

**FLORIDA A&M UNIVERSITY**  
**College of Pharmacy and Pharmaceutical Sciences,**  
**Institute of Public Health**



***Doctor of Public Health (DrPH)***

***Student Handbook***

***2022-2028***

**College of Pharmacy and Pharmaceutical Sciences,**

**Institute of Public Health**

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**Disclaimer**

*The statements outlined in this handbook are for information purposes only. They should not be construed as the basis of a contract between a student and the Florida A&M University College of Pharmacy and Pharmaceutical Science, Institute of Public Health.*

*While the provisions of this handbook will ordinarily be applied as stated, the College reserves the right to change any provision listed, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any changes. However, each student must note that it is their responsibility to keep themselves apprised of current graduation requirements by regular consultation with their major professor.*

*Every attempt is made to update the policies referenced in this handbook as needed in response to changes made by the program (IPH), college (CoPPS, IPH), or the University (FAMU). Students shall adhere to current policies, even if they differ from those noted in this handbook. Every effort will be made to keep students informed of substantive policy changes. However, each student is responsible for keeping themselves apprised of current policies by regularly reviewing these and, if necessary, consulting with their major professor.*

*This handbook contains curriculum- and matriculation-specific information. For general and administrative information, a separate handbook is available. The “General & Administrative Information” handbook contains the IPH vision, mission, goals, values, and policies. Whereas these may be briefly described in this handbook, students are responsible for the detailed information contained in or referenced by the “General & Administrative Information” handbook.*

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## Public Health Program Vision Statement

*“Creating and Advancing Health Equity for All”*

## Public Health Program Mission Statement

The Florida A&M University (FAMU) Institute of Public Health (IPH) was created by the 1995 Florida Legislature with the mission of improving the health status of Florida’s diverse poor and underserved. IPH was given the authority to initially offer the **Master of Public Health (MPH) Degree Program**. In March 2004 and October 2004, the FAMU Board of Trustees and the Florida Board of Governors, respectively, approved FAMU’s development and implementation of the **Doctor of Public Health (DrPH) Degree Program**.

Specifically, the **mission** of the FAMU Public Health Program is to **develop culturally competent public health practitioners and leaders through graduate training, research, and service**. Thus, the contribution of the FAMU Public Health Program to the public health workforce should substantially improve the health status of the diverse poor and underserved.

## Program Goals

Goal statements have been formulated to address each of the three primary functions (Instruction, Research, and Service) of the Program. The goals of the Institute of Public Health are:

1. To provide quality graduate education and training in public health;
2. To advance knowledge of the cultural competencies required to decrease high-risk behavior and promote healthy behavior choices;
3. To promote and advance competencies in professional development in public health
4. To conduct research that provides an evidence base for improving the health of those who bear a disproportionate burden of disease;
5. To disseminate and translate research knowledge and findings gained to all public health stakeholders and the community at large;
6. To encourage effective health promotion and disease prevention measures through proactive community outreach efforts statewide;
7. To contribute to the development of effective public health policy for Florida’s poor and underserved populations;
8. To contribute to the development of a sustainable, culturally competent public health workforce;
9. To strengthen existing partnerships and establish new sustainable service linkages with the university, local, state, and national agencies and organizations;

Through the activation of these goals, the Program can realize its mission of providing effective, culturally competent graduate training, research, and service to improve the health of those who bear a disproportionate burden of disability and disease.

### Program Values

There are seven values upon which the IPH has been built. These guiding principles of the program provide the framework for determining the Program's mission, goals, and objectives. These are:

- Honesty and integrity
- Excellence with caring
- Respect for the individual
- Equality of opportunity
- Social justice
- Cultural sensitivity
- Community empowerment
- Peer review

<b>Honesty and Integrity</b>	<b>To</b> emphasize and subscribe to the significance of dignity and ethical behavior in public health practice.
<b>Excellence with Caring</b>	<b>To</b> provide an environment that is nurturing while striving for excellence in academic performance and public health practice.
<b>Respect for the Individual</b>	<b>To</b> recognize and respect each and every individual as deserving of good health access to health care.
<b>Equality of Opportunity</b>	<b>To</b> ensure equity in maintenance of health status and access to health care
<b>Social Justice</b>	<b>To</b> understand that responsible public health is rooted in a social justice philosophy
<b>Cultural Sensitivity</b>	<b>To</b> embrace and celebrate a diverse public that requires acknowledgement and consideration in the design and implementation of programs and practices resulting in culturally competent public health professionals
<b>Community Empowerment</b>	<b>To</b> promote community protection of its own health through knowledge and training.
<b>Peer Review</b>	<b>To</b> continually monitor, evaluate and review the Program's goals and objectives based on the feedback and counsel of Program constituencies.

## Introduction to the DrPH Program

The Doctor of Public Health (DrPH) program in the College of Pharmacy and Pharmaceutical Sciences, Institute of Public Health is designed primarily for those individuals planning careers involving public health professional practice, teaching, or research. This degree program provides training for the effective conduct or supervision of research and integration of new knowledge and techniques into community and/or public health practice. Thus, the primary emphasis of the DrPH program is to prepare practicing professionals in the application of research methods and provide a foundation for solving public health issues.

## DrPH Program Competencies

For each degree program and area of specialization within each program, there are stated competencies that guide the development of educational programs. All Doctor of Public Health Graduates should be able to:

### DrPH Foundational Competencies

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#### **Data & Analysis**

1. Explain qualitative, quantitative, mixed methods and policy analysis research and evaluation methods to address health issues at multiple (individual, group, organization, community and population) levels
2. Design a qualitative, quantitative, mixed methods, policy analysis or evaluation project to address a public health issue
3. Explain the use and limitations of surveillance systems and national surveys in assessing, monitoring and evaluating policies and programs and to address a population's health

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#### **Leadership, Management & Governance**

4. Propose strategies for health improvement and elimination of health inequities by organizing stakeholders, including researchers, practitioners, community leaders and other partners
  5. Communicate public health science to diverse stakeholders, including individuals at all levels of health literacy, for purposes of influencing behavior and policies
  6. Integrate knowledge, approaches, methods, values, and potential contributions from multiple professions, sectors, and systems in addressing public health problems
  7. Create a strategic plan
  8. Facilitate shared decision-making through negotiation and consensus-building methods
  9. Create organizational change strategies
  10. Propose strategies to promote inclusion and equity within public health programs, policies, and systems
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11. Assess one's own strengths and weaknesses in leadership capacities, including cultural proficiency
  12. Propose human, fiscal and other resources to achieve a strategic goal
  13. Cultivate new resources and revenue streams to achieve a strategic goal
- 

### **Policy & Programs**

14. Design a system-level intervention to address a public health issue
  15. Integrate knowledge of cultural values and practices in the design of public health policies and programs
  16. Integrate scientific information, legal and regulatory approaches, ethical frameworks and varied stakeholder interests in policy development and analysis
  17. Propose interprofessional and/or intersectoral team approaches to improving public health
- 

### Education & Workforce Development

18. Assess an audience's knowledge and learning needs
  19. Deliver training or educational experiences that promote learning in academic, organizational or community settings
  20. Use best practice modalities in pedagogical practices
- 

## DrPH Concentration-Specific Competencies

### Behavioral Science and Health Education

1. Analyze and compare the results of a community-based assessment using qualitative research approaches.
2. Create a lifelong plan for leadership growth and development.
3. Evaluate social and behavioral determinants of health equity at all ecological levels (individual through policy) applied in rural, urban, and global settings.
4. Design an evaluation plan for public health programs and health-related curricula using advanced frameworks.
5. Collaborate with stakeholders in a consultative relationship while adhering to ethical principles.

### Epidemiology and Biostatistics

1. Apply advanced data management and statistical analysis procedures to analyze public-use health data.
2. Design a clinical trial for a hypothetical illness.
3. Produce a thematic map focused on health disparities using GIS software.
4. Build robust regression models for investigating associations in public health research.
5. Fit loglinear models for multiple contingency tables of a public health study.

## Coursework Requirements

The courses required for the DrPH program will differ based on the area of concentration and whether the doctoral student has received a Master of Public Health (MPH) degree from an accredited college or university. The requirements for the DrPH degree are listed in Appendix A.

