DEPARTMENT OF FAMILY AND PREVENTIVE MEDICINE
SCHOOL OF MEDICINE
UNIVERSITY OF UTAH

DIVISION of PUBLIC HEALTH
Graduate Public Health Education Program
POLICIES, PROCEDURES and GUIDELINES

Updated March 2018

There are academic and administrative steps involved in earning a degree from the Division of Public Health. The Graduate School and the Division of Public Health Program each have specific requirements. This document outlines the academic requirements and procedures. Consult the Academic Advisor for the Division of Public Health (375 Chipeta Way, Suite A) (801) 585-6808 if you have further questions. These policies, procedures and guidelines are subject to change without notice.
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General Requirements and Policies for all Degree and Certificate Programs

Minimum Grades

Candidates for graduate degrees and Certificates at the University of Utah are required to maintain a 3.0 or higher GPA in course work counted towards the degree or certificate. A grade below B- is not accepted for credit toward a graduate degree.

A final grade in a MSPH/MPH/PhD or Certificate course below a B- is a failing grade in the Division. Failure in a core course means the student has not demonstrated competence in a discipline necessary for success within the Division. For these reasons, the following procedure will be followed.

1. A student who receives a grade below a B- in any course will be put on academic probation. The student will be notified in writing that they are on probation.

2. If a student receives a grade below a B- in any course, they will be allowed to repeat the course one time. If the failed course is a required course, they will not be allowed to accrue more than 15 credits towards graduation until they have successfully completed the failed required course. Receiving a grade below a B- on the second attempt will be grounds for dismissal.

3. Receiving a grade below a B- in any two courses without having repeated at least one course and receiving a passing grade will be grounds for dismissal. However, receiving a grade below a B- in any two required courses, at any time will be grounds for dismissal from the program.

4. In situations where there are grounds for dismissal, the education committee will meet and make a recommendation to the Division Chief, who will decide whether the student is dismissed or if a remedial action is implemented. Actions arising from this policy may be appealed by the student using the appeals process outlined by the University of Utah — Appeals of Grades and Other Academic Actions (policy 6-400).

5. A student will be released from academic probation after they have repeated and passed all failed courses.

Non-matriculated students
1. The Division reserves the right to allow or deny non-matriculated students to take Division courses, per the University of Utah.

2. A non-matriculated student who receives a grade below a B- in any two Division courses will not be allowed to enroll in any additional Division courses.

3. Actions arising from this policy may be appealed by the student using the appeals process outlined by the University of Utah — Appeals of Grades and Other Academic Actions (policy 6-400).

Scholarly Integrity

Scholarly integrity is taken very seriously in the Division of Public Health, and academic misconduct of any nature will not be tolerated. All students are expected to “adhere to generally accepted standards of academic honesty, including but not limited to refraining from cheating, plagiarizing, research misconduct, misrepresenting one's work, and/or inappropriately collaborating (The Code of Student Rights and Responsibilities).” Such violations are subject to disciplinary action, up to and including expulsion. Please refer to the student code for details on disciplinary action and appeals processes at http://www.regulations.utah.edu/academics/6-400.html.

More specifically, students are expected to:
- write original material on their own for any written assignments for their classes, graduate projects, and doctoral dissertations as applicable,
- create original material for all other products that produce in their classes (e.g., oral presentations and presentation materials),
- develop their own analysis plan and perform their own data analyses.

Professors may elect to use a plagiarism detection service to evaluate any assignment of product. In such cases students will be required to submit their paper to such services as part of their assignment. Any situation where a student attempts to claim someone else’s work as their own (i.e. plagiarism) will be subject to disciplinary action per the University of Utah Student Code.

Course Numbering

“Courses numbered 6000 and above are considered graduate-level. Courses numbered 5000 to 5999 can count toward graduate degrees. Courses numbered 3000 to 4999 are upper-division (junior and senior) courses. Those numbered 1000 to 2999 are lower-
Division (freshman and sophomore) courses.” ([http://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/](http://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/))

Courses numbered 3000 to 4999 are upper-division undergraduate (junior and senior) courses and may not count towards a graduate degree. Those numbered 1000 to 2999 are lower-division undergraduate (freshman and sophomore) courses and may not count towards a graduate degree.

**Credit/No-Credit Policy**

“The intent of the CR/NC option is to free students to extend their studies to areas outside their major or specialty by taking classes they otherwise might not take if they had to compete with majors for a letter grade. The following applies to taking classes CR/NC:” ([http://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/](http://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/))

1. Students may not take any courses to be applied towards their degree as CR/NC except for (PBHLT 6977) Master Thesis, (PBHLT 6975) Master Project, (PBHLT 6960) Practicum, (PBHLT 7960) Research Practicum, (PBHLT 7965) Teaching Practicum, and (PBHLT 7970) Dissertation hours will be offered as CR/NC.

**Modifications from Course Requirements**

**Petition for graduate credit for courses taken by currently enrolled undergraduates**

The Division of Public Health allows certain graduate-level courses (5000 level and above) from the University of Utah taken while enrolled as an undergraduate student to be used as graduate credit. Such graduate credit is limited to six semester hours or two courses. Credits used to earn the undergraduate degree may not be counted toward a graduate degree. Students are required to seek advance approval of the Division of Public Health, Chief and the Dean of the Graduate School on an *Undergraduate Petition for Graduate Credit* form, available in the Registrar’s Office. However, if a student seeks retroactive graduate credit for courses taken as an undergraduate, permission may be granted only if a grade of B or better was earned in the specified courses and if the courses were taken no more than three years prior to the petition.

Undergraduate Petition for graduate credit needs to process by the Division of Public Health Academic and must be approved the Division Chief.
Request for waiver of course requirements

Waivers and substitutions for core courses are rarely allowed. Similar core and required graduate-level courses taken at other CEPH (Council on Education for Public Health) accredited colleges and universities will be considered on a case-by-case basis.

To request a waiver, complete the core course waiver request form (obtained from the Academic Advisor). Return the competed form, explanatory letter, and syllabi of the substitute course(s) to the Academic Advisor. If the request is approved by the appropriate instructor, the waiver request will be reviewed by the education committee and voted on by the faculty.

Transfer of Credit from outside institutions

Graduate credit may be transferred from other CEPH (Council on Education for Public Health) accredited institutions. Similar graduate-level courses taken at other accredited colleges and universities will be reviewed on a course by course basis. To transfer credit for a core course see Request for Waiver section above. To transfer credit for an elective course, student’s faculty advisor or Committee Chair must approve.

Credits transferred from another CEPH accredited institution may be used for only one University of Utah degree. “Graduate credit may be transferred from other institutions. Credits transferred from another institution may be used for only one degree. Up to six semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements if they are of high letter grade (B or higher; ‘credit only’ grades are unacceptable), are recommended by the student’s supervisory committee, and were taken within four years of semester of admission to the University of Utah for master’s students and within seven years of semester of admission to the University of Utah for doctoral students.” (http://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/) Transfer of credit must be approved by the education committee.

Request to apply credits earned while a non-matriculated student

The Graduate School allows up to nine semester credit hours from non-matriculated coursework at the University of Utah to be counted towards a degree requirement, as long as those credits have not already be applied to fulfill the requirements of another degree. All course work taken as a non-matriculated student must be approved by the Academic Advisor before it can be applied towards degree requirements. Non-matriculated credit that can be applied toward a graduate degree is limited to nine semester hours. A grade below B- is not accepted for credit toward a graduate degree. Non-matriculated students
must be in good standing with the University of Utah. If students fail more than two non-matriculated classes they will not be allowed to take any classes through the program.

**Continuous Registration**

All graduate students must maintain minimum registration from the time of formal admission through completion of all requirements for the degree they are seeking *unless granted an official leave of absence* (see Leaves of Absence, below). If students do not comply with the continuous registration policy described below and do not obtain an official Leave Of Absence, their Supervisory Committees are terminated and their records are inactivated. To reactivate a file at a later time, the student must reapply for admission through the ApplyYourself system.

**Maximum Credit Hours**

Students enrolled in graduate programs are permitted to register for no more than 16 credit hours in any single semester. A schedule of nine credit hours is considered a full load for master’s and doctoral degree candidates.

Students enrolled in graduate programs wanting to register for 16 credit hours or more must file a formal petition to the Dean of Graduate Studies. This petition must include:

1. A letter of request from the student
2. An approval letter from the Division Chief

**Enrollment Status (Full time/part time)**

“Credit hour requirements for full time and part time status at the University of Utah:”

<table>
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<th>Full Time</th>
<th>Part Time</th>
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<tr>
<td>Graduate</td>
<td>9 hours per term</td>
<td>5-8 hours per term</td>
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“Notice for Graduate Students: After the residency requirement has been met (two consecutive semesters of nine hours or more), graduate students who are registered for three credit hours in any one of the following classes are considered full-time status:
a) Classes within the range of 6970-6989, 7970-7989
b) Social Work 6511, 6512, 6521 or 6522
c) Pharmacology and Toxicology 7920

*This does not fulfill state residency requirements

Master’s of Science in Public Health

This section applies to MSPH students in the Division of Public Health. Master’s degree students in a non-thesis (project) program maintain minimum registration by:

1. Registering and paying applicable tuition and fees for at least three credit hours of Project Research (PBHLT 6975 or 6977), may be used to fulfill this requirement per semester during the academic year from the time they are admitted to The Graduate School until they have completed all requirements for the degree, including the submission of a final paper or project; or

2. Registering for three credit hours of Faculty Consultation (PBHLT 6985) during any semester in which they are not otherwise enrolled.

Minimum continuous registration requirements apply to thesis candidates until the thesis is successfully defended. Students who take their last examination after the final examination period and before the next semester begins are not required to register for the next semester. They will graduate the semester all Graduate School requirements are fulfilled. Master’s thesis candidates do not have to register after they have defended their thesis. The requirements apply to non-thesis candidates until the final paper or project is submitted and approved by the Division Chief. Master’s degree students maintaining minimum continuous registration have library privileges, health insurance options, and access to athletic facilities.

Doctoral Degree

Doctoral students maintain minimum registration until they have been formally advanced to candidacy (usually after completion of all course work, and the qualifying examination). This can be done by:

1. Registering and paying applicable tuition and fees for at least three credit hours Dissertation Research, (PBHLT 7970) may be used to fulfill this requirement, per
semester during the academic year until they are advanced to candidacy (minimum continuous registration does not fulfill the residency requirement); or

2. Registering for three credit hours of Faculty Consultation (PBHLT 7980) during any semester in which they are not otherwise enrolled.

Doctoral students who have been admitted to candidacy (usually after completion of all course work, and the qualifying examination) maintain minimum registration by:

1. Registering and paying the applicable tuition and fees for a minimum of three credit hours of Faculty Consultation (PBHLT 7980). Candidates in residence, i.e., those who use University buildings, consult regularly with their Supervisory Committee, or otherwise use University facilities, and all candidates taking their final examination during the semester in question must register for PBHLT 7980.

2. Registering for Continuing Registration (PBHLT 7990), if the candidate is not using faculty time or University facilities except the library. No student may register for more than four semesters of PBHLT 7990.

Only courses numbered PBHLT 7970 may be counted as thesis or dissertation hours in fulfillment of degree requirements. Course numbers PBHLT 7980 do not count toward fulfillment of degree requirements.

Doctoral students who successfully defend their dissertations are no longer required to register; however, those who wish to check out books from the library must register for Continuing Registration (PBHLT 7990). The registrar’s office places a limit of four semesters for use of 7990.

Note that PhD Continuing Registration (PBHLT 7990) cannot be used for verification of half- or full-time enrollment in order to qualify for deferment of student loan repayments or to receive student loan funds.

