The mission of The School of Public Health is to improve the health of communities, with emphasis on rural and underserved populations through education, research, service, outreach and creative partnerships.

The policies contained in this handbook relate specifically to the DrPH in Health Promotion and Community Health Sciences. For information and policies that govern all graduate degrees in the School of Public Health please refer to the current catalog at: http://www.tamhsc.edu/education/catalog/index.html

It is the responsibility of the student to meet all requirements and deadline dates for the DrPH program. Students should also refer to the SPH Office of Student Affairs and the Texas A&M University Office of Graduate and Professional Studies for additional information on deadlines and university requirements at: http://ogs.tamu.edu

Every effort has been made to verify the accuracy of information in this publication. Nevertheless, the Texas A&M Health Science Center and the School of Public Health reserve the right to amend or add to the academic policies and scholastic regulations at any time, provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner with appropriate notice provided to all students affected by the changes. The School of Public Health reserves the right to change without prior notice: admission and degree requirements, curriculum, courses, teaching personnel, rules, regulations, tuition, fees, and any other matter described in this handbook. This handbook does not constitute a contract, expressed or implied, between any student or faculty member and the School of Public Health.

According to the Texas A&M University Office of Graduate and Professional Studies, the School at all times retains the right to dismiss any student who does not attain and maintain adequate academic performance or who does not exhibit the personal and professional qualifications required for public health professionals. Policies contained within this Student Handbook related to student progress in a degree program or graduation may only be waived (and only if consistent with existing HSC or TAMUS policy) following review and written approval by the student’s faculty advisor (for currently
enrolled students), the relevant department head(s), the Associate Dean for Academic Affairs, and the Dean (or designee). It is the responsibility of each student enrolled in SPH to know current academic policies and scholastic regulations, general and specific requirements, and operational policies that apply to registration and instruction.

**Notice of Nondiscrimination Policy**

The School of Public Health does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, genetic information, or status as a veteran in any of its policies, practices or procedures and complies with all applicable federal laws and regulations. This policy includes, but is not limited to: admissions, employment, financial aid and educational services. Inquiries regarding nondiscrimination policies may be directed to the HSC Human Resources Officer by phone at (979) 458-7280.
The DrPH in Health Promotion and Community Health Sciences

In 2007 the Association of Schools of Public Health noted that holders of the Doctorate in Public Health (DrPH) have a special set of skills that include breadth of understanding of a variety of public health issues, a distinct set of core skills, a strong grounding in public health practice, and skills in applied research, among others. Those holding this doctorate are seen as change agents within organizations and communities, able to define and address public health problems rather than just addressing previously defined and delimited issues. As such, there are a set of distinct competencies that are expected of those with the DrPH. These include:

- Advocacy
- Communication
- Community/Cultural Orientation
- Critical Analysis
- Leadership
- Management
- Professionalism & Ethics

A full discussion of these competencies is located at: http://www.asph.org/userfiles/drphversion1.3.pdf

The DrPH in Health Promotion and Community Health Sciences degree has been developed with these competencies in mind, especially: (1) to prepare students to plan, implement and evaluate interventions to improve individual, community and population health status, and (2) to conduct high quality research addressing important public health issues. Building upon a social ecological framework, the program recognizes a multi-determinants health perspective in framing interventions and research. Departmental expertise spans the life-course with interest in a variety of populations, and various content specific areas.

The Setting

Since the mid-1970's, professionals in public health have recognized the significant contribution of social and behavioral factors to the health of individuals, communities and populations. Recently, attention has been devoted to health disparities and the roles of economics, sex, social class, and ethnic group membership in health risk. Thus the goal of the DrPH degree program is to focus the students’ attention not only on behavior and risk factors, but also on the role of factors in the micro- and macro environments that interact with behavior to affect health. Students are exposed to the breadth of social, behavioral and environmental determinants of health and graduate prepared for professional roles in health promotion and disease prevention, community development, health assessment, program planning and evaluation, and research.