### Prerequisites

All doctoral students **MUST** complete the coursework that covers the MPH foundational requirements. If the student has an MPH from an accredited college or university, the student should complete a **MINIMUM** of 61-credit hours required for the DrPH program. However, if the student does not have an MPH degree or has not completed the MPH foundational requirements, the student will be required to fulfill the prerequisites course work (21-credit hours) in addition to the **MINIMUM** 61-credit hours for completing the DrPH program. These are the **MINIMUM** number of credit hours for the DrPH degree. Additional courses may be required based on dissertation research and at the discretion of the major professor.

### Grades

Only a grade of “B” or higher (or “S”) is acceptable for foundational and concentration courses in the MPH and DrPH programs. A student must repeat a foundational or concentration course if the student earns a grade lower than a “B” (or “S”).

Exceeding two courses with unsatisfactory grades ("C", "D", "F", or "U") in foundational or concentration courses or on comprehensive or qualifying examinations (specialty comprehensive exam) is grounds for dismissal from the program.

A course in which a student has received an unsatisfactory grade may be repeated only once. Failure to achieve an acceptable grade (“B” or “S”) in a repeated course will result in dismissal from the program.



A student who has a GPA below a 3.0 or who fails to pass a course after two tries will be automatically dismissed from the MPH or DrPH program. Please refer to FAMU Graduate School Policy for a thorough description of Grades, Minimum grade requirements, and grade appeal process. Note that CoPPS, IPH has a college-specific grade appeal process (see second link).

<https://graduateschool.famu.edu/index.php>

<https://pharmacy.famu.edu/about-the-college-of-pharmacy/pdf/Revised%20LEARNER%20GRADE%20APPEAL%20POLICY%204.28.21.pdf>

## Academic Advisement

Upon admission to the DrPH program, all doctoral students will be assigned an academic advisor. The doctoral student **MUST** meet with their academic advisor a **MINIMUM** of THREE (3) times per semester (i.e., Pre-Registration, Mid-Semester, and the End of Semester) to ensure appropriate registration and course requirements are fulfilled and satisfactory academic progress is being made in each semester. The academic advisor will then become the major professor/dissertation chair. Each DrPH program concentration will have a curriculum-planning sheet that outlines the required courses and dissertation credits. This worksheet should be utilized during meetings with the student's academic advisor/major professor to consistently develop a plan for taking the required courses in the program concentration. When doctoral students register without consulting their academic advisor/major professor, it is the responsibility of the doctoral student to initiate and complete the Add/Drop process or if applicable the late registration process (late fee will be assessed).

## Changing Concentrations

Each doctoral student is admitted to the doctoral concentration of their choice. Faculty have a limited number of students that they can properly advise for successful matriculation in our program. Should there be a desire to change concentrations, the doctoral student will need to reapply to the DrPH program, emphasizing the new concentration of choice. It is not guaranteed that the choice will be approved.

## Changing Dissertation Chair

It may be necessary for the doctoral student to change advisors at some point during his/her matriculation in the DrPH program. If it is necessary to change an academic advisor or dissertation chair, the doctoral student must communicate with his/her current advisor and the anticipated advisor or chair **before** submitting this request. All parties **must** agree on the modification. The *“Change in Dissertation Chair”* form must be completed, signed and submitted to the Academic Support Services Graduate Programs Office in the College of Pharmacy and Pharmaceutical Sciences, Institute of Public Health for approval. The form must then be forwarded to the School of Graduate Studies and Research.

## Transfer of Credit

Transfer credits eligibility depends on the course, foundational/concentration competencies and the accreditation status of the institution that awarded the credits. The maximum permissible transfer credit hours are six (6) graduate-level credit hours with a grade of “B” or better from a regionally accredited institution. The actual number accepted will be determined by an evaluation of the student’s transcripts and course syllabi by appropriate faculty in the Institute of Public Health.

## Required Participation in Public Health Conferences or Seminars

IPH Doctoral Students are expected to present their research and/or participate in professional conferences in their field of study. These presentations might be in-person or virtual poster or podium presentations in the field of public health practice. The major professor will assist in identifying such appropriate opportunities.

## Doctoral Progression

Upon completion of the required coursework, the doctoral students will follow the sequence below:

1. Complete Doctoral Comprehensive Examination Audit (No course number)

2. Complete Doctoral Comprehensive Examination (PHC 8966, 1 credit hour)
3. Form Doctoral Committee (No course number)
4. Present Concept Paper to Committee (PHC 7981, Minimum of 3 credit hours)
5. Complete Specialty Examination (No course number)
6. Complete Proposal Defense (PHC 8981, 1 credit hour)
7. Enter Official Candidacy Status (No course number; Minimum 6 months as Candidate until dissertation can be defended)
8. Conduct Dissertation Research (PHC 7980, Minimum of 12 credit hours)
9. Complete Practicum in Public Health (PHC 7945, Minimum of 4 credit hours)
10. Complete Dissertation Defense (PHC 8983, 1 credit hour)

## Doctoral Comprehensive Examination Audit

The first step in the doctoral progression process is the Doctoral Comprehensive Examination. After the doctoral student has successfully completed the course work in their area of concentration, they must make an appointment to have an audit conducted to determine if they meet the requirements. All students that are eligible for the doctoral comprehensive exam will receive a letter of confirmation from the CoPPS-IPH Office of Student Services.

## Doctoral Comprehensive Examination

The DrPH Comprehensive Examination is designed to test the student's depth of knowledge and intellectual skills regarding the doctoral competencies in the appropriate area. The examination will be offered over a two (2) day period twice in a year (Spring and Fall). It will be administered on the **third** Monday and Tuesday in September and the **second** Monday and Tuesday in February. **The Comprehensive examination must be taken no later than two (2) years after a student's completion of course work.**

Each day of testing will begin at 9:00 a.m. and end at 5:00 p.m. and will be held in a designated testing area. Around noon each day, there will be a one-hour break for lunch. Detailed instructions and information regarding the content areas of the examination will be provided to each student in advance of the scheduled exam days.

## Grading of the exam

All question response pages will have **students ID** only. All student responses to Day 1 and Day 2 of the exam will be graded by the respective instructor(s) in that discipline. Exam responses will be graded using an appropriate rubric and discussed by all respective concentration faculty members. Responses will be evaluated for accuracy, specificity, clarity, comprehensiveness, and succinctness of the responses based on the collective evaluation of the faculty. Performance on the Comprehensive Examination will be assessed separately for each section as: **Pass** (earned at least 80% of possible points and is acceptable as written), **Partial Pass** (earned 70 - <80% of possible points on up to three sections of the exam) or **Fail** (earned less than 70% of possible points on any section or earned 70 - <80% of possible points on more than three sections). All sections of the examinations must be passed for the student to proceed to the next step of the doctoral progression of the program.

Students have two attempts to earn a passing score. Students earning a Partial Pass may elect (with approval from faculty) to sit for their second attempt in the same semester as the first attempt or during the next testing dates (September or February). Students that Fail the first attempt must sit for their second attempt during the next testing dates (September or February). Additional attempts will not be allowed for any reason.

It is the responsibility of the doctoral student to communicate with the appropriate faculty regarding any deficiencies. The student will be notified of the results of the exam in writing. The university guidelines on academic honesty will be adhered to and any violations of such will result in disciplinary action. These actions include but are not limited to failure of the examination and/or dismissal from the university.

***Students must be registered for at least three (3) semester hours of graduate work during the term in which they take the comprehensive examination.***

## Doctoral Dissertation Committee

### Formation and Composition

Upon successful completion of the comprehensive examination, each doctoral student will form a dissertation committee. The faculty on the dissertation committee should be individuals with expertise in an area that will advance the student's dissertation research. The dissertation committee must be composed of at least **five** members as listed below:

- A. Full-time faculty members in the student's discipline from the Institute of Public Health who is designated as the dissertation chair.
- B. Two (2) full-time faculty members in the student's discipline.
- C. Two (2) faculty members or experts from any school/college at FAMU, another accredited academic institution, or a nationally/internationally recognized organization involved in research or public health practice.