Leave of Absence

“Students who wish to discontinue their studies for one or more semesters (other than summer term) must complete a Request for Leave of Absence Form. The form must be approved and signed by the supervisory committee chair and department chair.”

Officially admitted domestic graduate students who have registered for and completed university credit class(es) may request a leave of absence to postpone their studies for up to one (1) year. The request must be approved by the student’s supervisory committee
and/or the Department Chair/Director of Graduate Studies. If a leave of absence is requested for more than one (1) year it is at the department’s discretion to extend that request. Please see the registrar’s website for more information.

**Summer Semester Registration**

Continuous registration refers only to registration during the regular academic year and is not terminated or interrupted by non-registration during summer semester. Students must, however, maintain registration status during summer semester if they are taking examinations.

**Vacation Semester for International Students**

In response to guidance from U.S. immigration authorities, the University is required to make a change to the vacation semester policy for F-1 visa holders. Beginning Fall 2017, vacation semesters will automatically be granted to all students during the summer semesters. Students will no longer be eligible for a vacation semester during the Fall or Spring semesters.

All students must enroll full time, unless they have an approved exception from ISSS. Vacation semesters will automatically be applied for all qualifying students in Summer 2018.

Please NOTE the following important changes to the Vacation Semester Policy:

- Students will no longer need to submit vacation requests to ISSS, but will instead be automatically granted vacation in the summer
- Students may still choose to take full time courses in the summer if they wish
- Students may no longer request to be below full time for the purpose of a vacation in the Spring or Fall semester
- Students may still choose to take courses at another university during their summer semester as long as they request a letter to attend another school from ISSS
- Students will NOT be allowed to participate in Full-time CPT or on campus work during Spring or Fall semesters (unless during official university breaks such as Spring break or Fall break). Students MAY participate in Full-time CPT or on campus work during their summer vacation semester

Please see the [International Student & Scholar Services](#) for more information.
Application for Graduation

All graduate students are required to complete a graduation application and submit it to the Office of the Registrar, Graduation Division the semester before they plan to graduate. Students can access the Application for Graduation. The page will include information on how and when to apply. The graduation application must be submitted to the Registrar’s Office, Graduation Division before the indicated deadlines below. A copy of this form must also be turned into the academic advisor for the students’ academic file. Please note, graduation applications will only be accepted by the Registrar’s Office if submitted using the students U-mail or by bringing it to Student Services Bldg., Window 15.

It will be the student’s responsibility to notify the Office of the Registrar, Graduation Division and the Division of any changes to the anticipated graduation semester.

Graduation Application Deadlines

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<td>Fall (December)</td>
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<td>Spring (May)</td>
<td>November 1</td>
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<td>Summer (August)</td>
<td>March 1</td>
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Tuition Charges and Tuition Differential

Nonresident tuition is not imposed on students whose total registration includes only course numbers in the range (PBHLT 6970 to PBHLT 6989 or PBHLT 7970 to PBHLT 7989) Thesis Research, Faculty Consultation, and Final Project in a given semester. Continuing Registration (PBHLT 7990), available only to doctoral students who have been admitted to candidacy, carries a charge (subject to change without notice) of $37.50 per semester, regardless of resident status.
The Division of Public Health Tuition includes a differential, and does not fall under the General Graduate Tuition rate. If students are earning their degree or Certificate from the Division of Public Health, they will be charged the differential for all courses. This Tuition Differential can be found in the Tuition Rate Schedules under “Division of Public Health,” not the “General Graduate” tuition.

Tuition and Fees per semester can be found Residents and Non-Residents.

The only time this may be different is if an elective class also charges a differential, instead of double charging, students will pay the other program’s tuition rate (higher or lower).

If students are an employee of the University of Utah they may be eligible for an employee discount. Students should contact their supervisor for more information.

**Assistantship Eligibility Criteria**

Please refer to the [graduate school’s website](#) for information about tuition benefit program guidelines.

**Deferment**

Newly accepted students who wish to defer their start date to a later semester may request an admission deferment. Requests to defer an offer of admission will be reviewed on a case-by-case basis.

A student requesting deferment must submit this request in writing to the academic advisor. The request will be reviewed by the Associate Division Chief over education. If more discussion is required, the request may be taken to faculty meeting for vote. The academic advisor will notify students via email if their deferment request was approved.

If deferment is approved, students will be required to re-apply by submitting another application and paying the application fee. New letters of recommendation and copies of unofficial transcripts are not required when re-applying.
Overview of Graduate Public Health Education Degree Programs

The Division of Public Health offers two master degrees, Master of Public Health and Master of Science in Public Health, a PhD in Public Health, several joint degrees and Graduate Certificates in Global Health and Public Health. The program began in 1975 and has been fully accredited by the Council for Education in Public Health since 1978. General description of the degree programs are provided in this section. Please refer to the specific section of this document for a detailed description of policies and procedures for each degree and certificate program.

Master of Public Health (MPH)

The purpose of the MPH Program is to train public health professionals interested in a career in public health. The degree requirements include coursework in Epidemiology, Biostatistics, Social and Behavioral Sciences, Environmental Public Health, and Public Health Management and Practice. It also includes a practice experience in a public health setting (Practicum) and a final comprehensive examination. The curriculum is designed to be completed in 24 months as a full-time student. This degree is appropriate for individuals with a Bachelor’s or more advanced degree and who are seeking a career in public health.

Master of Science in Public Health (MSPH)

The purpose of the MSPH Program is to train public health professionals interested in a career in public health or health research. This includes those individuals who are interested in a research or teaching career, or who are seeking to continue their academic careers in a doctoral or other terminal degree program. The degree requirements are similar to that of the MPH Program, and include coursework in the same five core disciplines of public health as the MPH. However, unlike the MPH Degree, the MSPH degree requires a research-based Master’s thesis or project. The curriculum is designed to be completed in two to three years.

Doctor of Medicine/Master of Public Health (MD/MPH)

The Division of Public Health, in conjunction with the University of Utah School of Medicine, offers a joint MD/MPH degree. This is an ideal program for those medical students with an interest in clinical medicine as well as public health. Interested students
already accepted or enrolled into the University of Utah School of Medicine can apply to the MPH program. Students are required to take a one-year leave of absence from Medical School to complete the Public Health degree requirements. While difficult, the MPH can be completed during this leave of absence. This leave may be extended at the discretion of the Dean for Student Affairs. The leave is usually taken between the second and third or third and fourth years of Medical School, at the discretion of the Dean for Student Affairs.

**Master of Healthcare Administration/Master of Public Health (MHA/MPH)**

This joint degree option prepares students for positions as program managers and health services researchers in state and local health departments, public health advocacy groups—such as HealthInsights, the state’s healthcare quality improvement organization—and healthcare delivery organizations, such as the Veterans’ Administration Healthcare System and military healthcare facilities.

The MHA/MPH joint degree program is a joint effort between the Department of Family and Preventive Medicine, Division of Public Health and the David Eccles School of Business; it gives students the option of earning an MHA degree in addition to a Master of Public Health, the two master’s degrees being completed in approximately 66.5 credit hours. On average the joint degree will take students three years of full-time coursework; part-time students take an average of four years to complete the joint degree.

The MHA program has been accredited by the Commission on Accreditation of Healthcare Management Education (CAHME) since fall 2012.

**Master of Public Administration/Master of Public Health (MPA/MPH)**

The MPA/MPH program is designed for students who seek advanced training in health policy analysis and program evaluation, as well as public health administration. Health issues are an area of priority within the public, nonprofit and private sectors. Students pursuing the MPA/MPH joint degree will acquire the skills needed to work in all three sectors. These skills include health policy analysis and program evaluation, government contracting with health agencies and nonprofits, aspects of managing health organizations and law and ethics of health fields. Students will also be educated in the political and institutional processes of making public health policy.

The MPA/MPH joint degree program is a joint effort between the College of Social and Behavioral Science and the Department of Family and Preventive Medicine, Division of Public Health; this joint degree gives students the option of earning an MPA degree in
addition to a Master of Public Health, two master’s degrees with approximately 63 credit hours. On average the joint degree will take students three years of full-time coursework; part-time students take an average of four years to complete the joint degree.

The MPA/MPH joint degree was approved by the Board of Regents in Spring 2009. The MPA program has been continuously accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

**Master of Public Policy/Master of Public Health (MPP/MPH)**

Students who pursue a joint MPP/MPH degree will acquire the skills needed to conduct effective health policy analysis, understand organizational processes within the health domain, develop policy-based approaches to address issues of public health importance and translate complex public health policies for a lay audience. Graduates will also be educated in working across public, non-profit and private sectors to produce policy-based approaches to improving and protecting the public’s health. Through this joint degree program, graduates will gain the education needed to be effective in professional roles that involve health policy development, administration and evaluation.

The MPP/MPH joint degree program is a joint effort between the College of Social and Behavioral Science and the Department of Family and Preventive Medicine, Division of Public Health; this joint degree gives students the option of earning an MPP degree in addition to a Master of Public Health, two master’s degrees with approximately 61 credit hours. On average the joint degree will take students three years of full-time coursework; part-time students take an average of four years to complete the joint degree.

The MPP/MPH joint degree was approved by the Board of Regents in Spring 2009.

**Master of Social Work/ Master of Public Health (MSW/MPH)**

The MSW/MPH program is for students who seek advanced training in social work and public health. Students pursuing the MSW/MPH joint degree will acquire the skills needed to work in all three sectors, understanding the social service aspect of public health. These skills include the planning, management and delivery of human and health services at the micro, mezzo and macro levels. Students completing the joint degree will have a more rounded understanding of human behavior in the environment, as well as how individuals and communities are impacted by programs developed with a health focus.
The MSW/MPH joint degree program is a joint effort between College of Social Work and the Department of Family and Preventive Medicine, Division of Public Health, this joint degree gives students the option of earning an MSW degree in addition to a Master of Public Health. This option gives students two master’s degrees with approximately 82 credit hours. On average the joint degree will take students three years of full-time coursework; part-time students take an average of four years to complete the joint degree.

The joint MSW/MPH degree was approved by the Board of Regents in Fall 2010. The MSW program has been continuously accredited by the Council on Social Work Education (CSWE) since 1951.

**Doctor of Philosophy in Public Health (PhD)**

The purpose of the PhD program is to train future academicians, highly qualified as independent investigators and teachers, and well-trained practitioners of public health. Those who successfully complete the PhD program will be qualified to receive peer-reviewed federal funding from the National Institute of Health and other national and local funding agencies as lead investigators. The program includes advanced coursework in the five core disciplines of public health as well as research design, proposal preparation and data management. This coursework is supplemented by electives chosen by the student and their advisor or committee. The program also requires the successful development and execution of an independent dissertation research project.

**Graduate Certificates**

The Division of Public Health offers Graduate Certificates in Public Health and Global Health. They are designed to give graduate students or working professionals specialized training. Students with an accredited bachelor’s degree, not on F1 or J1 visa is eligible to apply. Certificate programs require at least 15 hours of coursework.
Admission Requirements and Procedures

**Master of Public Health (MPH)/Master of Science in Public Health (MSPH)**

An applicant must have at least a bachelor's degree from an accredited college or university and must have attained an overall "B" average. Also required is a course in college algebra or its equivalent, with a grade of "B" or better, a course in statistics is recommended, but not required.

The Graduate Record Examination (GRE) is strongly recommended, but not required for applicants without a terminal degree (MD or PhD) earned in the U.S., with scores no older than five years (University of Utah school code 4853, department code 0616). More information on the GRE can be found at: [http://www.ets.org/gre](http://www.ets.org/gre).

Applicants who do not take the GRE will need to demonstrate adequate quantitative ability through their college coursework (completion of college algebra, calculus, or statistics with a B or better grade).