The DrPH in Health Promotion and Community Health Sciences draws upon a faculty with a wide breadth and depth in public health practice and research. The faculty is engaged in numerous collaborative arrangements with communities, foundations, organizations, national and state agencies that provide a rich environment for learning and research. The DrPH program is enriched by funded projects that support prevention research and
training on methods for improving population health status. Additionally our faculty and students work in a variety of national collaborative networks that provide research and training activities. There are several school and statewide programs that address issues as varied as nutritional disparities, healthy aging, and youth tobacco use. These programs develop and disseminate evidence-based programs and provide infrastructure support for training that bridges academic, clinical and community sectors.

Faculty research foci include:
- Chronic disease management
- Global Health
- Health behaviors and behavioral change research, including physical activity and dietary behaviors, obesity, HIV/STI prevention, tobacco, and mental health
- Health disparities research
- Life-course health, including childhood, adolescence, and aging populations
- Program evaluation
- Rural, border, and bi-national populations
- Systems Theory
- Translational research

Faculty of the Department of Health Promotion and Community Health Sciences are also engaged in outreach programs and activities that meet the needs of communities, voluntary organizations, and government agencies at the local, state, national, and international levels. Thus, students are offered opportunities to learn and improve their research and practice skills on a wide variety of challenging and meaningful projects. The School of Public Health also offers doctoral students some opportunities to develop teaching skills for academic teaching and research careers.

In addition to the full-time faculty within the department and across the school, the program draws upon other units at Texas A&M University as well as adjunct faculty from health care organizations and public health units. The interplay between teaching, research, and outreach activities supports a dynamic learning environment in which faculty and students address the most current health issues as well as continuing issues of local, regional, and national importance. DrPH students are expected to progressively strengthen their teaching, research, and outreach/service responsibilities as they progress through the program. All DrPH students are encouraged to participate in special seminars, social events, and other collective activities that support a strong, local academic community.

The DrPH Program Overview
The doctorate in public health (DrPH) program is built upon a strong science and methodology base applied to problems that vary by population, setting, community, and individual characteristics. Framing an effective research or intervention design requires a clearly defined conceptual basis for understanding the context and key variables associated with the problem investigated, and a sound theoretical foundation is built through cognate courses.
Coursework Requirements
The following course of study assumes students enrolling in the DrPH with a concentration in Health Promotion and Community Health Sciences possess a MPH or related master’s degree, preferably in an area related to Health Promotion and Community Health Sciences. Applicants without the MPH are required at a minimum to complete the MPH core courses, including biostatistics, epidemiology, health policy and management, environmental and occupational health, and the departmental core, in addition to doctoral coursework. There are three areas of coursework beyond the MPH core courses that are required for the DrPH (see courses below).

First, DrPH students must enroll in a four semester departmental doctoral seminar series that addresses a wide range of literature and engage the students in critical thinking. Second, each student takes specialized elective courses to build expertise in a particular population, setting, or problem related to public health. Third, the program requires advanced training in research methods, statistics, and evaluation techniques to prepare students to design and evaluate health interventions at multiple levels. Research hours will also be allocated in the fulfillment of the dissertation project.

General coursework requirements are on the following page.
## DrPH Coursework Requirements

<table>
<thead>
<tr>
<th>Theoretical &amp; Strategic Elements</th>
<th>12 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Doctoral Seminar (4 courses)</td>
<td></td>
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<tr>
<td>PHSB 670 Public Health History and Issues</td>
<td></td>
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<tr>
<td>PHSB 671 Theoretical Foundations for Public Health</td>
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<tr>
<td>PHSB 672 Public Health Interventions</td>
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<td>PHSB 673 Program Evaluation</td>
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</table>

<table>
<thead>
<tr>
<th>Populations, Settings &amp; Problems</th>
<th>12 – 15 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Cognate Hours</td>
<td>Courses providing advanced knowledge for the development and application of theories and strategies to specific populations, particular settings or problems of interest</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Methods, Data Management &amp; Strategies</th>
<th>18-21 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Management, Methods and Statistics.</td>
<td></td>
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<tr>
<td>Courses or demonstration of competencies must be approved by the student advisory committee and will be tailored to student's research interests and career goals. Recommended courses typically include those providing familiarity with complex multivariate techniques, causal or hierarchical modeling, measurement, data management, qualitative methods, and research interpretation and integration.</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Doctoral Practicum or Culminating Experience</th>
<th>Variable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A culminating experience is one that requires a student to synthesize and integrate knowledge acquired in coursework and other learning experiences and to apply theory and principles in a situation that approximates some aspect of professional practice. It must be used as a means by which faculty judge whether the student has mastered the body of knowledge and can demonstrate proficiency in the required competencies. Such an experience will require at least 200 contact hours.</td>
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</table>

