Department of Social and Behavioral Sciences

GRADUATE STUDENT HANDBOOK

Revised July 25, 2016
MISSION
The mission of the College of Public Health (hereinafter “the College”) 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 (KSU) campuses and beyond.

OBJECTIVES
The primary objectives of the College are to:

• Create an academic environment which promotes the intellectual and professional development of students and faculty;

• Develop and maintain a commitment to scholarly activity in research, graduate education, and undergraduate education which is commensurate with the goals and mission of KSU;

• Provide programs for all students which meet the educational and technological demands of the disciplines represented in the College;

• Offer courses in cognate academic disciplines and professional fields which provide the necessary base to successfully achieve the career goals of students and faculty; and,

• Provide the public with service commensurate with a University.

Implicit in these objectives is a responsibility to teach, which includes participation in current education of undergraduate and graduate students and encouragement of lifelong learning habits. 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 is valued within the College and the University, and unifies and clarifies the role of the University in the local community, in the State of Ohio, within the US, and in the global community.
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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; hereinafter “the College”), Department of Social and Behavioral Sciences (SBS). For up-to-date information throughout the academic year, please refer to the CPH website (http://www.kent.edu/publichealth/). Additional information is provided via the CPH quarterly newsletter.

This handbook was prepared to assist students in planning the steps necessary to achieve either the Master of Public Health degree (MPH) in SBS or a Doctor of Philosophy degree (Ph. D.) in Prevention Science. This handbook describes policies, rules, and procedures that graduate students need to know. 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 the stage of completion of their program. Additionally, this document is intended as an introduction to the requirements, administration, and technical dimensions of the SBS programs 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 prevails.
II. College of Public Health

KSU’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 (BSPH).

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 BSPH, an MPH with five specializations and a Ph.D. with three specializations – Epidemiology, Health Policy and Management, and Prevention Science. KSU is proud to be on the forefront of the field by being one of only two schools in the state to offer a Ph.D. in Public Health. The KSU College of Public Health is accredited by the Board of Councilors of the Council on Education for Public Health (CEPH).

While this handbook contains policies relevant for all graduate students in the College, it is tailored to students in the Department of SBS. The contents of this handbook include the “core” requirements common to both Master and Doctoral degrees, along with requirements unique to the SBS specialization.

Dean’s Office

The Dean of the College (hereinafter the “Dean”) is the chief administrative official of the College 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 on July 1, 2011. She joined KSU in 2009 to assist in the development of the new CPH. Her academic appointment is in the Department of Health Policy and Management. Before joining KSU, 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 earned a Master’s of Arts in Sociology from KSU 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 the Dean’s suite on the 3rd floor of 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
Academic Department Structure

The CPH is organized into three Departments: Health Policy and Management, Biostatistics, Environmental Health Sciences, and Epidemiology; and SBS (see Appendix I for descriptions). Additionally, within this structure are the Office of Public Health Practice and Partnerships, the Center for Public Policy and Health; and the Office of Global Health Programs.

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.

**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

**Global Health Programs:** The Global Health Program’s mission is to create new opportunities in global health for KSU 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 CPH, KSU 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 and other KSU faculty with counterparts at partner institutions.
Public Health Student Alliance

The Public Health Student Alliance (PHSA) is the official student organization for the CPH. PHSA was founded based on the firm belief that KSU students’ participation in humanitarian efforts is important. Accordingly, 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 in PHSA offers students the chance to apply the knowledge and concepts learned in class to practical settings; fostering the opportunities to experience first-hand the world of Public Health. 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 CPH;
- 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 KSU students, undergraduates, and graduates. Membership applications are available on the College website or in the College Office, 3rd Floor Lowry Hall. Information on PHSA is available at: http://www.kent.edu/publichealth/public-health-student-alliance
III. The Department of Social and Behavioral Sciences

The department of SBS prepares students for careers in public health, with interdisciplinary skills to meet the challenges of a rapidly changing field. MPH students will learn to conduct program evaluations and design and implement interventions for community public health issues. Doctoral students in the Prevention Science specialization will learn to design and implement studies and use advanced statistical methods and analyses to examine critical and emerging public health issues. They will also acquire leadership skills essential to developing and implementing SBS program solutions.

Students within this department benefit from active faculty research agendas in areas such as:

- Health systems research
- Social and Behavioral Sciences analysis
- Occupational health and safety
- Reproductive health
- HIV/AIDS
- Access to health care
- Health communication
- Substance abuse
- Community-based interventions

MISSION

As part of the CPH, the Department of SBS is committed to achieving excellence in both undergraduate and graduate education and training that is specifically focused on developing expertise in individual and community health behavior and prevention science through focusing on the influences of social context and behavior on health—all with the aim of developing, implementing, and evaluating solutions to pressing public health challenges in Northeast Ohio, the United States, and the world.

a. Degree and Certificate Programs

SBS currently offers two concentrations in the BSPH program, one MPH concentration and the Prevention Science doctoral program. The BSPH concentrations are Health Promotion and Education and Community-Based Public Health. The MPH concentration is in SBS and the Ph.D. is in Prevention Science. Finally, the department supports an interdisciplinary graduate certificate program in health care facilities developed by the College of Architecture and Environmental Design, CPH, and the College of Nursing (http://www.kent.edu/publichealth/healthcare-facilities-certificate).

Students who graduate with the MPH in SBS will be able to design, implement, and evaluate public health interventions in a variety of setting, such as clinical settings, non-profit settings and public agencies, and for a variety of populations including families, communities, schools, the workplace, and law enforcement/criminal justice settings.

Students who graduate with the Ph.D. in Prevention Science are scholars and leaders who might work in a variety of job settings, including Federal and state health agencies, academic health centers and hospitals, higher education (faculty or research positions), policy and research institutes, managed care and insurance corporations, and health planning organizations.
The procedures, rules, and regulations stated in this handbook are valid under the normal time limits for earning the MPH or Ph.D. degree. Typical time to completion for full-time students is as follows:

- Master of Public Health (MPH)
  - Two years from time of admission to completion of coursework and practicum experience

- Doctor of Philosophy (Ph.D.)
  - Two to three years from time of admission to complete coursework and candidacy examination, based on prior academic work.
  - Two to three years from the time of reaching candidacy to completion of the dissertation and awarding of the Ph.D. degree.

**Part-time** MPH and Ph.D. students are encouraged to work closely with their Graduate Advisor to ensure that they complete all degree requirements within the time limitations set for graduation. Refer to the Graduate Catalog regarding time extension; however, if a doctoral student has not completed the candidacy exam an extension will 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.

**Faculty and Staff Contact List-Social and Behavioral Sciences**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tina Bhargava, DrPH</td>
<td>Assistant Professor</td>
<td><a href="mailto:tbharga1@kent.edu">tbharga1@kent.edu</a></td>
<td>330-672-2729</td>
</tr>
<tr>
<td>Sheryl L. Chatfield, Ph.D.</td>
<td>Assistant Professor</td>
<td><a href="mailto:schatfi1@kent.edu">schatfi1@kent.edu</a></td>
<td>330-672-3945</td>
</tr>
<tr>
<td>Abigail Gamble, Ph.D.</td>
<td>Assistant Professor</td>
<td><a href="mailto:agamble4@kent.edu">agamble4@kent.edu</a></td>
<td>330-672-6270</td>
</tr>
<tr>
<td>Jeff Hallam, Ph.D.</td>
<td>Interim Associate Dean for Research</td>
<td><a href="mailto:jhallam1@kent.edu">jhallam1@kent.edu</a></td>
<td>330-672-0679</td>
</tr>
<tr>
<td>Eric Jefferis, Ph.D.</td>
<td>Associate Professor</td>
<td><a href="mailto:ejefferi@kent.edu">ejefferi@kent.edu</a></td>
<td>330-672-6502</td>
</tr>
<tr>
<td>Kristina Knight, Ph.D.</td>
<td>Assistant Professor</td>
<td><a href="mailto:knigh10@kent.edu">knigh10@kent.edu</a></td>
<td>330-673-7488</td>
</tr>
<tr>
<td>Peggy Shaffer-King, MA</td>
<td>Lecturer</td>
<td><a href="mailto:eshaffe6@kent.edu">eshaffe6@kent.edu</a></td>
<td>330-672-6503</td>
</tr>
<tr>
<td>Mary M. Step, Ph.D.</td>
<td>Assistant Professor</td>
<td><a href="mailto:mstep@kent.edu">mstep@kent.edu</a></td>
<td>330-672-2630</td>
</tr>
<tr>
<td>Peggy Stephens, Ph.D.</td>
<td>Associate Professor</td>
<td><a href="mailto:msteph16@kent.edu">msteph16@kent.edu</a></td>
<td>330-672-1853</td>
</tr>
<tr>
<td>Cindy Widuck, MPH</td>
<td>Lecturer</td>
<td><a href="mailto:cwiduck@kent.edu">cwiduck@kent.edu</a></td>
<td>330-672-6500</td>
</tr>
<tr>
<td>Janice D. Yoder, Ph.D.</td>
<td>Research Professor</td>
<td><a href="mailto:jyoder34@kent.edu">jyoder34@kent.edu</a></td>
<td>330-672-3905</td>
</tr>
</tbody>
</table>