MCAT scores may be substituted only if the applicant has been accepted into The University of Utah medical school and plans to seek the MD/MPH or MD/MSPH. The medical school letter of acceptance must be attached to MCAT scores.

International student applicants are required to demonstrate English proficiency. This is done by taking the TOEFL. We follow the university admission standards. More information on the TOEFL can be found at: [http://admissions.utah.edu/international/graduate/grad_english_proficiency.php](http://admissions.utah.edu/international/graduate/grad_english_proficiency.php)

MPH students may switch to the MSPH degree. They must demonstrate readiness to complete a MSPH thesis or project. Students wishing to switch should meet with their faculty advisor. They must fill out a change of graduate classification form available from the academic advisor or found on the Office of the Registrars website.

Both MSPH applicants and existing MPH students who wish to be accepted into the MSPH degree program must identify a relevant faculty member to be their initial advisor and presumptive Supervisory Committee Chair. Written acceptance of the student by this faculty member must be provided to the Academic Advisor. If a faculty member agrees to be a student’s chair this does not necessarily imply any guarantee of funding.
Students may apply to one of the joint degrees through a separate application.

**MD/MPH**

Candidates should apply to the joint degree by February 1 after the second or third year of medical school and must have the approval of the Dean for Student Affairs.

All requirements for the MD degree must be met (see Student Handbook for details). No waivers will be given.

Only courses and electives that have been approved and published as part of the MD degree program can apply toward meeting the requirements for the MD degree. No retroactive credit will be given for courses taken during the leave of absence or when not matriculated as a medical student.

Medical school tuition must be paid for each semester the student is a matriculated medical student. Students must be matriculated in medical school to receive credit for courses or rotations used to fulfill the requirements for the MD degree. Division of Public Health tuition and fees must be paid for each semester the student is a matriculated Division of Public Health Student. This includes courses taken during the leave of absence from medical school or during summer breaks.

Credit for courses or rotations taken in pursuit of the MD degree toward meeting the requirements of the public health degree will be given at the discretion of the Division of Public Health.

Students enrolled in public health courses while matriculated as a medical student, must have prior approval.

It is the responsibility of the student to secure financial aid while completing the dual degree and to understand the ramifications of any leaves of absence with regard to loan repayment.

**Doctor of Philosophy in Public Health (PhD)**

A qualified applicant must have at least a master’s degree from an accredited US college or university and must have attained an overall "B" average.
Students entering the doctoral program without a CEPH accredited Master of Public Health or Master of Science in Public Health degree will be required to complete, with the minimum grade of B-, the course work covering the five core disciplines identified by CEPH (Epidemiology I, Biostatistics I, Social Context of Medicine and Public Health, Environmental Public Health, and Public Health Policy and/or Public Health Administration). Credits earned from taking these courses will not be counted as part of the required credits for the PhD degree. Students may submit a request for waiver for any of these courses to the Division Faculty for approval.

PBHLT 6100 Biostatistics I or equivalent
PBHLT 6200 Integrated Public Health
PBHLT 6300 Epidemiology I or equivalent
Application Process for the Division of Public Health

Admission to the Division of Public Health is highly competitive. Admissions decisions are based on an evaluation of the individual's application. All items are required for each applicant. Additional PhD requirements are noted below. The Division of Public Health recommends to the University of Utah Graduate School that applicants are admitted to the program. Recommendation of admission does not guarantee a visa. In order to be considered for admission, each prospective student must submit the following:

1. **Application** – a prospective student must submit a completed Graduate ApplyYourself application (once submitted applicants cannot make changes).
   a. Review the tutorial to make sure applicants have included all of the required information.
   b. Upload all unofficial transcripts, including University of Utah.
   c. Applicants must have one official transcript from each institution from which they have earned college credit (except the University of Utah) mailed directly to the Admissions Office (201 South 1460 East, RM 250S SSB, Salt Lake City, UT 84112).

2. **GPA** – undergraduate and graduate grades of at least a cumulative 3.0.
   a. **It is necessary for a candidate with an undergraduate GPA below 3.0 to also submit a justification letter. This letter should detail why the candidate's GPA is below a 3.0 and why they feel that they are prepared to pursue the Public Health degree in spite of their lower GPA. This letter is different than the Statement of Purpose and will be included with the candidates application file.**
   b. On rare occasions we will request admission from the Graduate School on a candidate with less than 3.0 GPA. This is only for cases where the GPA is slightly under 3.0 and the person is exceptionally well qualified.

3. **General Graduate Record Examination (GRE)** – Performance on the GRE is an important indicator of a student's ability to be successful in graduate study.
   - The GRE is highly recommend but not required for Master’s applicants without a terminal degree (MD or PhD) earned in the United States. If applicants do not take the GRE, they must demonstrate their quantitative ability through their coursework. GRE scores expire after 5 years.
   - All PhD applicants must submit scores from the General Test of the GRE, with scores no older than 10 years, no exceptions.
4. **International students** – Must document English proficiency, usually via TOEFL

5. **Three letters of recommendation**
   a. The recommendation letters should come from persons familiar with the applicant's academic and professional capabilities, achievements, work experience, and/or personal qualities, not family or friends. There is no specific format for these letters.

6. **Statement of Purpose** – The statement should include comments relevant to public health degree(s), reasons for choosing public health as a future career area, any previous related work experience, and how the training will facilitate your career goals.
   - Master’s not to exceed 500 words
   - PhD not to exceed 1000 words
   - If appropriate, copies of an applicant's publication abstracts should be included in the Writing Sample-Essay-Publication section of ApplyYourself.

7. **Personal interview** may be required, including international applicants. Telephone interviews may be conducted and will be considered on a case-by-case basis.

**Check your status** - The ApplyYourself online program allows applicants to track their applications by logging back into the ApplyYourself system with their PIN and password. Applicants are able to, and responsible for, tracking the progress of their applications. (This is helpful to verify that all Letters of Recommendation have been submitted.)

8. **Additional application requirements for applicants to the PhD program**
   a. Submit a Curriculum Vitae (C.V.)
   b. Identify an Initial Faculty Mentor
      i. The applicant must have an initial faculty mentor from within the Division of Public Health before his or her application packet is reviewed by the Admissions Committee.
      ii. Review the [Faculty Members](#) and their research projects and contact any of them with whom applicants have matching research interests.
      iii. Applicant is responsible to have their faculty mentor send an electronic message to the Academic Advisor to verify that they have agreed to be the initial mentor. This message will be added to the application packet.
c. Potential Mentors:
   i. Talk to the applicant
   ii. Review the completed admissions packet
   iii. Make comments on the PhD Applicant Checklist & confirm or deny commitment before returning to the Academic Advisor to be reviewed by the Admission Committee
   iv. Potential Mentor will present the applicant packet at a faculty meeting for final decision

The number of qualified applicants accepted will depend on the number of active students graduating. Each year enrollment may be limited to the number of vacant slots.

The Graduate Admissions Office recommends submitting completed applications, including transcripts and fees no later than, January 1. (International applicants should submit the application, including transcripts and fees no later than December 15th.)

The Division Public Health admits student’s fall and spring semester each year. The deadline for fall admission into the Salt Lake Campus is February 1st and the deadline for spring admission is October 1st. For the Asia campus the deadlines are as follows, June 30th for fall admissions and January 15th for spring admissions. Applicants must complete their file prior to the deadline. Late applications will not be accepted.
MPH/MSPH Degree Programs

General Description

The policies and requirements specific for the MPH and MSPH degrees are discussed in this section. Policies and procedures that apply to all degree and certificate programs are provided in the section "General Requirements and Policies for all Degree and Certificate Programs."

All work for the master’s degree must be completed within four consecutive calendar years, excluding leaves of absence. On recommendation of the student's Supervisory Committee, the dean of The Graduate School can modify or waive this requirement in meritorious cases.

MPH Course Requirements

Credit Requirements

A candidate for the MPH degree must complete a minimum of 45 credit hours of coursework. Of these, 24 credit hours are required courses, 6 credit hours (270 field hours) are for the required practicum, and 15 credit hours are for approved elective courses.

Required Courses

Courses required for the MPH degree are:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBHLT 6100</td>
<td>Biostatistics I</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6300</td>
<td>Epidemiology I</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6400</td>
<td>Public Health Management &amp; Practice</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6500</td>
<td>Public Health Systems &amp; Services</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6600</td>
<td>Social and Behavioral Science in Public Health</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6700</td>
<td>Environmental &amp; Biological Science in Public Health</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6550</td>
<td>Public Health Program Planning, Evaluation &amp; Implementation</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6900</td>
<td>Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>
Total for core courses | 24
---|---
**PBHLT 6960** | Public Health Practicum (270 Hours) | 6
Approved Electives courses | 15
**Total Credit Hours** | **45**

Students are eligible to enroll in PBHLT 6900 Capstone only after they have completed six of the seven other core courses (PBHLT 6100, 6300, 6400, 6500, 6550, 6600 and 6700). Only one core course can be taken concurrently with PBHLT 6900 Capstone.

**Electives**

All MPH students must have prior approval of an elective before the class is taken in order for it to be counted as part of the student’s degree requirements. Students may enroll in elective courses within PBHLT or in other relevant departments with prior approval. Only approved courses at or above the 5000 level may be used as electives; courses at the 4000 level or below are not considered as graduate-level and cannot be used as electives. Independent study or readings courses with a Division of Public Health faculty member may count as electives as long as they are approved by the student’s committee in advance.

Students who were admitted for fall semester and would like to take elective courses during the summer must meet with the academic advisor for pre-orientation and their faculty advisor for elective approval before enrolling in any courses. The academic advisor must be sent an email with faculty advisor approval for these courses. The maximum number of elective credits a student in this situation can take over the summer is nine.

**Procedure for Developing Course of Study and Approval of Electives for MPH students**

The following procedure should be used to develop an approved course of study and obtain approval of elective courses:

1. Starting fall 2017 a set committee was implemented for students in the Master of Public Health degree. Students in the MPH program will have three faculty committee members that are available for approval of electives, career advising, practicum advising, etc. It is recommended that students meet with one of them for 15-20 minutes each semester. It is the student’s responsibility to initiate and arrange these meetings. Please view their office hours for availability.
The student must be prepared with course descriptions, course syllabi to help with mapping competencies. Course descriptions are typically available from each department’s website. To request course syllabi, students will need to email the instructor of the course they wish to take.

2. If a student has taken a course that was not approved as an elective prior to taking the class and wishes to have the course included as part of their program, he or she will need to submit a Request for Waiver of Policy, and meet with the their advisor and the Director of Graduate Studies to discuss the situation. The student must provide the course syllabus, a written rationale describing why the course is important for their course of study, and a written explanation as to why prior approval was not obtained. The Division Chief, or his/her designee, will decide whether the course can be used as an elective to meet the requirements of the degree. The student should not expect that this request automatically will result in the approval of the course as an elective.

**MPH Supervisory Committee**

All students, regardless of degree program, are required to form a Supervisory Committee that will supervise the student’s academic career. The Supervisory Committee is a critical component of each student’s graduate study. For MPH students, the Supervisory Committee has already been formed and the three faculty members are responsible for approving the student's academic program and all electives. Students should arrange to meet with one of their faculty advisors at least once a semester to begin to develop their course of study. During these meetings the student and their faculty advisor will review the student’s academic and career goals, review the competencies, identify other competencies that the student wishes to meet during their course of study, and finally outline their sequence of coursework and elective courses.

