and private policy making in health and medicine.

IV. Student Responsibilities and Code of Ethics

A. Academic Honesty and Codes of Conduct

Students at the University of Georgia are responsible for maintaining and adhering to the strictest standards of honesty and integrity in every aspect of their lives. Honesty in academic matters is a large part of this obligation. Specific regulations governing student academic conduct are contained in the UGA Student Handbook and in the UGA culture of honesty policy: http://www.uga.edu/honesty/ahpd/procedures.html.

The Office of Student Conduct, located in Memorial Hall, maintains and publishes the Code of Conduct for the University office. The Code of Conduct can be found at https://conduct.uga.edu.

No student shall perform, attempt to perform, or assist another in performing any act of dishonesty on academic work to be submitted for
academic credit or advancement. A violation of the honesty policy does not rest upon intent. Accordingly, a violation of the honesty policy for any reason is subject to disciplinary action.

B. Academic Standards in DrPH Coursework
Students in this program must average at least a B (3.0 on a 4-point system) over all graduate courses attempted. Doctor of Public Health students must maintain “Satisfactory” performance or at least a grade of a B in all DrPH core courses. Two grades of “Unsatisfactory” or below B- (B minus) will result in dismissal from the DrPH Program. Please see section VI.H Program Dismissals (page 9).

V. Administration of the Doctor of Public Health Program

A. Doctor of Public Health Program Coordinator and Academic Advisor
Advising for coursework will take place each semester. The Doctor of Public Health Program Coordinator or a member of DrPH program committee will serve as the advisor for DrPH students regarding core coursework and electives. DrPH students are encouraged to reach out to program committee members to discuss their research ideas and/or to identify their academic advisor.

B. Doctoral Dissertation Committee
The Doctoral Dissertation Committee is selected in consultation with the doctoral student, Academic Advisor, and DrPH Program Coordinator. The committee consists of no less than two Graduate Program faculty members from the College of Public Health, the University of Georgia, and one outside, non-UGA committee member. The committee may be expanded to include additional members. See X. Doctor of Public Health Dissertation Research (page 15) for additional information.
VI. Doctor of Public Health General Information

The Doctor of Public Health (DrPH) program at the University of Georgia is an advanced professional degree program for professionals working in the fields of public health and health care. The program is congruent with the Institute of Medicine’s (IOM) recommendations for linkages of academic and field experiences in public health. The program curriculum is competency-based and is designed to prepare public health professionals with the tools necessary for successful leadership in addressing complex public health problems at the local, state, national, and international levels.

The DrPH curriculum provides students with practical training in management, leadership, policy development, and policy analysis specifically applicable to health sector. Components of the program will include the acquisition of core as well as specialized knowledge through coursework, interdisciplinary seminars, special studies, an Applied Practice Experience (APE) and the development of a doctoral dissertation relevant to the research and practice of public health and health care delivery.

A. Graduates of the Doctor of Public Health program are expected to:
   • Act as public health leaders;
   • Comprehend and integrate knowledge across traditional academic disciplines;
   • Provide sound recommendations and advice to national and international agencies in public health;
   • Communicate effectively with governments, academia, non-governmental organizations and the public.

B. General Degree Requirements

Students in the Doctor of Public Health program must complete 57 graduate credit hours: 30 hours of Core courses, 12 hours of Elective courses, 3 hours of Applied Practice Experience, and a minimum of 12 hours of Dissertation research and preparation.

C. Annual Progress Report

The DrPH Annual Progress Report documents the overall progress the student has made during the past academic year and must be completed by the end of each Summer term while in the program. Each student provides a summary of
the progress made within the year pertaining to course completion, the program proposal, the Portfolio, and the dissertation product (where applicable). Failure to complete an Annual Progress Report will cause a hold to be placed on registration until the Annual Progress Report has been completed and accepted by the Research Advisor or Academic Advisor and the Program Coordinator.

Students will receive written feedback based on the annual evaluation. The written feedback will indicate if satisfactory progress is/is not being made and recommendations for improvement will be provided to each student.