### Committee Approval

The dissertation committee **must** be approved by the FAMU School of Graduate Studies before any committee meetings are held regarding the dissertation research. All members of the dissertation committee must have graduate faculty status or doctoral directive status. The prospective committee members should be an individual with a terminal degree in an academic or professional field (i.e., Ph.D., Ed.D., J.D., or M.D.). The committee members should lend their expertise to the dissertation study. All dissertation committee members must complete and sign the "***Submission of Graduate Program of Study***" form. This form along with the Curriculum vitae must be submitted to the CoPPS-IPH Graduate Program. The student must ensure that appropriate forms are completed and approved for prospective committee members who do not have graduate faculty or doctoral directive status at FAMU.

### Changes to the Dissertation Committee

The doctoral student must meet with the Associate Dean of Public Health to request a change in

the dissertation committee members. If approved by the Associate Dean of Public Health, the students must submit new paperwork to FAMU School of Graduate Studies. Changes in the composition of the dissertation committee **should not** be made after the proposal has been approved, except in unusual circumstances.

### Committee Document Review

To ensure that committee members have adequate time to review and provide feedback on dissertation concept papers and dissertation proposals, students must provide a written document to each committee member at least ten (10) business days prior to a scheduled meeting.

### Concept Paper

After successful completion of the doctoral comprehensive exam, the student will work on their concept for the dissertation research. The doctoral student will provide a **concept paper** to the members of his/her dissertation committee at least 10 (ten) business days prior to the scheduled meeting. The concept paper shall include the following sections:

- A. Cover Page
- B. Introduction
- C. Significance of Research/Statement of the Problem
- D. Literature Review
- E. Purpose of the Dissertation Research
- F. Specific Aims
- G. Hypothesis(es) and/or Research Question(s)
- H. Design and Methodology
- I. References
- J. Appendices, if applicable

The concept paper should describe the student's dissertation research topic in sufficient detail so that the committee members will be able to provide feedback for the direction of the dissertation research. There is no required number of pages for the concept paper. However, the student must

be thorough using the format above. The concept paper **MUST** be approved by the major professor before submitting it for doctoral committee review. Additional information regarding the content and style required for the concept paper will be provided by the student's academic advisor.

## Specialty Examination

After presentation of the concept paper and meeting of the dissertation committee, a Specialty Examination will be constructed using information from the meeting. The Specialty Examination will also be a type-written exam designed to test the student's depth of knowledge and intellectual skills related to the specific topic area that has been chosen for the dissertation study. The committee will design the questions for this exam. Any specific research methods necessary to carry out the hypotheses generated by the student will also be included in the examination. The same format of questions and procedures that is used for the doctoral comprehensive exam will be used for the specialty comprehensive exam. The major difference is the Specialty Comprehensive Exam will be graded by the respective doctoral committee members. **The Specialty Examination must be taken no later than one (1) year after a student's completion of the Comprehensive Examination.**

The university guidelines on academic honesty will be adhered to and any violations of such will result in disciplinary action. These actions include but are not limited to failure of the examination and/or dismissal from the university.

## Grading of the exam

1. One week after the concept paper presentation, all committee members and the dissertation committee chair will submit Specialty exam questions. The chair collates the questions and sends the questions to the student.
2. The doctoral student will be given ten (10) business days to respond to the questions and submit it to the dissertation chair by the deadline.
3. Each committee member will provide an evaluation of the responses using a common grading rubric within a reasonable amount of time, typically within ten (10) business days.
4. Performance on the Specialty examination will be assessed as: **Pass** (acceptable as written), or **Fail** (unacceptable).
5. Students will be notified in writing of the results.

A student must achieve at least 80% of the concepts/points on each section of questions in order to pass that section of questions. A section is defined as a question or set of questions submitted by a committee member. Responses not achieving at least 80% will need to be retaken. Retakes of one or two sections on the Specialty exam will be taken within **60 days of the initial exam**. If three or more sections need to be re-taken, the student **may not** retake the exam until the following semester. Advancement to candidacy does not occur until the Specialty Exam (in its entirety) is completed. Failure to pass the entire Specialty exam, after the second attempt, may result in dismissal from the DrPH Program. The student will be notified of the results of the exam in writing.

## Dissertation Research

The student will carry out a dissertation research study under the supervision of the Dissertation Chair, which is typically the student's academic advisor. Dissertation research for the DrPH should constitute a substantial contribution to the body of knowledge in public health. Research for the dissertation may be either applied or basic but must be *original, scientifically rigorous, and suitable for publication in appropriate, peer-reviewed scientific journals*.



## Oral Presentation of Dissertation Proposal

After successful completion of the Specialty Exam, each doctoral student will prepare a type-written research proposal. In the semester in which the student is to present his/her dissertation proposal, he/she must be enrolled in *PHC 8981 Doctoral Research Protocol*. When the student is ready to present a research proposal to the dissertation committee, a copy of the proposal should be sent to each dissertation committee member at least 10 (ten) business days prior to the oral presentation. The dissertation proposal shall include the following sections:

- A. Cover Page
- B. Table of Contents
- C. Introduction
- D. Significance of Research/Statement of the Problem
- E. Literature Review
- F. Purpose of the Dissertation Research
- G. Specific Aims
- H. Hypothesis(es) and/or Research Question(s)
- I. Design and Methodology
- J. References
- K. Appendices (Tables and figures)

## Proposal Defense

There is no required number of pages for the dissertation proposal. However, the student must be thorough using the format above. The dissertation proposal ***MUST*** be approved by the major professor before submitting it for doctoral committee review. All written proposals must be presented orally to the Dissertation Committee. The oral (using an approved software) presentation should last approximately 30-45 minutes. The Dissertation Committee will *approve the proposal, approve it with minor changes, accept the proposal with major revisions or reject the proposal*. The doctoral student may correct proposals accepted with minor changes. However, proposals requiring major revision must be presented a second time to the committee for re-evaluation. Failure of the committee to approve a proposal on re-submission may result in

the administrative withdrawal of the student. Additional information regarding the content and style required for the proposal paper and presentation will be provided by the student's academic advisor.

### Admission to Candidacy

When the doctoral student has presented to the dissertation committee an acceptable proposal for research, the dissertation committee will recommend that the student be admitted to candidacy. A student must also be in good academic standing (GPA of 3.0) in order to apply for candidacy after proposal defense. A *Certificate of Approval for Admission to Candidacy for Doctor of Public Health Degree Form* and a *Submission of Successful Defense of Research Protocol* must be completed and signed by the dissertation committee at the oral presentation of the dissertation proposal. The Certificate of Approval for Admission to Candidacy Document should be signed by the student's dissertation chair and by the Dean of the College of Pharmacy. The signed document will then be submitted to the Dean of the Graduate School. Following approval and signing of the document by the Dean of the Graduate School, the document is forwarded to the Registrar's Office, a copy remains in the Graduate School Office, a copy is placed in the student's file, and a copy remains in the Graduate Program Office file in the College of Pharmacy.

### Public Health Practicum

The Doctoral level directed dissertation practicum is an integral part of the DrPH program. Attaining the DrPH involves more than the completion of a generalized body of coursework. Students should work closely with their dissertation committee to identify individually tailored experiences (e.g., literature reviews, training, and internships) that will facilitate the timely completion of an original, scientifically rigorous dissertation study.

The objectives of this directed practicum are to broaden the understanding of specific research topic and methods, as well as acquiring specific practice skills that may help inform some aspect of the dissertation research. The student, along with the dissertation chair and the Practicum Coordinator, will identify a practicum site where the activities will take place or a person with whom the practicum will take place. Once the practicum site has been identified, the student will

prepare a **Practicum Learning Plan**, which contains the practicum assignment along with doctoral foundational and concentration competencies.

The student must successfully complete *180 hours* of doctoral practicum and a minimum of 12 semester hours of doctoral level directed dissertation research (PHC 7980) before they can defend their dissertation. The student cannot sign up for doctoral level directed research hours until the semester after they have successfully passed all parts of the comprehensive examination.

### Dissertation Research

A student will conduct dissertation research according to the approved study protocol outlined in the dissertation proposal under the guidance of the dissertation committee. This research protocol must be approved by the FAMU Institutional Review Board (IRB). The student will be responsible for adhering to the principles of ethical research conduct.

