

FLORIDA A&M UNIVERSITY

**College of Pharmacy and Pharmaceutical
Sciences Institute of Public Health**

Doctor of Public Health (DrPH)

Student Handbook

2020-2022

Disclaimer

The statements set forth in this handbook are for information purposes only and should not be construed as a contract between a student and the College of Pharmacy and Pharmaceutical Sciences, Institute of Public Health, Florida A&M University. While the provisions of this handbook will ordinarily be applied as stated, the IPH/CoPPS-IPH reserves the right to change any provisions 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, it is especially important that each student note that it is his/her responsibility to keep himself/herself apprised of current graduation requirements by regular consultation with his/her major professor.

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FAMU Vision Statement

“Creating and Advancing Health Equity for All”

FAMU 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 of 2004 and October of 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 the practice 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.

FAMU Public Health 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:

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

FAMU Public Health Program Values

There are seven values, concepts and ethics upon which the Public Health Program has been built. These guiding principles direct the “who we are and why we must be” of the program. They provide the framework for determining the Program 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

Honesty and Integrity	To emphasize and subscribe to the significance of dignity and ethical behavior in public health practice.
Excellence with Caring	To provide an environment that is nurturing while striving for excellence in academic performance and public health practice.
Respect for the Individual	To recognize and respect each and every individual as deserving of good health access to health care.
Equality of Opportunity	To ensure equity in maintenance of health status and access to health care.
Social Justice	To understand that responsible public health is rooted in a social justice philosophy.
Cultural Sensitivity	To 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.

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. Currently, the DrPH program is a **MINIMUM** 61--credit (with an MPH degree) or a **MINIMUM** 82-credit hour program (without an MPH degree) offered in two areas: (1) Behavioral Science and Health Education and (2) Epidemiology and Biostatistics.

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.

Prerequisites

All doctoral students **MUST** complete the coursework that covers the MPH core. If the student has an MPH from an accredited college or university, the student should complete a **MINIMUM** 61-credit hours required for the DrPH program. However, if the student does not have an MPH degree or has not completed the MPH core 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

DrPH Foundational Competencies

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

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 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
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 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 Competencies

Behavioral Science and Health Education

1. Analyze community-based participatory research (CBPR) when working with diverse communities
2. Create a lifelong plan for leadership growth and development
3. Characterize a developing country's position along the epidemiologic transition by comparing and contrasting multiple health indicators of a that country with the US
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

Required Coursework

The didactic coursework for Behavioral Science and Health Education and Epidemiology/Biostatistics are listed in the appendices (page...). These didactic coursework listings for both concentrations illustrate the minimum credit hours required for the DrPH degree.

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 in order 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 for approval.

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 at the doctoral level are twelve (12) credit hours. The actual number accepted will be determined by an evaluation of the student's transcripts and course syllabi by appropriate officials in the College.

Required Participation in the Monthly Public Health Seminar

There is a mandatory attendance in the monthly public health seminar by all students. The public health seminar brings prominent people from various specializations of the field of public health. Each doctoral candidate is required to give a presentation in the monthly public health seminar on a topic of their interest and research before their dissertation defense.

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 Progression

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

1. Doctoral Comprehensive Examination (PHC 8966)
2. Doctoral Committee Formation
3. Presentation of Concept Paper to Committee (PHC 7981)
4. Specialty Examination
5. Proposal Defense (PHC 8981)
6. Official Candidacy (PHC 8980)
7. Dissertation Research (PHC 7980)
8. Doctoral Public Health Practicum (PHC 7945)
9. Dissertation Defense (PHC 8983)

Doctoral Comprehensive Examination

The Comprehensive Examination will be a type-written comprehensive exam 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 second 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 one of the computer labs or a designated testing area with a one-hour break for lunch. Students are **not** permitted to discuss the exam, access the internet, or consult any literature pertinent to it. Consultation with fellow candidate(s) and/or looking into books or computer documents is in direct violation of the FAMU and College of Pharmacy and Pharmaceutical Sciences' examination codes and could result in dismissal from the University, revocation of the degree, and civil penalties. Students are **not permitted** to take any documents, calculators, computer disks or electronic devices of any form into the test area. Unused thumb drives will be provided to each student by IPH. Students will be instructed to enter only their student ID on the thumb drive and to save their work regularly. All exam materials and answer disks should be returned to the exam coordinator or designated person upon completion or 5:00 p.m. sharp.

