

Fall 2015

**Policies of the Doctoral Program of the Rutgers
School of Public Health**

A guide for students, faculty and administrators

Policies of the Doctoral Program

Of the Rutgers School of Public Health

The purpose of this document is to codify many of the rules and procedures that have been implemented informally in the Doctoral Program of the Rutgers School of Public Health, (RUTGERS-SPH). They conform to the rules of the Rutgers University Graduate School. This document is intended to assist both students and faculty navigate through the complexities in the most direct and expeditious manner. If questions arise, or if individuals wish to deviate from these rules, requests for exceptions should be directed in writing to the Chair of the Doctoral Program. These rules will be updated periodically. Comments and suggestions are always welcome.

Governance

The Dean of the RUTGERS-SPH shall appoint a faculty member as Chair of the Doctoral Program. The Chair shall be responsible for the administrative and academic success of the Doctoral Program. The Chair shall convene The Doctoral Program Governing Committee (hereafter called the Doctoral Committee) to provide advice and guidance. It will be composed of at least one faculty member from each Department accepting doctoral students (who will serve as Doctoral Studies Coordinator for that department), the Chair of the Doctoral Program, and the Associate Dean responsible for Academic Affairs. All Faculty supervising doctoral students also will serve on Doctoral Committee

as ad hoc members. A list of members will be available at the Offices of the RUTGERS-SPH. At any meeting, attendance by at least half of the appointed Doctoral Committee members will constitute a quorum for the conduct of business, and all decisions will be made by a simple majority of those present.

The Doctoral Committee will meet twice each semester. At the first meeting of the semester, the Doctoral Committee will review the status and progress of each student. It is the responsibility of each student's advisor to meet annually with each student and to provide relevant information to the Doctoral Committee for evaluation either in writing or in person. Following the first meeting of the Spring semester, the Chair of the Doctoral Program will write a summary of the Doctoral Committee's review of each student, providing a copy to the student, the student's academic file and the student's advisor. The student will not be present at that review unless specifically requested by the Chair of the Doctoral Program. At the second meeting of each semester, the Doctoral Committee will consider admission of applicants to the Program. Other business, as relevant, may be addressed at any meeting.

Admissions

Each applicant to the Doctoral program is required to submit a full application as specified in the RUTGERS-SPH Catalog, including identification of an area of proposed research. These materials will be reviewed by the entire Doctoral Committee for quality and compatibility with the interests of the faculty. Personal visits are strongly encouraged for applicants to meet with faculty prior to this review. After the Doctoral Committee reviews and identifies a RUTGERS-SPH faculty member (at the rank of Assistant Professor or higher) willing to serve as the applicant's advisor, the Doctoral Committee may recommend admission of that student.

Advising

Upon admission to the Doctoral Program, each student will be notified of his/her Faculty advisor. A student may change advisors with approval of the Doctoral Program Chair. It is the responsibility of the student to seek continued advisement in planning and implementing his/her program. The advisor will provide advice to the student on academic and research matters including developing a proposed curriculum with that student, recommend a doctoral qualifying exam committee and proposing a dissertation research committee.

Program Requirements

Students in the Doctoral Program must select the specific degree they wish to pursue, develop a course of study, meet a seminar requirement and fulfill a teaching requirement.

Selection of Degree

Students may choose to work towards a PhD or a DrPH. Some view the PhD as a more academic, research-oriented degree, with relatively more course components and time spent in the laboratory on-campus and/or engaged in field research components. Some view the DrPH as a more practice-oriented degree, with relatively more components and time spent off-campus engaged in field or laboratory research in a public or privately-owned workplace or public health agency. The faculty views these degrees as being of equivalent academic rigor and demand. Requirements for both degrees are comparable, except that the Dr.P.H. requires a practicum experience.

The goal/purpose of DrPH practicum/practice experience is to allow each DrPH student to further develop the core DrPH competencies in advocacy, communication and interaction with people across diverse communities, critical analysis, management, leadership, professionalism and ethics.