D. Continuous Enrollment/Residence
A student must be continuously enrolled for a minimum of 2 of the 3 semesters each year (Fall, Spring and Summer). Students who do not enroll in at least 2 out of 3 semesters each academic year must apply for readmission to the program. If a student is accepted after applying for readmission, the academic rules and standards in effect at the time of readmission will supersede those in effect at the time of initial admission. Additional information can be found at the University of Georgia Graduate School. 
https://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy/

E. Time Limitations
The Department of Health Policy and Management requires that Doctor of Public Health students complete the required and elective coursework within four years of matriculation or risk having to repeat course work. Transferred credits must be within the 4-year period as well.

F. Satisfactory Progress Towards Degree Completion
Doctor of Public Health students must maintain “Satisfactory” performance in HPAM 9300: Doctoral Dissertation. Two (2) “Unsatisfactory” grades in HPAM 9300 will result in dismissal from the DrPH program. Please see program dismissal policy on page 9.

G. Transfer of Credits
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 and are active in the Doctor of Public Health program may take courses at other accredited institutions and have up to nine semester hours of credit transferred to the UGA program of study with the prior approval of the DrPH Program Coordinator.
H. Program Dismissals
Students are expected to demonstrate professional behavior while enrolled in the graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment. Students are expected to adhere to all UGA policies governing research and academic conduct, non-discrimination and anti-harassment, and workplace violence. See the following links for detailed information:

- UGA Academic Honesty: https://honesty.uga.edu/Academic-Honesty-Policy/
- UGA Workplace Violence Policy: http://safeandsecure.uga.edu/workplace.html

A student who has not made satisfactory and sufficient progress towards the completion of the degree will be dismissed from the program at the end of the semester in which failure to progress occurs. A lack of satisfactory progress towards the degree is defined as: 1) Two consecutive semesters with a semester GPA lower than 3.0, 2) Two failed attempts at the comprehensive examination, 3) Receipt of a grade of “Unsatisfactory” in two semesters of HPAM 9300, 4) Failure to comply with degree program time limitations, 5) Failure to comply with Program, Department, Graduate School, and University policies and procedures (i.e., continuous enrollment and Academic Honesty).

I. Appeals
Students may appeal the decision of dismissal from the Doctor of Public Health program to the Department of Health Policy and Management, College of Public Health Curriculum and Academic Programs Committee (CAPC), and the Dean of the College of Public Health within 30 days of being notified of the decision. Additional information can be found at: http://grad.uga.edu/index.php/current-students/policies-procedures/academics/appeals/
### J. Doctor of Public Health Program Competencies