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1 See Appendix I for CPH and SBS key contacts.
d. Administrative Support Staff Contact List-Social and Behavioral Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grace Battaglia-Hoffman</td>
<td>Administrative Secretary</td>
<td><a href="mailto:gbattag1@kent.edu">gbattag1@kent.edu</a></td>
<td>330-672-8763</td>
</tr>
<tr>
<td>Sasikumar Benzigar, Ph.D.</td>
<td>Instructional Designer and Lecturer</td>
<td><a href="mailto:sbenzi@kent.edu">sbenzi@kent.edu</a></td>
<td>330-672-6555</td>
</tr>
<tr>
<td>Brent Christman</td>
<td>Director, Academic Budget and Resource Management</td>
<td><a href="mailto:bchris10@kent.edu">bchris10@kent.edu</a></td>
<td>330-672-5811</td>
</tr>
<tr>
<td>Barb Fahny</td>
<td>Business Analyst</td>
<td><a href="mailto:bfahny@kent.edu">bfahny@kent.edu</a></td>
<td>330-672-0390</td>
</tr>
<tr>
<td>Karen Baker</td>
<td>Administrative Assistant-SBS</td>
<td><a href="mailto:kbaker80@kent.edu">kbaker80@kent.edu</a></td>
<td>330-672-2845</td>
</tr>
<tr>
<td>Ken Slenkovich, MA</td>
<td>Assistant Dean</td>
<td><a href="mailto:kslenkov@kent.edu">kslenkov@kent.edu</a></td>
<td>330-672-6504</td>
</tr>
<tr>
<td>Kim Yodice</td>
<td>Administrative Clerk</td>
<td><a href="mailto:kretherf@kent.edu">kretherf@kent.edu</a></td>
<td>330-672-7577</td>
</tr>
</tbody>
</table>

e. Student Competencies

*Upon completion of the Master of Public Health in Social and Behavioral Sciences, each graduate should be able to:*

**Core Competencies**
1. Conduct appropriate descriptive and inferential statistical analyses to address particular research questions.
2. Develop written and oral presentations based on statistical analyses for both public health professionals and lay audiences.
3. Mitigate the direct and indirect human, ecological and safety effects of major environmental and occupational agents.
4. Apply federal and state regulatory guidelines to programs that control environmental health issues.
5. Identify the main issues related to the organization, management, financing and delivery of health services in the United States.
6. Recognize and critically discuss current and emerging public health issues on local, state, national and global levels.
7. Utilize and justify the social ecological approach to health promotion and disease prevention.
8. Design basic quantitative and qualitative research to address public health problems.
9. Describe how societal, organizational, and individual factors influence and are influenced by public health communications.
10. Implement public health programs and strategies responsive to the diverse cultural values and traditions of the communities served.
11. Use collaborative methods and ethical standards for achieving organizational and community health goals.
12. Apply epidemiologic methods to assess the risk of communicable and non-communicable diseases in the community.

**Specialization Competencies**
1. Apply and evaluate basic social, behavioral and biological theories that affect health behaviors.
2. Analyze and appreciate the role of the social determinants of health in the onset and solution to public health problems.
3. Adopt and utilize the principles of ethics, social justice and advocacy in improving the health of diverse populations in a culturally competent manner.
4. Analyze and apply methods of addressing emerging health social and behavioral issues in public health.

Upon completion of the Ph.D. in Prevention Science, each graduate should meet the MPH competencies listed above, and additionally 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 research on a public SBS, condition or issue while adhering to 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

For Ph.D. students in SBS, graduates should be able to:
1. Apply and evaluate basic social and behavioral theories that effect health behaviors.
2. Analyze the role of social determinants in the onset and solution to public health problems.
3. Use the principles of ethics, social justice and advocacy in improving the health of diverse populations in a culturally competent manner.
4. Analyze emerging social and behavioral issues and create evidence-based interventions that address those issues.
IV. Master of Public Health-Social and Behavioral Sciences Concentration

a. General Degree Requirements

The MPH-SBS curriculum consists of a minimum of 46 credit hours organized in four curricular domains:

- Core courses (19 credit hours)
- Courses required for each specialization (15 hours)
- Elective courses (6 credit hours)
- Practicum and culminating experience (6 credit hours)

The MPH-SBS curriculum at KSU 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.

b. Course Requirements and Plan of Study

1. Course Requirements

Core Courses—25 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
<th>Semester Offered</th>
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<tbody>
<tr>
<td>BST</td>
<td>52019</td>
<td>Biostatistics in Public Health</td>
<td>4</td>
<td>FA/SP</td>
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<tr>
<td>EHS</td>
<td>52018</td>
<td>Environmental Health Concepts in Public Health</td>
<td>3</td>
<td>FA/SP</td>
</tr>
<tr>
<td>EPI</td>
<td>52017</td>
<td>Fundamentals of Public Health Epidemiology</td>
<td>3</td>
<td>FA/SP</td>
</tr>
<tr>
<td>HPM</td>
<td>52015</td>
<td>Emerging Issues in Public Health Policy and Management</td>
<td>3</td>
<td>FA/SP</td>
</tr>
<tr>
<td>HPM</td>
<td>52016</td>
<td>Public Health Administration</td>
<td>3</td>
<td>FA/SP</td>
</tr>
<tr>
<td>SBS</td>
<td>50020</td>
<td>Social and Behavioral Science Theories</td>
<td>3</td>
<td>SUS/FA</td>
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<tr>
<td>Electives</td>
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<td></td>
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<tr>
<td>Total</td>
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## Concentration requirements—SBS specialization—21 credit hours

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<th>Semester</th>
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<tr>
<td>HPM</td>
<td>53007</td>
<td>Public Health Programs: Planning, Implementation and Evaluation</td>
<td>3</td>
<td>SP</td>
</tr>
<tr>
<td>SBS</td>
<td>50002</td>
<td>Quantitative Methods in Social and Behavioral Sciences</td>
<td>3</td>
<td>SP</td>
</tr>
<tr>
<td>SBS</td>
<td>50030</td>
<td>Seminar in Social and Behavioral Sciences</td>
<td>3</td>
<td>SP</td>
</tr>
<tr>
<td>SBS</td>
<td>53008</td>
<td>Grant Writing in Social and Behavioral Sciences</td>
<td>3</td>
<td>FA</td>
</tr>
<tr>
<td>SBS</td>
<td>54634</td>
<td>Social Determinants of Health Behaviors</td>
<td>3</td>
<td>FA</td>
</tr>
<tr>
<td>SBS</td>
<td>60192</td>
<td>Practicum Experience in Social and Behavioral Sciences</td>
<td>6</td>
<td>SU, FA, SP</td>
</tr>
</tbody>
</table>