Overview

- A DrPH practicum is not the same as the dissertation/culminating experience for doctoral degrees. Also, a DrPH practicum/practice experience does not have to be linked to the doctoral dissertation.
- Students who are accepted into and matriculate for the DrPH who do not have an MPH or MSPH are NOT required to complete both Fieldwork I-II (MPH equivalent) and a DrPH practicum. These students are required to complete the DrPH practicum *and* a doctoral dissertation.
- Students can register for a DrPH practicum after completion of at least half of their required courses.
- A DrPH practicum must allow the application of knowledge and skills learned in the DrPH program. Also, it may be either an expansion of regular duties at their health-related employer **or** a practice experience outside, i.e., separate from, a full-time job.
- A DrPH practicum may be unpaid or paid, and requires some level of involvement from at least one faculty member. As such, DrPH students pay for and receive credit hours for it (3.0 hours).

- A DrPH practicum should have policy and/or practice orientation, and finished products, e.g., an oral presentation or a summary report (even if no paper submitted to a journal or conference proceeding).
- A DrPH practicum, unlike MPH fieldwork, need not involve a specific project with a beginning and an end. For example, a job rotation with a high level person in an area of interest can be acceptable.

Procedures and Requirements:

- The DrPH Practicum/Practice Experience Committee will guide the DrPH practicum experience by reviewing DrPH student practicum proposals and proposed preceptors and faculty advisors. This committee's members will include faculty members from SPH departments awarding DrPH degrees.
- Approved plans/proposals for the DrPH practicum will specify either a final summary report or an oral presentation be delivered—with a length to be determined but recommended to simulate a professional conference presentation, i.e., 15-20 minutes plus 5-10 minutes of questions/discussion.
- A DrPH practicum plan/proposal must be signed by the student, his/her departmental

faculty advisor, an external preceptor/non-faculty advisor, and either the Associate Dean for Academic and Faculty Affairs or the Chair of the DrPH Practicum/Practice Experience Committee (or a designee).

- Each DrPH practicum has a final evaluation survey completed by both the student and an external advisor. This survey is based on SPH DrPH competencies for the student's major/SPH department.
- A DrPH practicum will be *worth three credit hours of the 72 credit hours required for the DrPH degree, and replaces one free elective course*. This ensures there are still 24 dissertation credit hours.
- A DrPH practicum may or may not have possible connection(s) to the DrPH student's dissertation.
- A DrPH practicum must start and should finish prior to the date of the dissertation proposal defense.

Criteria for Waiver of Practicum Requirement for DrPH Students

Many part-time DrPH students are working in jobs in which they have opportunities to apply their new skills in an appropriate professional setting as part their regular employment. Such students differ from MPH

students in having substantial post-masters experience in a workplace appropriate to their training and career goals by the time they complete their doctoral thesis. In addition, the DrPH thesis provides a rich opportunity for them to develop a substantial research project involving problem formulation, literature review, study design, data collection, data interpretation and manuscript/thesis writing, as well as formal extended oral presentations at the time of their thesis proposal and again at the thesis defense. Because this extensive, relevant practical experience substantially exceeds what could reasonably be expected from a separate 3 or 6 credit field work experience, the School waives the DrPH fieldwork requirement for working students who meet the following criteria:

- 1) The student must have the equivalent of at least six months of full time work experience in an area relevant to their doctoral curriculum AFTER they have completed at least 24 credits of didactic course work required for the doctoral degree, including at least 12 credits of doctoral class work at Rutgers. (Part-time experience may be counted on a pro rata basis, e.g., 12 months half time.)
- 2) The work must utilize competencies from the doctoral curriculum that are above the Masters level.

- 3) The student must be supervised by or work closely with doctorally trained individual(s) in their workplace.
- 4) The student must submit a written application for the waiver that describes how their experience meets the above criteria, preferably giving examples of work products that demonstrate the relevance of the experience to their discipline and their career goals and submit a "course exemption form" to their advisor.
- 5) The "course exemption form" must be approved by their departmental doctoral coordinator and by the chair of the doctoral committee.