<table>
<thead>
<tr>
<th>Doctor of Public Health Program Competency</th>
<th>Course #</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data &amp; Analysis</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Explain qualitative, quantitative, mixed methods and policy analysis research and evaluation methods to address health issues at multiple (individual, group, organization, community or population) levels.</td>
<td>HPAM 8300</td>
<td>Research Methods</td>
</tr>
<tr>
<td></td>
<td>HPAM 8850</td>
<td>Economic Evaluation Methods in Health</td>
</tr>
<tr>
<td></td>
<td>HPAM 9200</td>
<td>Doctor of Public Health Seminar II</td>
</tr>
<tr>
<td>2. Design a qualitative, quantitative, mixed methods, policy analysis or evaluation project to address a public health issue.</td>
<td>HPAM 8300</td>
<td>Research Methods</td>
</tr>
<tr>
<td></td>
<td>HPAM 8850</td>
<td>Economic Evaluation Methods in Health</td>
</tr>
<tr>
<td>3. Explain the use and limitations of surveillance systems and national surveys in assessing, monitoring and evaluating policies and program and to address a population's health.</td>
<td>HPAM 8410</td>
<td>Informatics and Analytics in Health</td>
</tr>
<tr>
<td></td>
<td>HPAM 8840</td>
<td>Managerial Epidemiology</td>
</tr>
<tr>
<td><strong>Leadership, Management &amp; Governance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Propose strategies for health improvement and elimination of health inequities by organizing stakeholders, including researchers, practitioners, community leaders and other partners.</td>
<td>HPAM 8840</td>
<td>Managerial Epidemiology</td>
</tr>
<tr>
<td></td>
<td>HPAM 9100</td>
<td>Doctor of Public Health Seminar I</td>
</tr>
<tr>
<td></td>
<td>HPAM 9200</td>
<td>Doctor of Public Health Seminar II</td>
</tr>
<tr>
<td>5. Communicate public health science to diverse stakeholders, including individuals at all levels of health literacy, for purposes of influencing behavior and policies.</td>
<td>HPAM 8450</td>
<td>Policy Evaluation in Public Health</td>
</tr>
<tr>
<td></td>
<td>HPAM 8800</td>
<td>Leadership in Public Health</td>
</tr>
<tr>
<td>6. Integrate knowledge, approaches, methods, values and potential contributions from multiple professions and systems in addressing public health problems.</td>
<td>HPAM 8840</td>
<td>Managerial Epidemiology</td>
</tr>
<tr>
<td></td>
<td>HPAM 8800</td>
<td>Leadership in Public Health</td>
</tr>
<tr>
<td></td>
<td>HPAM 8450</td>
<td>Policy Evaluation in Public Health</td>
</tr>
<tr>
<td>7. Create a strategic plan.</td>
<td>HPAM 8700</td>
<td>Management of Healthcare Organizations</td>
</tr>
<tr>
<td>8. Facilitate shared decision making through negotiation and consensus-building methods.</td>
<td>HPAM 8700</td>
<td>Management of Healthcare Organizations</td>
</tr>
<tr>
<td>9. Create organizational change strategies.</td>
<td>HPAM 8700</td>
<td>Management of Healthcare Organizations</td>
</tr>
<tr>
<td>10. Propose strategies to promote inclusion and equity within public health programs, policies and systems.</td>
<td>HPAM 8670</td>
<td>Law and Ethics for Public Health Practitioners</td>
</tr>
<tr>
<td>11. Assess one’s own strengths and weaknesses in leadership capacities, including cultural proficiency.</td>
<td>HPAM 9100</td>
<td>Doctor of Public Health Seminar I</td>
</tr>
<tr>
<td></td>
<td>HPAM 9200</td>
<td>Doctor of Public Health Seminar II</td>
</tr>
<tr>
<td></td>
<td>HPAM 8800</td>
<td>Leadership in Public Health</td>
</tr>
<tr>
<td>12. Propose human, fiscal and other resources to achieve a strategic goal.</td>
<td>HPAM 8700</td>
<td>Management of Healthcare Organizations</td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>13. Cultivate new resources and revenue streams to achieve a strategic goal.</td>
<td>HPAM 8700</td>
<td>Management of Healthcare Organizations</td>
</tr>
<tr>
<td></td>
<td>HPAM 8850</td>
<td>Economic Evaluation Methods in Health</td>
</tr>
</tbody>
</table>

**Policy & Programs**

<table>
<thead>
<tr>
<th>14. Design a system-level intervention to address a public health issue.</th>
<th>HPAM 8840</th>
<th>Managerial Epidemiology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HPAM 9200</td>
<td>Doctor of Public Health Seminar II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Doctor of Public Health Dissertation Research</td>
</tr>
<tr>
<td>15. Integrate knowledge of cultural values and practices in the design of public health policies and programs.</td>
<td>HPAM 9200</td>
<td>Doctor of Public Health Seminar II</td>
</tr>
<tr>
<td>16. Integrate scientific information, legal and regulatory approaches, ethical frameworks and varied stakeholder interests in policy development and analysis.</td>
<td>HPAM 8760</td>
<td>Law and Ethics for Public Health Practitioners</td>
</tr>
<tr>
<td></td>
<td>HPAM 9100</td>
<td>Doctor of Public Health Seminar I</td>
</tr>
<tr>
<td>17. Propose interprofessional team approaches to improving public health.</td>
<td>HPAM 8800</td>
<td>Leadership in Public Health</td>
</tr>
</tbody>
</table>

**Education & Workforce Development**

<table>
<thead>
<tr>
<th>18. Assess an audience’s knowledge and learning needs.</th>
<th>HPAM 9200</th>
<th>Doctor of Public Health Seminar II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HPAM 8800</td>
<td>Leadership in Public Health</td>
</tr>
<tr>
<td>19. Deliver training or educational experiences that promote learning in academic, organizational or community settings.</td>
<td>HPAM 8800</td>
<td>Leadership in Public Health</td>
</tr>
<tr>
<td>20. Use best practice modalities in pedagogical practices.</td>
<td>HPAM 8800</td>
<td>Leadership in Public Health</td>
</tr>
<tr>
<td></td>
<td>HPAM 9200</td>
<td>Doctor of Public Health Seminar II</td>
</tr>
</tbody>
</table>