### Written Dissertation

The dissertation will be prepared according to Florida A&M University's *Guidelines for Preparation and Submission of Doctoral Dissertations*. An example of the template may be found at the School of Graduate Studies website and in the appendices of the handbook. All dissertation documents will be assessed for plagiarism using electronic plagiarism detection tools. See the following link for detailed instructions:

<https://graduateschool.famu.edu/students/current/theses-and-dissertations.php>

### ProQuest Training

ProQuest is an online repository that allows the student to upload their dissertation in the correct format, allow revisions, submissions, reviews, etc. as an overall work electronic workspace. All students must attend ProQuest training. The training is offered at least once per semester by the College.

## Dissertation Defense Seminar

During the semester of the dissertation defense, the candidate must enroll in PHC 8983, Dissertation Defense. *The dissertation defense must take place at least 6 weeks prior to graduation.* The defense of a dissertation is a public event and must be scheduled to allow the attendance of all dissertation committee members and all who are interested. A memorandum and a copy of the dissertation should be sent to each dissertation committee member at least ten (10) business days before the defense date. A copy of the memo should be forwarded to the Academic Support Services Graduate Programs Office in the College of Pharmacy and Pharmaceutical Sciences. In addition, a ***Defense Announcement Form*** should be submitted to the School of Graduate Studies and Research ten (10) business days before the defense date.

Following the seminar-style (approved presentation software) presentation, the Dissertation Committee will meet with the student in private, after which the Committee will *accept the dissertation with no or minor revision(s), accept the dissertation with major revision(s), or reject the dissertation.* The student and dissertation chair may correct dissertations requiring minor revision(s); however, dissertations requiring major revision(s) must be re-worked and presented to the committee for re-evaluation at a later meeting. Failure of the student to satisfy the Dissertation Committee will result in administrative withdrawal of the student. A copy of the ***Defense Outcome Form*** will be signed by the dissertation committee at the completion of a successful defense. These forms are obtained from the School of Graduate Studies and Research.

## Appendix A: DrPH Concentration Curriculum

### Behavioral Science and Health Education

<b>Requirements for DrPH degree, BSHE Concentration, 61* Hour Program</b>		
<b>Course number</b>	<b>Course name</b>	<b>Semester Hours</b>
<b>DrPH Foundational Courses</b>		<b>15</b>
PHC 6051	Advanced Biostatistics for Public Health Practice	3
PHC 6419	Principles of Global Health	3
PHC 7150	Policy & Practice in Population Health Programs	3
PHC 7714	Public Health Leadership Seminar	3
PHC 7715	Planning & Administration of Health Education Programs	3
<b>DrPH BSHE Foundational Courses</b>		<b>18</b>
PHC 6441	Health Inequities in American Populations	3
PHC 6444	Community Organizing and Public Health	3
PHC 6506	Planning and Evaluation of Health Education	3
PHC 7504	Advanced Theory in Health Education	3
PHC 7750	Advanced Health Program Evaluation	3
PHC 6704	Applied Community-Based Research Methods	3
<b>DrPH BSHE Concentration Course Options (Select 2 from the options listed)</b>		<b>6</b>
PHC 6411	Principles of Social Marketing	3
PHC 6532	Current Issues in Women's Health	3
PHC 7530	Maternal and Child Health Epidemiology	3
PHC 6251	Public Health Preparedness for Disasters and Emergency Events	3
PHC 5608	Public Health & Aging	3
<b>DrPH Applied Practice Experience Courses</b>		<b>5</b>
PHC 7945	Practicum in Public Health (4 hours minimum)	4
PHC 8981	Doctoral Research Protocol	1
<b>DrPH Integrative Learning Experience Courses</b>		<b>17</b>
PHC 7980	Doctoral Dissertation (3X4 credits; 12 hours minimum)	12
PHC 7981	Doctoral Research in Public Health	3
PHC 8966	Comprehensive Exam	1
PHC 8983	Dissertation Defense	1
<b>Total Semester Hours</b>		<b>61</b>

\*Requirements for students entering the DrPH program with an MPH.

<b>Requirements for DrPH degree, BSHE Concentration, 82* Hour Program</b>		
<b>Course number</b>	<b>Course name</b>	<b>Semester Hours</b>
<b>DrPH Foundational Courses – Without MPH</b>		<b>36</b>
PHC 6000	Introduction to Epidemiology	3
PHC 6050	Biostatistics for Public Health Practice	3
PHC 6100	Introduction to Public Health	3
PHC 6102	Principles of Health Policy and Management	3
PHC 6357	Public Health Perspectives of Environmental and Occupational Health	3
PHC 6560	Principles of Behavioral Science and Health Education	3
PHC 7150	Policy & Practice in Population Health Programs	3
PHC 6934	Topics in Public Health	3
PHC 6051	Advanced Biostatistics for Public Health Practice	3
PHC 6419	Principles of Global Health	3
PHC 7714	Public Health Leadership Seminar	3
PHC 7715	Planning & Administration of Health Education Programs	3
<b>DrPH BSHE Foundational Courses</b>		<b>18</b>
PHC 6441	Health Inequities in American Populations	3
PHC 6444	Community Organizing and Public Health	3
PHC 6506	Planning and Evaluation of Health Education	3
PHC 7504	Advanced Theory in Health Education	3
PHC 7750	Advanced Health Program Evaluation	3
PHC 6704	Applied Community-Based Research Methods	3
<b>DrPH BSHE Concentration Course Options (Select 2 from the options listed)</b>		<b>6</b>
PHC 6411	Principles of Social Marketing	3
PHC 6532	Current Issues in Women's Health	3
PHC 7530	Maternal and Child Health Epidemiology	3
PHC 6251	Public Health Preparedness for Disasters and Emergency Events	3
PHC 5608	Public Health & Aging	3
<b>DrPH Applied Practice Experience Courses</b>		<b>5</b>
PHC 7945	Practicum in Public Health (4 hours minimum)	4
PHC 8981	Doctoral Research Protocol	1
<b>DrPH Integrative Learning Experience Courses</b>		<b>17</b>
PHC 7980	Doctoral Dissertation (3X4 credits; 12 hours minimum)	12
PHC 7981	Doctoral Research in Public Health	3
PHC 8966	Comprehensive Exam	1
PHC 8983	Dissertation Defense	1
<b>Total Semester Hours</b>		<b>82</b>

\*Requirements for students entering the DrPH program without an MPH.

## Epidemiology and Biostatistics

<b>Requirements for DrPH degree, EPIBIO Concentration, 61* Hour Program</b>		
<b>Course number</b>	<b>Course name</b>	<b>Semester Hours</b>
<b>DrPH Foundational Courses</b>		<b>15</b>
PHC 6051	Advanced Biostatistics for Public Health Practice	3
PHC 6419	Principles of Global Health	3
PHC 7150	Policy & Practice in Population Health Programs	3
PHC 7714	Public Health Leadership Seminar	3
PHC 7715	Planning & Administration of Health Education Programs	3
<b>DrPH EPIBIO Required Courses</b>		<b>15</b>
PHC 6709	Statistics & Computer Methods in Public Health	3
PHC 6059	Applied Regression Analysis	3
PHC 6708	Statistical Methods for Categorical Data Analysis	3
PHC 7020	Design, Conduct and Analysis of Clinical Trials	3
PHC 6194	Geographic Information Systems in Public Health	3
<b>DrPH EPIBIO Biostatistics Course Options (Select 1 from the options listed)</b>		<b>3</b>
PHC 6902	Directed Readings in Biostatistics	3
PHC 7711	Applied Survival Analysis	3
<b>DrPH EPIBIO Epidemiology Course Options (Select 2 from the options listed)</b>		<b>6</b>
PHC 7902	Directed Readings in Epidemiology	3
PHC 7021	Clinical Epidemiology	3
PHC 7076	Cancer Epidemiology	3
PHC 7077	Cardiovascular Disease Epidemiology	3
PHC 7530	Maternal and Child Health Epidemiology	3
PHC 6018	Environmental Epidemiology	3
PHC 6251	Public Health Preparedness for Disasters and Emergency Events	3
PHC 5608	Public Health & Aging	3
<b>DrPH Applied Practice Experience Courses</b>		<b>5</b>
PHC 7945	Practicum in Public Health (4 hours minimum)	4
PHC 8981	Doctoral Research Protocol	1
<b>DrPH Integrative Learning Experience Courses</b>		<b>17</b>
PHC 7980	Doctoral Dissertation (3X4 credits; 12 hours minimum)	12
PHC 7981	Doctoral Research in Public Health	3
PHC 8966	Comprehensive Exam	1
PHC 8983	Dissertation Defense	1
<b>Total Semester Hours</b>		<b>61</b>

\*Requirements for students entering the DrPH program with an MPH.