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<tr>
<th>Dissertation (Research hours)</th>
<th>9 Hours</th>
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</table>

**MINIMUM TOTAL HOURS REQUIRED** 54*

*This represents a minimum of required coursework with additional hours required depending upon the student's background and particular field of study. Many students take significantly more hours.*
Admission Criteria for the DrPH in Health Promotion and Community Health Sciences

Admission requires MPH or master’s degree with a competitive GPA, academic transcripts, GREs of sufficient quality to demonstrate verbal and quantitative skills necessary for success in doctoral coursework, three letters of reference, statement of career interests and public health vision. Occasionally students with less than a 3.0 GPA may be admitted provisionally with recommendation by the Departmental Doctoral Committee, although prior academic excellence is one predictor of future performance in a doctoral program.

Admission to the DrPH in Health Promotion and Community Health Sciences is competitive with each entering cohort class being very small (e.g., 3-5 students). Completion of the DrPH program requires critical thinking skills, an understanding of multiple levels of influence and outcomes, leadership and problem solving abilities, and methodological rigor, as well as a deep commitment to research, practice, and advancing public health knowledge.

Given the small class size, leadership experience and potential as well as a match with current faculty interests and ongoing research and outreach projects will be key admission factors. Applicants will be asked to participate in a face-to-face personal interview to elaborate on their background, career goals, and vision for the future. If travel costs are an impediment, telephone or Skype interviews may be arranged.

Please refer to the School catalogue for specific admissions criteria and policies that govern graduate degree programs in The School of Public Health. Only complete applications can be evaluated, and application packets must include the application, statement of prior experiences, career interests with rationale for applying to this doctoral program, three letters of recommendation, prior academic transcripts, and GRE scores. Any departure from admission requirements must be approved by the Department Doctoral Committee, department head, and Associate Dean for Academic Affairs.

Program Committees, Exams, and Events

Departmental Doctoral Committee Membership & Charge

The Department Doctoral Committee (DDC) for the DrPH in Health Promotion and Community Health Sciences is governed by the Committee and Departmental Bylaws. Membership on this Committee is open to all principal departmental faculty. The DDC chair will be appointed annually by the Department Chair. The DDC is responsible for developing departmental policy and procedures to be ratified by the Department and the School-wide Doctoral Committee.

The DDC is responsible for:
- making student admissions recommendations to the departmental faculty at large,
- approving members of the student’ advisory committee (SAC) as well as the student dissertation committee (SDC),
- conducting an annual performance review of each doctoral student, with input from the chair of the student’s advisory committee (SAC) and primary advisor,
- overseeing the preliminary exam for all eligible DrPH students, with the development of questions related to the theoretical and strategic elements of Health
Promotion and Community Health Sciences, with input from faculty teaching core seminar courses who may not be on the DDC.

- recommending doctoral program changes, including curriculum changes, and performing other program duties as assigned.
- overseeing the general quality of doctoral program activities.

**Student Advising Committee Membership & Responsibilities.**

Upon program entry and with mutual agreement of the doctoral student and faculty member, the doctoral student will be assigned a primary advisor who will plan the first year curriculum with guidance from the DDC. A Student Advising Committee (SAC) for each student in the doctoral program will be named by the end of the first year for full time students and the end of the second year for part-time students (with mutual agreement by the student and designated faculty members). The SAC will be comprised of three faculty members. The chair of the SAC must be member of the student’s home department’s tenured or tenure-track faculty. At least one member should be a member of the DDC.

