Department of Health Policy and Management

DOCTORAL STUDENT HANDBOOK

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I. Preface

Welcome to Kent State University! We are pleased that you have selected to join the College of Public Health (CPH), Department of Health Policy and Management (DHPM). For up-to-date information throughout the academic year, please refer to the College of Public Health website (http://www.kent.edu/publichealth/). Additional information is provided via the College of Public Health quarterly newsletter and the Department’s LinkedIn professional networking page.

This handbook has been prepared to assist students in planning the steps necessary to achieving the PhD degree in the College of Public Health, with the specialization in Health Policy and Management (HPM). This handbook attempts to answer some of the most frequent questions asked by doctoral students. However, it is assumed that students will have many other questions as they proceed through their program of study. Students should not hesitate to refer such questions to their Academic Advisor or Dissertation Chair, depending upon stage of completion of their doctoral program. Additionally, this document is intended as an introduction to the requirements, administration, and technical dimensions of the Doctoral Program in the Department of Health Policy and Management and is not an official University document. In case of conflicts between this handbook and the Graduate Student Catalog (available at: http://www.kent.edu/academics/catalog), the latter will prevail. Additional University resources to guide graduate education at Kent State University are available at: http://www.kent.edu/graduatesudies/guide-to-graduate-education.

The procedures, rules, and regulations stated in this handbook are valid under the normal time limits for earning the PhD degree. Typical time to completion for full-time students is as follows:

- Four years from time of admission to complete coursework and candidacy examinations.
- Five years from the time of reaching candidacy to completion of the dissertation and awarding of the PhD degree.

Part-time PhD students are encouraged to work closely with their Academic Advisor to ensure that they complete all degree requirements within the time limitations set for graduation. Refer to the Graduate Catalog regarding time extensions; however, if a student has not completed the candidacy exam an extension may not be considered. The various forms included in the Appendices may be downloaded or students may obtain a copy from the Department or Dean’s Office. A checklist (see Appendix I) is provided to students as a convenient way to record progress.

II. College of Public Health

Kent State University’s College of Public Health was established in 2009 to educate and train students to meet the current and projected shortage of public health professionals in Ohio and the nation. It is one of only two colleges of public health in Ohio and the first to offer a Bachelor of Science in Public Health degree. Our academic programs integrate theory and practice to equip graduates with the knowledge and
skills to address the health challenges of the 21st century. Degree programs in the College include the state’s first Bachelor of Science in Public Health (BSPH), a Masters of Public Health (MPH) with five specializations and a Doctor of Philosophy (PhD) degree with three specializations – Epidemiology, Health Policy and Management, and Prevention Science. Kent State University is proud to be on the forefront of the field by being one of only two schools in the state to offer a PhD in Public Health. While this handbook contains policies relevant for all PhD students in the College, it is tailored to students in the Department of Health Policy and Management. The contents of this handbook include the “core” requirements common to the PhD degree, along with requirements unique to the Health Policy and Management specialization.

Mission: The mission of the College of Public Health is to develop and promote sustainable public health solutions, in collaboration with community organizations, through education, research and service for populations served by Kent State University campuses and beyond.

Objectives: The primary objectives of the College of Public Health are to:

1. Create an academic environment which promotes the intellectual and professional development of students and faculty;
2. Develop and maintain a commitment to scholarly activity in research, graduate education, and undergraduate education which is commensurate with the goals and mission of Kent State University;
3. Provide programs for all students which meet the educational and technological demands of the disciplines represented in the College of Public Health;
4. Offer courses in cognate academic disciplines and professional fields which provide the necessary base for the career goals of students and faculty; and,
5. Provide the public with service commensurate with a University.

Implicit in these objectives is a responsibility to teach, which includes but is not limited to, educating undergraduate and graduate students and providing continuing education while promoting and clarifying the role and philosophy of education. A strong commitment to research means creating and maintaining a significant intellectual environment and achieving our broader commitments to the advancement of knowledge and service to the public. Finally, service to the University and to the general public unifies and clarifies the role of the University in the local community, in the State of Ohio, nationally and internationally, and is valued within the College of Public Health and Kent State University.

a. Dean’s Office

The Dean of the College (hereinafter the “Dean”) is the chief administrative official of the College of Public Health and reports directly to and is accountable to the Provost and Senior Vice President for Academic Affairs. Dr. Sonia Alemagno assumed the leadership of the College of Public Health on July 1, 2011. Dr. Alemagno has a proven academic track record in administration, research, teaching, and
service. She joined Kent State in 2009 to assist in the development of the new College of Public Health. Her academic appointment is in the Department of Health Policy and Management. Before joining Kent State, she was the chair of the Department of Public Administration and Urban Studies and director of the Institute for Health and Social Policy at the University of Akron. Alemagno’s honors include a National Institutes of Health Career Development Award from the National Institute on Drug Abuse and the University of Akron Outstanding Researcher Award in 2005. In addition, she has been the principal investigator on research projects and Small Business Innovation Research funded by the National Institutes of Health, the Centers for Disease Control, the National Institute of Justice and the SAMSHA Center for Substance Abuse Treatment. Alemagno earned a master of arts in sociology from Kent State in 1984 and a doctor of philosophy degree in medical sociology from Case Western Reserve University in 1991.

The Dean’s office is located in 326 Lowry Hall. Additional contact information for the college:

E-mail: publichealth@kent.edu

Phone/fax: 330-672-6500/330-672-6505

Mailing address:

Kent State University
College of Public Health
P.O. Box 5190
Kent, OH 44242-0001

b. Administrative Support

Administrative staff of the Kent State University College of Public Health:

Ken Slenkovich, MA, Assistant Dean, Operations and Community Relations
kslenkov@kent.edu, 330-672-6504

Brent Christman, Director, Academic Budget and Resource Management
bchris10@kent.edu, 330-672-5811

Grace Battaglia-Hoffman, Administrative Secretary
gbattag1@kent.edu, 330-672-8763

Sasikumar Benzigar, MEd, PhD, Assistant Professor and Manager of Instructional Design and Development, College of Public Health, sbenziga@kent.edu, (330) 672-6555

Barb Fahrny, Business Analyst and Moulton Hall Curator, bfahrny@kent.edu, (330) 672-0390

Karen Kichton, Administrative Assistant (BEHE & SBS), kkichton@kent.edu, (330) 672-2845
Jennifer Noble, MEd, MBA, Director, Academic Services

Mary Scott-Toepfer, Med, Academic Advisor

Kim Yodice, Administrative Clerk

Jamie Rhoads, Educational Technology Designer

Josh Filla, MPA, Outreach Program Officer, Center for Public Policy and Health

c. Academic Department Structure

The College of Public Health is organized into three Departments: The Department of Health Policy and Management, the Department of Social and Behavioral Sciences (SBS), and the Department of Biostatistics, Environmental Health Sciences, and Epidemiology (BEHE). Additionally, within this structure are the Office of Public Health Practice and Partnerships, the Center for Public Policy and Health (CPPH), and the Office of Global Health Programs.

d. Centers and Institutes

Office of Public Health Practice and Partnerships (OPHPP): The OPHPP provides workforce development programs for public health professionals to meet continuing education requirements. The Office also recruits organizations to provide student experiential learning opportunities, such as field experiences, internships and practicums. The Center is directed by Kenneth Slenkovich, MA, Assistant
Dean for Operations and Community Relations, and Willie H. Oglesby, PhD, Associate Professor in the Department of Health Policy and Management. Additional information on this office is provided in a subsequent section of this document.

**Center for Public Policy and Health (CPPH):** The CPPH conducts research to develop and improve public policies aimed at enhancing the public’s health, and to provide targeted assistance to public, non-profit, and private sector organizations. Information on the CPPH can be found at: [http://www.kent.edu/cpph/index.cfm](http://www.kent.edu/cpph/index.cfm).

**Global Health Programs:** The Global Health Program’s mission is to create new opportunities in global health for Kent State students, as well as to foster interdisciplinary, collaborative research opportunities for faculty. To date, the program includes locations in Europe, Latin America and Southeast Asia; building upon relationships that exist between the College of Public Health, Kent State University and international institutions. Academic offerings include concentrated (two-week) and semester-long courses for undergraduate and graduate students held at international sites. Research projects and faculty exchanges also link the College of Public Health and other Kent State faculty with counterparts at partner institutions.

e. **Public Health Student Alliance**

The Public Health Student Alliance (PHSA) is the official student organization for the College of Public Health. The PHSA was founded based on the firm belief that students’ of Kent State University participation in humanitarian efforts is important. Accordingly, the PHSA provides various opportunities to volunteer in the community and within the university. PHSA encourages students to become members and get involved in making a difference in people’s lives, either through volunteering their time or fundraising for various humanitarian causes.

Getting involved gives students a chance to apply some of the concepts learned in class; presenting opportunities to experience first-hand the world of Public Health. The PHSA also assists students in their career and academic decision-making processes.

The purpose of the Public Health Student Alliance is to:

- Promote the study of Public Health;
- Promote academic and professional networking;
- Provide current information about the public health field;
- Develop a sense of community among all students and staff in the College of Public Health;
- Expand opportunities for student professional development;
- Promote social responsibility through community involvement and service;
- Facilitate student dialogue with local, state, and national organizations; and
- Lend support to incoming and current public health students (i.e. mentoring and tutoring).
PHSA membership is open to all Kent State University students, undergraduates and graduates. Membership applications are available on the College website or in the College Office, 3rd Floor Lowry Hall. Information on the PHSA is available at: http://www.kent.edu/publichealth/meet/phsa/index.cfm.

III. The Department of Health Policy and Management

The PhD in Public Health specializing in Health Policy and Management at Kent State University prepares students for careers in public health, which demands interdisciplinary skills to meet the challenges of a rapidly changing field. Doctoral students in the Health Policy and Management specialization will learn to design and implement studies and use advanced quantitative methods to examine critical and emerging health issues. They will also learn leadership skills essential to developing and implementing health policy and program solutions.

Students pursuing their PhD in Public Health specializing in Health Policy and Management benefit from active faculty research agendas in areas such as:

- Health systems research and evaluation
- Health policy analysis
- Occupational health and safety
- Reproductive health
- HIV/AIDS
- Access to health care
- Health literacy
- Substance abuse
- Community based interventions

Students who graduate with the PhD in Public Health's Health Policy and Management specialization are scholars and leaders in a variety of job settings, including Federal and state health agencies, academic health centers and hospitals, policy and research institutes, managed care and insurance corporations, and health planning organizations.

**Mission:** Consistent with the College, the mission of the Department of Health Policy and Management is to train public health leaders and to develop and promote sustainable public health policy and management solutions, in collaboration with community organizations, through education, research and service.

**a. Location**

The DHPM faculty offices are located primarily on the first, second and third floors of Moulton Hall. Graduate Assistant offices and the Center for Public Policy and Health are located on the third floor of Moulton Hall.
b. Degree and Certificate Programs

The DHPM currently offers a BSPH degree with Health Services Administration (http://www.kent.edu/publichealth/programs/undergraduate/healthcare-administration.cfm) and Allied Health (http://www.kent.edu/publichealth/programs/undergraduate/alliedcomplete.cfm) concentrations, as well as the MPH and PhD degrees, with specializations in Health Policy and Management (http://www.kent.edu/publichealth/programs/graduate/index.cfm). The Department also offers an accelerated 5-year BSPH-MPH combined degree program option. The MPH degree is available in both traditional (Kent campus) and online formats (https://onlinedegrees.kent.edu/programs-courses/graduate/public-health-mph/). Information on the online MPH is available at: https://onlinedegrees.kent.edu/programs-courses/graduate/public-health-mph/. Additionally, the Department offers a unique hybrid Leadership and Organizational Change MPH program designed to equip professionals with tactical skills and relevant knowledge essential to becoming a successful leader. Information on the leadership program is available at: http://publichealth-emph.com/. Finally, the DHPM supports an interdisciplinary graduate certificate program in health care facilities developed by the College of Architecture and Environmental Design, College of Public Health, and the College of Nursing. http://www.kent.edu/healthcaredesign/index.cfm.

c. Centers and Institutes

The Center for Public Policy and Health (CPPH) is administratively housed within the Department of Health Policy and Management. The CPPH’s mission is twofold: 1) to conduct research to develop and improve policies aimed at enhancing the public’s health and 2) to provide technical assistance to government agencies, nonprofit organizations and community partners. Headed by John Hoornbeek, PhD, Associate Professor of Health Policy and Management, the CPPH has worked on a number of assignments including evaluating the effects of consolidation on 12 recent Ohio health department mergers; assisting health departments in Portage County in identifying and pursuing cross-jurisdictional service-sharing arrangements; and working on a comprehensive community health needs assessment, related to the Affordable Care Act, for the three Akron-area hospital systems. The Center builds on the foundation of Kent State’s former Center for Public Administration and Public Policy, which provided services and research relating to public policy and administration in a range of policy areas. The only difference is that the CPPH focuses its efforts more intensively on public and environmental health issues. The Center also houses a Substance Abuse Research Program under the direction of Dr. Deric Kenne, Assistant Professor in the DHPM and CPPH Affiliate. As noted previously, information on the CPPH can be found at http://www.kent.edu/cpph/index.cfm.

d. DHPM Faculty and Staff Contact List

Faculty:

Jonathan VanGeest, PhD, Professor and Chair, DHPM  
ivangees@kent.edu  
330-672-6514

1 See Appendix III for CPH and DHPM key contacts.
Sonia Alemagno, PhD, Professor, DHPM and Dean, College of Public Health
salemagn@kent.edu
330-672-6501

Thomas W. Brewer, PhD, Associate Professor, DHPM.
twbrewer@kent.edu
330-672-6503

Rebecca Fischbein, PhD, Assistant Professor, DHPM
rfischbe@kent.edu
(330) 672-6500

John Hoornbeek, PhD, Associate Professor, DHPM, and Director, Center for Public Policy and Health
jhoornbe@kent.edu
330-672-6500

Deric R. Kenne, PhD, MS, BA, Assistant Professor, DHPM
dkenne@kent.edu
330-672-7105

Bethany Lanese, PhD, Assistant Professor, DHPM
blanese1@kent.edu
330-672-1931

Willie H. Oglesby, PhD, MSPH, FACHE, Associate Professor, DHPM, Coordinator of the HPM Online MPH Program and Assistant Director, Office of Public Health Practice and Partnerships
woglesby@kent.edu
330-732-7825

Ken Slenkovich, MA, Instructor, DHPM and Assistant Dean, Operations and Community Relations
kslenkov@kent.edu
330-672-6504

John Staley, PhD, MSEH, Assistant Professor, DHPM
jstaley1@kent.edu
330-672-6512

Ken Zakariasen, PhD, DDS, MS, MS(ODA), Professor, DHPM and Coordinator, Leadership and Organizational Change Program
kzakaria@kent.edu
330-672-6500

Staff:

Sue Wittmann, Administrative Assistant
swittman@kent.edu
330-672-6269
e. Student Competencies

Upon completion of the PhD in Health Policy and Management, each student should be able to:

(Core Competencies)

1. Analyze a particular health condition or issue including appropriate measures of prevalence, incidence, association and impact and be able to identify data sources and strengths and limitations of studies.