<b>Requirements for DrPH degree, EPIBIO Concentration, 82* Hour Program</b>		
<b>Course number</b>	<b>Course name</b>	<b>Semester Hours</b>
<b>DrPH Foundational Courses – Without MPH</b>		<b>36</b>
PHC 6000	Introduction to Epidemiology	3
PHC 6050	Biostatistics for Public Health Practice	3
PHC 6100	Introduction to Public Health	3
PHC 6102	Principles of Health Policy and Management	3
PHC 6357	Public Health Perspectives of Environmental and Occupational Health	3
PHC 6560	Principles of Behavioral Science and Health Education	3
PHC 6051	Advanced Biostatistics for Public Health Practice	3
PHC 6419	Principles of Global Health	3
PHC 7150	Policy & Practice in Population Health Programs	3
PHC 6934	Topics in Public Health	3
PHC 7714	Public Health Leadership Seminar	3
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PHC 7021	Clinical Epidemiology	3
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PHC 8966	Comprehensive Exam	1
PHC 8983	Dissertation Defense	1
<b>Total Semester Hours</b>		<b>82</b>

\*Requirements for students entering the DrPH program without an MPH.



## Appendix B: Dissertation Template

THE FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

Select School or College from List

ENTER TITLE OF THESIS OR DISSERTATION IN CAPS AND WITH SINGLE SPACING

By

Enter First name and Last name

A (Select Thesis or Dissertation) submitted to the  
(Insert Name of Department)  
in partial fulfillment of the  
requirements for the degree of  
Insert Name of Degree

Tallahassee, FL

Select Semester, Year

The Committee approves the (Select Thesis or Dissertation) entitled, *Insert Title of Thesis or Dissertation* by *Insert Student Names; First name and Last Name* defended on (Select defense date).

Name of Committee Chair, Degree  
Choose an item.

Name of Committee Member, Degree  
Choose an item.

Name of Committee Member, Degree  
Choose an item.

Name of Committee Member, Degree  
Choose an item.

Name of Committee Member, Degree  
Choose an item.

Name of Committee Member, Degree  
Choose an item.

Approved by:

---

Name of Department Chair, Degree, Chair, Name of Department

---

Name of Academic Dean, Degree, Chair, Name of College or School

---

Name of Graduate Dean, Degree, Dean, Graduate Studies and Research

## DEDICATION

## ACKNOWLEDGMENT

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## ABSTRACT



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METHODS

**CHAPTER 4**

RESULTS

**CHAPTER 5**

**DISCUSSION AND CONCLUSION**

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**APPENDIX**

## Appendix C: Doctor of Public Health (DrPH) Checklist & Academic Advising Form

### Florida A&M University College of Pharmacy and Pharmaceutical Sciences Graduate Program

**Student Name:** \_\_\_\_\_

*To be submitted to the College of Pharmacy Office of Student Services by the candidate four (4) weeks prior to each semester graduation application deadline. Student must defend six (6) weeks prior to University Commencement date.*

1. \_\_\_\_\_ Completion of all required courses – Semester of completion: \_\_\_\_\_
  - Academic Audit Completed: \_\_\_\_\_
  
2. \_\_\_\_\_ Successful completion of Pre-Qualifying Examination – Date: \_\_\_\_\_
  - ***(Must be registered or have successfully completed PHC 8966 Comprehensive Exam)***
  - Major Professor must submit written documentation of completion to the Office of Student Services.
  
3. \_\_\_\_\_ Submission of Graduate Program of Study (Ms. Gloria James)  
Date: \_\_\_\_\_
  - Application for Courtesy Appointment to Obtain Graduate Faculty Status
    - o Outside Committee Member Name/Date Submitted  
\_\_\_\_\_
  - Application for Graduate Faculty Status
    - o Outside Committee Member Name/Date Submitted  
\_\_\_\_\_
  
4. \_\_\_\_\_ FAMU School of Graduate Studies Thesis/Dissertation Committee Approval Form and Thesis/ Dissertation Committee Approval Form Committee Members Expertise  
  
Date Prepared: \_\_\_\_\_ Date Submitted (Committee Signatures \_\_\_\_\_
  - Completion of Concept Paper \_\_\_\_\_
  
5. \_\_\_\_\_ Successful completion of Specialty Examination – Date: \_\_\_\_\_  
Major Professor must submit written documentation of completion to the Office of Student Services.

6. \_\_\_\_\_ Submission and successful defense of the Research Protocol  
*(Must be registered or have successfully completed PHC 8981 Doctoral Research Protocol)*
- Semester of completion/date: \_\_\_\_\_
7. \_\_\_\_\_ Dissertation Research & Project Approval Form- Date: \_\_\_\_\_
8. \_\_\_\_\_ Certificate of Approval for Admission to Candidacy (*requires Division Director's signature*)  
This form will be completed by the College of Pharmacy Graduate Program Office.  
- Date Entered into Candidacy: \_\_\_\_\_
9. \_\_\_\_\_ Doctoral Practicum in Public Health – (*Must be registered or have successfully completed PHC 7945 Doctoral Practicum in Public Health*)
- Semester of completion: \_\_\_\_\_
10. \_\_\_\_\_ Submit Graduation Application online (iRattler System) return a copy to Ms. Gloria James
- Print the following form:
- \_\_\_\_\_ Submit Confirmation Page (You have successfully applied for graduation)
11. \_\_\_\_\_ Defense Announcement Form – (To be submitted at least ten (10) days prior to the defense)  
(Form can be located on School of Graduate Studies Website)  
o Date Prepared \_\_\_\_\_
12. \_\_\_\_\_ *Defend Dissertation at least six (6) weeks prior to University Commencement date*
- Date of Defense: \_\_\_\_\_

Must be registered or have successfully completed the following courses:

>PHC 8983 Dissertation Defense –

Semester of Completion: \_\_\_\_\_

>PHC 7980 Research for Doctoral Dissertation –

Semester of Completion/Hours \_\_\_\_\_

>PHC 7981 Doctoral Research in Public Health –

Semester of Completion/Hours: \_\_\_\_\_

13. \_\_\_\_\_ Defense Announcement Flyer (*Must have an official College of Pharmacy Dean's Office stamp*)
14. \_\_\_\_\_ Dissertation Defense Outcome Form (Due ten (10) days after defense)  
(Ms. Gloria James – NPB Room 350)
  - Date Returned (Committee Approval): \_\_\_\_\_
15. \_\_\_\_\_ Plagiarism Checking Software Report \_\_\_\_\_
16. \_\_\_\_\_ Full Version of CV or Resume \_\_\_\_\_
17. \_\_\_\_\_ Survey of Earned Doctorate (Copy of Certificate of Completion)
18. \_\_\_\_\_ FAMU Final Term Degree Clearance Checklist Form
19. \_\_\_\_\_ ProQuest Dissertation Submission - School of Graduate Studies:  
(Yolanda Boronell, COPPS Graduate Coordinator)

\_\_\_\_\_  
Gloria O. James  
Coordinator Graduate Programs, Public Health

\_\_\_\_\_  
Date

# Florida A&M University

## ACADEMIC ADVISEMENT FORM

<b>FAMU STUDENT ID#</b>	<b>NAME</b>	<b>TERM/YEAR</b>

(PLEASE DO NOT ENTER YOUR SOCIAL SECURITY NUMBER)

1. To avoid an error in receiving your class place an (A) for Add and (D) for Drop.
2. Class numbers are required and may be obtained from the online schedule of classes.
3. In order to register for a closed class please follow procedures established by the department offering the course.
4. Lower level courses are designated as 1000 and 2000 (i.e., ENC 1101 and SPC 2600) and are normally taken by freshmen and sophomores. Upper level courses are designated as 3000 and 4000 and are normally taken by juniors and seniors. Courses designated as 5000 and above are graduate level courses. Therefore, undergraduate students should not register for 5000 level courses unless they have the permission of the academic department chair and dean.

**DATE**

**CLASSIFICATION**

A/ D		COURSE			CLASS NUMBER (REQUIR ED)	UNITS/ CR HRS	MEETING TIME		MEETING DAY							PERMISSION NUMBER (IF NEEDED)	
		PREFIX	NUMBER	SECTION			Begin	End	M	T	W	R	F	S			
	1.	PHC															
	2.	PHC															
	3.	PHC															
	4.																
	5.																
	6.																
	7.																
	8.																