Certain general policies with respect to advising and periodic evaluation of student progress apply to all students in the Division of Public Health. For incoming MPH students a permanent academic advisor is assigned to guide the student in his or her academic career. Students should meet with their academic advisor at the beginning of the first semester, or before the semester begins when possible, to review coursework and policies. Students should arrange to meet with their faculty advisor near the middle of the first semester to begin to develop their course of study. During this meeting the student and their faculty advisor will review the student’s academic and career goals, review the competencies, identify other competencies that the student wishes to meet during their course of study, outline their sequence of coursework and elective courses, map these courses to the required competencies, and identify potential Supervisory Committee
members. Students should meet with their faculty advisor again during the second semester, before registration for the following academic term. During this meeting students will review their career goals, finalize their committee and finish mapping competencies for elective coursework. Students should meet with their advisor and committee at least twice a year to review progress and goals. It is the student’s responsibility to initiate and arrange these meetings.

For students starting the program prior to Fall 2017 are not compelled to retain their initial faculty advisors; there is no obligation to include them on the students’ supervisory committee. When a formal supervisory committee is formed, the Chair of the committee becomes the student’s advisor. If students would like to switch their initial advisor they will need to talk to the academic advisor to initiate this process. The academic advisor will send an email to both the current faculty advisor and the proposed faculty advisor letting them know of the change and if there are any concerns about the student switching. Once both faculty advisors have commented, the academic advisor will send the student an email letting them know the outcome. Students should feel free to meet with other faculty members, within and outside of the Division of Public Health, who may be of help or who are interested in a particular topic.

**MPH Practicum**

All MPH students must complete 6 credit hours (270 hours fieldwork) of practicum prior to graduation. The practicum experience is meant to give students direct, hands-on experience comparable to a career position suitable for someone with an MPH. This will not only supplement the student’s coursework and enrich their academic experience, but also prepare the student for employment after completion of their degree.

**Objectives**

The goals of the practicum are:

1. To integrate foundational public health knowledge with a concrete experience of public health practice. In particular, to observe and report how the following concepts play out in real public health practice:
   i. the core functions of public health,
   ii. the core organizational practices necessary for governmental agencies to carry out the mission of public health, and
   iii. the essential public health services, from a community-based perspective.
2. To identify and report the issues in cultural competence relevant to a specific practicum site and how they play out in real public health practice.

3. To identify growth edges in public health practice.

4. To broaden knowledge and skills in public health practice.

5. To gain experience working with a mentor that has the academic credentials and experience to oversee and evaluate masters level student goals and activities.

**Practicum Settings**

The placements for the practicum should be representative of the kinds of settings where public health practice is conducted. This might include local and state health departments, governmental agencies with jurisdiction over public health (NIH, CDC, etc.), non-profit organizations with a public health mission (American Lung Association, etc.), and managed care and health maintenance organizations (Intermountain Healthcare, Blue Cross/Blue Shield).

**Preparation**

Students should not begin practicum work without completing the prerequisites: PBHLT 6100 Biostatistics I, PBHLT 6300 Epidemiology I, PBHLT 6400 Public Health Management & Practice, PBHLT 6500 Public Health Systems & Services, PBHLT 6600 Social and Behavioral Science in Public Health, and PBHLT 6700 Environmental & Biological Science in Public Health.

Students can begin practicum work after 4 of the 6 pre-requisites (6100, 6300, 6400, 6500, 6600, 6700) have been completed. One of the four courses must be 6100 (Biostatistics) or 6300 (Epidemiology).

The practicum experience must be approved by the practicum director prior to students accruing hours. Completed and signed practicum objectives and mentor credentials forms are required for practicum approval.

A practicum site should expect the students come prepared to contribute as well as learn.

**Selecting a Placement**

Whenever possible, students should seek out a practicum opportunity on their own that matches their interests. The practicum site must be approved by the student’s faculty...
advisor and the Practicum Director. The academic advisors are available to assist students in their search for a practicum site, and assist the student in determining whether a potential practicum site is appropriate. The academic advisors will also have a database of previous sites and will inform students of potential opportunities. Students must receive sign off on the Objectives form from the Site Mentor and Practicum Director before starting the practicum.

The placement should meet the following criteria:

1. Site business should be closely related to the practice of public health, community health, health services administration, industrial hygiene, etc.

2. The work experience available at the site must include hands-on experience with the regular work of the site, such as direct contact with the patients, clients, or customers.

3. The site mentor must hold a minimum master’s degree and be available to supervise and evaluate the student’s experience.

4. A practicum is generally distinct from a research opportunity, depending on the student’s career goals.

Credits and Time Requirements

The time/credit ratio is 45 contact hours per 1 credit hour; therefore, students are expected to spend a minimum of 270 hours for 6 credit hours. This would equate to little over 6 weeks of full time work, or over the course of a semester, roughly 15-20 hours per week. If necessary, a practicum can exceed one semester; if this is the case, please contact the academic advisor so that a “thesis/work in progress” grade (“T”) can be posted. A “T” grade will remain on a student’s transcript for one year. If the practicum has not been completed within the one year the “T” grade will turn into an “E”, a failing grade. The student’s practicum grade MUST be changed from a “T” to a credit/no credit grade in order to complete the master’s degree.

Required Practicum Procedures

Prior to beginning the practicum, students must submit:

- Objective Form which includes
  1. Description of the practicum experience.
2. Statement of practicum goals and objectives, signed by the site mentor and Practicum Director.

3. Competencies the student plans on covering. Please meet with the assigned faculty advisor to help map the planned covered competencies for the practicum.

4. Practicum mentor credential form and CV when necessary.
   - Mentor Credentials Form

After submitting and approval of the Objectives and Mentor Credentials forms a student may obtain the registration code for PBHLT 6960 "Public Health Practicum" from the academic advisor and register for the class. Students WILL NOT BE ALLOWED TO REGISTER for the practicum without submitting the approved and signed Practicum Objectives Form and the Mentor Credentials Form to the academic advisor. Students who register without approval will be withdrawn from the class.

Students should register for a total of 6 credit hours.

The practicum office will share the materials with the student’s faculty advisor to get their input into the practicum experience.

Within a week of starting the practicum experience: students should complete the Scope of Work form with their site mentor. This should be turned into the Practicum Director for review.

Monthly: Each month, students should be turning in the Monthly Time Record form to their Site Mentor and Practicum Director. This should be a record of the hours, activities and a journal of experiences. This form will be kept in your file.

Upon completion of the practicum, students must submit the following:
   - Mentor’s evaluation of the student’s performance.
   - Student’s evaluation forms 1 and 2 of the practicum experience.
   - A 5-page report on the practicum experience and accomplishments, double spaced, 12-point font.

Final Report and Evaluation

Upon completion of the practicum experience, the student is required to complete a 5-page summary paper outlining their practicum experience. (If students do more than one practicum, a separate report is needed for each practicum). This paper should be in the following format:
• **Abstract:** Briefly describe the practicum in relation to the impact it has on public health. Also provide a brief overview of the proposal including the primary goal(s) and methods to be used. This should be no longer than half-page.

• **Introduction:**
  o State the focus of the practicum: identify the problem or need, including a description of how the focus is relevant to the student’s public health study; and,
  o State the objectives that address both the student’s and the mentor goals and expectations.

• **Background:** Provide information as it relates to the project, e.g. population/community affected and the agency/place in which the project was based.

• **Methods:** Describe the key responsibilities and activities of the student as it relates to the objectives of the practicum.

• **Results:** Outline the results of the practicum, such as contributions made to public health and suggestions for additional activities.

• **Recommendations and Conclusions:** A course of action emanating from the student's experience with the project and rationale used in the decision-making process. Evaluate the project utilizing public health core competencies.

• **References and Appendices:** Use properly formatted references (any style) wherever necessary. Any finished product resulting from the practicum should also be included in appendices.

• **List and Describe the Public Health Competencies:** Any competencies that have been addressed during the completion of the practicum.

A credit/no credit grade will be assigned for the practicum by the Practicum Coordinator based on the student’s evaluation, mentor’s evaluation of the student’s performance and the 5-page report. The quality of the practicum experience is also tracked by selected periodic site visits by the Division of Public Health faculty.

**Comprehensive Examination**

All Master of Public Health students in the Division of Public Health at the University of Utah are required to pass the Certified in Public Health (CPH) exam from the National Board of Public
Health Examiners (NBPHE) prior to graduation from the program. This comprehensive examination is the culminating experience of the Division of Public Health. The exam is offered year-round. Students may sit for the examination once they have completed and passed all program core courses. Per graduate school policy, students must be registered for a minimum of three credits during the semester in which the examination is taken. It is the responsibility of the student to register for the exam. The following classes need to be completed before a student can take the comprehensive/CPH exam: PBHLT 6100 Biostatistics I, PBHLT 6300 Epidemiology I, PBHLT 6400 Public Health Management and Practice, PBHLT 6500 Public Health Systems and Services, PBHLT 6550 Public Health Program Planning, Evaluation & Implementation, PBHLT 6600 Social and Behavioral Science in Public Health, PBHLT 6700 Environmental & Biological Science in Public Health.

The Division of Public Health will issue each student a voucher code to register for the exam. Students can register and take the exam at any time but need to pass the exam at least 3 weeks prior to the last day of classes during their graduating semester. In the event that this is not possible due to extenuating circumstances, the student should discuss this with the Academic Advisor. At the very least, the student must take the exam no later than the final date for comprehensive exams set by the Graduate School. Most recent dates can be found on the Graduate School website. The CPH Exam covers the areas of knowledge relevant to contemporary public health and general principles. The examination was crafted to assess a person’s knowledge of the following competencies:

<table>
<thead>
<tr>
<th>Core Areas</th>
<th>Cross-Cutting Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Principles</td>
<td>Communication and Informatics</td>
</tr>
<tr>
<td>Biostatistics</td>
<td>Diversity and Culture</td>
</tr>
<tr>
<td>Environmental Health Sciences</td>
<td>Leadership</td>
</tr>
<tr>
<td>Epidemiology</td>
<td>Public Health Biology</td>
</tr>
<tr>
<td>Health Policy and Management</td>
<td>Professionalism</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>Programs Planning</td>
</tr>
<tr>
<td></td>
<td>Systems Thinking</td>
</tr>
</tbody>
</table>

In the unlikely event that the student does not pass the CPH exam, they will need to re-take it until they receive a passing score, unless they have applied for and received an approved waiver to policy. Students who receive a waiver to policy will need to work with their Academic Advisor and Associate Chief of Education to outline a replacement comprehensive assessment that will fulfill graduation requirements. The student will be required to pay the exam fee out-of-pocket for any exams beyond the first attempt.
Students who have an approved accommodation through the Center for Disability Services can work with NBPHE to obtain necessary exam accommodations. Please note that CPH needs 45 days advance notice to accommodate requests. You can review these policies and related forms here: [https://www.nbphe.org/cph-exam-faqs/](https://www.nbphe.org/cph-exam-faqs/)

**MSPH Course Requirements**

**Credit Requirements**

A candidate for the MSPH degree must complete at least 45 credit hours of coursework. Of these, 18 credit hours are for required courses, 21 credit hours are for approved elective courses, and 6 credit hours are for the master’s thesis or project.

**MSPH Coursework**

Courses required for the MSPH degree are:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBHLT 6100</td>
<td>Biostatistics I</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6200</td>
<td>Integrated Public Health</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6300</td>
<td>Epidemiology I</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6500</td>
<td>Public Health Systems &amp; Services</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6311</td>
<td>Public Health &amp; Clinical Research Methods (Pre-req. PBHLT 6100 &amp; PBHLT 6300 or equivalent)</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 7060 OR WRTG 7080</td>
<td>Scientific Writing OR Writing in the Health Sciences (online)</td>
<td>3</td>
</tr>
<tr>
<td>Total for core courses</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>PBHLT 6975/6977</td>
<td>Project/Thesis Research – MSPH</td>
<td>6</td>
</tr>
<tr>
<td>Approved Electives courses</td>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>
**MSPH Supervisory Committee**

All students, regardless of degree program, are required to form a Supervisory Committee that will supervise the student’s academic career. The Supervisory Committee is a critical component of each student's graduate study. For MSPH students, the Supervisory Committee has responsibilities to follow departmental policy, approving the research subject, reading and approving the manuscript, and administering and judging the final defense. The Chair of the Supervisory Committee directs the student's research and writing of the manuscript. The final defense may be chaired by any member of the Supervisory Committee consistent with departmental policy. If a graduate student's preliminary work is deficient, the Supervisory Committee may require supplementary courses that are above the minimum number of credits required for the degree. Decisions concerning program requirements, examinations, and the thesis are made by majority vote of the Supervisory Committee.