Responsibilities of the SACs include the following:

- Initial advising and selection of coursework.
- Developing, in consultation with the student, the student’s initial plan of study by the end of the student’s second semester of coursework, with a delayed time frame for part-time students. The course of study will be submitted to the department head and Department Doctoral Committee (DDC) for review regarding compliance with DrPH degree plan guidance described above (e.g., general plan of coursework versus specific courses).
- Annually reviewing student progress until the student passes the preliminary examination and forwarding their assessment of student progress to the DDC prior to its annual review. Student progress will also be shared with faculty supervisors of any relevant graduate assistantships.
- Developing questions on the research methods and cognate areas of the student’s preliminary examination. Administering and grading the student’s preliminary exam on research methods and cognate areas.

**Doctoral Student Preliminary Examination**

After satisfactory completion of a minimum of 36 semester hours of required coursework for the doctoral degree and approval of the Student’s Doctoral Advisory Committee, the student will be eligible to take the preliminary exam. This exam will assess the student’s performance in core courses, methods, and a cognate area. In general, it is expected that the student will have successfully completed the doctoral seminar sequence, the majority of courses in his/her cognate area(s), and have completed the majority of coursework in general methods/statistics.

The written exam is developed and graded by the core seminar instructors, the Departmental Doctoral Committee, and the Student Advisory Committee. The Student Advisory Committee will be primarily responsible for the portion of the examination.
covering the student's cognate area and research methods.

The Core and Cognate portions of the exam must be completed one month from receipt of the questions unless there are extenuating circumstances. Approval due to extenuating circumstances must be given by the SAC Chair and Department Doctoral Committee Chair. All portions are to be submitted to the SAC Chair for distribution to the appropriate readers. Exams will be take-home in nature.

The results of the preliminary exam are reported to the Department Head and Associate Dean for Academic Affairs:
- Pass
- Pass with proviso, requirements, or recommendations
- Failure (as determined by majority vote)

Failure of any portion of the written preliminary exam can be addressed in one of two ways, as recommended by the SAC. The first option is an oral examination on the deficient part administered by the SAC and Department Doctoral Committee, with additional faculty at the direction of the DDC. Following this oral exam, a student may or may not be required to take a second round of written exams. Second, in lieu of an oral exam, the student may directly retake the failed portion(s) of the written exam within six months. Failure during the second administration of any part of the written exam will trigger a formal progress review. The SAC, in conjunction with the DDC, will counsel the student on dropping the program, or on strategies for improving understanding of core material (e.g., retaking core classes) and repeating the deficient part of the exam for a third and final time. If all sections are not passed by the third administration, the student will be dismissed from the program.

**Satisfactory Progress**

According to the Office of Graduate and Professional Studies, doctoral students have ten years to complete their degree without penalty. If they exceed 10 years or 99 credit hours, they will be charged tuition at the rate for out of state students. Each doctoral student is required to annually complete a Doctoral Student Annual Self-Assessment, detailing progress in coursework, research and professional growth. The Departmental Doctoral Committee will review this form and each student's Curriculum Vitae or professional resume. Each student's Student Advisory Committee or Dissertation Advisory Committee Chair will gather impressions from the DDC related to progress. Progress may be judged to be Satisfactory, Marginal or Unsatisfactory. Those with Marginal or Unsatisfactory progress will be provided with specific direction as to what activities need to be completed, and in what time frame. Progress will then be re-evaluated by the committee during the following semester. A consistent lack of progress in the program is grounds for dismissal. Program dismissal will be by the Department Head, with unanimous support from the student's Advisory or Dissertation committee and consultation with the Chair of the Departmental Doctoral Program.
All requirements for doctoral degrees must be completed within a period of 10 consecutive calendar years for the degree to be granted. A course will be considered valid until 10 years after the end of the semester in which it is taken. Graduate credit for coursework more than 10 calendar years old at the time of the final oral examination may not be used to satisfy degree requirements. After passing the required preliminary oral and written examinations for a doctoral degree, the student must complete the final examination within 4 calendar years. Otherwise, the student will be required to repeat the preliminary examination. A final corrected version of the dissertation or record of study in electronic format as a single PDF file must be cleared by the Office of Graduate and Professional Studies no later than one year after the final examination or within the 10-year time limit, whichever occurs first. Failure to do so will result in the degree not being awarded.