**TOTAL HOURS**

**ALTERNATE COURSES**

A/ D		COURSE			CLASS NUMBER (REQUIR ED)	UNITS/ CR HRS	MEETING TIME		MEETING DAY							PERMISSION NUMBER (IF NEEDED)	
		PREFIX	NUMBER	SECTION			Begin	End	M	T	W	R	F	S			
	1.																
	2.																
	3.																
	4.																
	5.																

List alternate courses in the event the first choice is closed. This course which an alternate is assigned is identified by placing the course number in the alternate course column that corresponds with the course in the course selection column.

\_\_\_\_\_  
STUDENT SIGNATURE DATE

\_\_\_\_\_  
ADVISOR SIGNATURE DATE



## APPENDIX D: Human Subjects Research

All research conducted under the auspices of Florida A&M University (FAMU) involving human subjects must be reviewed by the Institutional Review Board (IRB) prior to any interaction with research subjects. This includes research involving surveys and questionnaires. The primary duty of this board is to ensure the protection of human subjects. When completing the application for IRB approval on IRBNet, the major professor is the principal investigator and the student is the co-investigator. Approval to conduct research should be obtained after the advisory committee has approved the student's research protocol. Students must complete the IRB online training (CITI) and application form. The CITI online training is mandatory and must be completed before the application will be approved. (<http://www.citiprogram.org>). These courses must be completed prior to the submission of the FAMU IRB application at IRB-NET. <https://www.famu.edu/administration/research/irb-net.php>

Students must take the refresher CITI course module each year until the research has been completed. The approval process may take up to three (3) weeks; however, students may request an Expedited Review approval process that takes up to seven (7) working days. Students that are using secondary data (datasets) must also go through the FAMU IRB process by completing an Exempt application.

Research topic identification, project outline, and proposed methods and analysis are primary steps in the first independent public health research course (PHC 6910/PHC 6936DL). An approved FAMU IRB application is required before research can be initiated.

Final data analysis is conducted during the fifth semester in the culminating independent public health research course (PHC 7911/PHC 7937DL). Each student must orally present their public health research project at the IPH Research Day and submit the written project at the conclusion of the semester. Each student is guided by his/her major professor on their individual research projects.

## APPENDIX E: Other Policies, Procedures, and Resources

### Florida Agricultural & Mechanical University Honesty Policy

The academic honesty policy shall be adhered to by all Florida A&M University students and applies to all academic work, both inside and outside of class.

- I. **Policy Statement and Purpose:** Florida A&M University is committed to academic honesty and its core values, which include scholarship, excellence, accountability, integrity, fairness, respect, and ethics. These core values are integrated into this academic honesty policy. Being unaware of the Academic Honesty policy is not a defense for violations of academic honesty.
  
- II. **Academic Honesty Violations** include, but are not limited to, committing the following:
  - A. Giving or taking information or material wrongfully to aid yourself or another student in academic work;
  - B. Plagiarism to include copying work created or published by others, paraphrasing, or using ideas from a source without proper attribution;
  - C. Looking at or copying another student's work, or allowing another student to look at or copy your work;
  - D. Talking or otherwise communicating with another student during quizzes, tests or writing assignments, unless instructed to do so;
  - E. Removing test materials or attempting to remove them from an examination room or office or elsewhere [to include copiers and printers], stealing, buying, selling, or referring to a copy of an examination before it is administered;
  - F. Having others edit or rewrite your assignments, except with instructor approval;
  - G. Using work from other classes without prior approval from the proper instructor;
  - H. Using copyrighted stories, pictures, graphics, logos and other content without proper permission, including from the Internet, even if these works have been modified by the student;
  - I. Using electronic devices for plagiarism, cheating, deception or collusion (a secret agreement between two or more persons for a deceitful purpose);
  - J. Falsifying records or giving misleading information, oral or written;
  - K. Assisting in any academic honesty violation;
  - L. Receiving any materials or information from a fellow student or another unauthorized source during examinations;
  - M. Obtaining, distributing, or referring to a copy of an examination, which the instructor or Department has not authorized to be made available;
  - N. Any act which impedes the ability of other students to have fair access to materials assigned or suggested by the instructor, i.e. removing or destroying library or other source materials;
  - O. Tampering with another student's work;
  - P. Altering grades or any other records related to the academic performance of students;

- Q. Submitting false records or information in order to gain admission to the University;
- R. Falsifying or inventing information, data, or citations; and/or
- S. Any other form of academic cheating, plagiarism, or dishonesty.

### **III. Procedures, Approvals/Responsibilities**

All members of the University community are responsible for reporting suspected academic honesty violations. Suspected violations should be reported to an appropriate University official or to the faculty member.

Once reported, faculty members have a duty to document any alleged violation of the Academic Honesty Policy. If there is any reason to believe that a violation did occur, the faculty member must follow the procedure outlined below.

Violations of the Academic Honesty Policy can be resolved informally or formally.

#### **A. Informal Resolution Process:**

An informal resolution is a process by which an alleged academic honesty violation is resolved by the instructor and the student. Once the process has been initiated the student has the opportunity to resolve the matter with the instructor. This is not an adversarial process. Resolutions through the informal process may include a reduction in grade for an assignment or the course, failure of the course, additional assignments, or any other resolution that is deemed appropriate by the instructor.

A resolution should be made within five (5) business days from written notice to the student; however, students shall be allowed to complete the course and associated assignments, pending the outcome of the informal resolution process. In the event an alleged academic honesty violation is made within 20 business days before the end of the semester, that student may be given a grade of "I" at the end of the semester. The final grade will be changed in accordance with the final decision of the informal resolution process. If the violation is unsubstantiated, any associated documentation will be sealed. No record of the allegation will be placed on the student transcript.

#### **Procedure:**

1. The instructor will notify the student(s) of the violation(s) of academic honesty no later than 5 business days after becoming aware of the suspected violation.
2. The instructor and the student will meet at a convenient time for both parties but no later than 5 business days after notification or drop/add deadline for the next regular semester. The instructor will provide to the student information regarding the alleged violation. The student will be given an opportunity to respond to the allegations within a reasonable time, not to exceed 10 business days from receipt of the allegation. The faculty member must propose a resolution if he/she does not accept the

student's response. The student may either accept the proposed resolution or appeal to the next step. If the student rejects the resolution, the instructor will complete the "Academic Honesty Referral Form" and forward it and all associated documentation, to the dean/director of the college/school/institute.

3. If a mutual agreement has been met, that agreement is final and binding and may not be appealed.

## **B. Formal Resolution**

The formal resolution process provides the student with an opportunity to have a hearing before a committee of faculty, students, and administrators within the college, school, or institute. This procedure follows the precepts of due process outlined in Regulation 2.013 Due Process, Other Rights, and Responsibilities. The penalties for formal resolution of academic honesty violations may include: reprimand, reduction of grade, denial of academic credit, failure of the course, invalidation of university credit or of the degree based upon such credit, probation, suspension, or expulsion. Documentation of an academic honesty violation will appear on the student's official academic record.

### **1. Appeal to College/School Committee**

- a. Within 10 business days of concluding the informal process, the student may initiate the formal resolution process by filing an appeal with the dean/director of the college/school/institute, who shall appoint a committee to hear the student's appeal.
- b. Prior to the hearing, the chair of the committee will provide to the student and the committee, a written copy of the charges and associated documentation via the Academic Honesty Violation Referral Form.
- c. Within 10 business days of receiving the appeal, the committee will meet with the instructor and the student, individually; both parties will provide information regarding the allegation.
- d. If the Committee, by majority vote, decides that the allegation is substantiated, it will propose a resolution to the student within 5 business days. The committee chair shall note the decision on the Academic Honesty Form. If the resolution is accepted, a copy of the completed form and any associated documentation will be provided to the student and to the college/school/institute. These documents will be placed in the student's permanent file and cannot be appealed.
- e. If the student does not accept the proposed resolution, he or she must submit an appeal to the Provost and Vice President for Academic Affairs within 10 business days.