### 2. Plan of Study

This is a suggested plan of study associated with achieving the MPH in SBS.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Year 1</td>
<td>Fall-10   hours</td>
<td>SBS Theories</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>Social Determinants</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biostatistics</td>
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<tr>
<td>Year 1</td>
<td>Spring-9 hours</td>
<td>Quantitative Methods</td>
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<tr>
<td></td>
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<td>Public Health Administration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Environmental Health Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Summer between Year 1 and Year 2</td>
<td>Summer-3 hours</td>
<td>Elective</td>
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<tr>
<td>Year 2</td>
<td>Fall-12  hours</td>
<td>Grant Writing</td>
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<tr>
<td></td>
<td></td>
<td>Fundamentals of Epidemiology</td>
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<td></td>
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<td>Elective</td>
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<tr>
<td></td>
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<td>Emerging Issues</td>
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<tr>
<td>Year 2</td>
<td>Spring-12 hours</td>
<td>Seminar in SBS</td>
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<tr>
<td></td>
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<td>Public Health Programs</td>
<td>3</td>
</tr>
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<td></td>
<td></td>
<td>Practicum</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Total:</td>
<td>46</td>
</tr>
</tbody>
</table>
c. Comprehensive Exam
The Comprehensive Exam is an assessment of the knowledge the student has gained during their MPH degree program and is administered at the end of the fall and spring semesters each year. Students complete the exam during their last or second to last semester in the program. This exam is in two parts. Part A addresses the general public health body of knowledge that is contained in the core coursework that all MPH students must take. Part B addresses the discipline-specific body of knowledge that is contained in the required courses for your discipline. See Appendix VI for more information and exam dates.

d. Practicum
The practicum is the culminating experience in the MPH program where students complete an internship, field experience or research project for an organization or agency of their choosing. The purpose of the practicum is to practice the skills that have been acquired during the MPH program. The CPH has a manual entitled “Master of Public Health Practicum Guidelines” on the College’s website to assist students in understanding the processes associated with the practicum element of the curriculum. Please refer to this additional document for questions and answers regarding how to schedule for practicum, how to choose a site, how to create a portfolio and what is included in the portfolio, number of hours required, etc.

e. Graduation

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 KSU should be maintained by the 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. Grades below a C (2.0) are not counted toward completion of requirements for any advanced degree, but are counted in evaluating a student’s GPA. Only graduate course credits count toward a graduate degree. A graduate student who receives a combination of more than 8 credit hours of a B- (2.7) or lower grades, or more than 4 credit hours of grades lower than a C (2.0) is subject to dismissal. Dismissal may be recommended by the SBS 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.

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 Master’s 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(s) 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 the 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.

Graduation Ceremony:
Students who plan to participate in the graduation ceremony must make arrangements to be properly attired in a Master’s gown. The University Bookstore rents and sells gowns. Whether purchased or rented, the gown must be appropriate to the degree. When ordering a gown, candidates from the College should specify that they are receiving a Master’s degree. The College encourages all students to participate in graduation.
V. Doctor of Philosophy in Prevention Science

a. Areas of Study and Advisors

The letter of admission to the CPH doctoral 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 II) must be attached to the plan of study and kept on file with the Department.

b. General Degree Requirements

The SBS doctoral curriculum in Prevention Science consists of a minimum of 91 credit hours organized in five curricular domains:

- Prerequisites (13 credit hours)
- Core courses (12 credit hours)
- Courses required for Prevention Science (24 credit hours)
- Content-related Elective courses (12 credit hours)
- Dissertation (30 credit hours)

The Ph.D. curriculum at KSU is designed to help students develop real-world knowledge and skills needed to pursue success in the public health industry with a focus on public health research and prevention science. Although individualized, the curriculum requirements are outlined below.
c. Course Requirements and Plan of Study

1. Course Requirements

Prerequisites—13 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BST</td>
<td>52019</td>
<td>Biostatistics in Public Health</td>
<td>4</td>
</tr>
<tr>
<td>EHS</td>
<td>52018</td>
<td>Environmental Health Concepts in Public Health</td>
<td>3</td>
</tr>
<tr>
<td>EPI</td>
<td>52017</td>
<td>Fundamentals of Public Health Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>HPM</td>
<td>52016</td>
<td>Public Health Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

2 The plan of study presented is for the 2015-2016 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.

Public Health Core—12 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BST</td>
<td>83014</td>
<td>Applied Regression Analysis</td>
<td>3</td>
</tr>
<tr>
<td>SBS</td>
<td>50020</td>
<td>Social and Behavioral Science Theories</td>
<td>3</td>
</tr>
<tr>
<td>EPI</td>
<td>72028</td>
<td>Methods of Evidence Based Public Health</td>
<td>3</td>
</tr>
<tr>
<td>SBS</td>
<td>72030</td>
<td>Grant Writing in Public Health</td>
<td>3</td>
</tr>
</tbody>
</table>
Prevention Science Courses—24 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Method Courses</strong></td>
<td></td>
</tr>
<tr>
<td>BST</td>
<td>73010</td>
<td>Qualitative Methods for Public Health Research</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Choose 2 of the 3:</strong></td>
<td>6</td>
</tr>
<tr>
<td>BST</td>
<td>83013</td>
<td>Applied Regression Analysis of Public Health Data (3)</td>
<td></td>
</tr>
<tr>
<td>EPI</td>
<td>73026</td>
<td>Design and Implementation of Health Surveys (3)</td>
<td></td>
</tr>
<tr>
<td>EPI</td>
<td>73029</td>
<td>Public Health Surveillance Systems (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Content Specific</strong></td>
<td></td>
</tr>
<tr>
<td>SBS</td>
<td>73018</td>
<td>Theories of Prevention Science I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>73019</td>
<td>Theories of Prevention Science II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>73020</td>
<td>Advanced Methods in Prevention Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>80100</td>
<td>Emerging Issues in Prevention Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>80198</td>
<td>Directed Research in Prevention Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Dissertation</strong></td>
<td></td>
</tr>
<tr>
<td>SBS</td>
<td>80199</td>
<td>Dissertation I/II</td>
<td>30</td>
</tr>
</tbody>
</table>

Total: 91
1) **Content-Related Electives (12 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 CPH or other disciplines outside of the college (but within KSU).

2) **Dissertation: (30 credit hours)**

SBS 80199 Dissertation I/ SBS 80299 Dissertation II

Further information about Dissertation I and II are provided in subsequent sections of this document. 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 91 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.

d. **Doctoral Candidacy Examination**

**General Guidelines:** In order to matriculate to doctoral candidacy, all CPH 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. KSU requires that all doctoral candidates complete a candidacy exam. 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. See Appendix VI for more information.

The candidacy exam consists of both written and oral components. Two evaluation outcomes are possible on the candidacy exam: pass or fail. Students can take an exam for 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:

**When to Take the Exam:** As noted, candidacy exams are offered two times per academic year: once during the fall semester and once during the spring semester. In the CPH, students are typically eligible to take the doctoral candidacy exam following completion of all required coursework. In the department of SBS, students may also apply to take the examination during their last semester of their coursework with written approval from their Academic Advisor and Department Chair. This latter option is especially important for international students and others who desire to ensure seamless transition to enrollment in dissertation credits following successful completion of the exam.
Scheduling an Exam: The Department must be notified of the student’s intent to take the exam in writing no later than the first week of the preceding semester to the exam. This is done by completing and submitting the SBS Application for Ph.D. Candidacy Examination (Appendix II). An email will be sent to the student clearing him/her 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 students with the necessary equipment and/or materials needed to take the test and for proctoring the exams.

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, and demonstrate knowledge in 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. The exam takes six hours to complete.

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3 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. (KSU Catalog 2015-2016) http://www2.kent.edu/catalog/2015/info/policies?policy=cdd
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.

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 student’s Academic Advisor chairs the oral examination, 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 of the student.