**DrPH Practicum**

According to the Association of Schools of Public Health, DrPH programs should include a mandatory practice experience. This experience “should require collaboration with senior practitioners, researchers, community leaders, community members, and/or other stakeholders in achieving the student’s applied learning goals.” The accreditation body for schools of public health, the Council on Education for Public Health, states that “All graduate professional public health degree students must develop skills in basic public health concepts and demonstrate the application of these concepts through a practice experience that is relevant to students’ areas of specialization.” At the chosen practice site, the participating student will be required to complete a project that is considered to be meaningful to the organization and public health in general. It will build on the previously referenced doctoral competencies and should address policy analysis and development, leadership, and research competencies.

Students will identify a practice site with their Chair and Student Advisory Committee. They will negotiate a practicum experience with the site Preceptor and their Committee that will satisfy the above requirements and meet appropriate competencies. Periodic reports regarding the experience will be required in addition to the final deliverable product.

**Student Dissertation Committee Membership & Charge**

After successful completion of the preliminary exam, the student will focus on his/her research area, requiring the formation of a second advisory committee. The Student Dissertation Committee (SDC) will be comprised of a minimum of four faculty members. The chair must be a principal tenured or tenure-track faculty member in the department and meet the standards for Full or Associate Member of the Texas A&M Graduate Faculty as defined in Section 2.6 of the Graduate Advisor Handbook ([http://ogs.tamu.edu/wp-content/uploads/2014/07/OGAPS-Advisor-Handbook-2014-07-15-WEB.pdf](http://ogs.tamu.edu/wp-content/uploads/2014/07/OGAPS-Advisor-Handbook-2014-07-15-WEB.pdf)). One other member must be a principal faculty member in the department, and at least one member must be a Texas A&M faculty member outside the student’s home department.

Committee members and the chair of the committee are selected by the student in
consultation with the faculty advisor, after obtaining agreement of each faculty member to participate. The members and Chair of the Committee must be approved by the Department Head and the DDC. Proposed membership must be forwarded to the DDC within one semester of the student successfully completing the preliminary examination. Any changes in composition of the SDC, or exceptions to this policy, must be approved by the Department Head, and Chair of the DDC. Responsibilities of the SDC include:

- approving or making additional recommendations for the student’s final degree plan
- approving the dissertation project via a proposal defense
- providing oversight of the completion of the dissertation product(s)
- conducting the final examination/defense over the dissertation project.

The dissertation proposal will be submitted to the student’s doctoral committee no earlier than successful completion of the preliminary exam and no later than two weeks prior to scheduled proposal defense. The dissertation proposal will be either a dissertation proposal or a proposal for three professional papers of publishable quality (see attachment outlining options).

**Degree Plans**

Degree plan forms can be submitted through the online Document Processing Submission System (DPSS), found at [http://ogsdpss.tamu.edu](http://ogsdpss.tamu.edu). Degree plans must be approved by the student’s committee and the department head or the interdisciplinary faculty chair. Once these approvals are obtained, the degree plan must be approved and entered into Compass/Howdy by the Office of Graduate and Professional Studies.

The faculty members who are listed on the dissertation committee are the ones who are on the degree plan in the DPSS. If the degree plan is submitted in the DPSS with the Student Advising Committee membership names, those names will remain until the plan is edited with the names of the faculty members of the Student Dissertation Committee. The degree plan can be submitted and then updated as needed up until a date prior to applying for graduation (check OGAPS calendars each semester for deadlines). OGAPS will require that the committee names on the degree plan in DPSS and the signatures on all required doctoral forms are the same.

Once the preliminary exam results and all dissertation proposal forms are submitted, OGAPS will clear the student for candidacy and the student is officially recognized to pursue research and writing of the dissertation.