Following University of Utah Graduate School Policy, “Master’s Supervisory Committees consist of three faculty members, the majority of whom must be tenure-line faculty in the student’s major department.” The committee Chair must be tenure or tenure track from the Division of Public Health. If a member outside the Division of Public Health is desired, the potential committee member must hold a minimum of a Master’s degree and must have expertise specific to the research topic. A written request must be submitted to the Division Chief, including a one page justification and a CV of the potential committee member. The member may not participate in the committee functions until he or she has been approved by the Division of Public Health Chief.

MSPH student Supervisory Committees are generally formed during the second semester of study.

Certain general policies with respect to advising and periodic evaluation of student progress apply to all students in the Division of Public Health. For incoming students, an initial faculty advisor and a permanent academic advisor are assigned to guide the student in his or her academic career. Students should meet with their academic advisor at the beginning of the first semester, or before the semester begins when possible, to review coursework and policies. Students should arrange to meet with their faculty advisor near the middle of the first semester to begin to develop their course of study. During this meeting the student and their faculty advisor will review the student’s academic and career goals, review the competencies, identify other competencies that the student wishes to
meet during their course of study, outline their sequence of coursework and elective courses, map these courses to the required competencies, and identify potential Supervisory Committee members. Students should meet with their faculty advisor again during the second semester, before registration for the following academic term. During this meeting students will review their career goals, finalize their committee and finish mapping competencies for elective coursework. Students should meet with their advisor and committee at least twice a year to review progress and goals. It is the student’s responsibility to initiate and arrange these meetings.

Students are not compelled to retain their initial faculty advisors; there is no obligation to include them on the students’ supervisory committee. When a formal supervisory committee is formed, the Chair of the committee becomes the student’s advisor. If students would like to switch their initial advisor they will need to talk to the academic advisor to initiate this process. The academic advisor will send an email to both the current faculty advisor and the proposed faculty advisor letting them know of the change and if there are any concerns about the student switching. Once both faculty advisors have commented, the academic advisor will send the student an email letting them know the outcome. Students should feel free to meet with other faculty members, within and outside of the Division of Public Health, who may be of help or who are interested in a particular topic.

**Electives**

All MSPH students must have prior approval of an elective before the class is taken in order for it to be counted as part of the student’s degree requirements. Students may enroll in elective courses within PBHLT or in other relevant departments with prior approval. Only approved courses at or above the 5000 level may be used as electives; courses at the 4000 level or below are not considered as graduate-level and cannot be used as electives. Independent study or readings courses with a Division of Public Health faculty member may count as electives as long as they are approved by the student’s committee in advance.

Students who were admitted for fall semester and would like to take elective courses during the summer must meet with the academic advisor for pre-orientation and their faculty advisor for elective approval before enrolling in any courses. The maximum number of elective credits a student in this situation can take over the summer is nine.
Procedure for Developing Course of Study and Approval of Electives for MSPH students

The following procedure should be used to develop an approved course of study and obtain approval of elective courses:

1. Students should meet with their faculty advisor during their first semester. During this meeting students and faculty advisors will outline their coursework, map competencies for their elective courses, discuss possible committee members and review their academic and career goals.

   The student must be prepared with course descriptions, course syllabi to help with mapping competencies. Course descriptions are typically available from each department's website. To request course syllabi, students will need to email the instructor of the course they wish to take.

2. Students should meet with their faculty advisor again before registration for the following academic semester (fall or spring). During this meeting students will review their career goals and finish mapping competencies for their elective coursework. It is the student’s responsibility to initiate and arrange these meetings.

3. If a student has taken a course that was not approved as an elective prior to taking the class and wishes to have the course included as part of their program, he or she will need to submit a Request for Waiver of Policy, and meet with the their advisor and the Director of Graduate Studies to discuss the situation. The student must provide the course syllabus, a written rationale describing why the course is important for their course of study, and a written explanation as to why prior approval was not obtained. The Division Chief, or his/her designee, will decide whether the course can be used as an elective to meet the requirements of the degree. The student should not expect that this request automatically will result in the approval of the course as an elective.

Comprehensive Examination

The comprehensive examination is not required for MSPH students

MSPH Thesis/Project

The Master of Science in Public Health degree is the Division of Public Health’s academic/research-oriented master’s degree and; all MSPH students are required to complete and successfully defend a thesis/project prior to graduating. Students must:
1. choose a project or thesis that coincides with their research interests

2. create a supervisory committee which consists of faculty and/or experts in the specified research area

3. complete six credit hours of project/thesis (roughly 270 hours of effort)

4. write a paper in the format of a traditional thesis or a paper of publishable quality

5. present the thesis/project at a public seminar

6. successfully defend the thesis/project

**Thesis/Project Topic and Organization**

The master’s thesis/project may be based on research involving primary data collection, but is often a secondary analysis of existing data to investigate a research question not yet evaluated in that study. It can also be an investigation on novel methodological issues. The thesis/project is typically organized as a potentially publishable paper. The decisions about acceptable thesis/project content and organization reside with each student’s Supervisory Committee. There are examples of past theses/projects in the Division of Public Health.

**MSPH Thesis/Project Proposal Approval**

Prior to developing a formal thesis/project proposal, the student prepares a one-page concept proposal that must be approved by their committee. A copy of the final proposal will also be placed in their file. The Supervisory Committee will determine if the student is prepared to proceed to the formal thesis/project.

**Project Report or Thesis Format**

The approval of the content of the thesis/project is an academic matter between the student and the student’s committee. However, the form and distribution for the thesis and abstract as well as the use of restricted data are determined by The Graduate School and published in *A Handbook for Theses and Dissertations*, available in the Thesis Office. The format of the thesis must be approved by The Graduate School thesis and dissertation editor, Room 302 Park Building.
Thesis/Project Defense

The student will complete the thesis/project under direction of their thesis/project committee chair and committee members. Prior to scheduling the thesis/project defense, the student will usually have a pre-defense meeting with their supervisory committee. During the pre-defense, the student will present the progress, so that the committee can determine whether sufficient progress has been made in order to schedule the defense. Once the committee agrees to move to the defense, the student will work with the academic advisor to schedule the time, location, and public posting of the defense. The date and time of the final defense must be widely publicized to the entire department at least ten days prior to the date of defense. A copy of this announcement must be submitted to the academic advisor. The committee must approve the final defense arrangements. The final project must produce a publishable quality paper that is submitted to the supervisory committee in order to be considered finished. All of these steps must be completed during a semester in which the student is enrolled in at least three credit hours. The format of the defense will follow University of Utah policies as stated in the General Catalog.

Final Approval

After the thesis/project defense, the Committee indicates on the Report of the Final Examination for the Master’s Degree form whether the student passed or failed. All committee members who are present at the examination should sign the form. In cases where the Supervisory Committee does not feel that the student has passed the defense, the committee will make appropriate recommendations for further courses, reading or research to address the deficiencies.
PhD Program

General Description
The policies and requirements specific for the PhD program are discussed in this section. Policies and procedures that apply to all degree and certificate programs are provided in the section “General Requirements and Policies for all Degree and Certificate Programs” below.

Full-time doctoral students can and should complete the program in 4 to 5 years, depending on whether the student has earned a Master of Public Health or Master of Science in Public Health degree from a program accredited by the Council on Education in Public Health.

Core Public Health Course Pre-Requisites
Students entering the doctoral program without a CEPH accredited Master of Public Health or Master of Science in Public Health degree will be required to complete, with the minimum grade of B-, the course work covering the five core disciplines identified by CEPH (Biostatistics, Epidemiology, Health Services Administration, Social & Behavioral Sciences and Environmental Health Sciences). Credits earned from taking these courses will not be counted towards the required credits for the PhD degree. Students may submit a request for waiver for any of these courses to the Division Faculty for approval.

The core courses that need to be successfully completed are:

PBHLT 6100 Biostatistics I
PBHLT 6200 Integrated Public Health
PBHLT 6300 Epidemiology I

If the student wishes to substitute a course other than those listed above to meet this requirement, they must request a waiver from the Academic Advisor. Students will not be allowed to begin dissertation coursework as a PhD student until the five core CEPH disciplines listed above are completed.
PhD Course Requirements

Credit Requirements

A total of 74 credit hours are necessary for completion of the doctoral degree. Of these, 29 credit hours are for required core courses, 6 credit hours are for research and teaching practicum, 14 credit hours are for dissertation, 25 credit hours are for elective credit hours.

Required Coursework

Courses required for the PhD degree are:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBHLT 6311</td>
<td>Public Health &amp; Clinical Research Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(pre-req. PBHLT 6100 &amp; PBHLT 6300 equivalent)</td>
<td></td>
</tr>
<tr>
<td>PBHLT 6550</td>
<td>Public Health Program Planning &amp; Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 7100</td>
<td>Biostatistics II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(pre-req. PBHLT 6100 or equivalent)</td>
<td></td>
</tr>
<tr>
<td>PBHLT 7101</td>
<td>Data Analysis Using SAS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(pre-req. PBHLT 6100 or equivalent)</td>
<td></td>
</tr>
<tr>
<td>PBHLT 7300</td>
<td>Epidemiology II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(pre-req. PBHLT 6300 or equivalent)</td>
<td></td>
</tr>
<tr>
<td>PBHLT 7310</td>
<td>Advanced Research Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(pre-req. PBHLT 6311, PBHLT 7100 &amp; PBHLT 7300)</td>
<td></td>
</tr>
<tr>
<td>PBHLT 7410</td>
<td>Health Policy &amp; Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 7501</td>
<td>Public Health Graduate Seminar</td>
<td>1+1</td>
</tr>
<tr>
<td>PBHLT 7640</td>
<td>Research and Evaluation of Health Behavior</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 7060 or</td>
<td>Scientific Writing or</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 7080</td>
<td>Writing in Health Sciences (online)</td>
<td></td>
</tr>
<tr>
<td>Total Core Credit Hours Required</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>PBHLT 7960</td>
<td>Doctoral Research Practicum (135 hours)</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 7965</td>
<td>Doctoral Teaching Practicum (135 hours)</td>
<td>3</td>
</tr>
<tr>
<td>Total Research and Teaching Practicum Hours</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Approved Electives Hours</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>PBHLT 7970</td>
<td>Dissertation</td>
<td>14</td>
</tr>
</tbody>
</table>
PhD Supervisory Committee

All PhD students are required to form a Supervisory Committee that will guide the student’s academic career. The Supervisory Committee is a critical component of each student's graduate study. For doctoral students, the Supervisory Committee has the responsibility for developing and approving the course of study, evaluating and approving the dissertation subject, concept paper, final proposal, administering and judging the final oral examination (dissertation defense), and approving the final version of the dissertation. The Chair of the Supervisory Committee directs the student's research and writing of the dissertation. The final oral examination may be chaired by any member of the Supervisory Committee consistent with departmental policy. If a graduate student's preliminary work is deficient, the Supervisory Committee may require supplementary courses that are above the minimum number of credits required for the degree. Decisions concerning program requirements, examinations, and the dissertation are made by majority vote of the Supervisory Committee.