**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 exams, 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 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. Any formal appeal must be initiated in writing through the Departmental 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 the College level, appeals are reviewed by the Associate Dean. 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. Writing the Dissertation

A doctoral dissertation is required of each doctoral candidate in any department offering a Ph.D. in Public Health. Once the student is admitted to candidacy, the student is able to assemble a dissertation committee and begin developing his/her dissertation (see Appendix III for additional guidance). 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, 1) an overview of the public health issue to be examined, 2) synthesis and critical analysis of the scientific literature, 3) original research question(s), 4) a description of the research methods used, 5) a summary of research findings, and 6) critical discussion of final conclusions.

a. Dissertation Registration

Upon admission to candidacy, each doctoral candidate must register for Dissertation I twice (80199) for a total of 30 hours in two consecutive semesters, even if one of these is during the summer. If students do not graduate at the end of the semester during which they were registered for the second 15 credits of Dissertation I, they must register for 15 credits of Dissertation II (80299) in the next proceeding semester (again summer is considered a semester), and continuously thereafter until all requirements for the degree have been met. Please note that Dissertation I and II are NOT variable credit courses. That is, each dissertation registration is for 15 credits, with per-credit fees considerably reduced compared to non-dissertation credits. 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 establishes his/her dissertation by first selecting a dissertation topic and drafting a concept paper, which provides a brief overview of the proposed research to be shared with prospective committee members. The student then selects a Dissertation Chair and together, the student and Dissertation Chair then select a full committee consisting of (at minimum):

- The chair of the dissertation committee, (a co-chair 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 graduate 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 addition to the above minimum.

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 are able to 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, the faculty must have directed a dissertation to completion. The GFR most often comes from outside of the student’s academic department and may also be from outside of 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. The GFR is expected to question the candidate and to vote on the passing of the final examination. (For further information see KSU guidelines dissertation final examination).

If s(he) holds some reservation in regard to this, the reservations are presented immediately to the Dean.

**Termination of Dissertation Chair Relationship:** When either the candidate or the Dissertation Chair feels that they can no longer continue effectively within 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:** In the event 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 proposal that is 12-18 single spaced pages of clear and succinct writing that is fully referenced and consists of a minimum of the following sections:

1. Background/Significance/Research Question(s);
2. Pertinent Literature Review; and
3. Methods/Approach.4

The dissertation proposal is written using APA format.

Note: 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).

When the committee members believe that the student is ready to defend his/her dissertation proposal, the Dissertation Chair will schedule a public presentation of the proposal given 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 his/her dissertation 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 prepared to begin his or her research.

If a majority of the committee approves the defense, the Notification of Approved Dissertation Topic and Prospectus form (Appendix II) 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 KSU CPH, must train students in the responsible conduct of research. Doctoral students in the SBS are required to complete this training before they initiate their research. KSU Office of Sponsored Programs has implemented an online Responsible Conduct of Research (RCR) training program through the Collaborative Institutional Training Initiative (CITI). KSU 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 the Department of Health and Human Services 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
- Responsible Authorship
- Peer Review
- Mentoring
- Conflicts of Interest
- Collaborative Research

Additionally, proposals involving research on human subjects must be reviewed by the KSU Institutional Review Board (IRB). The IRB proposal submission process is summarized in a flowchart that is available as an Appendix (see Appendix IV), which provides timelines to guide submissions. Forms are also available on the Office of Sponsored Programs website ([http://www.kent.edu/research/research-humans](http://www.kent.edu/research/research-humans)). Appendix IV also provides additional information on the RCR requirement for the SBS.

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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/research-humans](http://www.kent.edu/research/research-humans)). 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.
e. Guidelines for Preparation of Dissertation

Please refer to Appendix III for more detailed information regarding the dissertation process and guidelines.

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 CPH. 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. A dissertation may take one of two formats. The first, the traditional format, has at least four sections, including at least five chapters. The second option is the manuscript format, which has at least four sections. Please see Appendix III for more information.

Typical University policies related to plagiarism apply. Plagiarism refers to the taking or presenting a portion of the ideas or words of another and presenting them as one’s own material 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/ehhs/ldes/ces/defining-and-avoiding-cheating-and-plagiarism

After the dissertation is accepted by the Dissertation Advisor, 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; or (3) The 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 his or her 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 review the manuscript. The candidate should be prepared to make further revisions after the oral defense. At minimum five (5) business 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 post the abstract a minimum five (5) 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 candidate. Typically, the defense consists of:

- A brief 20-25 minute presentation of his/her findings;
- Questions from guests and Dissertation Committee (guests are excused after 20–25 minutes of questions)
- Questions from the Dissertation Committee (after guests are excused)

The total meeting time of the oral defense is usually 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. 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 upon both 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 II) 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 additional opportunity to defend the dissertation. Failure to defend the dissertation successfully means that the candidate must reapply for graduation according to the established deadlines for the term in which the next defense will be scheduled.

The graduate school encourages all dissertation defenses to be publicized well in advance and to be open to all faculty and all graduate students. The definition of “open” will reside with the department.

**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. See University requirements for specific requirements. 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 SBS 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 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 (provided) 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

Following submission, all dissertations will 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 KSU 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 candidate from the graduation list. At that time, the candidate 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 candidates can be cleared for graduation. Candidates 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.

Reaplication 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 a College faculty member to celebrate his or her accomplishments as a new Ph.D. 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 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

Ph.D. graduates should update the College with their current addresses and professional positions. We take pride in our graduates and would like to share their successes. Communication is essential to the College’s commitment to alumni relations, workforce development, and ongoing accreditation.
f. **Publishing**

It is the expectation that new Ph.D. 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 graduate 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. 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 KSU should be maintained by the 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 GPA must be maintained for all graduate coursework. Grades below A C (2.0) are not counted toward completion of requirements for any advanced degree, but are counted in evaluating a student’s GPA. Only graduate course credits count toward a graduate degree. A graduate student who receives a combination of more than 8 credit hours of a B- (2.7) or lower grades, or more than 4 credit hours of grades lower than a C (2.0) is subject to dismissal. Dismissal may be recommended by the SBS 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.

**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 same procedure should be followed when filing a grievance concerning comprehensive or candidacy exams. 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 KSU 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 KSU and indicate the term in which they will register. It is expected that the doctoral degree students entering KSU 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, 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 KSU 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 the 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, dismissal of the student may be recommended to the College Dean. In determining a graduate student’s GPA, all graduate courses attempted by the student while in a KSU 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 GPA. 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 the College 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 CPH. 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 KSU 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 KSU 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 KSU.
5. The student's full name, Banner ID number, current and permanent mailing addresses, current and permanent telephone numbers and KSU 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 (http://www.kent.edu/ehhs/ldes/ces/defining-and-avoiding-cheating-and-plagiarism) 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 College 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 College 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 the College 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": http://www.kent.edu/plagiarism/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 must comply 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:

I. A hearing will be scheduled where the instructor must demonstrate that the student plagiarized.
II. The student and/or instructor can call witnesses and cross-examine each other (Note: neither side can be represented by legal counsel).
III. 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, KSU, 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. 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 SBS. 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 may result in a dismissal from the assistantship. At minimum, the student’s annual evaluation (see Appendix II) will reflect his or her 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.
IX. 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 per week as Graduate Assistants (GAs). There is no fixed number of GA positions in the SBS, 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 SBS determines the number of students it can support and extends 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 GA’s, must enroll in a minimum of eight (8) credit hours per semester. Exceptions are those Ph.D. students registered for 1 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 II). GA’s are evaluated annually. This process includes completion of a Graduate Assistant Self-Evaluation Form (Appendix II) 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 in the event of a violation of the terms of appointment. Students who are no longer “in good standing” (e.g., a 3.0 GPA or better in all graduate and required undergraduate coursework) or who have incomplete course grades will 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 College Dean. The Chair has the option to seek an informal resolution of the issue. If unsuccessful, the Department Chair will formally address using University guidelines.
X. General Information for Students

a. Academic Information

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 several 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 CPH courses, students should contact Karen Baker (kbaker80@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. Note: Failure to drop classes by the established deadline for late drop and add 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 and fill out a form, which can be obtained from the department’s administrative assistant. It will be the student’s responsibility to identify another SBS 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 15 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 in the doctoral program, students need to submit a written request to their Graduate 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 II), which will be forwarded to the Department Chair and College 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 Graduate 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 Graduate Advisor, Department Chair, College 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 in 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 II), which will be forwarded to the Department Chair and Dean for final approvals.