2. Search, synthesize, and critically evaluate published literature with regard to study design, precision, bias, confounding, ethical issues and gaps in existing knowledge.

3. Conceive and execute independent or team research on a public health policy, condition or issue while applying applicable ethical standards.

4. Translate theory and research into the design, implementation and evaluation of public health programs and policies.

5. Influence societal, organizational and individual factors through effective public health communication.

6. Lead collaborative efforts aimed at achieving organizational and community health goals.

7. Create evidence--based public health programs and strategies responsive to the diverse cultural values and traditions of the communities served.

(Specialization Competencies)

B1. Evaluate competing policy alternatives and outcomes at the local, state, and national levels.

B2. Assess the ability of a public health system or organization to respond to a particular need or issue.

B3. Implement effective management strategies within public health organizations including financial, quality improvement, planning and evaluation strategies.

B4. Demonstrate mastery of a substantive area and apply this knowledge in conducting original health policy and management research.
IV. Student Responsibilities and Code of Ethics

a. Acceptable Academic Performance

**Grades:** Once grades are submitted, they are final and will not be changed except in cases of administrative error. Grades cannot be changed by allowing students to do additional work (e.g., retaking exams; redoing papers; submitting extra credit papers, reports, etc.) or by using criteria other than those applied to all students in the class. In the event of an administrative error, students must contact the instructor as soon as possible following receipt of the grade in question.

**Grade Point Average:** To be considered “in good standing,” a 3.0 Grade Point Average (GPA) or better in all graduate and required undergraduate work undertaken at Kent State University should be maintained by graduate students. In order to qualify for graduation, the student must have a 3.0 average in all graduate courses attempted.

A student who fails to maintain a 3.0 average is subject to dismissal. In addition, in order to qualify for graduation, a 3.0 average must be maintained for all graduate coursework. Grades below C (2.0) are not counted toward completion of requirements for any advanced degree, but are counted in evaluating a student’s grade point average. Only graduate course credits count toward a graduate degree. A graduate student who receives a combination of more than 8 credit hours of B- (2.7) or lower grades, or more than 4 credit hours of grades lower than C (2.0) is subject to dismissal. Dismissal may be recommended by DHPM Chair to the college Dean, or the Dean may request the action of the Department Chair, or action may be recommended by the Dean’s designee.

**“IN” Grades (Incompletes):** The administrative mark of “IN” (incomplete) may be given to students who are currently earning a “C” or better and are unable to complete the required work between the course withdrawal deadline and the end of classes due to extenuating circumstances. Appropriate documentation is required to support the extenuating circumstances. The student must initiate the request for the incomplete mark from the instructor, and it is the responsibility of the student to make arrangements to make up the work. All incompletes must be made up within one calendar year.

Instructors are required to complete and submit an Incomplete Mark Form to the Department Chair at the time grades are assigned. This form includes justification for awarding the Incomplete, the work to be completed for the course, and the grade to be assigned if the work is not completed (default grade). A copy of the Incomplete Mark Form is also provided to the student. In the event the instructor assigns an “IN” grade without a default grade, the default grade will be “F” if the work is not completed by the student. Incompletes will not be counted in the computation of grade point averages until the work is completed, at which time an appropriate grade will be assigned based on the instructor’s evaluation of the work submitted and a new grade point average computed. Unless the course is completed or an extension is granted, Incompletes will automatically lapse to the grade designated on the Incomplete Mark Form at the end of one year.

**Grade Grievance Policy:** If there is a dispute about a student’s grade, then it is possible to engage in the University Academic Appeals process outlined in the Graduate Catalog. A student who has a grievance
concerning a graduate course must first contact the professor in charge of the course in order to try and resolve the dispute. If a resolution is not reached, the issue should then be discussed with the Department Chair. All formal appeals must be initiated in writing through the Department Chairperson. Appeals that do not meet established guidelines (See Graduate Catalog) will not be reviewed. If a solution cannot be reached within the Department, or if the issue involves the entire Department, the Dean should be consulted. The University’s policies and procedures, which govern student grievances and student academic complaints, are included in the University Policy Register. Please see the “University Policy Register” Policies: 3342-4-02.102, 3342-02-3 and 3342-8-01.4.

**Time Limits:** Graduate students must register for courses at Kent State University within two years after the students’ admission date to retain active status. Failing to do so, students must reapply, and all requirements in effect at the time of reapplication must be met. If students are unable to begin formal coursework during the term for which admission was originally granted, they must maintain current demographic information and academic transcripts at the admitting office at Kent State University and indicate the term in which they will register. It is expected that the doctoral degree students entering Kent State with a baccalaureate will complete the degree in no more than 10 years. Normally, doctoral degree students entering with a master’s degree will complete the degree in no more than nine years. A doctoral candidate is expected to satisfactorily complete the dissertation and pass the final oral examination within five calendar years after having passed the candidacy examination. When an extension of any of these time limits seems to be necessary and proper, the student and advisor will petition the student’s department for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The student, Academic Advisor and college Dean must be informed of the decision in writing. If the extension exceeds one year, the approval of the college Dean is required. Requests for time extensions exceeding one year must be submitted to the Dean with evidence that the degree candidate is current in his/her field of study.

Additional requirements to graduate are specified in the Kent State University Catalog (available at: [http://www.kent.edu/academics/catalog/](http://www.kent.edu/academics/catalog/)).

**Academic Dismissals:** Students who are unable to maintain the academic standards of the Department are subject to dismissal. Dismissals will be determined by Department Chair. The most common reason for dismissal is failing to maintain a grade of B- or lower (less than a 3.0). When a department has determined that the number of in-progress (IP) or incomplete (IN) grades on a student’s record indicates poor progress toward completion of a degree, it may recommend to the college Dean dismissal of the student. In determining a graduate student’s grade point average, all graduate courses attempted by the student while in a Kent State University graduate program are included in the computation. A change by a graduate student from one department or program to another does not eliminate the grades received under the first enrollment, which are computed in the student’s grade point average. Graduate (but not undergraduate) courses taken by the student over and above those required for the student’s program are included in the grade point average.

A graduate student who has been dismissed from a graduate program normally may not be reinstated for work in the student’s former program, or readmitted in any other program or coursework. However, after
one year as a dismissed student, application for reinstatement or readmission may be made based upon evidence that former academic weaknesses have been appropriately addressed. If the Department Chair and Dean agree that another opportunity should be provided, conditional admission will be granted.

**Dismissal Appeals:** A student who is dismissed has the right to appeal the decision. Appeals must be made in writing to the College of Public Health. The appeal letter must be composed, typed and signed by the student. The appeal letter may be delivered personally or sent by mail, and must include original documentation. Appeal letters also may be sent by fax or as an e-mail attachment from the student's Kent State e-mail address, but must be supplemented by submitting original documentation. Appeal letters for a dismissal made at the end of the fall semester must be received by the Friday before spring semester begins. Appeal letters for a dismissal made at the end of the spring semester must be received by June 15.

Appeals must be based on recent circumstances that were beyond the control of the student. Appeal letters must include the following:

1. An explanation of the extenuating circumstances, such as personal illness/injury, critical family illness or other situations of sufficient severity that they may have adversely affected academic performance. These circumstances must be documented by providing physician statements or other appropriate official documents.
2. Proof of consistent satisfactory academic performance prior to the occurrence of the circumstances believed to be the cause of the dismissal. These efforts must be documented by course instructors, and their statements must be submitted on university letterhead or sent from each instructor's Kent State e-mail address. If errors have occurred for one or more reported grades, the course instructor must verify that a grade change has been submitted.
3. An explanation of why action such as course withdrawal, complete term withdrawal, request for an incomplete grade, etc., was not taken before the end of the semester.
4. A detailed plan of action for achieving academic success for any future enrollment at Kent State University.
5. The student's full name, Banner ID number, current and permanent mailing addresses, current and permanent telephone numbers and Kent State e-mail address.

Appeals that do not meet these guidelines will not be reviewed.

b. **Academic Honesty**

Students are expected to adhere to all University policies related to academic honesty and plagiarism. The university's policy on student cheating and plagiarism (3342-3-01.8 in the policy register) addresses the procedure when a student is accused of plagiarizing. The outline below summarizes the steps in that process:

**When a Student is Accused of Plagiarism:** If a student is accused of plagiarizing, he/she should expect the following:

1. Instructor will inform the student verbally or in writing that he/she suspects plagiarism.
2. Instructor will provide the student with an opportunity to explain orally or in writing why he/she believes that they did not plagiarize.

3. If instructor still believes student plagiarized, he/she may impose 1 of 3 sanctions:
   i. Refuse to accept the work for credit (the student would have to do the work over from scratch in order to have it count towards his or her final grade).
   ii. Give an F or zero to the student for that assignment.
   iii. Fail the student for the entire course.

4. The instructor has discretion in determining the most appropriate response for the violation and deciding how severely to penalize the student.

5. Instructor will fill out the online Cheating/Plagiarism Sanction Form, which gets sent to the Office of Student Conduct. That office will contact the student, the instructor's chair, and the CPH Dean to communicate the sanction applied. The form also advises the student of their right to appeal.

6. Instructor may also recommend to the Department Chair that additional academic sanctions be applied (sanctions impacting the ability of the student to complete a degree).

7. If the Department Chair agrees, the charge will be forwarded to the CPH Dean for consideration of one of the following degree-related sanctions:
   i. Revocation or recommendation to decertify or not to certify.
   ii. Rejection of the thesis, dissertation or work.
   iii. Recommendation for revocation of a degree.

8. If instructor or Dean believes that the academic sanctions listed above are not sufficient, the charge could be forwarded to the Academic Hearing Panel. If the panel determines that more action is needed, the penalties could increase and the student could be dismissed from the university.

9. Students who commit their first, usually less-egregious act of plagiarism are sometimes asked to attend "Plagiarism School."

Right to Appeal a Sanction: If the student believes that they have been unjustly sanctioned or believe that the sanction applied by the instructor was too severe, the ONLY course of action is to appeal. Appeals MUST be made within 15 class days (days are defined as days in which the university holds classes, except for weekends) of receiving the written notice of sanction. If the student decides not to appeal or waits longer than 15 days, the student is stuck with the sanction. An appeal consists of a letter written to the Office of Student Conduct (119 Twin Towers P.O. Box 5190, Kent, OH 44242), which is forwarded to the Academic Hearing Panel (AHP), which facilitate the following process:

1. A hearing will be scheduled where the instructor must demonstrate that the student plagiarized.
2. The student and/or instructor can call witnesses and cross-examine each other (Note: neither side can be represented by legal counsel).
3. The AHP will make a final decision and send it to the parties within 15 days of the conclusion of the hearing.

University policy does allow you to appeal a decision made by the AHP. That appeal must be made in writing within 7 calendar days of the date of the AHP decision to the Provost (Executive Offices, 2nd Floor Library, Kent State University, Kent, OH 44242). Such appeals are limited to the following reasons:

1. The decision was not in accordance with the facts presented.
2. The decision was reached through a procedure not in accordance with this rule.
3. New information is available which suggests modification of the decision.
4. To determine whether the sanctions imposed were appropriate for the conduct violation which the student was found to have committed.

c. Student Academic Complaint Committee

Not all academic complaints are addressed solely through the Office of Student Conduct. If a student has a complaint that is academic in nature, administrative policy and procedure for student academic complaints (4-02.3) provides an appropriate framework for follow-up at the Department level. Specifically, complaints may be submitted to the HPM Student Academic Complaint Committee. Prior to submitting to the committee, the student is expected to review the matter with the course instructor in an attempt to resolve the issue. Additionally, if resolution is not possible, then the student may discuss the matter with the Department Chair, before lodging a formal complaint. The student may also consult with the student ombudsman in an attempt to achieve informal resolution. If informal resolution is not reached through consultation with the parties mentioned above, the student may lodge a formal complaint by submitting said complaint to the Department Chair, who then forwards it to the Student Academic Complaint Committee for consideration. If the complaint is against the Department Chair, then the complaint will be submitted directly to the chair of the Student Academic Complaint Committee. After the committee completes its review, it forwards a written recommendation to the Department Chair, which becomes part of the record. In each individual case brought before the committee, the student complaintant may bring a non-attorney adviser to observe, assist and counsel.