Following University of Utah Graduate School Policy, “Doctoral Supervisory Committees consist of five faculty members, the majority of whom must be tenure-line faculty in the student’s major department. One member of the Supervisory Committee must be from outside the student’s major department. The member outside the Division of Public Health must hold a minimum of a PhD degree and must have expertise specific to the research topic and a written request, to include a one page justification and CV.” (PhD Supervisory Committee) Committee chairs must be selected from the Division of Public Health Faculty and must hold tenure or be tenure track. Students requesting committee chairmanship by an auxiliary faculty member must submit a letter requesting exception to policy, explaining the committee chair request. All committee members must be approved in writing by the Division of Public Health Chief. It is the responsibility of the student to approach prospective committee members. Faculty members have the right, for justifiable academic reasons, to decline the student’s request for them to serve on the committee.

Supervisory Committees are generally formed early in the third year of for the PhD program. The PhD students are responsible for completing the Request for Supervisory Form, having each member sign, and submitting the form to the Academic Advisor to establish the Supervisory Committee. In addition to the Request for Supervisory Committee form, PhD students must submit a complete Faculty/Student Worksheet with their chairs signature.
Please refer to the Graduate Catalog for further information on Supervisory Committees.

Certain general policies with respect to advising and periodic evaluation of student progress apply to all students in the Division of Public Health. For incoming students, an initial faculty advisor and a permanent Academic Advisor are assigned to guide the student in his or her academic career. Students should meet with their Academic Advisor at the beginning of the first semester, or before the semester begins when possible, to outline their coursework and review their academic goals. Students should meet with their faculty advisor at least twice a year to review progress and goals. It is the student’s responsibility to initiate and arrange these meetings.

Students are not compelled to retain their initial faculty advisors; there is no obligation to include them on the students’ Supervisory Committee. When a formal Supervisory Committee is formed, the Chair of the committee becomes the student’s advisor. Also, students should feel free to meet with other faculty members, within and outside of the Division of Public Health, who may be of help or who are interested in a particular topic.

**Electives**

Students are required to have a minimum of 25 credit hours for elective coursework. The choice of elective coursework depends on the interests of the student.

All PhD students must have prior approval of an elective before the class is taken in order for it to be counted as part of the student’s degree requirements. Students may enroll in elective courses within PBHLT or in other relevant departments with prior approval. Students may also enroll in independent studies with a Division of Public Health faculty member.

Students who were admitted for fall semester and would like to take elective courses during the summer must meet with the academic advisor for pre-orientation and their faculty advisor for elective approval before enrolling in any courses. The maximum number of elective credits a student in this situation can take over the summer is nine.

**Procedure for Developing Course of Study and Approval of Electives for PhD students**

The following procedure should be used to develop an approved course of study and obtain approval of elective courses:

1. Students should meet with their faculty advisor during their first semester. During this meeting students and faculty advisors will outline their coursework, map...
competencies for their elective courses, discuss possible committee members and review their academic and career goals.

The student must be prepared with course descriptions, course syllabi to help with mapping competencies. Course descriptions are typically available from each department’s website. To request course syllabi, students will need to email the instructor of the course they wish to take.

2. Students should meet with their faculty advisor again before registration for the following academic semester (fall or spring). During this meeting students will review their career goals and finish mapping competencies for their elective coursework. It is the student’s responsibility to initiate and arrange these meetings.

3. If a student has taken a course that was not approved as an elective prior to taking the class and wishes to have the course included as part of their program, he or she will need to submit a Request for Waiver of Policy, and meet with the their advisor and the Director of Graduate Studies to discuss the situation. The student must provide the course syllabus, a written rationale describing why the course is important for their course of study, and a written explanation as to why prior approval was not obtained. The Division Chief, or his/her designee, will decide whether the course can be used as an elective to meet the requirements of the degree. The student should not expect that this request automatically will result in the approval of the course as an elective.

Residency Requirements

Following graduate school police, at least one year (i.e., two consecutive semesters) of the doctoral program must be spent in full-time academic work at the University of Utah to meet the “Residency Enrollment Requirement.” A full load is nine credit hours.

If a student takes any classes during summer semester, the Graduate School will still count spring and fall as the two consecutive semesters of full-time work as attendance for summer semester is optional. If students take 9 credit hours in the summer and if they are full time in spring or fall, they may count the spring/summer or summer/fall as the two consecutive semesters.

General Examination

The examination is administered and graded by the core public health faculty. Students will not be allowed to take the Qualifying Examination (dissertation proposal defense) until the General Examination is successfully taken.
Objectives:
The objective of the General Exam is to provide an opportunity for the faculty, and the student, to assess the student’s knowledge and ability to conduct research, by having them consider a research question, analyze data, and based on these, prepare a short manuscript for submission and give a scientific presentation. The student must demonstrate that they are adequately prepared before they can proceed with forming a Dissertation Committee and formally preparing their Dissertation Proposal.

Eligibility:
A student will be eligible to take the General Exam after they have completed, with a B- or better, the following courses and their pre-requisites: Epidemiology II, Biostatistics II, Data Analysis Using SAS, Research and Evaluation of Health Behavior, Public Health and Clinical Research Methods, Scientific Communication or equivalent, and Advanced Research Design. As well as need to be registered for a minimum of three credits during the semester in which the examination is taken.

Exam structure:
The exam will consist of four parts: a short guided literature review on a topic new to the student to gain background substantive information, an analysis of a data set to answer specific research questions, preparation of a short manuscript based on this analysis, and a short presentation to a faculty committee. The students are given approximately 3 weeks to complete the draft of the manuscript.

Manuscript preparation:

1. Literature review: Students will be provided an orientation of the general topic area to be covered Preparation guidelines for the entire manuscript (i.e. “guidelines for authors”) will be provided, including word limits, and the maximum number of tables, figures and references.

2. Data analysis: Students will be provided with a data set with full documentation (data dictionary), and a set of specific research questions/hypotheses. The data set will be cleaned but will require processing (e.g. to create appropriate missing values, composite variables, re-coded variables). Each student will be expected to independently conduct an analysis of these data, both descriptive and analytical. This will include analysis programs, output, tables and figures, with a brief interpretation of each result.

3. Manuscript preparation: Students will use their literature review and results to prepare a short manuscript, similar to a manuscript for submission to a peer-reviewed journal. Further analysis will be permitted.
Oral Presentation

4. After they submit their manuscript, students will give a short (15-20 min) presentation of their results to a committee and answer questions. This presentation will be expected to be of the type and quality for an oral presentation at a national conference.

Students will be given comments at the presentation and a summary of the comments in writing. Students must address comments by writing a response to each comment and making corresponding changes in the manuscript draft, similar to addressing reviewer comments after manuscript submission to a scientific journal. All work completed by the students will be assessed by a committee and given a grade (passed with honors, passed, conditional pass, fail). Any student given a ‘conditional pass’ will be assigned additional work further assess their level of preparation. Students who fail the exam must re-take the exam before proceeding.

Expected Timeline:
The exam will be offered the week after public health finals at the end of fall and spring semesters.

The question will be handed out the week after public health finals.

Maximum of 3 weeks later, students will turn in their draft manuscript, which conforms to the instructions.

The paper will be turned in a few days before the presentation. Then we schedule the presentation to occur within the next week, the presentation will be about 15-20 minutes and students will present to the general exam committee and any other interested faculty members, the presentation will be followed by a question and answer session (about 1.5 hours total).

Based on the students presentation and draft manuscript they will receive critique of the manuscript and within a minimum of two weeks they will need to return a final manuscripts that address all of the issues brought up by the reviewers with a cover letter that responds to each point brought up by the reviewer as well as any other supplemental materials requested by the committee.

PhD Practicum Procedures (Research and Teaching)

Benefits of the Practicum

The practicum is designed to benefit not only the public health student, but the faculty, the mentors, the practicum sites, the University and the community at large by fostering
relationships between the academic institutions, government and private public health institutions, and the community at large, focused on improving the health of the population.

Preparation

Students should not begin practicum work without at least one semester of academic work, with some knowledge of epidemiology and biostatistics.

1. For the research practicum, the student should form a working relationship with a member of the full-time Division of Public Health faculty who will serve as the chair of his/her dissertation committee. Also, with the assistance of the same faculty member, a suitable topic about which to write his/her PhD dissertation.

2. For the teaching practicum, the goal is to give the student experience in teaching within the Division of Public Health. The student must work with a full-time faculty member of the Division of Public Health Program.

If the student is already employed in or has prior professional experience in public health, the practicum experience must be different from the student’s employment such that it allows the student to have a new experience outside of their area of expertise.

Credits and Time Requirements

The time/credit ratio is 45 contact hours per 1 credit hour; therefore, students are expected to spend a minimum of 270 hours for 6 credit hours. This would entail 3 credit hours for a teaching practicum (135 total hours) and 3 credit hours for research practicum (135 total hours). If necessary, a practicum can exceed one semester; if this is the case, please contact the practicum coordinator so that a “thesis/work in progress” grade (“T”) can be posted. The student’s practicum grade MUST be changed from a “T” to a credit/no credit grade in order to complete the doctoral degree.

Practicum Procedures

*Please follow these procedures separately for each of the research and teaching practicum. Two sets of forms and reports are therefore needed, one for the research practicum and one for the teaching practicum.*

*Students cannot be paid for doing their teaching or research practicum.*

Before beginning the practicum:

1. Students should consult with their faculty advisor or committee chair with potential
practicum ideas and opportunities. Practicum opportunities can be found on the Division of Public Health website, and through email announcements. Practicum opportunities should be researched several weeks prior to registering for practicum hours.

2. Review the expectations and duties for the practicum with the practicum mentor.

3. Review Credit and Time Requirements above.

4. For each practicum, complete the Student Objectives Form and have it signed by the site mentor and faculty advisor or committee chair. All forms can be found on the Division of Public Health website.

5. Have the mentor complete a Mentor Credentials Form.

6. Submit the Student Objectives Form and the Mentor Credentials Form to the Practicum Coordinator. All practicum proposals must also be approved and signed off by the Practicum Coordinator.

After the practicum has been approved by the faculty advisor:

7. After submitting the Objectives and Mentor Credentials forms a student may obtain the registration code from the Academic Advisor and register for the class. Students **CANNOT** register for the practicum without submitting the approved and signed Practicum Objectives Form and the Mentor Credentials Form with a CV or resume (if needed) to the Practicum Coordinator. Students must also provide all forms to the Academic Advisor to be stored in the students' academic file. Students who register without approval will be withdrawn from the class immediately.

After completion of the practicum:

8. After completion of the practicum, complete the Student Evaluation Forms 1 & 2. The summary must be at least 5 pages long, double-spaced with 1” margins (not including any appendices and references). Any practicum summary that is less than the required length will be rejected.

9. The mentor needs to complete and Mentor Evaluation Form and send it to the Practicum Coordinator with a copy submitted to the Academic Advisor.

10. All paperwork for the practicum must be turned in with all relevant approvals and signatures to the Practicum Coordinator and the Academic Advisor no later than the last day of classes for that semester. Failure to do this will result in a “T” (work in progress) grade for that semester.

11. If necessary, a practicum can exceed one semester with prior approval from the Practicum Coordinator. Please contact the Practicum Coordinator so that a
“thesis/work in progress” grade (“T”) can be posted.