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

b. **Internships and Employment Services**
The CPH has public health career counseling services available to all SBS students and 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.
c. **Student Travel**

The SBS allocates limited academic year support for student conference travel for up to eight 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. Reimbursement will occur after the meeting and require original receipts to be submitted to the College Budget Director.

d. **Email and Computing Policies**

Consistent with University policy, in the SBS 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 per week.

The University’s electronic communications student policy will provide procedures and regulations to govern the use of electronic communications between the CPH/SBS 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 (KSU 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 KSU. 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. Once an email account is established, the address will be added to Flashline under the Phone Directory on the My Campus tab.

(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. KSU 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 KSU 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 SBS encourages students to be careful and considerate of others in choosing what they wish to display on their computer screens.
e. **Diversity**

The Department of SBS 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 KSU. 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) there are a number of resources available to students, including:

a. **Women's Center**

KSU 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.

b. **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/sm.

c. **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 KSU a Safe Space for all of our students. The LGBTQ Student Center office is located in office 024 in the Schwartz Center. The phone number is 330-672-8580. Information can also be found on the web at: http://www.kent.edu/lgbtq.
d. SRVSS

SRVSS Office (pronounced "serves"), The Office of Sexual and Relationship Violence Support Services at KSU, 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)

f. Campus Resources

Campus Information:

Online resources are available to everyone at KSU 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 is 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 (UHS) 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/uhls.

Student Accessibility Services: Student Accessibility Services (SAS) provides KSU 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. 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 KSU Police Services Web site (http://www.kent.edu/publicsafety/police-services).

Flash ALERTS is KSU'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/flashalerts).

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

**Sexual Assault:**

Ask the SART (Sexual Assault Response Team) is an online service for members of the KSU community through which trained staff from KSU’s Sexual Assault Response Team and SRVSS Office provide information, support and referrals for survivors of power-based personal violence (sexual assault, relationship abuse and stalking) and their friends and allies.

The SART is comprised of professionals from Psychological Services, the Women’s Clinic at the Health Center, Public Safety, Office of Student Conduct, Title IX and the SRVSS Office. We can answer questions related to health, well-being, safety, University policy and support. Please visit the SART website at [http://www.kent.edu/srvss/ask-sart](http://www.kent.edu/srvss/ask-sart) to ask a question. KSU 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](http://www.kent.edu/SART) to access support services.

**Parking Services:**

Parking permits are available for purchase online ([http://www.kent.edu/parking](http://www.kent.edu/parking)). All permits are received at 123 Schwartz Center. Semester online parking permit sales dates for graduate students are also posted on the parking services website.

**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 KSU. 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 KSU and living in the United States. Additional information on ISSS is available at: [http://www.kent.edu/globaleducation/international-students-scholars-0](http://www.kent.edu/globaleducation/international-students-scholars-0).

**KSU Library:** See Appendix V for a description of library services and contact information.
XI. General Information-Social and Behavioral Sciences Department

a. CPH/SBS Facilities

**Room Reservations:** Room reservations for Room 203 Moulton can be made by contacting Ms. Karen Baker at kbaker80@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 (1) business day in advance of the use date. While the Department will try to accommodate all student requests, priority is given to College and SBS faculty requests.

**Building Hours:** The Department of SBS is located in Lowry Hall, 750 Hilltop Drive, Kent, OH 44242. Generally, Lowry Hall is open to the public from 7:30 a.m. until 10:00 p.m., Monday through Thursday, and 7:30 a.m. until 5:00 p.m. on Friday. Semester changes in the building schedule will be posted on the main entrances to Lowry 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.
## XII. Appendices

### Appendix I: Key College of Public Health Contacts and Department Descriptions

#### a. 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>Karen Baker</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; Karen Baker; Faculty notify students via email list; Karen 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; Karen Baker; Faculty notify students via email list; Karen 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>Ken Slenkovich</td>
</tr>
<tr>
<td>GA Accountability Records (Timesheets)</td>
<td>Karen Baker</td>
</tr>
<tr>
<td>Internships/Practicums (SBS)</td>
<td>Peggy Shaffer-King (Internships)/Jeff Hallam (Practicum)</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>Karen Baker</td>
</tr>
<tr>
<td>Student concerns</td>
<td>Jeff Hallam</td>
</tr>
<tr>
<td>Student records</td>
<td>Karen Baker</td>
</tr>
<tr>
<td>Supplies/Misc Equipment Orders</td>
<td>Karen Baker for Departments; Barb Fahrny for grant purchases</td>
</tr>
<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 Fahrny for (grant funded) entry into electronic system – submits to Brent Christman for approval.</td>
</tr>
</tbody>
</table>
b. Department Descriptions

**Health Policy and Management**

- **MPH**
  - The MPH in Health Policy and Management at KSU Department of Health Policy and Management trains students to address public health risks and develop effective health services delivery models.
  - It is an interdisciplinary program that incorporates health services research, health policy analysis, and health care planning and management.
  - Given the active research of the College’s faculty in identifying service gaps and in developing evidence-based practices and policy analysis, students will emerge with strong skills in health care organization management, alternative models of service financing, and strategies for improving services.

- **Ph.D.**
  - The Ph.D. in Public Health specializing in Health Policy and Management at KSU prepares students for a career in public health research, 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.

**Biostatistics, Environmental Health Sciences and Epidemiology**

- **MPH**
  - Concentrations for our MPH program include Biostatistics, Epidemiology and Environmental Health Sciences. Graduates of these programs will be equipped to analyze public health issues using a variety of methods and perspectives.

- **Biostatistics**
  - The MPH in Biostatistics program at KSU Department of Biostatistics, Environmental Health Sciences & Epidemiology trains students in the quantitative science of health data collection, storage, retrieval, analysis, and interpretation.
  - Graduates of our MPH in Biostatistics program are equipped to use statistical methods to design and analyze health-related surveys and experiments for the purpose of improving health.
  - Similar to our other four MPH programs, the purpose of our Biostatistics program is to equip students with the knowledge and skills needed to pursue career opportunities in this public health field. The CPH faculty members have a variety of research interests, including the application of biostatistical analysis to better understand critical health problems such as adolescent substance abuse, HIV/AIDS, cancer, and Alzheimer’s Disease.

- **Epidemiology**
  - The MPH in Epidemiology program at KSU Department of Biostatistics, Environmental Health Sciences & Epidemiology is designed to train students to analyze the distribution and determinants of disease, disabilities, and death in populations.
• Environmental Health Sciences
  o The MPH in Environmental Health Sciences degree program at KSU Department of Biostatistics, Environmental Health Sciences & Epidemiology is designed to help students understand how environmental factors, including biological, physical and chemical factors, affect the health of a population.
  o Students will also gain the knowledge and skills needed to develop practical strategies for mitigating the effects of harmful environmental hazards. Graduates of our Environmental Health Sciences program will learn how to conduct laboratory analysis of environmental contaminants, develop plans to prepare communities to respond to manmade and natural disasters, incorporate health promoting principles into urban design, and develop safety plans for companies. All of our MPH programs are taught by faculty members who have extensive research interests relating to pressing issues in today’s public health industry. Students pursuing their Environmental Health Sciences degree will benefit from the College’s faculty research expertise in bio-preparedness, microbiology, pesticides, and occupational health and safety.

• Ph.D.
  o Epidemiology
    ▪ KSU offers a doctoral program in Epidemiology. The Ph.D. in Public Health specializing in Epidemiology at KSU prepares students for a career in public health research, which demands interdisciplinary skills to meet the challenges of a rapidly changing field. Doctoral students in the epidemiology specialization will learn to design and implement studies and use advanced quantitative methods to examine critical and emerging health issues.

Social and Behavioral Sciences
• MPH
  o Social and Behavioral Sciences
    ▪ The MPH in SBS at KSU’s Department of SBS provides students with an interdisciplinary understanding of the theoretical basis of health behavior in populations across the life course, as well as how to apply theoretical principles to design effective behavior change strategies.
    ▪ Graduates of this MPH program will be able to design and evaluate public health interventions intended to improve health for families, communities, the workplace and law enforcement/criminal justice settings.