Grading of the exam

Answer sheets will have **students ID** only. All student responses to Day 1 and Day 2 of the exam will be graded by the respective instructor in that discipline. Exam responses will be graded using a common rubric and discussed by all respective track faculty members. Responses will be evaluated based on specificity of the response, clarity of the response, comprehensiveness, accuracy, and succinctness based on the collective evaluation of the faculty. Performance on the Comprehensive Examination will be assessed separately for each section as: **Pass** (acceptable as written) or **Fail** (unacceptable). All sections of the examinations must be passed for the student to proceed to the next step of the doctoral progression of the program. If 80% is not achieved on each question, the doctoral student will be given one (1) opportunity to retake the areas of deficiency. The doctoral student may retake the exam during the next testing dates (September or February). It is the responsibility of the doctoral student to communicate with their major professor regarding any deficiencies identified by the Track Faculty. The student will be notified of the results of the

exam via a “*Notification of Comprehensive Exam Results*” form. 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.

Behavioral Science and Health Education

Day 1

Basic competency in the core areas will be tested on Day 1. These basic areas include but are not limited to health behavior theories and applications, principles and applications of health education and promotion as well as ethics. Each focus area will have two questions, with a total of six questions. The student is required to select and answer any four of the six questions. Students should answer each question or subset of questions completely and thoroughly. The answers should be in essay format and are expected to incorporate recent findings from published literature.

Day 2

Knowledge of general research methodology, planning and administration, and evaluation of health education and promotion programs will be tested on Day 2. Each focus area will have two questions, with a total of six questions. The student is required to select and answer any four of the six questions. Students should answer each question or subset of questions completely and thoroughly. The answers should be in essay format and are expected to incorporate recent findings from published literature. All other procedures that are mentioned for Day 1 would be applicable to Day 2.

Epidemiology and Biostatistics

Day 1

The first day will be devoted to epidemiology subject matter. The purpose of this examination is to determine whether a student has mastered the reasoning, critical thinking, and design in epidemiology. Mastery is tested by asking the students to answer questions that draw on reading lists. The questions on the examination tap issues related to: Causal criteria or connectedness, Study design, Screening, Bias, Confounding, Effect modification and Public health applications. This section of the examination will focus on epidemiology methodology and content specific knowledge (i.e., cardiovascular epidemiology, cancer epidemiology, maternal and child health epidemiology). Students will have two questions from each course and will select one to answer.

Day 2

The second day will be devoted to the biostatistics area. The examination consists of three separate examinations: a theory examination, an applications examination, and interpretation of results from statistical software. The questions are mainly from the textbooks and literature covered in the following courses: Biostatistics for Public Health II, Statistics and Computer Methods in Public Health, Applied Regression Analysis and Methods for Categorical Data Analysis as well as other courses taken by the student. Six questions and problems will be given to the student and students will choose and answer only four questions. All work will be completed on laptop computers or desktop computers provided by the faculty of the track. Students may bring calculators and pens for notes and calculations. Responses to questions will be written in Microsoft Word or in the case of statistical analysis, statistical output will be accepted along with textual explanations.

The 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 concentration from the Institute of Public Health who is designated as the dissertation chair.
- B. Two (2) full-time faculty members in the College of Pharmacy and Pharmaceutical Sciences, Institute of Public Health
- 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. 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 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 Meetings

Each doctoral student is responsible for organizing a meeting with all committee members at least twice each academic year. During these meetings, each committee member will evaluate the student's progress toward completion of the dissertation and provide the student with goals for future meetings. Students who fail to satisfy this requirement will be automatically placed on probation and will not be returned to good standing without the written consent of the dissertation committee and the dissertation chair. 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 should be in the following format:

- 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
- 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. The Specialty Examination content will be prepared based on the information discussed in this committee meeting.

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 will submit 1-2 Specialty exam questions.
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.
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 question in order to pass that question. Responses not achieving at least 80% will need to be retaken. Retakes of one or two questions on the Specialty exam will be taken within **60 days of the initial exam**. If three or more questions 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 via a “***Notification of Specialty Exam Results***” form.

Dissertation Research

The student will carry out a dissertation research study under the supervision of the Dissertation Chair. 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 memorandum along with a copy of the proposal should be sent to each dissertation committee member at least 10 (ten) business days prior to the oral presentation. A copy of the memo should be forwarded to the Academic Support Services Graduate Programs Office in the College of Pharmacy and Pharmaceutical Sciences, so that the proper forms may be prepared in a timely manner. The dissertation proposal should be in the following format:

- 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
- 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 (PowerPoint) 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 re-presented 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.