The complainant or respondent may appeal in writing to the College Dean a decision made at the Department level. Appeals must be based on procedural reasons or substantive issues. Upon completion of the review, the Dean will make the final decision. See Policy Register (administrative policy 3-01.8) for additional information on procedure and timelines applicable to student academic complaints.

d. Professional Responsibility

Graduate Assistantships (GA) and other ad hoc research and/or service opportunities are intended as extensions of the teaching mission of the Department of Health Policy and Management. While serving in these capacities, students are representatives of the Department and will comport themselves with total professionalism at all times. Students are expected to follow the dress standards for their work environment. While at work, all students will ensure that their level of effort meet or exceed sponsor
expectations. Failure to act professionally or satisfactorily complete assigned tasks may result in a dismissal from the assistantship. At minimum, the student’s annual evaluation (see Appendix IV) will reflect their behavior, with implications for subsequent reappointment.

Students who are dismissed or not reappointed to a GA position have the option to appeal. Any formal appeal must be initiated in writing through the Department Chairperson and should include documented evidence of satisfactory performance in their GA position. For more information on academic appeals, see policy number 3342-8-06 of the University Policy Register (administrative policy and procedures for student complaints). Appeals that do not meet established guidelines will not be reviewed.

V. Advisory/Coursework Phase

a. Areas of Study and Academic Advisors

The letter of admission to the College of Public Health PhD program specifies the student’s academic department and names the Academic Advisor assigned by their Department Chair. The Academic Advisor plays an important role in the planning of the doctoral program of study during the initial advisory/coursework phase. It is the responsibility of the Academic Advisor to approve the student’s plan of study. The ADVISORY PHASE FORM (Appendix IV) must be attached to plan of study and kept on file with the Department.

b. The HPM PhD Plan of Study

The Department of Health Policy and Management doctoral curriculum consists of a minimum of 90 credit hours organized in five curricular domains:

- Prerequisites (13 credit hours)
- Core courses (12 credit hours)
- Courses required for HPM specialization (24 credit hours)
- Content-related Elective courses (11 credit hours)
- Dissertation (30 credit hours)

The DHPM PhD curriculum at Kent State University is designed to help students develop real-world knowledge and skills needed to pursue success in the public health industry. Although individualized, the curriculum requirements are outlined below:

1) Prerequisites: (13 credit hours)

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<th>Term</th>
<th>Grade</th>
<th>Hours</th>
<th>Course</th>
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<td></td>
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<td>4</td>
<td>BST 52019 Biostatistics in Public Health</td>
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2 The plan of study presented is for the 2013-2014 catalog year and beyond. Students admitted previously, and who have not adopted this catalog year, must fulfill the curricular requirements consistent with the academic year in which they were admitted. Students may also opt to change catalog year if desired.
### 2) Public Health Core – (12 credit hours)

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<th>Term</th>
<th>Grade</th>
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<th>Course</th>
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<td>3</td>
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<td>3</td>
<td>EHS 52018 Environmental Health Concepts in Public Health</td>
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<tr>
<td>3</td>
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<td>3</td>
<td>EPI 52017 Fundamentals of Public Health Epidemiology</td>
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<td>3</td>
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<td>HPM 52016 Public Health Administration</td>
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### 3) Health Policy & Management Specialization: (24 credit hours)

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<th>Term</th>
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<th>Hours</th>
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<td>3</td>
<td>SBS 50020 Social and Behavioral Science Theories</td>
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<td>BST 83014 Applied Regression Analysis</td>
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<td>3</td>
<td>EPI 72028 Methods of Evidence Based Public Health</td>
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<td>HPM 72030 Grant Writing in Public Health</td>
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<td>EPI 83017 Epidemiological Analysis</td>
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<td>HPM 73031 Public Health Policy Analysis</td>
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<td>3</td>
<td>HPM 72015 Emerging Issues in Public Health Policy and Management</td>
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<td>HPM 73021 Health Care Finance</td>
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<td>HPM 73022 Strategic Management of Public Health Organizations</td>
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<td>EPI 73029 Public Health Surveillance Systems</td>
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<td>3</td>
<td>HPM 81000 Public Health Law and Regulations</td>
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<td>3</td>
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<td>3</td>
<td>HPM 80198 Directed Research in Health Policy and Management</td>
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</tbody>
</table>

### 4) Content-Related Electives (11 credit hours)

Note: Content-related elective courses should be identified by the student and must be approved by their Academic Advisor. The selection of content-related electives should reflect the student’s scholarly interests and/or the focus of the dissertation. Content-related electives can be courses offered by the College of Public Health or other disciplines outside the college (but within Kent State University).

### 5) Dissertation: (30 credit hours)

PH 80199 Dissertation I / PH 80299 Dissertation II
Course/curriculum revisions are made at the discretion of the Department. Degree requirements are consistent with University policy mandating that doctoral students complete a minimum of 90 semester hours beyond the bachelor’s degree or 60 hours beyond the master's degree in order to qualify for a doctoral degree. Students are expected to carefully consider the total plan of study and weigh the merits of each course listed in the plan of study.

**Registration and Course Scheduling:** Students should meet with their Academic Advisor once per semester in order to develop/maintain their plan of study. The schedule of courses is available on FlashLine (https://flashline.kent.edu). The schedule of courses for an upcoming semester is available a few weeks prior to early registration. Following approval of selected courses by the Academic Advisor, students register for courses on FlashLine. Any change from the student’s agreed upon plan of study need to be approved by their Academic Advisor. Some courses will require a special permission before students can register. For College of Public Health courses, students should contact Sue Wittmann (swittman@kent.edu) for permission to register in such cases. Changes in registration must be initiated by the student. To add or drop a course before the semester begins, students should log in to FlashLine and simply make the change. To add or drop a course after classes begin students need to complete a change of registration form (Appendix I). Note: Failure to drop classes by the established deadline for late drops and adds will result in an increase in the percentage of tuition charged.

**Changing Academic Advisors:** It is possible for students to change Academic Advisors during the advisory/coursework phase of study. To initiate such action, students should discuss this change with their current Academic Advisor. It will be the student’s responsibility to identify another HPM faculty member willing to serve as their Academic Advisor and to notify the Department Chair of this change.

**Transfer of Credit Hours:** A maximum of 13 credit hours may be transferred from accredited institutions to satisfy the **pre-requisite course requirements** on the doctoral program of study subject to the following conditions:

1. Credit hours must be from an “accredited” institution that is approved or accredited by the appropriate regional accrediting agency (i.e., North Central Association) for graduate-level work;
2. Courses at the prior institution must have an 80% overlap with the pre-requisite courses on the doctoral program of study as determined by the student’s faculty advisor;
3. The grade received was a “B” or better (or “Satisfactory” or equivalent, if graded on a pass/fail basis) as evidenced by an official transcript;
4. The credit to be transferred is less than nine years old at the time the doctoral degree will be conferred at KSU;
5. The faculty advisor, department chair, dean, and graduate school approve the request; and
6. The transfer conforms to all departmental, college, and university policies.

To receive credit for pre-requisite course requirements on the doctoral program, students need to submit a written request to their advisor. This request must include syllabi for all courses for which transfer is requested. The Advisor will review the request and – if appropriate – submit a “Request for Transfer of Graduate Credit” form (Appendix IV) which will be forwarded to the Department Chair and Dean for final approvals.
A maximum of 12 additional credit hours may be transferred from accredited institutions to satisfy the *non-pre-requisite course requirements* on the doctoral program of study subject to the following conditions:

1. Credit hours must be from an “accredited” institution that is approved or accredited by the appropriate regional accrediting agency (i.e., North Central Association) for graduate-level work;
2. If the transfer is to satisfy a course that is listed on the program of study, then the courses at the prior institution must have an 80% overlap with that course, as determined by the student’s faculty advisor;
3. If the transfer is to add a course as an elective, no overlap is required;
4. The course was taken at the doctoral level, as defined by the prior institution;
5. The grade received was a “B” or better (or “Satisfactory” or equivalent, if graded on a pass/fail basis) as evidenced by an official transcript;
6. The credit to be transferred is less than nine years old at the time the doctoral degree will be conferred at KSU;
7. The course logically fits within the student’s program of study;
8. The faculty advisor, department chair, dean, and graduate school approve the request;
9. The transfer conforms to all departmental, college, and university policies.

To receive credit for non-pre-requisite course requirements on the doctoral program, students need to submit a written request to their advisor. This request must include syllabi for all courses for which transfer is requested. The Academic Advisor will review the request and – if appropriate – submit a “Request for Transfer of Graduate Credit” form (Appendix IV) which will be forwarded to the Department Chair and Dean for final approvals.

**Course Substitution and Directed Research:** A student who wishes to satisfy a Kent State University (KSU) College of Public Health Department of Health Policy and Management (CPH-DHPM) requirement with a course that has not been pre-approved from the CPH-DHPM curriculum must submit a Course Substitution Request (see Appendix). A course substitution request must be accompanied by a syllabus of the course for which approval is sought. Substitution requests for content outside of the CPH-DHPM specialization coursework (e.g., substitutions replacing SBS or BEHE courses), will need to be reviewed/approved by the corresponding Department Chair. Students must also complete and submit a Directed Research Authorization form prior to registering for HPM 80198. Students can enroll for up to 15 semester hours of Directed Research and it is repeatable for credit. However, only 6 credits of Directed Research can be applied toward fulfillment of the Public Health Doctoral Degree credit requirements.

**Changing Departments:** Students wishing to change departments must submit a *Request for Change of Degree and/or Major* form (See Appendix IV). Transfers will need approval by the Chair of the Department to which transfer is requested as well as the college Dean.

**c. Doctoral Candidacy Examinations**

**General Guidelines:** In order to matriculate to doctoral candidacy, all College of Public Health doctoral students must successfully pass a doctoral candidacy examination (hereafter, referred to as “candidacy exam”). The purpose of the candidacy exam is for students to demonstrate that they have a mastery of the required public health doctoral competencies and the skills necessary to successfully complete a doctoral
dissertation. Kent State University requires that all doctoral candidates complete a candidacy exam.\footnote{University Requirement: “To become a candidate for the doctorate, a student must pass a candidacy (comprehensive) examination in the field of the major subject. This examination will be taken when departmental requirements have been met, but it should not be taken later than nine months before the student expects to receive the degree. The content and scope of the examination are determined by the department concerned. The examination may be either written or oral or both. The student is not permitted to continue with the dissertation unless this requirement is satisfied. Failure on the candidacy examination and a subsequent prescription and reexamination are subject to departmental policy. When opportunities for such reexamination are exhausted without success, the student will be dismissed from graduate study. (Kent State University Catalog 2012-2013) \url{http://www.kent.edu/catalog/2012/info/policies/cdd/}”}

\textbf{Candidacy exams are offered two times a year: once in the fall semester and once in the spring semester.} Specific dates are determined by the Department Chair in consultation with faculty and will be announced before the beginning of each academic year. The candidacy exam consists of both written and oral components. Two grades are possible on the candidacy exam: pass or fail. Students can take an exam a second time if they did not receive a passing grade on the first try. A student who fails a candidacy exam must retake it within one (1) year unless the Department Chair approves an alternate schedule. If any section of the candidacy exam is deemed unsatisfactory, the student may re-take that particular section once. The nature of the public health candidacy exam is described in greater detail in the sections that follow:

\textbf{When to Take the Exam:} As noted, candidacy exams are offered two times a year: once in the fall semester and once in the spring semester. In the College of Public Health, students are typically eligible to take the doctoral candidacy exam following completion of all required coursework. In the Department of Health Policy and Management, students can also apply to take the examination during their last semester of coursework with written approval from their Academic Advisor and Department Chair. This latter option is especially important for international students and others who want to ensure a seamless transition to enrollment in dissertation credits following successful completion of the exam.

\textbf{Scheduling an Exam:} The candidacy exam is scheduled by the student in collaboration with his/her Academic Advisor. The Department must be notified of the student’s intent to take the exam in writing \textit{no later than the first week of the preceding semester to the exam}. This is done by completing and submitting the DHPM Application for PhD Candidacy Examination (Appendix IV). An email will be sent to the student clearing them to take the examination. Once a student receives this email, it is the student’s responsibility to contact the department to confirm scheduling to take the exam. The department candidacy exam committee will be responsible for formatting and administering the test. The candidacy exam committee will be responsible for supplying student with the necessary equipment and/or materials needed to take the test and for proctoring the exams.

\textbf{Preparation for the Exam:} To assist students in preparing for the candidacy exam, the candidacy exam committee will provide guidance on the scope of materials from courses and additional materials that should be reviewed before sitting for the exam. Competencies covered in required courses will serve as the foundation for study, but additional requirements should be expected. Students should expect to take between three to six months to prepare for the exam.
**Purpose and Structure of the Candidacy Exam:** The purpose of the candidacy exam is to demonstrate that the student has:

1. Mastery of general public health knowledge
2. Mastery of knowledge in the concentration area; and the
3. Ability to conduct scholarly public health research.

Specifically, examinees must be able to analyze and integrate information they obtained from coursework and research, including the demonstration of knowledge of their field of specialization.

The Candidacy Exam Committee is comprised of three full time faculty with graduate faculty status, who are appointed by the Department Chair in consultation with the student’s advisor. The candidacy exam consists of a two-part written exam and an oral defense of the written exam. In the DHPM, students, with the approval of their Academic Advisor, can choose from one of two formats for the written component:

**WRITTEN OPTION I:** A timed two-part closed-book written exam administered in-class.

(OR)

**WRITTEN OPTION II:** A two-part written exam, with the first part administered in class (closed-book) and the second part administered as a take home examination (24-hour).