Curriculum

Each student, in consultation with his or her advisor, must develop a proposed course of study that totals at least 72 credits including a minimum of 24 credits of doctoral research. The course of study must include specification of both a major area of study and the option to select a minor area of study. Students may transfer up to a maximum of 24 credits from another school (including our partner institutions), following the standard RUTGERS-SPH procedure. One exception is that core

course(s) transfer credit for doctoral students who graduated from CEPH-accredited schools and programs of public health will be reviewed and approved by the student's doctoral discipline coordinator.

Effective with the incoming class of Spring 2008, the maximum number of credits eligible for transfer to our doctoral program from student who have earned their MPH or MS is 24. Courses taken over 5 years prior to the student's admission to the RUTGERS-SPH are given more careful consideration. The Doctoral Program does not have a foreign language requirement.

The core course policy for the PHD degree is as follows:

(This does not apply to the DrPH Curriculum which requires at least 3 credits in each of the five core areas of public health)

PhD Degree candidates will have to meet the following core course requirements:

- 3 credits of biostatistics (BIOS),***
- 3 credits of epidemiology (EPID)***
- 1 credit of health systems and policy (HSAP)***
- 1 credit of health education and behavioral science (HEBS)***
- 1 credit of environmental health (ENOH)***

Students in HSAP, HEBS and ENOH may be required to take the 3 credit core course in their discipline. Generally, the above credits will count toward the 72 credits required for the doctoral degree, except that students in biostatistics will not be allowed to count the core course credits in biostatistics, since, they are expected to have covered that material before admission.

The above numbers of credits are minimum numbers. However, it is anticipated that a sequence of 3 one credit courses in HSAP, HEBS, and EOH will be put together for fall 2009. If 1 credit courses are not available, students may have to take more credits in order to complete a course in each subject area.

Students, who have taken 3 credits in core HSAP, HEBS, and/or ENOH before joining the doctoral program, can transfer those courses into their doctoral curriculum upon the approval of the relevant RUTGERS course instructor and with all the other usual requirements. However, only 1 credit will be allowed toward the PhD degree for these transferred courses. Prior core courses in EPID and BIST can also be transferred provided all requirements are met, and up to 3 credits will be allowed for either of these two courses.

At the present time, students are being accepted in biostatistics, environmental and occupational health, epidemiology, health education

and behavioral science and health systems and policy.

Each area of concentration shall develop its own set of required and elective courses. Students should check with RUTGERS-SPH office to get copies of specific curricula.

Once developed by the student and the advisor, the student's course of study is approved by the relevant Doctoral Studies Coordinator and the Doctoral Committee Chair prior to appointment of a Qualifying Examination Committee.

A student's entire course of study, including dissertation research and defense must be completed within 9 years of admission to the Doctoral Program.

Seminar Requirement

Students admitted before September, 2002 were required to meet a residency requirement. This was met by either:

- (1) taking 10 credits (8 of which must be didactic) for two semesters which need not be consecutive;
- (2) conducting doctoral research on a full-time basis on campus over the course of at least a year.

Students admitted for September, 2002 and thereafter will no longer be required to fulfill a residency requirement. Instead, they will be required to attend at least 15 seminars or journal clubs during their doctoral studies and to make a presentation at a minimum of five of them. These sessions must be planned ahead of time and approved by the relevant Department doctoral Studies Coordinator for this purpose. In general, it is intended that these sessions be organized to engage several doctoral students at a time along with a faculty member in the intellectual substance of the particular discipline. Doctoral Studies Coordinators will develop policies for their Departments with respect to the kinds of sessions that they require. When approved by the relevant Doctoral Studies Coordinator, appropriate sessions organized for one Department may serve students in other Departments.

Students admitted prior to September 2002 who have not yet fulfilled the requirement have the option to attend 15 approved seminars instead.

Teaching Experience

All doctoral students must serve as a teaching assistant for at least one semester. If a student can document sufficient teaching experience at the graduate school level, the Chair of the Doctoral Committee may waive this requirement.

Changes in Degree Program

Changes in doctoral degree program must be made at some point before the qualifying examination.