Admission to Candidacy

When the doctoral student has passed the Specialty examination and 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. Four copies of 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. All four copies of the document

will then be submitted to the Dean of the Graduate School. Following approval and signing of all four copies by the Dean of the Graduate School, a copy of 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 idiosyncratic 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 before he/she can defend his/her dissertation. The student cannot sign up for doctoral level directed research hours until the semester after he/she has 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 and master's Theses*. An example of the template may be found at the School of Graduate Studies website and in the appendices of the handbook.

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 15 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 15 days before the defense date.

Following the seminar-style (PowerPoint) 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. Four original copies 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.

Administrative Policies and Procedures

Registration and Enrollment

Registration for classes occurs online within the FAMU iRattler system using a FAMUID and password. Each semester students will be required to see their major professor to obtain approval of the proposed study list before finalizing the course schedule for the next semester.

Full-time enrollment: A minimum of nine (9) credit hours is required to be considered a full-time student (six (6) credit hours in the summer semester). Students not enrolled full-time while receiving Departmental and University-based fellowships and/or financial aid may jeopardize their funding.

Part-time enrollment: MPH students can be enrolled part-time. Part-time enrollment is defined as enrollment in less than nine (9) credit hours per semester.

Deadlines: The registration period usually begins in the 12th week of the preceding academic semester. Students will receive an email providing a time period for them to complete registration. The registration of continuing students who have encumbrances from the preceding term will be forbidden until their balance to the University has been met.

Late registration: All students unable to enroll during advance registration must register during the Late Registration period. Students adding or changing classes on or after the first day of classes will be assessed a late registration fee.

Graduate Academic Regulation Appeal Process

The University Graduate Council considers petitions from graduate students seeking exceptions to the academic regulations stated in the FAMU catalog. Appeal applications must be filed and considered prior to graduation. The appeal form should be used for the following types of appeal:

1. *Waiver of Academic Suspension*
2. *Late or retroactive course withdrawal (limited to one year after course enrollment)*
3. *Late add/swap of registration (limited to the next semester)*
4. *Administrative drop(s) – Department error*
5. *Late application for graduation (limited to four weeks after the published term deadline)*
6. *A total withdrawal for the semester cannot be processed using the appeal form.*

For more information see the COPPS Graduate Coordinator assigned to the Institute of Public Health

http://www.famu.edu/graduatestudies/Graduate%20Academic%20Appeals%20Petition_6_5_17%20Revised1.pdf

Graduate Student Grievance Policy

It is the goal of Graduate Studies and Research to provide students with an expeditious, fair, equitable, and consistent procedure for resolving their grievances. These grievance procedures are meant to guide the student through the process. Students should make every effort to resolve the issues informally before filing a complaint or seeking redress beyond the Academic Unit in which the alleged offense has occurred.

- The student shall submit his or her grievance package, in writing, within 30 days or 10 days into the next semester. The grievance packet should be stamped by the graduate coordinator or academic dean of the college to indicate the date and time the grievance was initiated.
- The grievance process can start or stop at any level. However, the graduate coordinator should act as the facilitator.
- If the professor and graduate coordinator cannot find a satisfactory solution, then the matter will be forwarded to the graduate committee or graduate faculty within the college.
- The graduate committee, consisting of graduate faculty, will forward a report indicating its

decision to the dean of the college.

- If the Dean is not able to resolve the matter, the issue is forwarded to the graduate council committee in an effort to resolve the issue.
 - The graduate council sub-committee should submit a report to the Graduate Studies and Research dean.
 - The Graduate Studies and Research Dean will review all of the documents provided on the issue and make a decision.
 - If the student is not satisfied with the decision of the Graduate Studies and Research dean, then the student may refer the matter to the provost for a decision.
 - The Provost shall review the student's grievance and make the final decision.
 - A written recommendation is required at each step.
 - The student, professor, the graduate coordinator, the Dean of the college and the Graduate Studies and Research Dean should be provided with copies of the written recommendation at each step.

Time Frame: It is imperative that graduate student academic grievances be handled in an expeditious manner from the initial filing date.

Withdrawal from a Course(s)

A student may withdraw from a course, some, or all of their classes during the add/drop period. Courses dropped during this period do not appear on a student's transcript and no grades are assigned to such courses. A grade of "W" will appear on a student's transcript, class roster, and grade roster for all courses from which a student withdrew. Withdrawal from a course must be accomplished prior to the published deadline. There is no refund of fees for withdrawn courses. Students are not permitted to withdraw from more than five (5) courses throughout their undergraduate career at the university. This excludes retroactive term withdrawals. The withdrawal limit only applies to courses taken Fall 2015 or later. Course withdrawals processed prior to Fall 2015 do not count toward the limit. Students are encouraged to meet with their academic advisor to discuss the possible impact of the withdrawal prior to initiating the process.