In specific instances, the Chairperson of the Candidacy Exam Committee reserves the right to approve an alternate format, provided eligible students and their Academic Advisors are notified in sufficient time to prepare.

Prior to notification of the Department of their intent to take the candidacy exam, students must indicate to their Academic Advisor their format preference for the written exam. The Academic Advisor ultimately decides the format of the written exam with approval from the candidacy exam committee. Regardless of option chosen, written exams must be completed within a two-week period, as determined by the candidacy exam committee.

Within a week of completion of the two-part written exams, students are given the opportunity to defend their written exam in a one-hour oral defense of the written exam. The oral exam is required of all students, but may be waived by the candidacy exam committee in circumstances where the student is deemed to have submitted an exceptional written exam. Waivers must be approved by the Department Chair. The oral examination is chaired by the student’s Academic Advisor, and all members of the candidacy exam committee are expected to attend and participate in the questioning. At the discretion of the committee, the student may be questioned on any content pertaining to the doctoral program. Following completion of the questioning, the student is dismissed, and the committee evaluates the examination performance.
Examination Grading: There are two possible outcomes for the candidacy exam:

1. **Pass** – The student receives affirmative (passing) votes from the majority of the candidacy exam committee for both the written and oral exam, unless a waiver is granted for the oral component.
2. **Fail** – The student does not receive affirmative votes from the majority of the candidacy exam committee. Failure may be due to a student’s performance on one or both components (written or oral) of the exam.

Report of Outcome: Within 14 days of the candidacy exam, the candidacy exam committee will notify the Department Chair of the outcome. Comments from the committee will be provided for those students who do not successfully pass one or both components of the candidacy exam. The Department Chair will subsequently notify the student and the student’s Academic Advisor of the exam results.

Re-take/Appeal: Students who do not successfully pass the candidacy exam can sit for the examination again within one year of their first attempt. There will be no immediate “make-up exam.” Format of the re-take will be determined by the candidacy exam committee in consultation with the student’s Academic Advisor. If the student failed both components of the candidacy exam, they will be required to retake both components. However, if only one section of the candidacy exam was deemed unsatisfactory, the student may be permitted to re-take that particular section. Failure to successfully pass the candidacy exam after two attempts will result in dismissal from the program.

Students do have the option to appeal their grades on the candidacy exam. Procedures have been established so that students who wish to appeal an academic decision may do so. Any formal appeal must be initiated in writing through the Department Chairperson. If satisfaction is not obtained at the Department level, students may choose to submit an appeal in writing to the college Dean. If satisfaction is not obtained at the department or college level, appeals are reviewed by the Associate Dean for Undergraduate Student Services. For more information, please see policy number 3342-8-06 of the University Policy Register (administrative policy and procedures for student complaints). Appeals that do not meet established guidelines will not be reviewed.

VI. Candidacy Phase

If the candidacy exam committee’s vote is favorable and the student has completed all coursework, the student is advanced to PhD Candidacy Phase of their program of study. At this time, the student can assemble a dissertation committee and begin developing their dissertation (see Appendix V for additional guidance). A doctoral dissertation is required of each doctoral candidate in any department offering the PhD in Public Health. The dissertation topic must be approved by the department and filed with the college Dean no later than one semester preceding that in which the candidate expects to receive the degree.

The doctoral dissertation is expected to be independent research of the highest quality that makes a substantial and original contribution to the student’s discipline. The dissertation must demonstrate that the
student has acquired the ability to conduct research in a discerning and original manner. The dissertation must make significant enough contribution to the field in which it is written that at least one scholarly article suitable for publication in a professional peer-reviewed journal may be derived from it or that the findings of the dissertation would be otherwise publishable. The quality of a dissertation is judged by the author’s ability to synthesize a body of current scientific evidence, apply rigorous scientific methods, and articulate original research findings in an intellectual manner. The dissertation must contain, at minimum, an overview of the public health issue to be examined, synthesis and critical analysis of the scientific literature, original research question(s), description of the research methods used and summary of research findings, and discussion of final conclusions.

a. Dissertation Registration

Each doctoral candidate, upon admission to candidacy, must register for Dissertation I and II (80199/80299) for a total of 30 hours. It is expected that a doctoral candidate will continuously register for Dissertation I, and thereafter Dissertation II, each semester, including summer, until all requirements for the degree have been met. The In-Progress (IP) grade is used until the student completes the dissertation at which time all IP grades in dissertation are changed to Satisfactory (S) grades. Requirements are the same for full-time and part-time doctoral students.

b. Dissertation Committee

The student begins by selecting a dissertation topic and drafting a concept paper, which provides a brief overview of the proposed research. The student then selects a dissertation chair. Together, the student and dissertation chair will select a full committee that will consist of (at minimum):

- the chair of the dissertation committee, (a co-chair inside or outside the student’s department is permissible)
- one full-time graduate faculty member from the student’s department, and
- one faculty member outside of the student’s department.

The chair of the dissertation committee must have F4 faculty status. At least two of the other committee members must have F3 or F4 faculty status. Faculty members will advise the student of their faculty status. If a Co-Chair is desired, s/he should be included in the above members.

Individuals outside of the university may serve as committee members, but cannot serve as chair. Students must receive written approval from the dissertation chair and department chair before outside individuals can be appointed to the dissertation committee. These outside members require further approval as a temporary graduate associate faculty member.

When the dissertation is ready for preliminary approval, the Dean must be notified to request the appointment of a Graduate Faculty Representative (GFR). The GFR will be appointed by the Dean, or his/her designate after consultation, when appropriate, with the Dissertation Chair or Department Chairperson. To qualify, s/he must have directed a dissertation to completion. The GFR most often comes from outside the student’s department. The GFR may also come from outside the university but
must have directed a dissertation to completion. The GFR represents the Graduate Faculty by noting whether or not the nature of the questioning and the responses meet highly respectable scholarly standards. If s/he has some reservation in regard to this, the reservations are presented immediately to the Dean. The GFR is expected to question the candidate and to vote on the passing of the final examination. (For further information see Kent State University guidelines dissertation final examination).

**Termination of Dissertation Chair Relationship:** When either the candidate or the Dissertation Chair feels that they can no longer continue in the dissertation chair relationship they both should consult with the Department Chair. Beyond the first semester of the dissertation chair relationship, which should be considered a trial period, the investment of effort and resources by both parties indicates that termination is a step that should not be taken lightly. After consultation with the Department Chair, if the candidate or Dissertation Chair still feels the relationship must be terminated, it is his/her right to do so.

**Termination of Dissertation Committee Members:** When the candidate feels they can no longer work with a dissertation committee member, the candidate should meet with his/her Dissertation Chair to discuss the issues. The dissertation chair can meet independently or in conjunction with the doctoral candidate and committee to resolve the issue. Any changes to the committee membership after initial approval by the Graduate School shall be forwarded to the Graduate School by the Dissertation Chair for ratification and approval. Requests for changes in committee membership should include a reason for such changes.

c. **Dissertation Proposal**

The student consults with his/her dissertation chair and/or other faculty members to refine the research question and methodology. The student will then prepare a written dissertation prospectus that is 12-18 single spaced pages of crisp, clear and succinct writing that is fully referenced and consists of at least the following sections:

1. Background/Significance/Research Question(s);
2. Pertinent Literature Review; and

The dissertation proposal is written using APA format (see http://www.library.kent.edu/files/APACheatSheet.pdf). Note: Depending upon format, the proposal is often the first three chapters of the dissertation: Chapter 1, Introduction and Statement of the Problem; Chapter 2, Review of Literature; and Chapter 3, Method (includes references used throughout the first three chapters).

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4 Students who will be collecting data from human subjects must also include a copy of a completed application to use human participants (form available on the IRB website http://www.kent.edu/research/researchsafetyandcompliance/irb/forms.cfm). Obtaining IRB approvals from other agencies (e.g., hospitals, clinics, etc.) involved in the research is the responsibility of the candidate working under the guidance of the Dissertation Chair.
When the committee members believe that the student is ready to defend his/her dissertation prospectus/proposal, the Dissertation Chair will schedule a public presentation of the proposal by the student. The dissertation proposal defense shall be presented in a formal meeting including all members of the dissertation committee and open to the general public. Notice of this event must be posted to all CPH faculty and students at least one (1) full week prior to the scheduled day/time. Students should be prepared to present their proposals for 30 minutes and answer questions from the public for approximately 20 minutes. After questions from the public have been answered, they will be excused and the student will meet privately with the committee. During that meeting, the committee will pose additional questions. After this questioning period, the student will be excused and the committee will discuss whether the proposal has been successfully defended and if the student is ready to begin their research.

If a majority of the committee approves the defense, the Notification of Approved Dissertation Topic and Prospectus form (Appendix IV) will be completed by the student, which is signed by members of the dissertation committee and approved by the Dissertation and Department Chairs. This form is then submitted to the Graduate School, with a copy placed in the student’s file in the Department office. Approval of the proposal permits the candidate to proceed with the actual dissertation research. If the committee rejects the proposal defense, the student must revise the proposal until such time as the committee is satisfied. In situations where significant revisions or a change of topic have been made, students will be required to schedule another proposal defense.

d. Conducting Research

During the research process candidates should be in frequent contact with their Dissertation Chair(s) and committee members. The schedules of all committee members, including the outside member, shall be considered when selecting a time for all committee meetings.

A federal mandate has charged that individual and institutional grant recipients, like the Kent State University College of Public Health, must train students in the responsible conduct of research. Doctoral students in the DHPM are required to complete this training before they initiate their research. Kent State University Office of Sponsored Programs has implemented an online Responsible Conduct of Research (RCR) training program through the Collaborative Institutional Training Initiative (CITI). Kent State University is a participating institution in CITI, the organization providing the training modules.

The CITI course for RCR was partially funded by the Office of Research Integrity and DHHS and has been designed to meet Federal requirements for formal training in the responsible conduct of research. Instruction is tailored to discipline-specific areas including the Biomedical, Social and Behavioral, and Physical Sciences and Engineering. The course is now available at [https://www.citiprogram.org](https://www.citiprogram.org). Upon successful completion of the selected module, trainees will receive a printable certificate.

The CITI RCR Course addresses the following topics:

- Research Misconduct
- Data Acquisition and Management
e. Guidelines for Preparation of Dissertation

As noted in the Graduate School Catalog, dissertations must demonstrate that the student has acquired the ability to conduct research in a discriminating and original manner. Moreover, dissertations should make a significant contribution to the field in which it is written. Dissertations are representative of work produced by the University and the College of Public Health. Students are responsible for the scholarly and accurate preparation of their work, including, but not limited to, the expression of original ideas, grammar, and format. The *Publication Manual of the American Psychological Association* is the required guide used by students in the DHPM in preparing their dissertation. Recommended components of a dissertation are as follows (see university guidelines for additional specific requirements):

1. Preliminary pages
2. Title
3. Approval
4. Acknowledgements
5. Table of Contents
6. List of Tables
7. List of Figures
8. Abstract (no more than 350 words)
9. Body
   a. Chapter 1: Introduction and Statement of the Problem
   b. Chapter 2: Review of Literature
   c. Chapter 3: Methods
   d. Chapter 4: Data Analysis
   e. Chapter 5: Discussion, Implications, and Limitations
10. References
11. Appendices

Normal university policies related to plagiarism apply. Plagiarism refers to the taking or presenting as one's own a material portion of the ideas or words of another or to present as one's own an idea or work...
derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarize includes, but is not limited to: (a) The copying of words, sentences and paragraphs directly from the work of another without proper credit; (b) The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and (c) The presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers. Further detailed information on the University’s definition of plagiarism, as well as administrative policy regarding student cheating and plagiarism are available at: http://www.kent.edu/academics/resources/plagiarism/Information-for-Students/what-is-plagiarism.cfm.

After the dissertation is accepted by the Dissertation Chair, it will be read by the Dissertation Committee, and any recommended revisions will be communicated to the student, who will incorporate any changes into their dissertation.

f. Preparation for Defense of Dissertation

Once initial changes are incorporated, and prior to scheduling a defense of the dissertation, the student and his/her Dissertation Chair shall schedule a pre-defense meeting of the Dissertation Committee. The purpose of the meeting is to establish the state of readiness of the manuscript for the final oral defense. The following are possible committee decisions: (1) Unanimous agreement that the dissertation is ready for the oral defense and any suggestions for changes do not need to be seen before the oral defense; (2) One or more committee members request that minor changes be made in the pre-defense copy and wish to see the revisions before determining readiness to defend. An additional meeting of the dissertation committee is not needed for final approval; and (3) The Dissertation Committee determines that major revisions necessitate postponing the scheduling of the oral defense. If possible, a tentative timeframe for completing changes will be identified and a potential date for the next pre-defense committee meeting should be set.

g. Oral Defense

Upon completion of all requested revisions, if any, the student will be required to defend their dissertation before a committee of graduate faculty members, including the Dissertation Committee and the Graduate Faculty Representative selected by the Dean from a department other than that of the student’s major.

The meeting date should be scheduled in line with University deadlines for dissertation defense. The Dissertation Chair will designate the time and place of the final oral defense and notify all members of the Dissertation Committee. The defense should be scheduled to allow at least ten days for the Dissertation Committee to look over the dissertation. The candidate should be prepared to make further revisions after the oral defense. At least five (5) days prior to the scheduled oral defense, candidates are required to distribute copies of the dissertation abstract, with the approval of the Dissertation Chair, to departmental faculty and graduate students and posted at least five days prior to the defense itself to familiarize members of the Graduate Faculty and other students with the methods and findings of the dissertation. This document should contain the following:
A short biography (200 words) of the candidate; and
• A brief narrative abstract (250 words) of the dissertation.