**Doctoral Student Dissertation Proposal Defense**

Prerequisites for petitioning for proposal defense include: (1) satisfactory completion (i.e., within 9 hours) of non-Dissertation course hours on the student degree plan (unless otherwise waived by the SDC members and Department Head), and (2) the successful completion of the Preliminary Examination. The student will prepare a proposal of the intended dissertation project, including an abstract; review of the literature indicating what the problem area is, what is known, and how this project addresses research gaps;
and the proposed strategy and analytical tools for addressing the designated research questions. The SDC will review written materials and schedule an oral defense of the proposal, to assess competency in the specific area being proposed as well as mastery in the candidate's specialized field and related research methods.

The oral defense of the dissertation proposal focuses on knowledge and preparation related to the proposed dissertation. In cases where the SAC feels that additional attention is needed to successfully defend the proposed project, the SAC can recommend a resubmission of the materials, additional clarifying materials, or additional coursework (The limit will be two proposal defenses, with exceptions allowed with approval of Student Dissertation Committee, Departmental Doctoral Committee, and Department Head). After successful defense of the dissertation project, the doctoral student will be admitted to candidacy, with a written record of passing the defense forwarded to the Departmental Doctoral Committee, Department Chair, and Associate Dean for Academic Affairs.

*Dissertation Project Structure Options*

**Dissertation Product(s)**
In addition to the standard dissertation option, doctoral students may choose to select a dissertation format with emphasis on generating publishable manuscripts. Those who choose a dissertation format with an emphasis on publication should submit three interrelated publishable manuscripts, with an appropriate introduction and conclusion section that summarize the material. Only one of the three can be a comprehensive review of the literature.

**Dissertation Completion and Doctoral Student Dissertation Defense**
Students who are close to completing their dissertation work must keep in mind the last day of each semester to submit the Request and Announcement for the Final Exam. Failure to abide by this deadline will push graduation back to the next semester.

When the dissertation product(s) are sufficiently completed that the committee supports a public presentation of results, the student will notify the department. The department will make an announcement of a public defense that includes the date, time, location, and title of the dissertation. Notice will generally be at least two weeks before the scheduled defense unless there are mitigating circumstances. Deviation from the two-week notice will take place only upon agreement of all members of the committee and the Department Head. If this is the case, public notice will be made with as much notice as practical. The oral defense will include an explanation of the dissertation project, findings, and conclusions, as well as provide for a time for public questions. Following the presentation, a private oral examination over the dissertation is conducted by the SDC. Any student who fails this examination will be instructed by the SDC on the necessary preparations for a second required oral defense at a specified time.

Following completion of the defense, the student will make requested edits to the
dissertation product(s). When the SDC is satisfied, each member will sign the Written Thesis or Dissertation Approval Form for Health Science Center Students prior to the posted semester deadline. The final dissertation product(s) and signed form will be provided to the Department Head for review. The Department Head, in consultation with the Department Doctoral Committee Chair, will provide a final review. If the dissertation is acceptable, the Approval Form is then forwarded to the Associate Dean for Academic Affairs for final approval & signature. If there is a disagreement between the Department Head and the Student Dissertation Committee on the acceptability of the dissertation product, the Associate Dean for Academic Affairs will adjudicate the dispute, unless he or she is a member of the Student Dissertation Committee, in which case a neutral party will be selected by the Student Dissertation Committee Chair, the Department Head, and the Departmental Doctoral Committee Chair.

The Department Head and Departmental Doctoral Committee Chair involvement will be solely to ensure that minimal standards have been met in the project, within the context of the research and theoretical paradigms being used by the student.

Submission of the Final Dissertation Product
The dissertation product with SDC committee member signatures, Department Head signature, and in the proper format must be submitted to the appropriate office within the proper time frame announced by the OGAPS office at Texas A&M. To maintain eligibility to graduate in a given semester, students must meet the scheduled deadline for submittal of (1) the signed, Written Thesis/Dissertation Approval Form and (2) the thesis in final form as a PDF file. This date, along with other dates of interest, is posted on the Office of Graduate and Professional Studies (OGAPS) dates and deadlines calendar (http://ogaps.tamu.edu). There are no exceptions for late submittal. Students submitting after Deadline Day cannot graduate until the following semester.