Students who miss the published deadline for withdrawal should petition the Academic Appeals Committee for retroactive course withdrawal no later than the end of the semester. The Academic Appeals Committee department representative will forward the student's petition to the Academic Appeals Committee for consideration.

Administrative Withdrawal

A student may be administratively withdrawn with fee liability from a course(s) by the academic department if the student registered for the course without appropriate signature or permission. Students who are administratively withdrawn from the University for violation(s) of the

University's Student Code of Conduct are not entitled to any refund from any fees paid during the semester in which there is cause for withdrawal.

Involuntary Administrative Withdrawal

A student will be subject to involuntary administrative withdrawal from the University, or from University housing, if it is determined by the Dean of Students that the student is suffering from a mental disorder as defined by the current edition of the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders and as a result of the mental disorder. (Regulation 2.007).

University Withdrawal Committee-

Student may petition the University Withdrawal Committee for a retroactive (after the published term withdrawal deadline) term withdrawal based on documented circumstances beyond the student's control within 12 months after the end of the term for which the withdrawal is sought. Students seeking retroactive course withdrawal should report to the Registrar's Office for further direction. Students should be aware that requests for withdrawal and retroactive term withdrawals will negatively impact the award of current and future financial aid as well as enrollment status for the affected term. Additionally, withdrawals are considered attempts and may incur excess credit surcharges. Please see Excess Credit Hours information elsewhere in this publication.

University Withdrawal Policy

(Regulation of Florida A&M University 2.007)

1. A student who desires to voluntarily withdraw from the University must report to his or her assigned academic advisor and explain the circumstances which he/she feels necessitates the withdrawal. If the request is approved, a Request for Withdrawal Form (Official University Withdrawal Form), which is incorporated herein by this reference, will be completed and signed by the student, academic advisor, academic department chair and academic dean. The Withdrawal forms are available at the Registrar website
2. Once the withdrawal process has been initiated, the student is required to complete the Housing and Rattler Card Office cancellation forms. The student must relinquish all residence hall keys to the Residence Hall Director and his/her meal plan card to the Office of Auxiliary Services after completing the appropriate cancellation forms. The withdrawal form must then be submitted to the Office of the Registrar. Advisors should also refer students to the Office of Financial Aid for an exit interview if the student receives Financial Aid.

3. No student will be permitted to file a Withdrawal Form within the last five weeks of the semester without receiving failing grades, unless unusual circumstances, as determined by the University Withdrawal Committee, are established.

4. Any student who voluntarily withdraws from the University during the registration or late registration period will not receive grades at the end of the semester. Those who officially withdraw after the last day to register will receive a grade of “W” at the end of the semester. A grade of “WF” for each course will be assigned to any student who leaves the University without filing the Withdrawal Form with the University Registrar.

Incomplete Grades

A student who is passing a course but has not completed all of the required work due to extenuating circumstances, maybe assigned a grade of “I” (Incomplete) by the instructor. It is the student’s responsibility to make arrangements with the instructor for the removal of an “I” grade. All “I” grades must be removed by the last day of classes of the term in which the student is next enrolled or the grade will be changed to “F”.

Graduate Students’ Rights and Responsibilities

Attendance:

Attendance in class is required of each participant, as per University policy. The University reserves the right to address individual cases of non-attendance. Per College of Pharmacy and Pharmaceutical Sciences, Institute of Public Health policy, students are responsible for all assignments, quizzes, and examinations at the time they are due and may not use their absence from class as a plea for extensions of time to complete assignments or permission to take make-up examinations or quizzes. Absences from class for cause: (a) participation in recognized University activities, (b) personal illness properly certified, or (c) emergencies caused by circumstances over which the student has no immediate control may be excused by the dean or director of the unit in which the student is enrolled. A student will be permitted one unexcused absence per credit hour of the course he or she is attending. A student exceeding the number of unexcused absences may be assigned the grade of “F”.

Dress Code

The Colleges dress code will be enforced. Students should be in business casual attire in class. No hats, flip flops, jeans, scrubs will be permitted. Individuals who are not in compliance will be asked to leave the class and will be marked absent for the day.