Report and Evaluation

Upon completion of the practicum experience, the student is required to complete a 5-page summary paper outlining their practicum experience. **Again, a separate report is needed for each practicum.** This paper should be in the following format:

- **Abstract:** Briefly describe the practicum in relation to the impact it has on public health. Also provide a brief overview of the proposal including the primary goal(s) and methods to be used. This should be no longer than half-page.
- **Introduction:**
  - State the focus of the practicum: identify the problem or need, including a description of how the focus is relevant to the student's public health study; and,
  - State the objectives that address both the student's and the mentor goals and expectations.
- **Background:** Provide information as it relates to the project, e.g. population/community affected and the agency/place in which the project was based.
- **Methods:** Describe the key responsibilities and activities of the student as it relates to the objectives of the practicum.
- **Results:** Outline the results of the practicum, such as contributions made to public health and suggestions for additional activities.
- **Recommendations and Conclusions:** A course of action emanating from the student's experience with the project and rationale used in the decision-making process. Evaluate the project utilizing public health core competencies.
- **References and Appendices:** Use properly formatted references (any style) wherever necessary. Any finished product resulting from the practicum should also be included in appendices.

A credit/no credit grade will be assigned for the practicum by the Practicum Coordinator based on the student’s evaluation, mentor’s evaluation of the student’s performance and the 5-page report. The quality of the practicum experience is also tracked by selected periodic site visits by the Division of Public Health faculty.
PhD Teaching Practicum

All PhD students must complete 3 credit hours (135 hours fieldwork) of practicum prior to graduation. The practicum experience is meant to give students direct, hands-on teaching experience comparable to a career position suitable for someone with a PhD in Public Health. This will not only supplement the student’s coursework and enrich their academic experience, but also prepare the student for employment after completion of their degree.

Goal

The goal of this practicum is to give the student experience in teaching within the Division of Public Health. The student must work with the one of the full time faculty members of the Division of Public Health. The practicum must include the presentation of lectures on part or the entire curriculum for a particular course. It should include the development of laboratory exercises, or other learning materials; the development, administration and grading of tests; the development and presentation of lectures one or more parts of a course.

PhD Research Practicum

All PhD students must complete 3 credit hours (135 hours fieldwork) of practicum prior to graduation. The practicum experience is meant to give students direct, hands-on research experience comparable to a career position suitable for someone with a PhD in Public Health. This will not only supplement the student’s coursework and enrich their academic experience, but also prepare the student for employment after completion of their degree.

Goals

The purpose of the Ph.D. Research Practicum is two-fold. First to have the student form a working relationship with a member of the full time Public Health Program faculty who will serve as the chair of his/her dissertation committee, Second to identify, with the assistance of the same faculty member, a suitable topic about which to write his/her Ph.D. dissertation.

Evaluation

By the end of this practicum the student should have identified a suitable topic for his/her PhD dissertation and have prepared a detailed proposal which can be submitted to the Division of Public Health faculty for their approval as a dissertation topic.
PhD Dissertation Proposal

The topic of the dissertation should stem from the Research Practicum. The development of a satisfactory dissertation project is often very time-consuming, and students are encouraged to begin their search for a research topic during their Research Practicum. The overall goals of the dissertation project are:

1. To assure that the student has experience in the full range of skills needed by practicing public health researchers and practitioners; and
2. To contribute to knowledge in the field of public health.

Generally a satisfactory investigation for a doctoral dissertation should include the following elements:

1. Formulation of a hypothesis or the specific aims of the project,
2. Development of the design of the project,
3. Planning the conduct of the project,
4. Collection of data,
5. Analysis of data,
6. Interpretation of results, and
7. Writing a report of the investigation.

The dissertation committee may approve a dissertation project without some of the above elements if the overall goals of the dissertation project (above) are met.

Concept Proposal

Prior to taking the qualifying examination, the student must prepare a 5-page concept proposal, not including title page, references and figures to be approved by their committee. At least ten business days prior to a scheduled faculty meeting, the Committee Chair will submit an electronic copy of the concept proposal to the Academic Advisor who will forward it to the Division of Public Health faculty. Faculty meetings are held once a month.

During the faculty meeting the student will present the proposal to the Division of Public Health faculty members; the student’s chair must be present at the meeting. The student should coordinate with their Supervisory Committee chair as to which faculty meeting is appropriate for the presentation. The review of the concept proposal serves to inform all
faculty of the proposed project, and provides the opportunity for faculty members to comment on the student's project. It also gives faculty members the opportunity to offer constructive suggestions and apprise the student of resources of which they may not be aware. The concept proposal must be approved by Division of Public Health faculty prior to the student taking the qualifying examination.

Concept Paper Format Guidelines

Target length: 5 single-spaced pages (not including title page, references, and figures or tables)

Title Page: include project title, student’s name, chair of committee, and committee members and date. Put a line next to each committee member for signature of approval.

A. Specific aims – List the project’s immediate goals in terms of hypotheses to be tested or research questions to be answered. If desired, the overall purpose of this line of investigation may be mentioned, in order to indicate the long-term importance of the specific information being sought through this study. This section should not exceed ½ page in length and may be much shorter.

B. Background and significance – Describe the scientific context for the study, summarizing previous related research. An extensive literature review need not be included, but citing a few key references is helpful. This section should identify the gaps in knowledge which the proposed project will help to fill. It should not exceed 1 page in length.

C. Methods – The format of this section may be tailored to meet the needs of the specific study being proposed. However, the following sub-headings usually apply, and their use is encouraged. This should be the longest section of the proposal, usually 3-5 pages in length.

1. Study setting – Describe the location, organizational context, clinical site(s), or other setting in which the research would take place.

2. Study subjects – Indicate the source(s) of study subjects, criteria for eligibility, and the anticipated number to be studied.

3. Intervention if any – If an intervention is to be implemented or evaluated, describe it.

4. Data collection – Describe the sources of key data items on each subject. When applicable, the sequence of data collection activities for a typical subject should be given. A diagram can be helpful when data will come from several sources or when multiple observations over time are to be obtained. If there are plans to monitor and assure data quality (such as duplicate data for some or all subjects,
cross-checks of one data source against another, or other techniques), describe them briefly. Also specify what role the doctoral candidate will play in data collection.

5. **Data analysis** – Describe how the data will be organized to address each of the specific aims mentioned in section A, indicating the statistical techniques to be used. Dummy tables or figures may be helpful. Summarize the results of statistical power or sample-size calculations.

D. **References cited** – Provide citations to key literature references used in the proposal.

**Registration for Dissertation Credits (PBHLT 7970)**

A student may register for dissertation credits only after he or she has selected a topic and Supervisory Committee chair.

**25 Page Dissertation Proposal**

Following faculty approval of the concept proposal, the student shall prepare the dissertation proposal. This document is the student’s research plan for the dissertation and shall be written with consultation from all members of the supervisory committee. Once completed, students will submit copies to each member of their Supervisory Committee. The student will arrange for a dissertation proposal Defense meeting with their Supervisory Committee occurring at least one week after the date of distribution. After the presentation the student will be expected to respond to questions faculty may have regarding their proposed dissertation. Supervisory Committee members will vote on whether to approve the proposed project. All Supervisory Committee members must be in favor of the dissertation proposal in order for the student to proceed.

**Dissertation Proposal Format Guidelines**

**Purpose**: These guidelines describe the expected format for PhD dissertation proposals. Some proposals may require modification due to the nature of the research proposed. Substantive deviations from these guidelines require the explicit approval of the candidate’s committee.

**Length**: Sufficient to include all necessary components, with a minimum of 15 pages and a maximum of 25 single-spaced pages including figures or tables. Pages must be single-spaced, with 1 inch margins, and 11- or 12-point font. References do not count in the page count but must be referenced at relevant points in the proposal (Significance, Innovation, and Approach) and included in a separate section at the end in a well-organized bibliography.
The Body of Proposal:

Specific aims – This section should describe the goals of the project and also serve as an executive summary of the project. Clearly and succinctly describe the project’s immediate goals in terms of hypotheses to be tested and/or research questions to be answered. Succinctly describe the study design and procedures. Briefly give enough background information to indicate the long-term importance of the specific information being sought through this study. Do not cite references in this section. This section should not exceed 1.5 pages in length and normally should be about one page.

Significance – Describe the scientific context for the study, summarizing previous related research. Describe the gap(s) in the literature that this project will address. This section should be well-referenced, including a strong representation of the most relevant references for the proposed project. It may also include highlights of prior research that you or your advisor have done. Students may use subheadings for this section if appropriate for their proposal. This section should generally be 3-5 pages in length.

Innovation – Describe what is innovative or new about the proposed research, and how it addresses the gaps or needs described in the “Significance” section. This section should be the shortest, generally only one paragraph long.

Approach – Describe the proposed research methods in detail. The format of this section may be tailored to meet the needs of the specific study being proposed. The following subheadings may be helpful. Not all these subheadings will be relevant to every proposal, and some proposals will need other subheadings. Use these or similar subheadings to organize the methods. This should be the longest section of the proposal, usually 10-15 pages in length.

Preliminary Studies – If you have done preliminary work for your research, describe the relevant details of what you’ve done so far. This could include any data already collected, any initial exploratory or descriptive analyses of data or database, initial drafting or development of a questionnaire, related pilot studies, etc.

Study setting – Describe the location, organizational context, clinical site(s), or other setting in which the research would take place.

Study subjects – Indicate the source(s) of study subjects, inclusion and exclusion criteria, and the anticipated number to be studied.
**Intervention**– If an intervention is to be implemented or evaluated, describe it.

**Data collection** – Describe the sources of key data items on each subject. When applicable, the sequence of data collection activities for a typical subject should be given. A diagram can be helpful when data will come from several sources or when multiple observations over time are to be obtained. If there are plans to monitor and assure data quality (such as duplicate data for some or all subjects, cross-checks of one data source against another, or other techniques), describe them briefly. Also specify what role the doctoral candidate will play in data collection.

**Measures** – Describe the instruments or measurements used, and what ways they have been validated in past studies, or will be validated in this study.

**Data analysis** – Describe how the data will be organized to address each of the specific aims, indicating the statistical techniques to be used. Dummy tables or figures may be helpful.

**Sample Size and Power** – Summarize the results of statistical power or sample-size calculations.

**Human Subjects** – Describe whether an IRB approval has been obtained or when and how it will be obtained. Describe the risks and benefits for human subjects to participate in this research. Address the inclusion or exclusion of racial or ethnic minorities, women, children, and vulnerable populations (such as pregnant women, prisoners, critically ill persons, or mentally incompetent persons) from this study, and the rationale for their inclusion or exclusion. *This section should generally be 1 page in length.*

**Outlines of Papers** – Give a succinct working title and description or outline for each of the 3 papers to be generated from this work in fulfillment of the dissertation requirements. *This section should generally be 1.5 to 3 pages in length.*

**References cited** – Provide citations to key literature references used in the proposal. The exact number of references will depend on the topic of research, but as a general rule, there should be a minimum of 15 references, and there will often be many more. *There is no page limit for this section.*
Qualifying Examination

The qualifying examination is taken after the 5-page concept proposal has been presented to the faculty, the dissertation proposal has been presented to and approved by the Supervisory Committee and before dissertation research has begun and be registered for a minimum of three credits in the semester in which the qualifying examination is taken. In addition, the student must have completed all the core course requirements.

The qualifying examination, administered by the doctoral Supervisory Committee, deals primarily with the general topic of the student’s dissertation. It is designed to:

1. Measure the student’s ability to analyze and synthesize information,
2. Determine whether the student has sufficient breadth of knowledge of the topic of his/her dissertation, including a clear understanding of the background of the topic under study; and
3. Evaluate whether the student has adequate knowledge of recent advances and important public health issues, as well as other disciplines (e.g., biostatistics, health economics, etc.) relevant to the student’s research project.

The qualifying examination consists of two parts—written and oral.

Written: The written examination generally consists of 1 or 2 questions from each committee member, tailored to the student’s individual dissertation topic, with 1-2 weeks allowed to complete the written part. However, committees are free to depart from that model, if appropriate. A student who performs poorly on the written portion of the qualifying examination may be re-examined at the discretion of the committee before the oral portion is taken. The committee members may require additional course work to remedy perceived deficiencies in any relevant area.