**Additional Competencies: Health Management and Policy**

| 1. Design an economic evaluation of a public health intervention, program, or policy | HPAM 8850 | Economic Evaluation Methods in Health |
| 2. Evaluate critical needs in health information systems and data systems of a healthcare or public health organization | HPAM 8410 | Informatics and Analytics in Health |
| 3. Develop proficiency in data science and analytics to address research and practical questions related to population health and management | HPAM 8410 | Informatics and Analytics in Health |
| | HPAM 8300 | Research Methods |
| 4. Apply and then critically critique relevant ethical and legal principles to decision-making in public health settings | HPAM 8760 | Law and Ethics for Public Health Practitioners |
| 5. Develop financial and business plans for public health programs and services | HPAM 8700 | Management of Public Health Organizations |
VII. Doctor of Public Health Curriculum

Students in the Doctor of Public Health program must complete the credit hours in four categories: (1) Doctor of Public Health Core (2) Elective Coursework (3) Public Health Practicum and (4) Doctoral Dissertation Research. The Doctor of Public Health Program Committee has general oversight of the academic aspects of all students and candidates.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hour</th>
<th>Course #</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1</td>
<td>3</td>
<td>HPAM 8840</td>
<td>Managerial Epidemiology</td>
</tr>
<tr>
<td>Fall 1</td>
<td>3</td>
<td>HPAM 8760</td>
<td>Law and Ethics for Public Health Practitioners</td>
</tr>
<tr>
<td>Spring 1</td>
<td>3</td>
<td>HPAM 8850</td>
<td>Economic Evaluation Methods in Health</td>
</tr>
<tr>
<td>Spring 1</td>
<td>3</td>
<td>HPAM 8700</td>
<td>Management of Healthcare Organizations</td>
</tr>
<tr>
<td>Spring 1</td>
<td></td>
<td></td>
<td>Optional Electives *</td>
</tr>
<tr>
<td>Summer 1</td>
<td>3</td>
<td>HPAM 9100</td>
<td>Doctor of Public Health Seminar I</td>
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<tr>
<td>Summer 1</td>
<td></td>
<td></td>
<td>Optional Electives *</td>
</tr>
<tr>
<td>Fall 2</td>
<td>3</td>
<td>HPAM 8450</td>
<td>Policy Evaluation in Public Health</td>
</tr>
<tr>
<td>Fall 2</td>
<td>3</td>
<td>HPAM 8410</td>
<td>Informatics and Analytics in Health</td>
</tr>
<tr>
<td>Fall 2</td>
<td></td>
<td></td>
<td>Optional Electives *</td>
</tr>
<tr>
<td>Spring 2</td>
<td>3</td>
<td>HPAM 8300</td>
<td>Research Methods</td>
</tr>
<tr>
<td>Spring 2</td>
<td>3</td>
<td>HPAM 9200</td>
<td>Doctor of Public Health Seminar II</td>
</tr>
<tr>
<td>Spring 2</td>
<td></td>
<td></td>
<td>Optional Electives *</td>
</tr>
<tr>
<td>Summer 2</td>
<td>3</td>
<td>HPAM 8800</td>
<td>Leadership in Public Health</td>
</tr>
<tr>
<td>Fall 3/Summer 2</td>
<td>3</td>
<td>PBHL 9560</td>
<td>Applied Practice Experience</td>
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<tr>
<td>Fall 3</td>
<td>0</td>
<td></td>
<td>Comprehensive Examination</td>
</tr>
<tr>
<td>Fall 3</td>
<td></td>
<td></td>
<td>Optional Electives *</td>
</tr>
<tr>
<td>Spring 3</td>
<td></td>
<td></td>
<td>Elective*/ and/or Doctoral Research (HPAM 9300)^</td>
</tr>
<tr>
<td>Summer 3</td>
<td></td>
<td></td>
<td>Elective*/ and/or Doctoral Research (HPAM 9300)^</td>
</tr>
<tr>
<td>Fall 4 graduation</td>
<td>12</td>
<td></td>
<td>Doctoral research (HPAM 9300)^</td>
</tr>
</tbody>
</table>

* Total credit hours for electives: 12 (up to 9 credit hours can be transferred). Students can choose to take elective courses starting from the spring semester of Year 1 or later but the total number of credits must satisfy program requirements. A minimum of four electives are required.