• Ph.D.
  o Prevention Science
    ▪ The Ph.D. in Public Health specializing in Prevention Science prepares students for careers in public health research, which demands interdisciplinary skills to meet the challenges of a rapidly changing field. Doctoral students in the Prevention Science specialization learn to design, implement and evaluate public health interventions that focus on promoting healthy behaviors.
Appendix II: Selected Forms

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

<table>
<thead>
<tr>
<th>Doctoral Student Plan of Study Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
</tr>
<tr>
<td>Semester 3</td>
</tr>
<tr>
<td>Semester 5</td>
</tr>
<tr>
<td>Semester 7</td>
</tr>
</tbody>
</table>
# PhD - Prevention Science

**Graduation Clearance Form**

**Admit Term 2014-2015**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Term/YrGradCore</th>
<th>Hours</th>
<th>Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BST 52019</td>
<td>Biostatistics in Public Health</td>
<td>4.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHS 52018</td>
<td>Environmental Health Concepts in PH</td>
<td>3.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPI 52017</td>
<td>Fundamentals of Public Health EPI</td>
<td>3.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPM 52016</td>
<td>Public Health Administration</td>
<td>3.00</td>
<td>0.00</td>
<td></td>
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</tbody>
</table>

**Core Courses - Research Tools**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Term/YrGradCore</th>
<th>Hours</th>
<th>Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BST 83014</td>
<td>Applied Regression Analysis</td>
<td>3.00</td>
<td>0.00</td>
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<tr>
<td>EPI 72028</td>
<td>Methods of Evidence Based Public Health</td>
<td>3.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPM 7203</td>
<td>Grant Writing in Public Health</td>
<td>3.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SBS 50020</td>
<td>Social and Behavioral Science Theories</td>
<td>3.00</td>
<td>0.00</td>
<td></td>
<td></td>
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</tbody>
</table>

**Dissertation**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Term/YrGradCore</th>
<th>Hours</th>
<th>Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH 80199</td>
<td>Dissertation I</td>
<td>15.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PH 80299</td>
<td>Dissertation II</td>
<td>15.00</td>
<td>0.00</td>
<td></td>
<td></td>
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</table>

**Total Hours Earned: 48.00**

<table>
<thead>
<tr>
<th>Courses C or Lower:</th>
<th>Total Points Earned:</th>
<th>Hours B- or Lower:</th>
<th>Hours C or Lower:</th>
</tr>
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<tbody>
<tr>
<td>3.00</td>
<td>0.00</td>
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<td>3.00</td>
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</table>

**Cum GPA:**

*Policies: Grad GPA must be 3.0 or higher. Grades below C are not counted*
b. Request for Transfer of Graduate Credit Form (Sample Image):

KENT STATE UNIVERSITY
REQUEST FOR TRANSFER OF GRADUATE CREDIT

This is to request a transfer of credit for: ____________________________
(Student's Name)
(Student Number)

I have examined the student's record and certify that the courses requested for transfer meet the following regulations 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 (nine) 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, department 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>When Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</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

cc: Registrar
    Dean
    Dept/School
    Student

Date

Page 51
c. 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 __________________________

☐ I disapprove the change.

_________________________ (Signed) __________________________ (Date)

COMMENT:


TO BE COMPLETED BY COLLEGE OR INDEPENDENT SCHOOL

The student’s request is:

☐ Approved ☐ Disapproved

_________________________ (Signed) __________________________ (Date)
d. Application for Ph.D. Candidacy Examination (Sample Image):

```
KENT STATE UNIVERSITY
REPORT OF CANDIDACY EXAMINATION

To become a candidate for the doctorate, students 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. Students are not permitted to continue with the dissertation unless the candidacy examination requirement is satisfied.

<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></td>
<td></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>
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<tbody>
<tr>
<td>Enter text here</td>
<td>Enter text here</td>
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</table>

<table>
<thead>
<tr>
<th>Date of First Enrollment in Degree:</th>
<th>Date of 10-Year Time Limit for Degree:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Summer ☐ Fall ☐ Spring ☐ Enter text here</td>
<td>☐ Summer ☐ Fall ☐ Spring ☐ Enter text here</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>Select date</td>
<td>☐ Pass ☐ Fail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Probable title of dissertation (if known):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter text here</td>
</tr>
</tbody>
</table>

(Student's Advisor) ___________________________ (Date)

[Graduate Program Coordinator) ___________________________ (Date)

[Department Chair/School Director) ___________________________ (Date)

[Signatures]

[College Dean]

[Department Chair/School Director]

[Student]
```
e. Notification of Approved Dissertation Topic and Proposal (Sample Image):

### Kent State University

**Report of Dissertation Final Examination**

<table>
<thead>
<tr>
<th>Date of Exam</th>
<th>Student Number</th>
</tr>
</thead>
</table>

Name of Candidate: ____________________________

Local Address: ________________________________

Degree for which examination is given: __________

Department or School (and area of concentration, if any): __________________

**Exact title of Dissertation**

______________________________

Signatures of examining committee:

<table>
<thead>
<tr>
<th>Name (typed or printed)</th>
<th>Signatures</th>
<th>Pass (check mark)</th>
<th>Fail (check mark)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair</td>
<td></td>
<td></td>
<td></td>
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<tr>
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<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/Director: ____________________________

Graduate Program Coordinator: ____________________________

Graduate Dean: ____________________________

Feb. 05
g. GA Timesheet (Sample 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>
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<tr>
<td>Wednesday</td>
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<td>Thursday</td>
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<td>Friday</td>
<td></td>
<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>Total Weekly Hours</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>
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<td>Wednesday</td>
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<td>Thursday</td>
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<td>Friday</td>
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<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Weekly Hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduate Assistant Signature Date Graduate Assistant Work Supervisor Date

(Print Graduate Assistant Name Here) Department Chair, (if teaching) Date

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

College of Public Health
Graduate Assistant Self-Evaluation Form

Student: ____________________________  Review Date: ____________________________

Supervisor: ____________________________  Date: ____________________________

To provide positive feedback to our graduate assistants, we will be conducting evaluations of your performance. You are asked to provide a performance evaluation in review and return your completed form to your supervisor by the due date.

Communication: Student is able to communicate effectively with supervisors and peers. Student acknowledges appropriate feedback and provides constructive comments.

Comments: ____________________________

1. Accountability: Student meets time deadlines; efficiently uses resources; and actions and decisions are reasonable to goals established.

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: Student demonstrates a willingness to help others and shares information with peers.

Comments: ____________________________

5. In what areas could specific improvements be made over the next appraisal period?

Comments: ____________________________

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

Comments: ____________________________

Supervisor Comments: ____________________________

Student Comments: ____________________________

Student’s Signature: ____________________________  Date: ____________________________

Examiner’s Signature: ____________________________  Date: ____________________________

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

College of Public Health - Dissertation Process of all Ph.D. in Public Health Concentrations

A doctoral dissertation is required of each doctoral candidate in any department offering the Ph.D. 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 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.

a. Registration Flowchart

<table>
<thead>
<tr>
<th>In which term were you admitted into candidacy?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>↓↓↓↓†</td>
</tr>
<tr>
<td>You must register for Dissertation I in Fall, and Dissertation I in Spring</td>
</tr>
<tr>
<td>Dissertation I: Fall (15 hours)</td>
</tr>
<tr>
<td>Dissertation I: Spring (15 hours)</td>
</tr>
</tbody>
</table>

*Note: You must register for two consecutive semesters of dissertation I, hence why summer is included following Spring

After two consecutive semesters of Dissertation I, you can enroll in Dissertation II. You must be continually enrolled once you are admitted to candidacy.

b. 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 concept paper will serve as the foundation for the dissertation. 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.

c. **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.
d. Writing the Dissertation

Dissertation Format
A dissertation may take one of two formats. The first, the traditional format, has at least four sections, including at least five chapters (see table). The second option is the manuscript format, which has at least four sections (see table).

a. Traditional Format
Table 1 shows requirements for the traditional format dissertation.