Oral: The oral portion of the qualifying examination includes a defense of the written examination, and is scheduled as soon as possible after the written examination is submitted. Following graduate school policy, a student must be registered for at least 3 credits during the semester they take the oral examination.

For the oral exam, at least four members of the committee must participate, including the chair. If the chair is not present, the examination must be rescheduled for a later date.
Results of the Qualifying Examination

After the qualifying examination, the Supervisory Committee indicates on the *Report of the Qualifying Examination for the Ph.D., Ed.D., or M.Phil. Degree and Recommendation for Admission to Candidacy* form whether the student passed or failed. All Supervisory Committee members participate at the examination should sign the form. The student should make sure that the signed form reaches the Academic Advisory no later than the last day of the semester, at least two months preceding the semester of graduation. If the student passes, they are formally appointed as candidates for doctoral degree, and the student can then begin research into their dissertation. If the student fails, they have one more chance to pass. In case of failure, the Supervisory Committee will make appropriate recommendations for further courses, reading or research to address the deficiencies. Per graduate school policy, students may not take defend their dissertation in the same semester as the qualifying examination.

Completion of Dissertation and Defense

The decisions about acceptable dissertation content reside with the students Supervisory Committee. The Division of Public Health allows the dissertation to be formatted as: three or more chapters as potentially publishable research papers (i.e., within each chapter, sections should include: Background, Methods, etc.); each chapter may have its own references section and appendices. An introduction and conclusion would precede and follow the chapters. Appendices may contain more detailed methods and analyses than would be presented in a paper.

The Graduate School requires a specific dissertation format. Students must review carefully the "*A Handbook for Theses and Dissertations*", available for purchase from Thesis Office at the Graduate School. Follow the format requirements explicitly, particularly the page numbering and margins. Students should have their dissertation reviewed by the Graduate School for proper formatting after giving the formatted draft to their Supervisory Committee.

Final Defense

To be awarded the PhD, a student must successfully present and defend their dissertation topic at the final defense. Prior to the scheduling of the dissertation defense, the student may typically have a pre-defense meeting with the Supervisory Committee. During the pre-defense, the student will present the progress on their dissertation so that the Supervisory Committee can determine whether sufficient progress has been made to schedule the defense. Once the Supervisory Committee agrees to move to the defense,
the student will work with the Academic Advisor to schedule the final defense. The date, time and location must be widely publicized to the entire department at least ten business days prior to the defense date. A copy of this announcement must be submitted to the Academic Advisor.

It is the student's responsibility to make sure that faculty members have turned in grades for any incompletes that have been finished. The student must be registered for at least three credits during the semester of the final defense. The student must arrange with the Supervisory Committee members an acceptable date, time and location for the final defense. The final draft of the dissertation must be submitted to all committee members at least three weeks prior to the date of the defense. Although the entire committee need not be present, at least four committee members, including chair must participate in the final defense.

If the student performs satisfactorily, the committee members sign the Supervisory Committee Approval form. Only those members present should sign the form. The student is responsible for making sure it is delivered to the Academic Advisor before the deadline if the student wishes to graduate on time. The deadlines for submission are published by the Graduate School at http://www.gradschool.utah.edu/thesis/index.php. If the student does not perform satisfactorily, the committee may permit (but it is not required to permit) a second examination and recommend further study.

Final Approval

Following the final defense and Supervisory Committee approval of the written dissertation, the complete dissertation must be submitted in hard copy to the Division of Public Health Division Chief for final approval.

Submitting the Dissertation

Students are responsible for making changes, if any, to the final dissertation within 60 days of the final defense. A Handbook for Theses and Dissertations contains information on The Graduate School's policies and procedures for preparing a thesis or dissertation, having it edited by the Thesis Editor, and filing it as the final step in graduation. The Handbook includes an explanation of the University of Utah format, examples of forms and essential pages for the thesis, a list of departmentally-approved style guides, and a discussion of copyright issues.

It is essential to examine the handbook before beginning to write the thesis or dissertation. Students also may consult with the thesis and dissertation editor on problems relative to
the final format of the manuscript. Requirements for the electronic submission of thesis, dissertations, and supplementary materials are described in *A Handbook for Theses and Dissertations*. Use of journal format and/or use of materials that have been copyrighted by others require that special arrangements be made with the thesis and dissertation editor prior to completion of the manuscript. Students who wish to graduate in a specific semester must submit a defended, committee-approved thesis or dissertation that has final approval by the committee and department chairs to the thesis editor six weeks prior to the last day of the semester. For specific dates, see *A Handbook for Theses and Dissertations* or the calendar at [http://gradschool.utah.edu/thesis/](http://gradschool.utah.edu/thesis/).

The doctoral dissertation is expected to be available to other scholars and to the general public. It is the responsibility of all doctoral candidates to arrange for the binding of their dissertation and providing a copy of the bound dissertation to the Division of Public Health.

**Timeline for PhD students**
1st Semester
- Meet with student
- Discuss career & academic goals
- Outline coursework - map competencies & approve electives (initial worksheet)
- Sign back of tracking sheet

Teaching & Research Practicum (section 9)
- For the teaching practicum, the goal is to give the student experience in teaching within the Division of Public Health. The student must work with a full-time faculty member of the Division of Public Health Program.
- For the research practicum, the student should form a working relationship with a member of the full-time Division of Public Health faculty who will serve as the chair of his/her dissertation committee. Also, with the assistance of the same faculty member, a suitable topic about which to write his/her PhD dissertation.

General Exam
- The examination is administered and graded by the core public health faculty. Students will not be allowed to take the Qualifying Examination (dissertation proposal defense) until the General Examination is successfully taken.
- Students are eligible to complete general exam after completing: Epidemiology II; Biostatistics II; Data Analysis Using SAS; Research & Evaluation of Health Behavior; Public Health Clinical Research Methods; Scientific Communication or equivalent; and Advanced Research Design
- Exam is offered at the end of fall and spring semesters

5 page concept proposal
- Prior to taking the qualifying examination, the student must prepare a 5-page concept proposal, not including title page, references and figures to be approved by their committee. At least ten business days prior to a scheduled faculty meeting, the Committee Chair will submit an electronic copy of the concept proposal to the Academic Advisor who will forward it to the Division of Public Health faculty. Faculty meetings are held once a month.

Dissertation Proposal
- Following faculty approval of the concept proposal, the student shall prepare the dissertation proposal. This document is the student’s research plan for the dissertation and shall be written with consultation from all members of the supervisory committee. Once completed, students will submit copies to each member of their Supervisory Committee. The student will arrange for a dissertation proposal defense meeting with their Supervisory Committee occurring at least one week after the date of distribution.

Qualifying Exam
- The qualifying examination is taken after the 5-page concept proposal has been presented to the faculty, the dissertation proposal has been presented to and approved by the supervisory committee and before dissertation research has begun. Students must be registered for at least 3 credits in the semester in which the qualifying examination is taken. In addition, the student must have completed all the core course requirements.
- The qualifying examination consists of two parts—written and oral.

Final Dissertation Defense
- Prior to the scheduling of the dissertation defense, the student may typically have a pre-defense meeting with the Supervisory Committee. During the pre-defense, the student will present the progress on their dissertation so that the Supervisory Committee can determine whether sufficient progress has been made to schedule the defense. Once the Supervisory Committee agrees to move to the defense, the student will work with the Academic Advisor to schedule the final defense. The date, time and location must be widely publicized to the entire department at least ten days prior to the defense date. A copy of this announcement must be submitted to the Academic Advisor.
- To be awarded the PhD, a student must successfully present and defend their dissertation topic at the final defense
PhD Time Limit

The time limit for completing the PhD in Public Health is seven consecutive calendar years from the date of matriculation into the program. Any request to exceed the established time limit for an individual candidate must be approved by the Division Chief and the Dean of The Graduate School. Students whose studies have been interrupted for long periods and who have been granted an extension to complete their degrees may be required to complete additional courses, pass examinations, or otherwise demonstrate that they are current in their field.
Graduate Certificates

The Division of Public Health offers Graduate Certificates in Global Health and Public Health. The policies and requirements specific for the graduate certificates are discussed in this section. Policies and procedures that apply to all degree and certificate programs are provided in the section “General Requirements and Policies for all Degree and Certificate Programs” below.

Admissions Criteria for Certificates

The number of students admitted will depend on the number of active students graduating. Each year, enrollment may be limited to the number of vacant slots.

Admissions decisions will be based on an evaluation of the individual’s application:

The minimum academic requirements for admission are as follows:
- A bachelor’s degree from a regionally-accredited college/university,
- At least a 3.00 or higher undergraduate/graduate weighted mean GPA*
  - Please submit your unofficial transcripts by e-mail to the Academic Advisor

1. Complete an internal certificate application
2. Registration options:
   a. **Option 1: Enroll** in a graduate program. If you are a matriculated student in a graduate program you must receive permission from your home program to earn the certificate. Please submit the agreement form to the Academic Advisor after permission is granted.
   b. **Option 2: Enroll as seeking second bachelors. If you do not have a graduate program**, you must apply through the Office of Admissions as seeking second bachelors, i. Intended Major – undecided

**International Students:**
- *International students must have an H visa to be eligible for the certificate program if a graduate program is not indicated. F1 or J1 visas are only acceptable if the student is in a graduate program. Students who hold an F1 or J1 visa and do not have a graduate program are not eligible for the certificate programs.*

Application deadlines are (our deadline may be after the University of Utah and may incur late fees):

Fall admissions is **July 1st**
Spring admissions is **December 1st**
Summer admissions is **April 1st**

Applicants must complete their file prior to the deadline. All application materials must be received by the Division of Public Health by the deadlines listed above.

**Certificate Completion**

Students are required to submit a summary of the courses they took and when they plan on completing the certificate to the Academic Advisor **at least one semester before planned completion**.

**Graduate Certificate in Global Health**

The Graduate Certificate in Global Health prepares students to:

- Partner with other health professionals worldwide to tackle emerging global health issues
- Deal with health issues at home that have their origin from other countries and ensure that our population is protected with good health
- Learn from other health professionals across the world

**Credits**

A candidate for the Certificate in Global Health degree must complete at least 16 credit hours of coursework. Of these, 10 credit hours are for required courses, and 6 credit hours are for approved elective courses.

**Core Courses**

Courses required for the Certificate program are:

<table>
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<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>PBHLT 6530</td>
<td>Global Health</td>
<td>3</td>
</tr>
<tr>
<td>PBHLT 6531</td>
<td>International Fieldwork in Public Health</td>
<td>4</td>
</tr>
</tbody>
</table>
International Fieldwork in Public Health

Only the Division of Public Health International Fieldwork programs will count towards the Certificate in Global Health.

**Graduate Certificate in Public Health**

The Public Health Certificate gives students the potential to understand the opportunity and connection public health has in an array of fields such as biostatistics, social behavior, epidemiology, policy and administration and environmental public health through research, service and education. Also, the certificate will provide local professionals working in the field of public health an opportunity to seek training and certification that will directly impact how they address public health issues in their current professions.

**Credits**

A candidate for the Certificate in Global Health degree must complete at least 15 credit hours of coursework. All 15 credit hours are for required courses.

**Required Courses**

Courses required for the Certificate program are:

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<td>PBHLT 6300</td>
<td>Epidemiology</td>
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</tr>
<tr>
<td>PBHLT 6400</td>
<td>Public Health Management &amp; Practice</td>
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<td>PBHLT 6600</td>
<td>Social and Behavioral Sciences in Public Health</td>
<td>3</td>
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<tr>
<td>PBHLT 6700</td>
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