Preliminary Examination Requirement for the Department of Biostatistics

Students are admitted to the Biostatistics Program of the Rutgers School of Public Health with a wide variety of backgrounds arising from attendance at different schools and attainment of degrees with different majors. A goal of the Biostatistics Department is to accommodate this variety of backgrounds and, especially, to encourage those with backgrounds outside of biostatistics to pursue studies in this area while simultaneously ensuring theoretical and methodological rigor. Therefore, a precondition for a student to formally enter the doctoral curriculum is that he or she pass the Preliminary Examination. This exam will be administered to all students in the doctoral program regardless of their prior statistical training. The purpose of the Preliminary Examination is to determine the student's readiness to pursue the advanced level of Biostatistics theory and methods. This exam will be administered to incoming students who have already attained a master's degree in statistics and who have also completed the required preliminary courses (at Rutgers or at another academic institution). For those students who have not yet attained a master's degree in statistics or equivalent upon enrollment in the program, the exam will be administered after they have completed the

required preliminary courses. This exam would be comparable to those administered by statistics departments at other universities after the first year of full-time study. This exam is distinct from the Qualifying Exam, which combines written and oral components, and is required for entry into candidacy for both the DrPH and PhD. The Preliminary Exam is an in-class written exam given once a year, usually in May. For more details on content and depth, see the Biostatistics Department web site. After successfully completing the Preliminary Exam, students are required to complete all doctoral level course work and take their Qualifying Exam, which includes the Public Health portion and is both written and oral. Within a year of passing the Qualifying Exam and entering doctoral candidacy, the student is required to submit and present a dissertation proposal to his/her dissertation committee. A final dissertation defense, after completion of the doctoral dissertation, must also be successfully completed. This policy is effective Fall 2014.

Special Preliminary Examination Requirement for Doctoral Programs (DrPH and PhD) in the Department of Biostatistics prior to qualifying examination.

Students are admitted to the Biostatistics Program of the Rutgers School of Public Health with a wide variety of backgrounds arising from attendance at different schools and attainment of degrees with different majors. A goal of the Biostatistics Department is to accommodate this variety of

backgrounds and, especially, to encourage those with backgrounds outside of biostatistics to pursue studies in this area while simultaneously ensuring theoretical and methodological rigor. Therefore, a precondition for a student to formally enter the doctoral curriculum is that (s)he pass the Preliminary Examination.

This exam will be administered to all students in the doctoral program regardless of their prior statistical training. The purpose of the Preliminary Examination is to determine the student's readiness to pursue the advanced level of Biostatistics theory and methods. This exam will be administered to incoming students who have already attained a master's degree in statistics and who have also completed the required preliminary courses (at Rutgers or at another academic institution). For those students who have not yet attained a master's degree in statistics or equivalent upon enrollment in the program, the exam will be administered after they have completed the required preliminary courses. This exam would be comparable to those administered by statistics departments at other universities after the first year of full-time study. This exam is distinct from the Qualifying Exam, which combines written and oral components, and is required for entry into candidacy for both the DrPH and PhD.

The Preliminary Exam is an in-class written exam. For more details on content and depth, see the Biostatistics Department web site.

Qualifying Examination

The advisor, together with the Doctoral Chair, is responsible for proposing a Qualifying Examination Committee and providing guidance for the student's preparation for that exam. The RUTGERS-SPH staff will schedule the Qualifying Examination.

As a student is nearing completion of their approved course of study, the advisor shall propose to the Chair of Doctoral Program a committee to administer the qualifying examination to the student. This committee will be made up of at least four (4) members of the RUTGERS-SPH and will include: the advisor, who has primary responsibility for the student's major; a faculty member responsible for student's minor (if applicable); a faculty member responsible for questions on general public health and the Chair of the Doctoral Program or his/her designee. The Associate Dean for the Academic Affairs may serve as an *ad hoc* member of the examining committee.

Written exams will be given the first Monday and Tuesday of March and October each year. Please note that the Biostatistics qualifying examination is only offered in the fall and the Epidemiology qualifying examination is only offered in the spring. Students should indicate their intention to sit for the exam at least 4 months in advance by informing the Chair of the Doctoral Program and their advisor in writing. If at any time prior to commencing the exam the student wishes to postpone it, they may do so.