Table 1. Requirements for the traditional format dissertation

<table>
<thead>
<tr>
<th>Part</th>
<th>Chapter</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preliminary Pages</td>
<td>Title Page</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dedication (optional page)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Acknowledgments (optional page)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table of Contents (with pagination)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>List of Tables (if applicable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>List of Figures (if applicable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Abstract</td>
</tr>
<tr>
<td>2</td>
<td>Main Text</td>
<td>I Introduction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>II Literature Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>III Methods</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV Results</td>
</tr>
<tr>
<td></td>
<td></td>
<td>V Discussion, Conclusions, and Recommendations</td>
</tr>
<tr>
<td>3</td>
<td>References/ Bibliography</td>
<td>Appendices Title Page</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appendix Sections (i.e., instruments, etc; if applicable)</td>
</tr>
<tr>
<td>4</td>
<td>About the Author (Required)</td>
<td></td>
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</tbody>
</table>

The Ph.D. candidate, with the approval of the dissertation committee, will agree upon a dissertation Topic and develop a proposal, consisting of three chapters: Introduction/Statement of the Problem, Review of the Literature, and Methods. The remaining chapters will be completed before the defense of the doctoral dissertation.

Chapter 1. Introduction and Statement of the Problem
The Introduction should describe the nature and purpose of the study and explain the significance of and justification for conducting the study. This chapter should also present the specific aims and hypotheses to be addressed by the dissertation project, clearly relating the hypotheses to lines of investigation and in the context of the current literature.
Chapter 2. Review of the Literature

Literature reviews should be thorough and systematic. Chapter 2 presents a critical analysis of prior scholarship related to the central questions of the dissertation. Although the degree of completion of the literature review at the proposal stage is a matter of deliberation with the committee, in most cases it is important that the literature review in a proposal:

1. Demonstrates a thorough understanding of the subject of the dissertation, through review and analysis of previous research;
2. Identifies chief researchers and documents in the community of scholars to which the dissertation is meant to contribute;
3. Identifies areas of consensus, dispute, and lack of knowledge in the scholarship of the field and evaluates the nature and quality of support for various contentions;
4. Draws new insights or new questions from the literature to offer a conceptual or theoretical framework in which the dissertation should be understood; and
5. Examines and weighs previous and potential methods for investigating the hypotheses or research questions to be addressed in the dissertation.
6. Prepares the reader to appreciate how the dissertation will contribute significant new understanding to this framework.

*Note: Citation of and specific credit to relevant earlier works is part of the author's scientific and scholarly responsibility. The review should focus only on literature and conclusions directly pertinent to the subject and the problem addressed in the dissertation.

Chapter 3. Methods

This chapter is typically divided into labeled subsections. APA style should be utilized.

Data Collection and Statistical Analyses (often with subsections). Written tense should be appropriate to the situation since the dissertation is a report of work done, it will usually be in the past tense.

Study population (Subjects and setting): The characteristics of participants of the study, how they were selected, and the setting of the study should be presented in detail.

Exposure ascertainment and Instrumentation: Any tools or instruments that might be important for readers to understand (such as, assessment instruments, surveys, interview formats, observation protocols, and data collection devices), should be described in detail.

If subjects interacted with special equipment or software, or other materials, a detailed description is essential.

Data collection procedures: The readers should be given a thorough description of all the steps involved in data collection. Timelines are helpful, either in outline or graphic representation. Efforts to protect the reliability of findings and the validity of inferences should be detailed.
Data analyses:
Regardless of the data collection method used, an analytic strategy must be applied to make sense of the observations. Chapter 3 should describe the analytic strategies employed and a rationale for their use. To the degree that readers may be unfamiliar with the strategy, greater detail may be needed. Methods of “data cleaning” and refinement, categorization schemes and how they were developed, data transformations, statistical tests, and checks on the validity and generalizability of conclusions are possible subtopics that belong in this section.

Chapter 4. Results

The fourth chapter summarizes and analyzes the study data with only minimal interpretation. This chapter should bring readers as close as reasonable to the original data and experiences of the study. This involvement with the data gives the reader some chance to form his or her own inferences and match them against conclusions in Chapter 5. It should begin with a brief review of the purpose of the study and the research method employed. The presentation in Chapter 5 should closely follow the guiding questions or hypotheses articulated earlier in the dissertation. The results should be presented first in their simplest form (such as simple narrative descriptions, simple counts of frequency, and descriptive statistics), and later in more complex forms (2x2 or RxK, Chi-square, correlational analyses, factor analyses, simple and complex regressions or other statistical modeling, including confounders and effect-modifiers identified in the stratified analyses, or other inferential statistics).

Note: Generally, interpretation of findings is reserved for Chapter 5, but if the study is complex, it may become tedious for readers to review page after page of uninterpreted results. Sometimes it is useful to highlight the most important findings both in the text and in accompanying tables and to draw some simple conclusions in anticipation of more developed discussions in Chapter 5.

Chapter 5: Discussion, Conclusions, and Recommendations

When completing a traditional format dissertation, Chapter 5 will include a discussion of the findings, conclusions, and recommendations for research and practice. It is, perhaps, the most crucial chapter because it presents the contribution to the research literature and because some cursory readers will attend to this chapter only. Therefore, it is typical to give a brief summary of essential points made in the Results (Chapter 4) and to interpret these results in light of the studies already conducted and reviewed in Chapter 2 (Review of the Literature). Findings should be critically appraised in regard to others’ findings, and the reader should understand how the dissertation contributes uniquely to the understanding of the problem in light of extant literature.

The remainder of the chapter teases out the implications of the study's findings. These implications can be grouped into: theory or generalization, public health practice, and future research. Theoretical implications involve interpretation of the dissertation findings in terms of the questions and hypotheses that guided the study.

It is essential to evaluate the strengths and weaknesses of the work, including the degree to which conclusions are credible given the methods used and the data collected. Practice implications should
delineate applications of new insights derived from the dissertation to solve real and significant epidemiologic and public health problems.

Two kinds of implications for future research are possible: one based on the study’s actual findings and the other based on its limitations. Generally, future research could look at different settings, interventions with new protocols or dependent measures, or new theoretical issues that may have emerged from the study. It is appropriate to suggest which of these possibilities are likely to be most fruitful.

The last words should give the "take home message," the enduring ideas or conclusions. This should be presented in the simplest possible form, being sure to preserve the conditional nature of the insights.

b. Manuscript Option
The manuscript option also requires the student’s committee to approve the refereed journals that will be targeted for submission and the number of manuscripts that will be included in the dissertation. If you choose this option, the faculty prefers that one paper be accepted by a peer-reviewed journal, and the other one or two are submitted to peer-reviewed journals by the time you graduate. However, if your dissertation only results in two publishable manuscripts, this is also acceptable if approved by the student’s doctoral committee.

Table 2 shows requirements for the manuscript format dissertation.

Table 2. Requirements for the manuscript format dissertation.

<table>
<thead>
<tr>
<th>Part</th>
<th>Chapter</th>
<th>Content</th>
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<tbody>
<tr>
<td>1</td>
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<td></td>
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<td>Table of Contents (with pagination)</td>
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<td>List of Tables (if applicable)</td>
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<td>List of Figures (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Abstract</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Main Text</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I Introduction (including theoretical framework)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>II First Manuscript</td>
<td></td>
</tr>
<tr>
<td></td>
<td>III Second Manuscript</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IV Third Manuscript</td>
<td></td>
</tr>
<tr>
<td></td>
<td>V Conclusions and Recommendations</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>References/ Bibliography</td>
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<tr>
<td></td>
<td>Appendices Title Page</td>
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</tr>
<tr>
<td></td>
<td>Appendix Sections (this section must include a literature review and instruments, etc.)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>About the Author (Required)</td>
<td></td>
</tr>
</tbody>
</table>
The Ph.D. candidate, with the approval of the doctoral committee, will agree upon a dissertation subject and develop a proposal, consisting of three or four sections, depending on whether two or three manuscripts will be in the dissertation [1]. After careful consideration and approval of committee members, candidates will select a minimum of two scientific journals (one primary and one secondary) where they will plan to submit each manuscript for publication. Listed below are essential points to consider:

This version of the dissertation is formatted in sections instead of chapters.