The process of the dissertation defense will be determined by each Dissertation Chair, in collaboration with the Dissertation Committee and the student. Typically, the defense consists of:

• A brief 15-30 minute presentation of his/her findings;
• Questions from the Dissertation Committee; and
• Appropriate Questions from others.

The total meeting time of the oral defense is usually less than two (2) hours. The responsibility for moderating the oral defense will be that of the Graduate Faculty Representative or a moderator appointed by the Dissertation Chair. The defense of the dissertation is open to the university community. Questioning is restricted to members of the graduate faculty, and the vote of the Dissertation Committee will be conducted in private.

**Determination of Success or Failure of the Oral Defense:** The moderator will adjourn the defense and clear the room of everyone except the members of the student’s Dissertation Committee. Parliamentary procedure will be observed. The candidate will be evaluated both upon the quality and significance of the dissertation and upon the oral defense of the findings. All committee members will be polled for their vote on the defense and the dissertation (pass or fail). The candidate passes if there is no more than one dissenting vote cast by the Dissertation Committee. All members of the Dissertation Committee will affix their signature to a single form signifying their vote.

Report of examination results must be filed by the chair through the appropriate office. The *Report of Oral Defense of Dissertation* Form (Appendix IV) must be completed and filed with the proper signatures as noted on the form. This form must be on file in the Graduate School at the time the dissertation is officially submitted. Committee members may wish to write separate memos to the Graduate School concerning the dissertation and/or the defense. Members are invited to do so but not required to do so. The Graduate Faculty Representative is expected to provide an evaluation of the dissertation defense including thorough written comments which are forwarded to the Dean’s Office, with a copy to the Department Chair.

**Repeating the Oral Defense:** If the doctoral candidate fails the oral defense of the dissertation, the Dissertation Committee determines under what conditions another oral defense of the dissertation may be scheduled. The Dissertation Committee is not obligated to provide a second opportunity to defend the dissertation; however, the candidate may be granted one (1) additional opportunity to defend the dissertation. Failure to defend the dissertation successfully means that the candidate must reapply for

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5 The graduate school encourages all dissertation defenses to be publicized well in advanced and to be open to all faculty and all graduate students. The definition of “open” will reside with the department.
graduation according to the established deadlines for the term in which the next defense will be scheduled.

**VII. Post-defense Activities**

**a. Submission of Final Dissertation Copy**

All comments/questions by the Dissertation Committee are to be addressed by the candidate in the final version of the dissertation. The final version must be approved by the Dissertation Committee and be in current APA format. See university requirements for specific requirements. In addition to the bound copies required by the University *a bound copy AND an electronic version of the dissertation will be furnished by the candidate to the department.*

**b. Information on Electronic Submission of Dissertations**

After the candidate has passed the oral examination and the Dissertation Committee has signed off on their final dissertation copy, doctoral candidates must submit their dissertation in electronic form. The dissertation will also include an abstract of no more than 350 words. Information on the process may be found on the University Libraries’ Guidelines for the Preparation of Electronic Theses and Dissertations website (http://www.kent.edu/library/about/depts/technicalservices/etd/index.cfm). Theses and dissertations must be prepared according to established guidelines. Guidelines for preparation and typing of theses and dissertations are available in the college office.

Dissertations submitted electronically are available through the OhioLINK ETD Center. The Department of Health Policy and Management still requires submission of *both a paper and electronic copy* for the archives. It is the responsibility of the student to fulfill this requirement.

Students who submit electronically must provide the college with the signature pages on bonded paper, as shown in the Styles Guide.

When submitting electronically, on the Library’s information page there are links on the left that explain how to submit the dissertation/thesis. If the dissertation is already in pdf form, skip to the guidelines link and make sure you have followed all the steps on that page. (Direction #8 on the guidelines page is where the actual uploading directions begin.)

Electronically submit at this site: https://etdadmin.ohiolink.edu/ap:LOGIN

All dissertations must be published according to a plan provided by ProQuest Information and Learning, Ann Arbor, Michigan, for the purposes of archiving, indexing, and dissemination. All communications and relations between faculty or students and ProQuest shall be carried out only through the Kent State University librarian. Publication of the complete dissertation or significant parts of it through other avenues is expected, but this is not to be used in lieu of the requirement stated herein.
c. Application for Graduation

There is a formal application deadline for each graduation period. This deadline is the first Friday of the semester or term in which the doctoral candidate plans to graduate. The deadline is firm and must be met. Refer to the Graduate Schools Catalog or inquire in the Office of Graduate Student Services for specific dates. If any problems are detected once the clearing process has begun, students will be notified by letter. Problems that are not resolved prior to the deadline communicated through the letter will result in removal of the student from the graduation list. At that time, the student will receive a removal letter explaining the reason for the action and procedures for reapplying for graduation. All required coursework and practicum must be completed before students can be cleared for graduation. Students who are on the graduation list will receive a mailing from Office of the Provost. This letter will contain pertinent information regarding graduation ceremony attendance.

Reapplication for Graduation: Those applicants who do not meet all of the above requirements for graduation by the posted deadlines must reapply for graduation. When reapplying for graduation, the candidate must adhere to the same calendar deadlines. The doctoral candidate must also register for dissertation credits for the term in which graduation is anticipated.

d. Graduation Ceremony

Every doctoral graduate who attends the commencement ceremony is awarded the ceremonial doctoral hood by the College of Public Health to celebrate their accomplishments as a new PhD graduate. Candidates who plan to participate in the graduation ceremony must make arrangements to be properly attired in a doctoral gown. The University Bookstore rents and sells doctoral gowns. Whether purchased or rented, the doctoral gown must be appropriate to the degree. When ordering a gown, doctoral candidates from the College of Public Health should specify that they have earned the Doctor of Philosophy degree in their specific discipline. The gowns worn by master's or bachelor's degree recipients are inappropriate attire for the doctoral candidate.

e. Keeping in Touch

PhD graduates should update the College of Public Health with their current addresses and professional positions. We take pride in our graduates and would like to share their successes and inform them of future University and College events.

Updates on your professional successes are very important for accreditation purposes. The Council on Education for Public Health (CEPH) requires that the College of Public Health report data showing how the College is meeting our goals and objectives, including those related to student success. Thus, it is essential that you continue to keep the College of Public Health informed of your achievements. Accreditation has two fundamental purposes: to ensure the quality of the institution or programs, and to assist in the improvement of the institution or program. Accreditation assures students and prospective employers that an educational degree program has met stringent standards of quality. It also ensures that graduates have received quality training and education and are capable of performing the expected range of professional responsibilities.
Following successful completion of your program of study, the College of Public Health will ask you to compete and submit a **Graduate Survey**. Your responses to the survey are confidential, used in the aggregate only and will provide the college and department with information that can impact the activities of admissions, advises, career services, and alumni outreach. Information regarding career choices will also help the College of Public Health and DHPM market programs for effectively to prospective students and employers. Additionally, you will be asked to periodically participate in **Alumni Surveys**.

We thank you in advance for your willingness to participate in these surveys, as they are essential to our ongoing accreditation efforts. The Graduate and Alumni Surveys are essential to the College of Public Health’s ability to report on established goals/objectives for accreditation by CEPH. Please take the time to complete these surveys, as there are clear advantages to students graduating from an accredited college.

**f. Publishing**

It is the expectation that new PhD graduates will work with their Dissertation Chair and appropriate committee members to publish from their dissertation. As noted, it is an expectation that at least one scholarly article suitable for publication in a professional peer-reviewed journal is derived from the dissertation or that the findings would be otherwise publishable. In fulfilling this expectation, the student is assured that the work is theirs and they should at no time feel pressured to include faculty members on subsequent publications. However, it is a professional courtesy to include the Dissertation Chair and key committee members (at the graduate’s discretion) who have contributed significantly to their success.

**VIII. Financial Aid and Assistantships**

Departmental awards are for tuition waivers or for stipends plus tuition waivers. In the latter case, students are required to work 20 hours a week as Graduate Assistants (GAs). There is no fixed number of GA positions in the DHPM, with the number of awards dependent upon funds available. All awards are merit-based.

**a. Eligibility**

Initial decisions regarding financial aid/assistantship funding allocations are made on the basis of students’ applications to the program. After making admissions decisions, the DHPM determines the number of students it can support and makes offers accordingly. Students who do not receive funding offers based on their initial applications may apply for funding on an ad hoc basis each semester, with approval dependent upon available project and/or research funds in the Department to support GAs. All recipients of graduate financial aid, whether full- or part-time assistantships, must enroll in a minimum of eight (8) credit hours per semester. Exceptions are those PhD students registered for one hour of Dissertation II.
b. Expectations and Evaluation Procedures

Depending on the nature of their appointment, GA’s are expected to fulfill their work- and/or teaching-related obligations in a timely and appropriate manner and maintain timesheet records of their activity (Appendix IV). GAs are evaluated annually. This process includes completion of a Graduate Assistant Self-Evaluation Form (Appendix IV) and an evaluation by their faculty supervisor. Evaluations are submitted to the Department Chair and will be considered in re-appointment decisions.

c. Termination of Aid

Appointments or reappointments, including tuition scholarships, are not automatic. They are contingent upon satisfactory progress toward the degree as well as competent performance of assistantship duties. Aid may be terminated because of the violation of the terms of appointment. Students who are no longer “in good standing” (e.g., a 3.0 average or better in all graduate and required undergraduate coursework) or who have Incomplete course grades may not be eligible to be re-appointed. Any student who has been terminated may appeal the decision. The appeal must be initiated in writing to the Department Chair within one (1) week of receiving notice of dismissal. Note: Students funded on an ad hoc basis will not receive similar notification, since there should be no expectation that the funding is ongoing.

If a student is dismissed from the program, his/her funding appointment will also be terminated at that time. Any appointee who has been dismissed may appeal the decision; initiated in writing to the Department Chair within one (1) week of receiving the dismissal notice.

d. Grievance Procedures Regarding Funding Appointments

When a GA has a complaint about actions by a faculty member and/or administrators relating to an appointment/re-appointment, the GA should attempt informal resolution with the parties involved. If such resolution is not possible, the appointee may initiate a formal complaint by notifying, in writing, the Department Chair, with a copy to the Dean. The Chair has the option to seek an informal resolution of the issue. If unsuccessful, the Chair will formally address using University guidelines.

e. Time Limits

A doctoral student may hold a graduate assistantship (GA), funded in whole or in part by the Department of Health Policy and Management, for up to eight (8) semesters. Two summer semesters of seven weeks each will count as one semester. Up to two (2) additional semesters of support may be available from the Department in cases where there are exceptional circumstances. Requests for additional support should be submitted to the Department Chair. Renewal of GA appointments is not automatic. All graduate appointments shall automatically terminate at the end of the specified appointment period. No appointment or reappointment of a graduate student to an assistantship commits the Department to reappoint that same student at some later time. Reappointments are based on the availability of funds, Department determination of satisfactory performance and department needs.
IX. Internships and Employment Services

The College of Public health has public health career counseling services available to all HPM students/graduates. These “Public Health Ambassadors” are available to meet with students by appointment to answer questions about planning futures in public health. Each Ambassador has decades of public health experience and understand what is required to be successful in the field. They can help students increase their knowledge of public health careers, review job and internship search strategies and learn professional competencies for the public health professional. Ambassadors and career services are coordinated by the Office of Public Health Practice and Partnerships. Questions about career/employment resources can be directed to Ken Slenkovich (kslenkov@kent.edu).

X. Student Travel

The DHPM allocates limited academic year support for student conference travel for doctoral students. Only students presenting a paper or poster at a professional conference will be considered for support and only when a paper or poster has been accepted. While funding is not guaranteed, students are eligible to receive support once per academic year. Students seeking such support are to submit a written request to the Department Chair in advance of the conference/meeting that includes the following:

- Conference to attend;
- Dates of attendance; and
- Written confirmation of accepted paper or poster.

Students are encouraged to discuss potential conference paper/poster submissions with their Department Chair prior to submitting to ascertain funding availability. The Chair’s decision regarding student support will be final. Monies will not be provided in advance of travel except as approved by the University. Reimbursement will occur after the meeting and require original receipts to be submitted to the College Budget Director.

XI. Email and Computing Policies

Consistent with University policy, in the DHPM university-assigned student e-mail accounts will be the official university means of communication with all students. Students are responsible for all information sent to them via their university-assigned e-mail account. If a student chooses to forward information in their university e-mail account, he or she is responsible for all information, including attachments, sent to any other e-mail account. To stay current with University-, College- and Departmental-information, students are expected to check their official university e-mail account and other electronic communications on a frequent and consistent basis. Recognizing that some communications may be time-critical, the university recommends that electronic communications be checked minimally twice a week.
The University’s electronic communications student policy will provide procedures and regulations to govern the use of electronic communications between the CPH/DHPM and students. Electronic communications may include, but are not limited to, electronic mail, electronic bulletin boards, and information portals. Please refer to 3342-9-01 (Kent state university responsible use of information technology policy) and 3342-9-01.1 (administrative policy on responsible use of information technology) of the Administrative Code, for additional information and guidelines regarding electronic communication.

**University procedural standards:**

1. **University use of electronic mail.** A university-assigned student email account shall be an official university means of communication with all students at Kent state university. Students are responsible for all information sent to them via their university assigned email account. If a student chooses to forward their university email account, he or she is responsible for all information, including attachments, sent to any other email account.