### **2. Appeal to Provost and Vice President for Academic Affairs**

The student may appeal the decision of the College/School/Institute Committee to the Provost and Vice President for Academic Affairs. The appeal will be referred to the Academic Honesty Council, which is an advisory body to the Provost. The Council will hear formal appeals regarding violations of academic honesty. The following individuals shall appoint a representative to the five-member council, of which the representative from the Provost/Vice President's Office will serve as council chair:

- Faculty Senate President
- Vice President for Academic Affairs
- Vice President for Student Affairs
- University Ombudsman
- SGA President (appointee must be a student)

The Council shall be provided all associated documentation regarding the allegation. The Council shall hold a meeting no later than 30 days following receipt of the appeal. The student will receive written notification at least 10 business days prior to the date of the hearing. The process may be expedited, upon the written request of the student and approval of the Council.

#### Hearing Process:

- (a) The student and his/her advisor may inspect all of the evidence that will be presented against the student at least 3 business days before the hearing. The University shall also have the right to inspect any information the student intends to use at least 3 business days before the hearing;
- (b) The student may present evidence on his/her own behalf;
- (c) The student may hear and question witnesses;
- (d) The student shall not be forced to present testimony which would be self incriminating;
- (e) The student may have an advisor of his/her choice present at the hearing;
- (f) A recommendation of responsible or not responsible on the charges shall be based solely on the evidence presented at the hearing;
- (g) The university and/or its colleges, schools and institute are not required to postpone the proceedings pending the outcome of any outside prosecution. The disciplinary penalty(ies) or sanction(s) imposed under this policy is/are in addition to any penalty imposed by the penal system;
- (h) The Council shall provide a recommendation based solely on the evidence presented at the hearing;
- (i) The recommendation, by majority vote of the Council, shall be presented to the Provost in writing within 14 business days following the hearing.

### 3. Final Outcome

The Provost and Vice President for Academic Affairs shall render a decision within 10 days of receipt of the recommendation. This decision is final and binding and may not be appealed.

Records of academic honesty violations are considered student records under the Family Education Rights Privacy Act (FERPA). Grade forgiveness and/or course withdrawal will not be permitted for a course in which a formal resolution determined that the student has violated the policy.

The student's status will remain unchanged pending the university's final decision, except where the president or president's designee determines that the safety, health or general welfare of the student or the university is endangered. A student's enrollment status may be changed only in cases where the president or president's designee determines that an emergency exists, which affects the safety, health or general welfare of the student or other students or the university and/or its employees.

**In cases, where the incident involves academic honesty violations and violations of the student code of conduct found in FAMU BOT Regulation 2.012, the case will be referred to the Office of Student Conduct & Conflict Resolution and FAMU BOT Regulations 2.012 and 2.013 will apply.**

#### Title IX

Title IX of the Education Amendments of 1972 and its implementing regulations, prohibits discrimination based on sex in educational programs or activities operated by recipients of Federal financial assistance. Title IX protects all students from sexual harassment, and sexual violence. University Regulations protect male and female students, undergraduate, graduate, and professional students, students with disabilities, students that are gay, straight, lesbian, bisexual, and transgender, part-time and full-time students, students of different races, and international students. Sexual harassment is prohibited by state and federal statutes. The University takes prompt action to investigate student complaints of sex discrimination pursuant to federal, state and local statutes.

The University responses to reports of sexual violence against a student are as follows:

1. Provide immediate action to eliminate the harassment, prevent its recurrence, and address its effects. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

2. Disseminate a notice of nondiscrimination.
3. Implement preventive education programs.
4. Provide remedies to the complainant, including counseling.

### **University Assistance Provided to FAMU Students**

To faculty members, athletic coaches, administrators, and staff who receive notice that a student has been the victim of sexual harassment, including sexual violence; the University's practice is to offer the student six resources.

- 1) **Affirmation.** The student who discloses is sharing a confidence, perhaps for the first and only time. FAMU strongly encourages the following responses, "I am glad you shared this with me"; "I will do everything I can to assist you"; or "What would you like me to do next?" The University advises recipients of disclosure to avoid responses such as, "You should try to get over this" or "It is best to get on with your life." **The University prohibits employees who receive disclosures of sexual violence from withholding the information.**
- 2) **Safety.** The goal is to ensure that the student has an opportunity to avoid contact with the alleged perpetrator. The University may need to prohibit contact with the student by the alleged perpetrator, if necessary. The student may need overnight shelter to avoid a residence hall or apartment where the alleged perpetrator also lives. The University may need to arrange within campus housing to separate the alleged perpetrator from the victim.
- 3) **Health Services.** The student may need care for physical or mental injuries; testing for sexually transmitted diseases; or reproductive-related care, just as examples. If the student agrees, FAMU Student Health Services (Clinic) can provide such care at (850) 599-3777.
- 4) **Counseling.** The student may need counseling or psychological services, whether the sexual violence was recent or long ago. If the student agrees, FAMU Counseling Services can provide individual and group counseling. It is available to students at no charge. The contact number is (850) 599-3145.
- 5) **Academic Adjustments.** The goal is to ensure that the student has an opportunity to avoid contact with the alleged perpetrator. The student who experiences trauma or who must relocate for some period may need to miss one or more classes without the results being punitive. The student may request administration of an exam at a location unknown to an alleged perpetrator who attends the same class; completion of the class via online assignments; or a grade of Incomplete with a schedule for making up coursework. The Counseling Center or Student Clinic can document the student's request(s) to professors.
- 6) **Criminal or administrative options.** Students, who have victims of sexual harassment, may choose one or more:
  - File a police report with FAMU Police Department at (850) 599-3256
  - File a police report with the Tallahassee Police Department, if the sexual harassment occurred off-campus
  - File a complaint with the FAMU Office of Judicial Affairs at (850) 412-7223
  - File a discrimination complaint with the Office of Equal Opportunity Programs (850-599-3076).

## Training Programs

Florida A&M University will include the following in its training programs:

- 1) Training all university law enforcement personnel on the university's Title IX responsibilities and handling of sexual harassment or sexual violence complaints.
- 2) Training all employees who interact with students regularly on recognizing and appropriately addressing allegations of sexual harassment or violence under Title IX.
- 3) Training the Title IX Coordinator and any other employees who are involved in processing, investigating, or resolving complaints of sexual harassment or sexual violence.
- 4) Informing students of their options to notify proper law enforcement authorities, and the option to be assisted by university employees in notifying those authorities.
- 5) Designating an individual from the university's counseling center to be "on call" to assist victim of sexual harassment or violence whenever needed.
- 6) Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students affected by sexual harassment or violence, and notifying students of campus and community counseling, health, mental health, and other student services.

University Regulations pertaining to sexual harassment and sexual violence:

- a) **University Board of Trustees Regulation 10.103, Non-Discrimination Policy and Discrimination and Harassment complaint Procedures**  
[https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/office-of-the-general-counsel/university\\_regulations/pdf/Regulation%202010.103%20TC%20040822.pdf](https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/office-of-the-general-counsel/university_regulations/pdf/Regulation%202010.103%20TC%20040822.pdf)
- b) **University Board of Trustees Regulation 2.012, Student Code of Conduct**  
[https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/office-of-the-general-counsel/university\\_regulations/pdf/Regulation%202.012\\_Student%20Code%20of%20Conduct%20Final%2012082021.pdf](https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/office-of-the-general-counsel/university_regulations/pdf/Regulation%202.012_Student%20Code%20of%20Conduct%20Final%2012082021.pdf) .
- c) **Sexual Misconduct Policy:**  
[https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/equal-opportunity-programs-and-labor-relations/pdf/1.022%20Title%20IX\\_10-3-20\\_2022.pdf](https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/equal-opportunity-programs-and-labor-relations/pdf/1.022%20Title%20IX_10-3-20_2022.pdf)

For additional questions and resources for filing a report or complaint, please contact:

Office of Equal Opportunity Programs, 850-599-3076,

[titleix@famu.edu](mailto:titleix@famu.edu), <https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/equal-opportunity-programs-and-labor-relations/index.php>

## Counseling Services

The Office of Counseling Services (OCS) offers a variety of programs and services which include:

### **Individual Counseling**

Individual counseling is available to help students address a variety of issues and concerns.

Students receive individualized face to face short-term therapy. Our services are available to



currently enrolled FAMU students only.