Dissertation Project Structure Options
General Requirements for all doctoral students’ dissertation projects include:
Title page, Signature page indicating requisite approvals, Project Abstract, Dedication page (optional), Acknowledgment page (optional), Table of Contents, List of Figures, List of Tables, Data presentation, discussion & analysis, List of References. If the publishable manuscript format is selected, no more than one manuscript may be a review of literature.
### Option 1: Traditional Thesis Format

<table>
<thead>
<tr>
<th>Chapter 1</th>
<th>Introduction (including a comprehensive review of the pertinent background literature for the project)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 2</td>
<td>Methods (including a detailed description of all methodologies, materials, and protocols used in the generation of the data)</td>
</tr>
<tr>
<td>Chapters 3 through $n$</td>
<td>Results (description of collected data and observations)</td>
</tr>
<tr>
<td>Chapter $n + 1$</td>
<td>Discussion (overall summary of conclusions and interpretation of the data with integration of new observations into the existing body of knowledge)</td>
</tr>
<tr>
<td>References</td>
<td>A single reference section consisting of all references cited in all chapters.</td>
</tr>
</tbody>
</table>

### Option 2: Dissertation Format with Emphasis on Publications

<table>
<thead>
<tr>
<th>Chapter 1</th>
<th>Introduction (including a comprehensive review of the pertinent background literature for the project)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 2 through $n$</td>
<td>Results presented in manuscript form (each chapter would therefore have the typical manuscript format of an introduction/literature review, materials &amp; methods, results, and discussion)</td>
</tr>
<tr>
<td>Chapter $n + 1$</td>
<td>Discussion (overall summary of conclusions and interpretation of the data with integration of new observations into the existing body of knowledge. Synthesis – how the three or more papers fit into an overall theme.</td>
</tr>
<tr>
<td>References</td>
<td>A single reference section consisting of all references cited in all chapters is required.</td>
</tr>
</tbody>
</table>

### Transfer Credits, Course Grades, and Student Standing

**Transfer Credits for the Doctoral Degree Programs**

Up to 12 credits of coursework taken at another accredited graduate degree granting institution (that are not courses counted toward another degree) can be transferred into the SPH degree plan if they satisfy DrPH program course requirements or electives and are accepted for transfer into the student’s course of study by the student’s advisory committee and the department doctoral committee. Eligible courses must be completed within the previous seven years at another accredited graduate degree granting institution. The student must demonstrate that the course content either matched or exceeded the content of the required coursework in question and that the student received either an A or a B for the course. Students are still accountable for the general content of the core courses during the preliminary examination process. Including transfer credits, the minimum required number of credits remains 54 semester credit hours.
Unsatisfactory Grades
Students are required to receive a “C” or better on all courses on their official degree plan. Students receiving either a “D” or an “F” on a required course are required to retake the course in its entirety. Although the student is required to achieve a minimum of a “C” on all courses on the official degree plan, the grade received the second time the student takes a specific course will be the grade recorded on the student’s final transcript (regardless of grade received in subsequent attempts to pass the course) and included in the calculation of the student’s GPA. A student must have a GPA of 3.00 or higher among courses included on the student’s official degree plan in order to graduate, but the SDC and DDC will look carefully at multiple grades below a B to determine if the student is making adequate progress toward the degree.

Academic Probation for Doctoral Students
If a student’s overall GPA falls below a 3.00 any given semester the student will automatically be placed on probation. The student will be required to raise his or her overall GPA to a 3.00 within one semester unless the Department Doctoral Committee and the Department Head approve an alternative plan. A student unable to raise his/her GPA above 3.00 within the specified time will be removed from the program. Incoming doctoral students will not be admitted on academic probation. Following the annual review of all doctoral students, any student placed on academic probation, or who is experiencing other difficulties in the program, must receive a statement from the chair of his/her Student Advisory Committee (SAC) regarding the nature of the problematic condition(s) and actions required of the students to rectify the difficulties. A copy of this statement must be forwarded to the chair of the DDC, Department Head and to the Associate Dean for Academic Affairs.

Additional general doctoral program information can be found at: http://ogs.tamu.edu/

Appropriate forms can be found at: http://ogs.tamu.edu/incoming-students/student-forms-and-information/