2. **Assignment of student email accounts.** New students will be assigned an email account when they participate in the “PASS” program for new freshmen or register for classes. Once an email account is established, the address will be added to web for students at wfs.kent.edu and the student on-line directory at [http://www.kent.edu/phonedirectory](http://www.kent.edu/phonedirectory).

3. **Expectations regarding student use of university electronic communications, which include, but are not limited to, email and information portals.** To stay current with university information, students are expected to check their official university email account and other electronic communications on a frequent and consistent basis. Recognizing that some communications may be time-critical, the university recommends that electronic communications be checked minimally twice a week.

4. **Maintenance of student email accounts.** Kent state university will maintain a students’ email account for the life of the student to facilitate communication as an alumnus, or until such time that a former student requests that the account be closed.

5. **Mass and targeted electronic communication.** The distribution of mass communication to all students or targeted communication to a specific subset of students shall be restricted to Kent state university departments for university business. External requests will not be honored.

6. **Educational uses of email.** Faculty may determine how email and other electronic communications will be used in their classes and it is recommended that faculty expectations of all electronic communication requirements be specified in their course syllabus. Faculty should expect that students are accessing official electronic communications and should use such communications for their courses accordingly.

With regard to computing policy, the Department has a responsibility to provide an environment for research and learning that is free of hostility and considerate of the sensibilities of all participants. The University’s network system allows access to all manner of textual and graphic information from all over
the world, some of which could be considered offensive by some people and acceptable by others. Individuals who display information of a graphic or textual nature in a public or private area, viewable by others that consider it to be offensive or degrading, are liable to face charges of harassment. The DHPM encourages students to be careful and considerate of others in choosing what they wish to display on their computer screens.

XII. Diversity

The Department of Health Policy and Management is committed to attracting, training and engaging students, faculty and staff from a variety of diverse cultures and backgrounds; striving for diversity and inclusive excellence at Kent State University. Thus we work to create and ensure an environment that invites and values contributions from all students. To this end, we are committed to respectful dialog both inside and outside the classroom; treating everyone with dignity and respect. Diversity is fundamental to achieving our educational, research and practice goals; allowing us to learn from each other. If you have questions, please make an appointment with Dr. John Staley or our current University Diversity Advisory Council (UDAC) representative.

Under the University’s Division of Diversity, Equity and Inclusion (see http://www.kent.edu/diversity/index.cfm) there are a number of resources available to students, including:

Women's Center

Kent State University Women's Center facilitates the advancement of and enhances the quality of educational experience and professional life for women students, faculty and staff of all campuses. The Women's Center serves as a resource for advocacy by providing education, information and referral programs and services. The center is dedicated to promoting dialogue and interaction with all campus constituencies concerned with the pursuit of equity and equality. A secondary purpose is to provide collaborative outreach and support services to women in Kent's larger educational and geographical communities.

The Center is located on Kent Campus in the Carriage House off of Midway Drive, near the Main Street (SR 59) intersection. Hours: Monday through Friday, between 8 a.m.- 5 p.m. Contact: E-mail: wc@kent.edu / Phone: 330-672-9230 / Toll free phone: 866-339-3699

Student Multicultural Center

Student academic success is the primary goal that underscores the important role the Student Multicultural Center plays in student development. This goal is achieved by developing and implementing holistic retention programs, sharing information and ideas that assist individuals in embracing diversity and encouraging mutual respect through educational, cultural and social programming. Additional information on the center can be found at: http://www.kent.edu/smc/index.cfm.
LGBTQ Student Center

The Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Student Center was created to provide resources and support for LGBTQ students and their allies. The focus of the Center is to provide a welcoming environment where LGBTQ students, their allies, families, and friends may connect with caring and informed staff that can provide assistance, resources, and referrals. Additionally, the Center educates the campus community: students, faculty, and staff about sexual orientation and gender identity, in order to make Kent State University a Safe Space for all of our students. The LGBTQ Student Center office is located in office 229 in the Schwartz Center. The phone number is 330-672-8580. Information can also be found on the web at: http://www.kent.edu/diversity/centers/lgbtq/index.cfm.

SRVSS

SRVSS Office (pronounced "serves"), The Office of Sexual and Relationship Violence Support Services at Kent State University, offers resources and education for students on personal safety, sexual assault and rape, relationship violence and stalking. SRVSS is located in the Carriage House at 125 Midway Drive on the Kent Campus. Contact: (330) 672-8016. (http://www.kent.edu/srvss/index.cfm)

XIII. Office of Public Health Practice and Partnerships

The College of Public Health Office of Public Health Practice and Partnerships (OPHPP) provides workforce development programs for public health professionals to meet continuing education requirements. In addition, OPHPP recruits organizations to provide student experiential learning opportunities, such as field experiences, internships and practicums.

Kenneth Slenkovich, Kent State’s College of Public Health assistant dean, operations and community relations, heads the new office, and Willie H. Oglesby, Ph.D., Associate Professor of Health Policy and Management, is the assistant director.

XIV. CPH/DHPM Facilities

Room Reservations: Room reservations for Rm 203 Moulton can be made by contacting Mrs. Sue Wittmann at swittman@kent.edu. Room 203 is a mixed use room, suitable for classroom and meeting (conference room) formats. Please have the following information ready:

- Name, email address and phone number of the contact person
- Event day and date
- Event starting and ending times

Please submit all requests at least one business day in advance of the use date. While the Department will try to accommodate all student requests, priority is given to college and DHPM faculty requests.
**Building Hours:** The Department of Health Policy and Management is located in Moulton Hall, 800 Hilltop Drive, Kent, OH 44240 (located on the north campus between White and Lowry Hall). Generally, Moulton Hall is open to the public from 7:30 a.m. to 10:00 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Friday. Semester changes in the building schedule will be posted on the main entrances to Moulton Hall. Only authorized students should be in the building after hours and on weekends. To maintain safety, we ask that students not open the doors to other non-authorized individuals after public hours.

College of Public Health faculty and staff offices are located in Lowry Hall (adjacent to Moulton Hall – see map). As in Moulton Hall, only authorized students are allowed in Lowry Hall after normal building hours and on weekends.

**Printing and Copying:** The primary Department bizhub is located in Moulton Hall, Room 217.

**Centers and Labs:** The Center for Public Policy and Health is located in Moulton Hall Room 304. The SPARK Project Lab is located in Moulton Hall Room 332.

**Student Offices:** Graduate Assistant offices are located in Moulton Hall Room 304. Student lounges are located on the first, second and third floor common areas.
XV. Campus Resources

**Campus Information:**

Online resources are available to everyone at Kent State University via the KSU homepage. These include the following:

- **FlashLine** – The University's Web portal, which can be used to check your university e-mail account, among other things. To verify your user I.D. and password, call the Helpdesk at 330-672-4357
- **KSU Helpdesk** – Get answers to computer questions from the Helpdesk website (http://support.kent.edu/) or by calling 330-672-4357.
- **Campus Phone Directory** – Search for phone numbers, office addresses, and email addresses.
- **Writing Commons** – The Writing Commons helps students at any level -- from first year students to doctoral candidates -- with any writing projects they have, in any course, in any program. They provide help with all parts of the composing and revising process -- from understanding assignments and getting started, to organizing ideas, to editing and more. Tutoring sessions last up to 45 minutes, and staff are also available to work with students online, through e-mail and chat. Contact by phone at 330-672-1787 or via email at writing@kent.edu.
- **Blackboard** – Course tools (for instructors), access to online courses, and more. For support contact by email: support@kent.edu or call 2-HELP.

**University Health Services:** Located in the DeWeese building on Eastway Drive, University Health Services provides non-emergent outpatient care to all eligible students, faculty and staff including examination and treatment for illness and minor injuries, women's health care, laboratory, x-ray, physical therapy, pharmacy services, and health education. UHS accepts all KSU employee health plans and other major carriers. Self-pay rates are also available for uninsured patients.

The staff includes board certified physicians, nurse practitioners, registered nurses, licensed psychologists, pharmacists, physical therapists, and radiographers. Contact to set up an appointment at: 330.672.2322. Website: http://www.kent.edu/uhs/index.cfm.

**Student Accessibility Services:** Student Accessibility Services (SAS) provides Kent State students with disabilities equal opportunity to participate in, contribute to, and benefit from all university programs, services, and activities. Information on SAS is available at: http://www.kent.edu/sas/index.cfm. The SAS office is located in Rm. 23, DeWeese Center (Phone: 330-672-3391).

**Department of Public Safety and Police Services:**

The Department of Public Safety and Police Services are located at the Stockdale Safety Building Kent, OH 44242-0001. The non-emergency phone and fax numbers are: Phone: 330-672-3070 Fax: 330-672-
3113. For emergencies and immediate assistance call 9-1-1. For more information, visit the Kent State Police Services Web site (http://www.kent.edu/police/index.cfm).

Flash ALERTS is Kent State's official emergency text-message notification system. Flash ALERTS expands the university's ability to alert students, faculty and staff to critical news and information – regardless of the time of day or a person's location. The subscriber-only service allows students, faculty and staff to receive urgent notification on a text-enabled mobile phone or device. Sign up is simple. To register, visit the Flash ALERTS Web page (http://www.kent.edu/studentlife/safety/flashalerts/).

In the event of inclement weather or emergency, check the university's home page first for the latest notifications and information.

**Sexual Assault:**

Kent State established the Sexual Assault Response Team (SART) to educate students about personal safety and violence prevention, to empower them to build healthier relationships, and to be responsive to students in need. Please visit the SART (Sexual Assault Response Team) website at www.kent.edu/SART to access support services.

**Parking Services:**

Parking permits are available for purchase online (http://www.kent.edu/parking/students/commuter/index.cfm). All permits must be picked up at 123 Schwartz Center. Semester online parking permit sales dates for graduate students are also posted on the parking services website (http://www.kent.edu/parking/students/index.cfm).

**International Student and Scholar Services:**

International Student & Scholar Services (ISSS) is available to assist international students and scholars on maintaining their visa status while studying at Kent State University. They also host many programs and events, which provide opportunities to meet other international and domestic students. ISSS advisors are also available to help international students and scholars with cultural adjustment issues and other issues they may face as new students to Kent State University and living in the United States. Additional information on ISSS is available at: http://www.kent.edu/isss/index.cfm. You can also contact ISSS by telephone at x27980.

**KSU Library:** See Appendix VIII for a description of library services and contact information.
XVI. Academic Calendar

Kent State University’s Academic Calendar is available at: [https://www.kent.edu/calendars](https://www.kent.edu/calendars).

XVII. Kent Campus Map

A pdf copy of the Kent campus map is available at: [http://www.kent.edu/admissions/explore/visit/upload/campus-map.pdf](http://www.kent.edu/admissions/explore/visit/upload/campus-map.pdf). Additional campus information can also be found at: [http://www.kent.edu/campuses/maps/map.cfm](http://www.kent.edu/campuses/maps/map.cfm).

XVIII. Appendices:

Appendix I: Key College of Public Health Contacts

<table>
<thead>
<tr>
<th>Subject/Nature of Request</th>
<th>Point of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and Course Scheduling Questions</td>
<td>Sue Wittmann</td>
</tr>
<tr>
<td>Book Orders: Textbooks and Desk Copies</td>
<td>Grace Battaglia-Hoffman</td>
</tr>
<tr>
<td>Cancellation of Classes by GA Instructors</td>
<td>Notification required to Department Chair &amp; Sue Wittmann; Faculty notify students via email list; Sue post sign on door of classroom and office of faculty</td>
</tr>
<tr>
<td>Cancellation of Office Hours</td>
<td>Notification required to Department Chair &amp; Sue Wittmann; Faculty notify students via email list; Sue post sign on door of classroom and office of faculty</td>
</tr>
<tr>
<td>Faculty/Student Pay Issues (Hiring) (Grant)</td>
<td>Barb Fahrny</td>
</tr>
<tr>
<td>Faculty/Student Pay Issues (Hiring) (Non-Grant)</td>
<td>Brent Christman</td>
</tr>
<tr>
<td>Scholarship Requests</td>
<td>Kent State University Student Financial Aid Office (<a href="https://www.kent.edu/financialaid">https://www.kent.edu/financialaid</a>).</td>
</tr>
<tr>
<td>GA Accountability Records (Timesheets)</td>
<td>Sue Wittmann</td>
</tr>
<tr>
<td>Internships/Practicums (HPM)</td>
<td>Ken Slenkovich (Internships); Tom Brewer (Practicums/KENT), Willie Oglesby (Practicums/Online MPH), Ken Zakariasen (Practicums/Leadership Program)</td>
</tr>
<tr>
<td>IT service/problems</td>
<td>Submit ticket via <a href="http://support.kent.edu">http://support.kent.edu</a> and select the “Submit a Ticket” button; SELECT “Computers, peripherals and mobile devices” as the Request type</td>
</tr>
<tr>
<td>Scheduling meetings with the Dean</td>
<td>Kim Yodice</td>
</tr>
<tr>
<td>Scheduling conference/meeting rooms</td>
<td>Sue Wittmann</td>
</tr>
<tr>
<td>Student concerns</td>
<td>Dr. Jonathan VanGeest</td>
</tr>
<tr>
<td>Student records</td>
<td>Sue Wittmann</td>
</tr>
<tr>
<td>Supplies/Misc Equipment Orders</td>
<td>Sue Wittmann for HPM Department; Barb Fahrny for</td>
</tr>
<tr>
<td></td>
<td>grant purchases</td>
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<tr>
<td>----------------</td>
<td>------------------------------------------------------</td>
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<tr>
<td>Telephones</td>
<td>Kim Yodice</td>
</tr>
<tr>
<td>Travel Reimbursements</td>
<td>Kim Yodice for (non-grant) entry into electronic system – submits to Brent Christman for approval; Barb Faherty for (grant funded) entry into electronic system – submits to Brent Christman for approval.</td>
</tr>
</tbody>
</table>
Appendix II: Selected Forms

a. Advisory Phase Form and Plan of Study (Sample Image):

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
<th>GRADE</th>
<th>SEMESTER PLANNED</th>
<th>SEMESTER TAKEN</th>
<th>COURSE SUBSTITUTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>BST 52012</td>
<td>Biostatistics in Public Health</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHS 52018</td>
<td>Environmental Health Concepts PH</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPI 52017</td>
<td>Fundamental of PH Epidemiology</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPM 52016</td>
<td>Public Health Administration</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SBS 50020</td>
<td>Social &amp; Behavioral Sci. Theories</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BST 73011 OR BST 83014</td>
<td>Multivariate Analysis in PH</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPI 72028</td>
<td>Methods of Evidence Based PH</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPM 72030</td>
<td>Grant Writing in Public Health*</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Public Health Core

III. HPM Specialization Courses

IV. Content-Related Electives (11 Credit Hours Total)

V. Dissertation Credit Hours

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Title</th>
<th>CREDITS</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH 80190</td>
<td>Dissertation I</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>PH 80199</td>
<td>Dissertation II</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>PH 80299</td>
<td>Dissertation II</td>
<td>VAR</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS: | COURSE NOTES

*To be taken near the end of the student’s Advisory/Coursework Phase.