Section 1 is the introduction that includes the statement of the problem and theoretical framework. The Introduction should describe the nature and purpose of the study, and explain the significance of and justification for conducting the study. This section should also present the specific aims and hypotheses or research questions to be addressed by the dissertation, clearly relating these to lines of investigation and conjecture detailed in current literature. Terms likely to be used throughout the proposal should be defined in this section. A thorough review of the conceptual/theoretical framework(s) or models to be used is expected.

Prior to approval of the proposal, the committee may decide that three or more publications are needed to report results adequately. At least two of the manuscripts must report on the research data. A systematic review of the literature may be considered as a third publication if there is an appropriate scholarly journal that publishes systematic reviews. In preparation for the proposal defense, students must provide the doctoral committee with the equivalent of the selected format, whether it is the traditional or manuscript format. If using the traditional format, Chapters 1-3 (Introduction and Specific Aims, Review of the Literature, Methods (including ascertainment of variables and data collection as well as a plan for Statistical Analysis) will be completed. If the student has chosen the manuscript format, these will include the Introduction and Specific Aims, Review of the Literature, Methods (which most likely will be common for the papers but may vary somewhat) and the plan for Statistical Analysis (which may or may not be common to all papers). Note: For the final doctoral defense, if more than two manuscripts are required by the committee, those manuscripts will be Sections 4 and 5. Each proposed manuscript will follow the specific manuscript guidelines, and will include the introduction and statement of the problem, literature review, and methods. It is recommended that a copy of the journal’s instructions for authors be available to each committee member.

At the oral defense of the proposal, the student is expected to present items in Section 1, a comprehensive review of the literature as well as an overview of each manuscript’s specific aims/hypotheses, methods, and rationale for each journal selection. The manuscripts are to cover the entire dissertation research.

The final dissertation will include Section 1 (introduction and framework), a section for each completed manuscript (including all components required by the specific journal guidelines), final conclusion and recommendation section, references, and appendices. The last section focuses on conclusions and implications of the entire dissertation. Additionally, it is necessary for this section to cover the items below, if not covered in the manuscripts:
• Theoretical implications involved in interpretation of the dissertation findings and in terms of the questions and hypotheses that guided the study.
  • It also should include a critical, retrospective examination of the framework presented in Section 1 in light of the dissertation’s findings.

• Practical implications and new insights derived from the dissertation to solve real and significant public health problems.
  • Implications for future research based on the study’s findings and limitations. Generally, future research could look at different settings, interventions with new protocols or dependent measures, or new theoretical issues that emerge from the study.

• A "take home message, " the enduring ideas or conclusions that readers need to keep in mind.
  • This should be presented in the simplest possible form, being sure to preserve the conditional nature of the insights.

The entire dissertation must conform to basic format requirements as required by Graduate School. (see http://www.grad.usf.edu/newsite/manuscript_format.asp) This format includes dissertation abstract, table of contents, acknowledgements, pagination, format style (e.g. APA), table, figure, and appendix numbering, font type and size, margin and spacing requirements and header consistency.
c. **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.

Each dissertation chair, in collaboration with the dissertation committee and the student, will determine the process of the dissertation defense. 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 an impartial moderator selected by the Dean from a department other than that of the student’s major or minor. As noted above, this is often the GFR. 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 his/her 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. Individual units may still require submission of a paper copy for their 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 KSU 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

Responsible Conduct of Research (RCR) training is mandated by a National Science Foundation ruling and required by all SBS students conducting research. The KSU Office of Sponsored Programs makes this training available online through the Collaborative Institutional Training Initiative (CITI). KSU is a participating institution in CITI, the organization providing the training modules.
Appendix V: Library Information

KSU’s main library is located next to the Student Center. General information on the library and library services can be found at: http://www.library.kent.edu. Calendar hours for the library are available at: http://www.library.kent.edu/daily-hours. 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: Comprehensive and Candidacy Exam Dates 2015-2020

a. Comprehensive Exam Information

When and where will the exam be administered?
It will be administered on the dates provided (see table below) and will be administered in the library. The exam is broken into two parts. Part A will be in the morning for two hours (10:00 am—12:00 pm). Lunch (on your own) will be from 12:00pm—1:00pm. Part B will be administered from 1:00pm—3:00pm. You may leave early if you finish before the allotted time.

How will the exam be administered?
Students will be given the exam questions on a handout. Students must use the computer to type their response and will be given 10 pieces of scratch paper to use, if necessary.

What will the exam cover?
Part A of the exam will cover core public health knowledge, which is the focus of the core courses. Part B of the exam will cover discipline-specific knowledge, which is the focus of the required courses in each discipline. You will not be asked to perform statistical treatments of data, although you may be asked to conduct basic math operations (addition, subtraction, multiplication, and division) and interpret the results of statistical analyses.

What can I take into the exam?
A pencil (or pen) and a drink. The drink must have a lid or screw top. All personal belongings, including your cell phone, must be placed in your bag or left in your car. Your belongings must be placed in the front or back of the testing room.

How is the exam graded?
Each part of the exam will be blinded (student’s name removed) and sent to panels of graduate faculty in the College for grading. The grading is pass/fail. Notification of pass/fail will be sent to students in writing within four weeks.

What if I fail one or both parts?
Students may file an appeal if they disagree with the grade determination. Appeals must be made in writing and delivered to the Dean within two weeks of receiving official notification of the grade determination. Appeals filed after this time period will not be accepted. During the appeal process, the Dean will review the exam, the student’s response, consult with faculty reviewers, and consult with others, as needed, to determine if the grade will stand or if it will be overturned. Students who fail any part of the exam can retake the exam at the next scheduled administration.

How should I prepare for the exam?
These are some effective studying strategies for the exam:
• Review your class notes, projects, and papers
• Know the relevant public and private public health institutions (including government and non-profit groups) in your concentration
• Prepare 2-3 paragraph answers to the learning objectives for each of the required courses (core and discipline-specific)
• As the exam date approaches, simulate actual exam conditions by answering sample questions in the time allotted.
• Establish study groups and test each other
• If you suffer from test anxiety, identify and practice stress reduction techniques
What are some tips while taking the exam?
These are some effective writing strategies that can be used in the exam:

- Read the question carefully.
- Brainstorm topics you want to include and create an outline.
- Write a few sentences that directly answer the question. You can use this to expand your answer.
- Write in complete sentences and full paragraphs.
- Use section headings to guide the grader through your response.
- Don’t include everything you know about the topic in an attempt to impress the grader. Just provide the answers to the questions.
- Allow time for editing and a final review.
- Check facts and figures for errors.
- Take breaks to rest, stretch, or go to the bathroom.

b. Comprehensive and Candidacy Exam Dates

<table>
<thead>
<tr>
<th></th>
<th>Fall 2015</th>
<th>Spring 2016</th>
<th>Summer 2016</th>
<th>Fall 2016</th>
<th>Spring 2017</th>
<th>Summer 2017</th>
<th>Fall 2017</th>
<th>Spring 2018</th>
<th>Summer 2018</th>
<th>Fall 2018</th>
<th>Spring 2019</th>
<th>Summer 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH Comprehensive Exam</td>
<td>Nov 19</td>
<td>Apr 21</td>
<td>N/A</td>
<td>Nov 17</td>
<td>Apr 20</td>
<td>N/A</td>
<td>Nov 16</td>
<td>Apr 19</td>
<td>N/A</td>
<td>Nov 15</td>
<td>Apr 18</td>
<td>N/A</td>
</tr>
<tr>
<td>MPH Practicum Presentations</td>
<td>Dec 04</td>
<td>May 06</td>
<td>July 29</td>
<td>Dec 02</td>
<td>May 05</td>
<td>July 28</td>
<td>Nov 30</td>
<td>May 04</td>
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<td>Nov 30</td>
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