It is recommended that the student meet individually with each member of the examining committee three to six months prior to the exam to go over the faculty's expectations. Faculty will provide recommended readings as guidance.

Students will be given the flexibility of identifying a minor, or not. If they select a minor, the qualifying exam will remain as presently structured – a full day on the major area, half a day on minor area, half a day on general public health. Should students forego a minor area, they will have a full day on the major area, half day on general public health and a half day on additional questions in the major, or in area of specific interest (e.g., the epidemiology of TB).

Members of the examining committee must provide to the Chair of the Doctoral Program written copies of all proposed questions at least two weeks prior to the exam date. The questions will be compiled for each student's exams and distributed to all members of each student's committee for final review before the exam is administered.

If students sitting for the exams on the same days have in common their major, at least one of the two sessions shall have identical questions for these students. If students sitting for the exams on the same days have in common their minor, they will usually receive identical questions. All students sitting for the exams on the same days shall receive the same questions for general public health.

The oral exam normally should be completed within 15 business days of the written exam. A written or verbal critique of the exam by each member of the examining committee is available to the student in some, but not in all disciplines, at least three (3) days prior to the oral exam. However, if the student fails the written exam, the committee has the prerogative to fail the student for that attempt without offering the oral exam. In such cases the oral exam will only be offered if the committee finds the written performance is nearly acceptable and believes that the oral will afford the student a chance to raise his or her overall performance to a passing level.

Each of the three parts of the exam (i.e., major, minor, general public health) will be graded on a pass/fail basis and may be passed with up to one dissenting vote. There are four possible outcomes from the qualifying exam:

- (a) the student may be given an unconditional pass and advanced to candidacy;
- (b) the student may be given a conditional pass; to advance to candidacy, the student must complete satisfactorily all additional work stipulated by the examining committee;
- (c) the student may be failed and asked to retake all or part of the qualifying exam within one year; (only one reexamination is allowed); and

- (d) the student may be failed and separated from the Program.

Advancement to Candidacy

Upon passing the doctoral qualifying examination, the student becomes a candidate for the doctoral degree in public health. Upon advancement to candidacy, a student's doctoral dissertation committee can be formed. The student's advisor will propose to the Doctoral Committee members for a student's doctoral dissertation committee and this dissertation research committee must then be approved by the Chair of the Doctoral Committee. Denials by the Chair can be appealed to the Committee. The proposal must include at least four members, including one member who is not a faculty member in the RUTGERS-SPH and a minimum of 2 members from the candidate's department (one who will serve as your Chair and is either a primary or secondary faculty member, and one who is a primary department faculty member). Exceptions to the rule must be approved by the Doctoral Program Chair under very special circumstances. The overall Committee must be approved by the Chair of the Department. In very specific situations, the "outside" member may be drawn from within the program faculty when it can be shown that the individual has no close personal or professional ties to the student, the adviser and other members of the committee. The Chair of the Doctoral Program also must approve any changes in the membership of the student's doctoral dissertation committee in writing. The Chair of the Doctoral Program

has the prerogative of sitting on any dissertation committee.

The doctoral dissertation committee for each student should confer at least once a year to evaluate the student's progress towards his or her degree and must report back to the Doctoral Committee at the January evaluation meeting.

Students should seek the advisement of Ms. Barbara Sirman, Rutgers University, Graduate School, 25 Bishop Place, New Brunswick, for instructions on completing graduation requirements and dissertation direction.

Developing The Dissertation Proposal

Within one year of advancing to candidacy, the student must develop and defend a dissertation proposal. The proposal will be a maximum of 20 pages in length, double-spaced, using 12 font. It will include: clearly stated hypotheses or research questions, a literature review of the topic under study, a discussion of methods, and as applicable, expected results. The design and methods should include a calculation of the statistical power of the study, whenever relevant.

Once you have identified your committee and a title for your thesis proposal you must prepare a "Thesis Proposal Approval" form and submit it to Tina Greco after all appropriate signatures have been

secured, *and* prior to your scheduled thesis proposal presentation.