^ Minimum credit hours required for Doctoral Research: 12

57 Hours Minimum Required for Degree Completion
VIII. Doctor of Public Health Applied Practice Experience Requirement

The Applied Practice Experience (APE) provides students with an opportunity to apply the knowledge and skills acquired through their coursework and further develop and demonstrate attainment of program competencies. All Doctor of Public Health students are required to engage in one or more applied practice experiences in which they are required to complete at least one project that is meaningful for an organization and to advance public health practice. Relevant organizations include governmental, non-governmental, non-profit, industrial, or for-profit settings. The student’s own work setting may be used, however, the selected project must not be in the realm of the day-to-day work responsibilities of the student. The work product may be a single project or a set of related projects that demonstrate depth of competence. The applied practice experience must be approved, in advance, by the Doctor of Public Health Program Coordinator and DrPH Practice Coordinator.

Students will be eligible to sign up for the three-credit hour course to complete the Applied Practice experience if the following conditions are met:

1. The student is in good academic standing as outlined by the DrPH program and Graduate school with a GPA of 3.0 or better and no grade less than B in core courses.
2. The student has demonstrated professionalism during coursework.
3. The student has completed at least two semesters in the DrPH program and completed all core courses, however, the final core course and the APE course may be taken concurrently.
4. The student has met all departmental requirements, completed APE Advisement, submitted all required documentation, and received approval from the DrPH Coordinator and DrPH Practice Coordinator.
IX. Comprehensive Doctoral Examination

All Doctor of Public Health (DrPH) students will be required to pass a formal, comprehensive examination consisting of written and oral components that address the DrPH program competencies before being admitted into doctoral candidacy. To be eligible to sit for the examination, a student must have completed all DrPH core coursework, or must be enrolled in the remaining, not yet completed courses in the semester of the examination. This does not include the DrPH Applied Practice Experience or elective requirements, which may be completed following the examination. Some additional details on comprehensive examination are provided in Annex A of the handbook.

A. Examination Content

The written examination will consist of broad integrative case studies addressing the breadth of competencies on the following Council on Education for Public Health (CEPH) domains: Data & Analysis; Policy & Programs; Leadership, Management & Governance; and Education and Workforce Development.

B. Admission to Candidacy

Admission to candidacy for a doctoral student is requested immediately after the successful completion of the comprehensive 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. Completed all coursework and the public health practicum requirement;
3. The final program of study has been approved by the Doctor of Public Health Program Coordinator and the HPAM Graduate Coordinator;
4. An average grade point 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 “B-” may be included in the final program of study);
5. Comprehensive doctoral examinations have been passed.

C. Time Limit on Candidacy

The dissertation must be completed within three years following admission to candidacy. Student should carefully select the scope of the dissertation so that the work can be completed within the time limit. In exceptional circumstances, a student may request extension of time limit by providing a detailed timeline and plan for completing the dissertation with supporting letters from the chair of the dissertation committee, the DrPH Program Coordinator and the Graduate Coordinator of HPAM Department.
X. Doctor of Public Health Dissertation Research

The University of Georgia Doctor of Public Health integrates foundational knowledge, such as public health theories and methods; competencies of leadership, management, communication and innovation to enable change and field engagements to translate knowledge into practice. The culminating experience will provide the candidate with an opportunity to practice and develop their personal leadership skills while engaging in a project that contributes substantively to public health results. The dissertation is expected to analyze and propose solutions to health policy, management or leadership issues by applying new theoretical or analytic approaches to current problems in health care.

Each candidate will prepare a dissertation demonstrating the ability to analyze and solve complex, practice-based problems in public health policy, management and leadership. The dissertation should reflect a variety of perspectives needed to meet major public health challenges and should include explicit solutions, strategies and implications for high-level public health and health care leadership officials. Thus, an acceptable DrPH dissertation will:

- Address a complex public health problem of strategic importance to public health;
- Advance or contribute to the evidence base of public health practice;
- Utilize an explicit methodology and study design that clearly specified and specifically designed to address the problem selected for investigation, as effectively addressing complex problems often requires an integration of analytic methods;
- Draw upon and be grounded in both the scholarly and practice literature in an effort to establish a conceptual framework for the dissertation;
- Contain clear public health leadership implications;
- Must be publishable findings or research.