RED text = Courses taught every semester
b. Request for Transfer of Graduate Credit Form (Sample Image):

[Image of Request for Transfer of Graduate Credit Form]

I have examined the student's record and certify that the courses requested for transfer meet the following requirements as specified by Kent State University:

1. A maximum of twelve semester-hours of credit may be accepted by transfer toward a master's degree from accredited institutions offering the master's degree. An "accredited" institution is one that is approved or accredited by the appropriate regional accrediting agency (e.g., North Central Association for graduate-level work);
2. A master's degree and eleven semester-hours or a maximum of forty-three semester-hours may be accepted by transfer toward the doctorate from accredited institutions;
3. Graduate credit was received from the institution where the work to be transferred was taken;
4. The work was of "A" or "B" quality;
5. The credit is less than six (six) years old at the time of the master's (doctoral) degree is conferred at Kent State University;
6. The work fits into the program;
7. The student's advisor, departmental graduate committee, and college or independent school approves.

An official transcript showing the courses requested for transfer from [Name of Institution] is attached, and these courses are also listed below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Semester Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature, Coordinator of Graduate Studies, Chair or Director

Signature of Dean of College or Independent School

*Only for students actively pursuing a graduate degree at Kent State University

c. Registrar

Date

Department/College

Student
c. **Course Substitution Form**

**Course Substitution Request Form**

Guidelines:

A student who wishes to satisfy a Kent State University (KSU) College of Public Health Department of Health Policy and Management (CPH-DHPM) requirement with a course that has not been pre-approved from the CPH-DHPM curriculum must submit a *Course Substitution Request*.

A course substitution request *must be accompanied by a syllabus of the course for which approval is sought*. In rare circumstances, if a syllabus is not available, an official course description may instead be submitted. A course substitution request will not be reviewed without approved supporting documentation.

Substitution requests for content outside of the CPH-DHPM specialization coursework (e.g., substitutions replacing SBS or BEHE courses), will need to be reviewed/approved by the corresponding Department Chair. Faculty/advisor support will be considered, but does not solely determine the outcome of a request.

Course substitution requests take five to ten business days to process. Requests that require consultation with other academic departments may take longer. Students are notified of course substitution decisions via an email to their Kent State University email account, with a copy sent to the student’s academic advisor. A copy of the form will also become part of the student’s academic record. *Until a student receives written confirmation that a substitution has been approved, the student should continue to work with their academic advisor to explore other approved options.*

Questions or concerns related to a course substitution request should be directed to the student’s academic advisor.
# Course Substitution Request Form

**Student Name:** Click here to enter name.  
**Banner ID:** Click here to enter ID.  

**KSU Email:** Click here to enter email.  
**Date Submitted:** Click here to enter a date.  

## Course Substitution Request Information:

<table>
<thead>
<tr>
<th>Required Course (Course Number and Title)</th>
<th>Substituted Course (Course Number and Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to enter course number and title.</td>
<td>Click here to enter course number and title.</td>
</tr>
</tbody>
</table>

**Justification:**  
Click here to enter text.

---

**Student Signature:**  
Click here to enter a date.

**Academic Advisor**

<table>
<thead>
<tr>
<th>Name (Please Print):</th>
<th>Email:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to enter name.</td>
<td>Click here to enter email.</td>
<td>Click here to enter a date.</td>
</tr>
</tbody>
</table>

**Outside Department Review (IF REQUIRED)**

<table>
<thead>
<tr>
<th>Name (Please Print):</th>
<th>Email:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to enter name.</td>
<td>Click here to enter email.</td>
<td>Click here to enter a date.</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
<th>Name (Please Print):</th>
<th>Email:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>Click here to enter name.</td>
<td>Click here to enter email.</td>
<td>Click here to enter a date.</td>
</tr>
</tbody>
</table>

**Signature:** Click here to enter text.
### d. Directed Research Authorization

**DIRECTED RESEARCH AUTHORIZATION FORM**

This form must be completed prior to registration for Directed Research (80198). Students can enroll for up to 15 semester hours and it is repeatable for credit. **Only 6 credits of Directed Research can be applied toward fulfillment of the Public Health Doctoral Degree credit requirements.**

<table>
<thead>
<tr>
<th>Student Name: Click here to enter text.</th>
<th>Date: Click here to enter a date. (M/D/YR)</th>
</tr>
</thead>
</table>

**Current/completed # of Credit Hours of 80198 to date (1-15):** Select 1-15.

<table>
<thead>
<tr>
<th>Course Prefix: (select one)</th>
<th>EPI</th>
<th>HPM</th>
<th>SBS</th>
</tr>
</thead>
</table>

**Semester/year/credits of proposed study:**

- **Semester:** Choose Semester.
- **Year:** Enter Year.
- **Number of credits requested:** Select 1-15.

**Purpose of the Proposed Directed Research:**

Click here to enter text.

**Required Reading(s):**

Click here to enter text.

**FOR THE INSTRUCTOR:**

**Requirements for satisfactory completion (NOTE ALL DUE DATES):**

Click here to enter text.

**Number of credits approved:** Select 1-15.

---

**Student Signature**

**Date**

**Directing Faculty**

**Signature:**

Click here to enter a date.

**Department Chair**

**Signature:**

Click here to enter a date.

After signatures have been obtained, deliver this Directed Research Authorization form to the Department Administrative Assistant to complete the process.
e. Request for Change of Degree and/or Major (Sample Image):

KENT STATE UNIVERSITY
REQUEST FOR CHANGE OF DEGREE AND/OR MAJOR
TO BE COMPLETED BY STUDENT

Name ____________________________ KSU ID ____________________
Address ____________________________ City ____________________ State ________ Zip ____________
Phone ____________________________

This request is for a: ___ change of major and/or ___ change of degree

FROM: (Major) ____________________ TO: (Major) ____________________
(Degree) ____________________ (Degree) ____________________
(College) ____________________ (College) ____________________

Reason for request ________________________________________________________________
______________________________________________________________________________

TO BE COMPLETED BY DEPARTMENT TO WHICH TRANSFER IS REQUESTED

The above-named student, whose folder is attached, is requesting the change in status indicated above. Would you please consider his/her request, complete this section and return this form and folder to the College or Independent School.

☐ I approve the student’s change of status. He/she is accepted into (college, degree and/or major)

☐ I disapprove the change.

__________________________ (Signed) ________________ (Date)

COMMENT: ____________________________________________

TO BE COMPLETED BY COLLEGE OR INDEPENDENT SCHOOL

The student’s request is:

☐ Approved ☐ Disapproved

__________________________ (Signed) ________________ (Date)
f. Application for PhD Candidacy Examination (Sample Image):

![Application for PhD Candidacy Examination](image-url)

<table>
<thead>
<tr>
<th>Name of Candidate</th>
<th>Kent State ID</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter text here</td>
<td>Enter text here</td>
<td>Enter date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College</th>
<th>Department/ School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter text here</td>
<td>Enter text here</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Concentration (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter text here</td>
<td>Enter text here</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of First Enroll in Degree</th>
<th>Degree Term Limit for Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Summer ☐ Fall ☐ Spring</td>
<td>☐ Summer ☐ Fall ☐ Spring</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Advisor</th>
<th>Exam Date</th>
<th>Exam Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter text here</td>
<td>Enter text here</td>
<td>☐ Pass ☐ Fail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prominent Title of Dissertation (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter text here</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Advisor</th>
<th>[Signature]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>[Graduate Program Coordinator]</th>
<th>[Signature]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>[Department Chair/ Advisor]</th>
<th>[Signature]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>
g. Notification of Approved Dissertation Topic and Proposal (Sample Image):

NOTIFICATION OF APPROVED DISSERTATION TOPIC AND PROSPECTUS

The graduate student will file this form with the College or Independent School office before beginning the dissertation research but in any case no later than the semester preceding that in which the candidate expects to receive a doctoral degree. Please present the information in typewritten form. If any of the information on this form changes, a new form must be filed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Address</td>
<td></td>
</tr>
<tr>
<td>Telephone No, Student No.</td>
<td></td>
</tr>
<tr>
<td>Department or School and area of concentration</td>
<td></td>
</tr>
<tr>
<td>Proposed title of Dissertation</td>
<td></td>
</tr>
</tbody>
</table>

Are human subjects involved in this research? If yes, date of approval by the Kent State University Institutional Review Board

Members of the dissertation committee:

<table>
<thead>
<tr>
<th>Name (typed or printed)</th>
<th>Department</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

"Outside discipline" person

APPROVED:

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduate Coordinator Date

Chair/Director Date

College Dean Date

Please attach an abstract of your prospectus.

Write (original): Student

Register: College Date

File: Department/School Date

Feb. 05

![Sample Image]

**REPORT OF DISSERTATION FINAL EXAMINATION**

<table>
<thead>
<tr>
<th>Date of Exam</th>
<th>Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Candidate</td>
<td>Last Name</td>
</tr>
<tr>
<td>Local Address</td>
<td></td>
</tr>
<tr>
<td>Degree for which examination is given</td>
<td></td>
</tr>
<tr>
<td>Department or School (and area of concentration, if any)</td>
<td></td>
</tr>
</tbody>
</table>

**Exact title of Dissertation**

**Signatures of examining committee:**

<table>
<thead>
<tr>
<th>Name (typed or printed)</th>
<th>Signatures</th>
<th>Pass (as check mark)</th>
<th>Fail (as check mark)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Discipline Person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Faculty Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FINAL RESULT:**

- Pass [ ]
- Fail [ ]

*Attach comments or specified conditions if student fails.

**Moderator** (does not vote) ____________________________

**Chair/Dean** ____________________________

**Graduate Program Coordinator** ____________________________

**Graduate Dean** ____________________________

Feb. 05
i. **GA Timesheet (Sample Image):**

![GA Timesheet Image]

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Hours Worked</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
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<tr>
<td>Thursday</td>
<td></td>
<td></td>
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<tr>
<td>Friday</td>
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<td></td>
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<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Weekly Hours</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Hours Worked</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
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<td></td>
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<td>Thursday</td>
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<td>Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Weekly Hours</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Graduate Assistant Signature: [Signature]

Date: [Date]

Graduate Assistant Work Supervisor: [Signature]

Date: [Date]

(Print Graduate Assistant Name Here): [Name]

Department Chair, (if teaching): [Name]

Date: [Date]

PLEASE RETURN FORM TO: Karen Kichton (kkichton@kent.edu)
j. **GA Self-Evaluation Form (Sample Image):**

![Sample Image]

<table>
<thead>
<tr>
<th>College of Public Health</th>
<th>Graduate Assistant Self-Evaluation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student:</strong></td>
<td><strong>Review Date:</strong></td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
<td><strong>Review Date:</strong></td>
</tr>
</tbody>
</table>

To provide positive feedback, please evaluate your performance by using the following criteria. If your supervisor agrees, check the box beside your response.

**Performance rating may vary:**

**Excellent**

**Good**

**Adequate**

**Needs Improvement**

**Poor**

---

1. **Accountability:**
   - Student demonstrates a consistent effort by meeting deadlines, efficiently using resources, and achieving measurable goals resulting in quality outcomes.
   - Comments:
   - 

2. **Adaptability:**
   - Student has a positive attitude about change and is able to transition smoothly.
   - Comments:
   - 

3. **Student Initiative:**
   - Student assumes responsibility with minimal direction.
   - Comments:
   - 

4. **Team Player:**
   - Demonstrates a willingness to help others and shows enthusiasm for group efforts. Has developed a rapport and is cooperative with other team members.
   - Comments:
   - 

---

5. In what areas would specific improvements be made? (Check one or more areas if applicable.)

   - 

6. What goals should be established to help improve job performance?

   - 

---

**Supervisor Comments:**

**Student Comments:**

**Department Chair Comments:**

---

**Student's Signature:**

**Date:**

**Supervisor's Signature:**

**Date:**

**Department Chair Comments:**

**Date:**
## Performance Ratings

The following ratings should be used to evaluate performance on each objective and competency (i.e., skills and values), as well as provide an overall assessment (based on an appropriate blend of ratings).