### **Group Counseling**

The Office of Counseling Services offers groups during the Fall and Spring Semesters. Please check back in August to see what groups are being offered for Fall Semester 2017. Groups recently offered have been: Wind Down Wednesday, Empowering You, RAD (Rattlers Against Depression), Man Talk (male only), MOST (male only). If you would like to suggest a group you feel would be beneficial for yourself and others, please call (850) 599-3145.

### **Couples Counseling**

Couples counseling is offered to address a variety of issues that may develop in the relationship, including communication skills, problem solving, and trust. In order to be eligible for couples counseling, one person in the relationship must be a currently enrolled FAMU student.

### **Psychiatric Consultation**

A psychiatrist is available to meet with those students who would like to discuss the option of medication. This service is provided free to students and is voluntary. As part of the policy of the Office of Counseling Services, those students who are interested in medication as an option **must** also meet with a counselor at least once a month.

**To schedule an appointment, students can walk-in or contact the office by phone at (850) 599-3145.**

## **Center for Disability Access and Resources**

The Center for Disability Access and Resources (CeDAR) provides supportive services and academic accommodations for students of all backgrounds on campus with documented physical, psychological and learning disabilities. The Center is considered to be a Disability Resource Center and its primary mission is to provide enriching support programs, services, and reasonable accommodations as mandated by law to FAMU students with disabilities to enhance their skills for personal, academic, and professional growth. Cedar's enhanced resources makes it the leader in disability service provision. The services include Academic Accommodations, Assistive Technology, Mobility Van Service, Academic Advising, Course Registration Assistance, Tutoring for Barrier Courses, Scholarships, and Internships.

Special Admissions for Students with Disabilities are provided in order to target, recruit, enroll, and retain qualified students with disabilities in an effort to increase the diversity of the student body; develop a more inclusive learning environment; and offer opportunities to a population that is largely underserved.

Learning Disability Assessment is also provided. This function serves as a non-profit assessment center for individuals experiencing scholastic difficulties due to a suspected learning disability or attention deficit with hyperactivity disorder. It also serves as a viable training site for FAMU graduate students in the area of school psychology. Additionally, it serves to provide a revenue stream to support the programs and activities of the CeDAR.

Disability Awareness, Advocacy, & Education is also offered. This function promotes the essential goal of the CeDAR, which is to ensure that students with disabilities enjoy all of the benefits of and have access to, the programs, opportunities, and activities afforded to all FAMU students.

CeDAR, and the entire FAMU community, welcome and embrace all students. CeDAR promotes that students release any negative beliefs they hold about their disability and encourages students to think of their disability as a “Road Map” to their life’s purpose, and as their “Breakthrough” to be successful. Finally, CeDAR’s environment helps to empower students with the tools, resources, and services designed to benefit them.

To request academic accommodations due to a disability, students can go to this link to learn more and access the required forms: <https://www.famu.edu/students/student-resources/center-for-disability-access-and-resources/index.php>

### Non-Discrimination Policy Statement

Florida A&M University is committed to providing an educational and work environment free from any form of discrimination including race, religion, color, age, disability, sex, marital status, national origin, veteran status, sexual orientation, gender identity. Florida A&M University will comply with all federal and state nondiscrimination, equal opportunity and

affirmative action laws, orders and regulations. Nondiscrimination policies applies to admissions to the University and employment. Questions concerning these policies and procedures for filing complaints under the policy should be directed to:

Florida A&M University  
Equal Opportunity Programs  
676 Ardelia Court  
Tallahassee, FL 32307  
(850) 599-3076 (phone)  
(850) 561-2997 (fax)

### Anti-Hazing Policy

- a. It is the policy of Florida Agricultural and Mechanical University that any student(s), group(s) of students or student organization affiliated with the Florida Agricultural and Mechanical University is prohibited from engaging in any form(s) of hazing activities.
- b. The term hazing shall include, but not be limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as striking in any manner, whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drugs, or other substances, or other forced physical activities that would adversely affect the health or safety of the student and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contacts, forced conduct that would be demeaning or results in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. For purposes of this section, any activity as described above, or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with a university sanctioned organization, shall be presumed to be hazing and a “forced” activity, the willingness or consent of an individual to participate in such activity notwithstanding.
- c. Penalties – Any student(s), student group(s), or student organization(s) which are affiliated with the Florida Agricultural and Mechanical University, on campus or off campus that are found responsible for hazing will be subject to appropriate sanctions by the university, which may include the imposition of fines; withholding of grade(s), transcripts and/or diplomas

pending payment of fines or pending compliance with the current Student Code of Conduct, Regulation 6C3-2.012, F.A.C., of which this regulation becomes a part of; the imposition of counseling, probation, suspension, dismissal or expulsion of said person(s) or organization(s), and/or the rescission of permission for the University sanctioned organization(s) to operate on the Florida A&M University campus or to otherwise operate under the sanction of the University.

- d. All penalties imposed by the University do not absolve the student(s), group(s) of students, or student organization(s) from any penalty imposed for violation of criminal laws of the State of Florida, including but not limited to such criminal penalties prescribed in s. 1006.63, Florida Statutes, for penalties imposed in civil proceedings or for violation of any other university Regulation(s) to which the violator(s) may be subject. It shall not be a defense that the consent of the victim to participate was obtained, the conduct or activity that resulted in the death or injury of the person was not part of an official university organizational event or was not otherwise sanctioned or approved by the university organization or the conduct or activity that resulted in death or injury of the person was not done as a condition of membership to a university organization.
- e. All existing university sanctioned organizations are required to amend their existing bylaws to include an anti-hazing section, and all future university sanctioned organizations must include the same in their by-laws. A copy of the by-laws shall be kept on file in the Office of Student Activities. Advisors and each member of a university sanctioned organization must attend one Fall semester and one Spring semester hazing workshop each academic year.

### Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA) Policy Florida Agricultural and Mechanical University (FAMU) shall comply with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment) – 20 U.S.C. ~ 1232g – of 1974, which gives enrolled students the right to:

1. Review and inspect their education records;
2. Challenge and seek to amend education records that the student believes are inaccurate or misleading;

3. Consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA allows disclosures without consent;
4. Complain to the U.S. Department of Education concerning alleged violations by FAMU of any such rights.

Pursuant to FERPA requirements, some personally identifiable student information, designated by law as “directory information,” may be released to third parties by FAMU without prior consent of a student unless the student files a written request with the FAMU Office of the Registrar to restrict directory information access.

FAMU has designated the following as directory information: • The name of a student who is in attendance or who has been in attendance • The local, home address of a present or former student • The telephone number of a present or former student • Date and Place of Birth of a present or former student • The major field of study of a present or former student • Dates of attendance • Enrollment Status • Participation in Officially Recognized collegiate sports • Weight and height of athletes • Degrees and academic honor awards received and pertinent dates • Most recent educational institutions attended prior to FAMU

The following information is not considered directory information and may not be released or disclosed in any way (except to a school official with a legitimate interest, or to a third party with signed and dated consent from the student or former student):

• ***Student Identification Number • Social Security Number • Ethnicity/Nationality • Gender***

An enrolled student may select Privacy (refuse to permit disclosure of “directory information”). To do so, the student must notify the Office of the Registrar in writing if he/she refuses to permit the University to disclose such information. The University will not release any further disclosures of directory information about the student without the student’s prior written consent except to the extent authorized by FERPA or other State or Federal laws.

## Important Links

CoPPH, IPH Policies and Procedures: <https://pharmacy.famu.edu/about-the-college-of-pharmacy/student-affairs/policiesandprocedures.php>

### Graduate Policies and Procedures:

[http://support.famu.edu/graduatestudies/Graduate%20Policies%20and%20Procedures%205.4.16\(2\).pdf](http://support.famu.edu/graduatestudies/Graduate%20Policies%20and%20Procedures%205.4.16(2).pdf)

CeDAR: <https://www.famu.edu/students/student-resources/center-for-disability-access-and-resources/index.php>

Office of Counseling Services: <https://www.famu.edu/students/student-resources/health-and-wellbeing/counseling-services/index.php>

FERPA: <https://www.famu.edu/administration/campus-services/information-technology-services/pdf/FERPA.pdf>

Graduate Studies and Research, Graduate Student Handbook: <https://famupharmacy.com/about-the-office-of-graduate-programs/graduate-student-handbook/>