The format will be determined largely by the nature of the public health problem addressed. Appropriate dissertation formats may include:

- Case studies and policy, management, and leadership analyses;
- Development of new practice interventions;
- Design and implementation of public health programs;
- Program or policy evaluations;
- Historical program or policy analyses;
- Substantial legislative proposals.

The Doctor of Public Health dissertation could be based on original and/or outside data collection by the student. Use of secondary data for Doctor of Public Health dissertation is also acceptable, if appropriate for the dissertation topic selected.
The dissertation committee will consist of 3 members: at least 2 Faculty members (1 must be from the Department of Health Policy and Management), and 1 outside practitioner in the related field of research. Chair of the dissertation committee must be a regular Graduate Program Faculty at UGA. Outside committee members must:

- hold a terminal degree in their field or have a high level of expertise,
- be approved by the DrPH Program Coordinator and the Graduate School.
Annex A: Comprehensive Examination

All students eligible to take the comprehensive examination should contact the DrPH Coordinator of their intention to take the examination at least three months prior to the scheduled examination start date. The examination will be made accessible via eLC beginning at 5:00 pm on the start date of the examination. There will be two offerings of the comprehensive examination in an academic year: around mid-October and around mid-March. Students can select any of these two offerings to sit for the examination.

The comprehensive examination is divided into three sections. The sections are listed below:

1. Data and Analysis,
2. Policy and Programs, and
3. Leadership, Management and Workforce.

Each section will include a multi-part question or case study that is reflective of the programmatic competencies and the relevant content covered in the DrPH core courses. There will be an information session on the comprehensive exam to be arranged by the Graduate Coordinator of the Department about two months prior to the examination date (in August and in January every year). The faculty members writing the questions will be present in the information session to provide general guidelines on the examination and type of questions to expect. Students will have the opportunity to ask questions about the format of the examination and/or any other examination related issues.

Each exam will be deidentified and graded blindly. Each student will receive an examination identification number from the Graduate Coordinator of the Department that will be used on the exam responses and the corresponding file names. Students should not mention their names or any other form of personal identification in their responses to the questions. Full examination instructions will be sent to students via email and/or placed on the eLC Doctor of Public Health Comprehensive Examination webpage. The faculty members writing the examination questions will grade the questions and the grades will be sent to the Graduate Coordinator of the Department within three weeks after the final comprehensive examination date.

A grade of 75% or higher must be achieved in order to successfully pass each section of the exam. Graduate Coordinator of the Department will notify students on the examination results within five weeks from the final day of the comprehensive examination. After successful completion of all three sections of the written comprehensive examination, the student can proceed to the oral comprehensive examination.

In the oral portion of the comprehensive examination, student may present a potential
dissertation prospectus, explaining the problem being addressed by the proposed dissertation research, methodology to be used, analytical or statistical approaches, results and policy implications. All students passing the written examination are required to take the oral comprehensive examination in the same semester the written examination was successfully completed.

In case a student fails one or more sections of the comprehensive examination, the sections in which the student failed will be graded by second readers selected by the Graduate Coordinator of the Department. The second readers will evaluate the examination questions independently. Graduate Coordinator will receive the grades from the first and second graders. If the second grader’s grade agrees with the first grader, the final grade on that question will be “Fail”. In case of disagreement on the grade by first and second grader (first grader grading the section as “fail” but the second grader grading the section as “pass”), Graduate Coordinator will arrange a meeting of the two graders to come up with a consensus grade and the consensus grade will be the final grade for the section. If a student fails one section out of three sections of the examination, the student will be permitted to retake that section in the next offering of the comprehensive examination. If a student fails two or more sections of the examination in the first attempt, she/he will have to retake the entire comprehensive examination (all three sections) in a future offering of the comprehensive examination, preferably the next offering of comprehensive examination.

A student may request reevaluation of grades assigned on the comprehensive examination by notifying the Graduate Coordinator in writing within 10 days after the receipt of the results via e-mail. The Graduate Coordinator will review the request based on the information provided in the request and, if needed, will request the graders to reevaluate the sections based on the specific issues and concerns raised in the reevaluation request. The graders will provide their reevaluation results within a week after the start of the reevaluation process.

If a student fails one or more sections of the comprehensive examination in the second attempt, the student will immediately be dismissed from the Doctor of Public Health Program.