<table>
<thead>
<tr>
<th>Rating</th>
<th>Title</th>
<th>Definition</th>
<th>Key Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>EXCELLENT</td>
<td>Consistently exceeds expectations relative to the achievement of objectives, core skills and values. Recognized as a role model or “go to” person relative to knowledge, results and demonstration of the critical success factors, which are important to the business.</td>
<td>Consistently exceeds expectation and objectives. Mentor and role model for others. Consistently challenges themselves and “raises the bar” with more difficult objectives. Self-motivated and self-directed. Considered to be a high contributor.</td>
</tr>
<tr>
<td>4</td>
<td>VERY GOOD</td>
<td>Consistently meets and often exceeds expectations relative to the achievement of objectives, core skills and values. Consistently works toward continuous improvement and “stretch” achievements.</td>
<td>Often exceeds expectations and objectives. Determines what action is needed beyond stated objectives and follows through. Requires little supervision and does more than expected. Self-reliant and requires limited direction. Considered to be a strong contributor.</td>
</tr>
<tr>
<td>3</td>
<td>GOOD</td>
<td>Meets the expectations relative to the achievement of objectives, core skills and values. Successfully performs in all areas. Requires only a moderate amount of supervision and direction.</td>
<td>Meets expectations and objectives. Meets high standards and proficiencies. Requires moderate supervision and does as expected. Considered to be a solid contributor.</td>
</tr>
<tr>
<td>2</td>
<td>FAIR</td>
<td>Meets some of the expectations relative to the achievement of objectives, core skills and values. Requires improvement in some areas. May require more direction than expected to complete projects and assigned work. Needs to work on improving performance.</td>
<td>Meets some expectations and objectives. Requires modest supervision regarding prioritization and focus. Performance needs to improve through communication and coaching. Written directives clarifying expectations may be needed (e.g., performance improvement plan).</td>
</tr>
<tr>
<td>1</td>
<td>POOR</td>
<td>Performs at lower than expected levels. Requires close supervision and immediate corrective action. Demonstrates inability or unwillingness to perform key job functions despite supervision, feedback, and coaching. Students assigned this rating must significantly improve their performance within three months.</td>
<td>Failed to embrace improvement opportunities and performance is unacceptable. Must significantly improve performance within three months. Written documentation and corrective action are required and performance improvement plan should be in place. Feedback about performance has been given, but performance has not reached satisfactory levels.</td>
</tr>
</tbody>
</table>
Appendix III. CPH Guidelines for the Doctoral Dissertation

College of Public Health - Dissertation Process of all PhD in Public Health Concentrations

A doctoral dissertation is required of each doctoral candidate in any department offering the PhD in Public Health. The dissertation topic must be approved by the department and filed with the college dean no later than one semester preceding that in which the candidate expects to receive the degree.

The doctoral dissertation is expected to be independent research of the highest quality that makes a substantial and original contribution to the student’s discipline. The dissertation must demonstrate that the student has acquired the ability to conduct research in a discerning and original manner. The dissertation must make significant enough contribution to the field in which it is written that at least one scholarly article suitable for publication in a professional peer-reviewed journal may be derived from it or that the findings of the dissertation would be otherwise publishable. The quality of a dissertation is judged by the author’s ability to synthesize a body of current scientific evidence, apply rigorous scientific methods, and articulate original research findings in an intellectual manner. The dissertation must contain, at minimum, an overview of the public health issue to be examined, synthesis and critical analysis of the scientific literature, original research question(s), description of the research methods used and summary of research findings, and discussion of final conclusions.

Each doctoral candidate, upon admission to candidacy, must register for Dissertation I (80199) for a total of 30 hours. It is expected that a doctoral candidate will continuously register for Dissertation I, and thereafter Dissertation II, each semester, including summer, until all requirements for the degree have been met. The In-Progress (IP) grade is used until the student completes the dissertation at which time all IP grades in dissertation are changed to Satisfactory (S) grades.

Starting the Dissertation

The student begins by selecting a dissertation topic and drafting a concept paper, which provides a brief overview of the proposed research. The student then selects a dissertation chair. Together, the student and dissertation chair will select a full committee that will consist of (at minimum):

• the chair of the dissertation committee
• one full-time graduate faculty member from the student’s department, and
• one faculty member outside of the student’s department.

The chair of the dissertation committee must have F4 faculty status. At least two of the other committee members must have F3 or F4 faculty status. Faculty members will advise the student of their faculty status. If a Co-Chair is desired, s(he) should be included in the above members.

Individuals outside of the university may serve as committee members, but cannot serve as chair. Students must receive written approval from the dissertation chair and department chair before outside
individuals can be appointed to the dissertation committee. These outside members require further approval as a temporary graduate associate faculty member.

The Dissertation Prospectus

The student consults with his/her dissertation chair and/or other faculty members to refine the research question and methodology. The student will then prepare a written dissertation prospectus that is 12-18 single spaced pages of crisp, clear and succinct writing that is fully referenced and consists of at least the following sections:

1. Background/Significance/Research Question(s);

2. Pertinent Literature Review; and


When the committee members believe that the student is ready to defend his/her dissertation prospectus, the chair will schedule a public presentation of the prospectus by the student. The dissertation prospectus defense shall be presented in a formal meeting including all members of the dissertation committee and open to the general public. Students should be prepared to present their prospectus for 30 minutes and answer questions from the public for approximately 20 minutes. After questions from the public have been answered, they will be excused and the student will meet privately with the committee. During that meeting, the committee will pose additional questions. After this questioning period, the student will be excused and the committee will discuss whether the prospectus has been successfully defended and if the student is ready to begin the research. If a majority of the committee approves the defense, the Dissertation Proposal/Prospectus Defense form will be signed and placed in the student’s file in the Department office. If the committee rejects the prospectus defense, the student must revise the prospectus until such time the committee is satisfied.

The Dissertation Defense

After the dissertation, typed in legible form, is accepted by the dissertation chair, it will be read by the student’s dissertation committee, and any recommended revisions will be communicated to the student. Upon completion of the revisions, if any, the student will be required to defend the findings before a committee of graduate faculty members, including the dissertation committee and the Graduate Faculty representative (GFR) selected by the College Dean. The GFR often serves as the defense moderator unless otherwise indicated by the dissertation committee.

The process of the dissertation defense will be determined by each dissertation advisor, in collaboration with the dissertation committee and the student. Typically, the defense consists of a presentation by the candidate, followed by questions from the dissertation committee, in a meeting of less than two hours.

The responsibility for conducting the examination itself will be that of the Graduate Faculty representative selected by the department chair from a department other than that of the student’s major.
The defense of the dissertation is open to the university community. Questioning is restricted to members of the graduate faculty, and the vote of the examining committee will be conducted in private.

After the candidate has passed the oral examination, the doctoral candidates will submit their dissertation in electronic form. The dissertation will also include an abstract of no more than 350 words. Information on the process may be found on the University Libraries’ Guidelines for the Preparation of Electronic Theses and Dissertations website. Theses and dissertations must be prepared according to established guidelines. Guidelines for preparation and typing of theses and dissertations are available in the college office.

Dissertations submitted electronically are available through the OhioLINK ETD Center. The Department of Health Policy and Management also requires submission of a bound paper copy for the archives. It is the responsibility of the doctoral student to fulfill this requirement.

All dissertations must be published according to a plan provided by ProQuest Information and Learning, Ann Arbor, Michigan, for the purposes of archiving, indexing, and dissemination. All communications and relations between faculty or students and ProQuest shall be carried out only through the Kent State University librarian. Publication of the complete dissertation or significant parts of it through other avenues is expected, but this is not to be used in lieu of the requirement stated herein.
Appendix IV. IRB Flowchart and RCR Requirement

Responsibe Conduct of Research (RCR) training is mandated by a National Science Foundation ruling and required by all DHPM students conducting research. The Kent State Office of Sponsored Programs makes this training available online through the Collaborative Institutional Training Initiative (CITI). Kent State University is a participating institution in CITI, the organization providing the training modules.

The CITI course for RCR has been designed to meet Federal requirements for formal training in the responsible conduct of research. Instruction is tailored to discipline-specific areas including the Biomedical, Social and Behavioral, and Physical Sciences and Engineering. The course is available at https://www.citiprogram.org. Upon successful completion of the selected module, trainees will receive a printable certificate.

The CITI RCR Course addresses the following topics:

- Research Misconduct
- Data Acquisition and Management
HPM PhD Student Handbook

- Responsible Authorship
- Peer Review
- Mentoring
- Conflicts of Interest
- Collaborative Research

Sponsored Programs provides print versions of available course materials; however, trainees must access the course site online to complete the required quiz and, thereby, obtain certification.
Appendix V: Library Information

Kent State University’s main library is located next to the Student Center. General information on the library and library services can be found at: http://www.kent.edu/library/index.cfm. Calendar hours for the library are available at: http://www.kent.edu/library/about/hourssheets.cfm. Graduate students are encouraged to schedule a time to meet with Clare Leibfarth, subject librarian for nursing and public health. Mrs. Leibfarth can be reached via email at cleibfar@kent.edu or by phone at x24811.

Librarian appointments are designed to help students identify and locate informational resources that can be used to complete classroom and other – related – academic assignments. Appointments are scheduled for approximately 1 hour. Students should arrive on time to take advantage of the entire consultation time. Individuals over 20 minutes late will need to reschedule their appointment. Please contact your librarian if you need to cancel your appointment. Additional library resources can be found using the following links:

Books & More

- **Books (KentLINK)**
- **Books from other Libraries (OhioLINK)**

Articles & Journals

- **Journal Finder**
- Databases [A-to-Z](#) by [Subject](#)

Citation Tools

- **RefWorks**
- **Style Manuals**

More Research Tools

- **Course Guides**
- **Government Information**
- **Request an Article**
- **Resource Guides**
- **Special Collections & Archives**
- **Statistical and Qualitative Software Support**
- **Subject Guides**

Appendix VI: Key Elements – Moulton Hall Emergency Response Plan

The Moulton Hall Emergency Response Plan (ERP) is available from the Department office. If you are responsible for employees or other students as part of your job duties, you should schedule a time to meet with your Department Chair to go through the Moulton Emergency Response Plan. Emergency response plans provide general guidance, organizational structure and specific direction on preparedness and response activities intended to preserve life and protect property in the event of an emergency. Many of the key elements outlined here are generally applicable to all buildings on campus. However, students should become familiar with the actual ERP(s) appropriate for their assignment. For students working in Moulton Hall, this appendix is not a replacement for the full ERP. However, all HPM students working and taking classes in Moulton Hall should be familiar with basic elements of this plan summarized here.

Follow these important steps when there is an emergency:
The Emergency Response Plan is an adjunct to the Kent State University Emergency Management Plan. The primary goals of the Moulton Hall Emergency Response Plan are:

- To protect lives, property, and the facility
- To prevent or minimize the impact of emergencies and to maximize an effective response from the campus community
- To provide for the continuity of facility operations

I. Reporting an Emergency or Crime

Kent State University Police and Kent City Fire

911
330.672.2212

In the event that the faculty or staff needs assistance, they should call Police Services at 330.672.2212. The caller should provide Police Services with the following information:

- The KSU Dispatcher will ask you for the location of the incident. Provide them with information so that first responders can locate the area quickly.
- The KSU Dispatcher will ask you questions, such as:
  - What is the emergency type?
    - Medical, Violence, Disruption
    - The number of people involved any weapons, etc.
    - Any injuries
    - Description of suspect(s)
    - Direction of travel of suspects
- When prompted, provide dispatcher with as much information about emergency as possible
- If the KSU Dispatcher gives you instructions, follow them to the best of your ability.

II. Campus Emergency Mass Notification

Flash ALERTS: Flash ALERTS is Kent State's official emergency text notification system to alert subscribers of critical information. Flash ALERTS expands the university's ability to send critical news and information to the university community during campus emergencies. KSU Police Services and UCM have dual activation control. During a campus emergency situation, Flash ALERTS can send a text message delivering critical information.

Tornado Sirens: The University has several tornado sirens located throughout campus to be used in case of tornado warnings. They are also capable of delivering a voice message for other emergency conditions. Sirens are sounded for 9 minutes. If the hazardous condition still exists after 20 minutes, the sirens are activated for another 9 minutes. This will continue until the hazardous condition is over.
Mass Email; Kent.edu: UCM has the ability to send out mass emails and make changes to the University website to provide updated information during emergency conditions. Emails are sent to all active University emails for faculty, staff and students. Website changes include posting an emergency banner and the placement of announcements describing the emergency condition, instructions and updates.

III. In Case of Fire or Severe Weather:

**Fire:** If fire alarm is activated,

- Evacuate the building following the evacuation procedures
- Staff members should help coordinate students once they have left the building. People must be moved at least 500 feet from the building and clear from the pathways where first responders will be entering.
- Staff members will help make sure people do not impede the response of first responder. If safe, staff members should be stationed near exits to ensure no one enters the building.

If the fire alarm ceases to sound, staff members will still not allow people into the building. People will only be allowed to enter the building once it is determined to be safe. The message will be delivered by a police officer or other first responder.

**Severe Weather:** During a Tornado warning:

- Upon notification of a tornado warning (Tornado Sirens, AMPS, etc.), proceed immediately to tornado shelter areas. Signs on the walls will direct people to these areas.
- People may also go to a pre-designated safe room, basement, storm cellar or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway)
- Sirens are sounded for 9 minutes. If the hazardous condition still exists after 20 minutes, the sirens are activated for another 9 minutes. This will continue until the hazardous condition is over

Rally Point1: Gazebo front lawn

Rally Point #2: Bus Stop C-Lot