The thesis proposal should be done within one year of advancing to candidacy.

After the written document has been circulated to the student's dissertation committee and tentatively approved, the RUTGERS-SPH Staff at the request of the advisor will schedule a defense of the proposal. A proposal presentation is a public event and a two week notice is required for notification purposes. At that defense, which will be open to the public, the student will present the proposal in 20-30 minutes. Following the presentation, the audience will be invited to ask questions. Then, the student's doctoral dissertation committee will meet with the student in closed session to discuss the proposal in detail. The student must then revise the proposal in accordance with the discussion and the recommendations of the student's dissertation committee. A new draft will be circulated to the student's dissertation committee. It must be approved in writing with no more than one dissenting member. Students are limited to six (6) credits of research prior to obtaining this approval.

In addition, a student must address the issue of potential conflicts of interest regarding data, support for dissertation work, and composition of the dissertation committee. In addition, the student must obtain assurances from sources of data regarding the ability to publish results and to have access to the data after the study has been completed. The steps

triggering the submission of the conflict of interest form include the following:

- The student has passed the qualifying examinations;
- The student, with the approval of his/her advisor, has decided upon a dissertation topic;
- The student has proposed the internal and external members of his/her dissertation committee;
- The student has informed the department chair regarding the dissertation topic and the members of the dissertation committee; and
- Before a proposal defense date is set.

The student and faculty dissertation chair have the responsibility to provide the doctoral committee with information on potential conflicts of interest. To do so, the student will complete a questionnaire regarding potential conflicts of interest and submit the form to the associate dean for academic and faculty affairs. The associate dean for academic affairs, together with the associate dean for research, will determine from the responses to the questionnaire whether there is a potential conflict of interest that must be addressed by the candidate.

Once a thesis proposal is defended and the committee requires changes to be made to the original proposal, those changes must be made within six months from original proposal defense date in order to secure the Chairperson's signature. If this

timeframe is not met, a student may be required to provide a new proposal defense.

Any substantial changes in a student's research proposal, such as dropping or adding of a question or hypothesis, or substitution or changes in the analytic methodology, must be approved by the student's dissertation committee in writing. Such changes will be reported to the Doctoral Committee.

Completing and Defending the Dissertation

As a student nears completion of their research, sections of the dissertation should be submitted to their advisor. Once approved by the advisor, these sections should be submitted to the other members of the dissertation committee and the Doctoral Program Chair. Comments should be provided both to the advisor and to the student. Revisions to the dissertation should be accompanied by a cover memo in which the student briefly lists the comments received and signifies whether changes were made or not made (and if not, why not), and lists the pages of the changed material. This memo will serve to keep all readers apprised of other readers' suggestions and can minimize the time needed for re-review. (The entire dissertation must be approved by the advisor, the Doctoral Program Chair and at least one other member of the student's committee in writing (to the RUTGERS-SPH New Brunswick office) *at least 4 weeks prior* to the scheduled defense of the dissertation. At this point, the Campus staff will

schedule the dissertation defense. If the material is not satisfactory, the defense will be delayed until the full dissertation committee approves it. All requirements for successful dissertation defense be met three weeks prior to the graduate date, so the defense date must be set to allow for this time restriction. This will allow sufficient time for Ms. Greco to acquire all the signatures needed on the candidacy form.

The defense has two parts. First, in a presentation open to the public, the student will provide a 30 minute presentation on the results of their research. Following questions and discussion from the public, a closed session will be held between the student, the student's doctoral dissertation committee and any member of the Public Health Faculty that wishes to attend. Those present will pose additional questions and engage in further discussion. They will seek to:

- (a) determine the validity and significance of the data and information presented in the dissertation;
- (b) assess the student as a critical thinker and data analyst;
- (c) evaluate the student's scientific creativity, including their ability to relate research results to scientific theory and in context; and

- (d) assess whether the dissertation is clearly and appropriately written.

The committee chair and the defending student must be physically present at the final examination (e.g. presence by teleconference is not acceptable). Ideally, all voting members of the committee must be present at and participate in final examinations. In special circumstances, the Graduate School will allow up to two voting members to participate via electronic communication media such as speaker-phone or video-conference link. Students wishing to take advantage of this option should seek approval from the graduate program director.

The student's dissertation committee may require additional writing or clarification or results following the defense. Final approval is granted when the members of the student's dissertation committee are satisfied with the written product and the student's command of the relevant material.

The dissertation must conform to the guidelines of the Rutgers University Graduate School – New Brunswick (available from the RUTGERS-SPH New Brunswick office). The student may opt for a traditional dissertation in which a single narrative is provided in several chapters describing the student's research and results. Alternatively, with the approval of his/her committee, the student may choose to write up their research in the form of manuscripts (typically three) suitable for submission to peer-reviewed journals. These articles are assembled as chapters in a thesis format, usually with an introductory chapter

and a synthesis chapter at the end. In general, the manuscripts should not be submitted for publications prior to the dissertation defense. Exceptions may be made with the approval of the dissertation committee.

Submission of Dissertation

Candidates earning the DrPH degree must submit a hard copy to the Edward J. Bloustein School of Planning and Public Policy.

Candidates earning the PhD degree must submit their entire dissertation electronically. In addition, candidates must also submit, on rag paper, the title page in hard copy to the Rutgers University Graduate School – NB. Submission of dissertations electronically begins with the establishment of a Rutgers University account which is done by downloading the required form from www.nbcs.rutgers.edu/newdocs/for00301/for00301.pdf and bringing the form to Ms. Barbara Sirman at the Graduate School-NB who will facilitate an account. The website that students will need to use to submit their dissertation is <https://etd.libraries.rutgers.edu/login.php>. There is a tutorial available on <https://etd.scc-net.rutgers.edu> to walk students through the submittal process.

Publication of Dissertation and Academic Data

After the granting of the doctorate, the Graduate School-New Brunswick will have the dissertation microfilmed. The dissertation must, therefore, be

prepared with the same care as if it were to appear in printed form. The abstract that must accompany the dissertation will be published in Dissertation Abstracts and, therefore, must also be ready for publication when it is submitted to the Dean.

University Microfilms of Ann Arbor, Michigan, will microfilm the dissertation and publish the abstract. Information concerning the preparation of the dissertation and abstract, and the agreement with University Microfilms that the candidate is to sign, are available in the Office of the Graduate School, Rutgers University, 25 Bishop Place, New Brunswick, NJ. The fee for microfilming the dissertation and publishing the abstract is \$55. Registration of copyright is also available for an additional fee of \$45.

A bound copy of the dissertation is required to be submitted to the RUTGERS-School of Public Health – New Brunswick/New Brunswick campus office for our records.

All rules and regulations herein apply to all degree programs of the RUTGERS-School of Public Health.

Doctoral candidates, who will become October graduates, will participate in commencement and convocation related activities the May following the awarding of their degree. This is different from what is allowed for M.P.H. students.

Doctoral Timeline Checklist

Milestone	Date Completed
Admission to Program	
Curriculum Approved	
Qualifying Examination Committee Established	
Qualifying Exams Completed And Admitted to Candidacy (within 3 years of admission)	
Dissertation Research Committee Established	
Proposal Defense Completed (within 1 year of candidacy)	
Proposal Accepted	
Dissertation Defense (within 7 years of admission)	
Other Requirements	Date Completed
Residency Requirement or Seminar Requirement	
Teaching Assistant *	

Dissertation Committee Meetings Date
(at least annual; list members in attendance)

Sample Title Page for Dissertation is on the next page for the PhD degree only. The DrPH has a slightly different format.

Title of a Very Good Dissertation here

By Joe Sample

A dissertation submitted to the

School of Public Health

and the

Graduate School – New Brunswick

Rutgers, The State University of New Jersey

In partial fulfillment of the requirements

for the degree of

Doctor of Philosophy

Written under the direction of

Professor Joe Doe

And Approved by

New Brunswick, New Jersey
Date is put here (month/yr)