Classroom Etiquette

Central to any intellectual and professional endeavor is an atmosphere of mutual trust and respect, based on individual maintenance of community standards. Your professional community starts here, in the Institute of Public Health with your peers, faculty, preceptors, staff and administration. It is our expectation that you will exhibit professional behavior towards other students and to faculty in the classroom at all times. In turn, you will be treated with the professional respect you deserve.

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

<http://www.famu.edu/regulations/Regulations%20of%2010.103.pdf>

b) **University Board of Trustees Regulation 2.012**, Student Code of Conduct

<http://www.famu.edu/regulations/2.012%20Student%20Code%20of%20Conduct%20%20%20%20%204-14-14.pdf>.

c) **Sexual Misconduct Policy:** [Sexual Misconduct Policy.pdf](#)

For additional questions and resources for filing a report or complaint, please contact: Mrs. Carrie M. Gavin, Designated Title IX Officer, Director of EOP/Labor Relations, Office of Equal Opportunity Programs, 674 Gamble Street, Tallahassee, FL 32307, (850) 599-3076, carrie.gavin@famu.edu

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 should first contact the Center (CeDAR) located at 667 Ardelia Court, on FAMU’s campus. Students should then complete the Student Information Form, the Accommodation Request Form, and/or the Mobility Access Request Form. Learning Disabilities and ADD documentation must comply with AHEAD (Association on Higher Education and Disabilities) and ETS (Educational Testing Services) guidelines.

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:

Mrs. Carrie Gavin, Director
Florida A&M University
Equal Opportunity Programs
676 Ardelia Court
Tallahassee, FL 32307
(850) 599-3076 (phone)
(850) 561-2997 (fax)
carrie.gavin@famu.edu

Anti-Hazing Policy

1. 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.
2. 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.
3. 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

finer 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.

4. 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.

5. 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.

Technology

Shared Student Space: Dedicated study carrels are available on the second floor of the SRC specifically for public health student use. It is affectionately called “The Grad Lab”. Within this area, doctoral students have assigned 14 (shared) spaces and each study area has a computer. All computers have installed the Microsoft 2013 Office Suite, statistical analysis software (SAS 9.4, SPSS V26), Adobe Acrobat 9 Pro, and EndNote 8 (a bibliographic database software). All computers are networked to an HP Enterprise M604 printer. A copier is also available. The “Grad Lab” is in close proximity to Public Health Program faculty – readily accessible for consultation and technical support -at a moment’s notice.

There is also a lounge/break area for faculty, staff, and students. This lounge provides access to a microwave oven, refrigerator, sink and cabinet space, and vending machines. Public health students and faculty also have access to another full lounge on the second floor of the New Pharmacy Building, which has a full kitchen and lounge area. In addition, there are auditoriums in the SRC. Decisions regarding space are made by the Space Allocation Committee of the College that is chaired by the Dean of the College.

Laboratories: GIS Data and Spatial Analysis Laboratory (“The GIS Lab”)

There are sufficient state-of-the art computer facilities available to the Program. The Geographic Information System (GIS), Data and Spatial Analysis Laboratory (GDSAL), more commonly known as “The GIS Lab”, serves as the principal academic computing support structure in the Institute of Public Health.

The GIS Laboratory is a digital resource available 24/7 to MPH and DrPH students in the Institute of Public Health. It was established in 1999 and is supported by the College of Pharmacy’s Title-III program. Located in the Science Research Center the lab has three areas of activity. Over the

past 22 years, over 400 public health students have utilized the laboratory for their public health research projects. The overall goal of the GSDAL is to provide hardware, software, for instruction and consultation support for research by students, faculty and staff of Florida A&M University. The GIS course is taught in this laboratory. This laboratory occupies approximately 600 sq. ft of floor space. There are 12 networked computer workstations. Nine of these are HP EliteDesk desktop workstations with Windows 7 Professional 64-bit operating systems. They each have an Intel®, i5®-6500 processor, 8 Gb RAM memory and 1Tb hard disk drives. Each desktop has an LG 23” monitor with 1920x1080 resolution. Three other computers are HP Z220 Desktop workstations with 64-bit Windows 7 Professional operating systems. They are equipped with Intel®, i5®-3750 processors at 3.4 GHz, 8Gb Ram memory and 250Gb hard disks. Room 523 has a wall mounted projector connected to an HP Z220 desktop. In the lab is an HP Enterprise M604 duplex, networked printer. Each of the computers has the Microsoft Office 2013 Suite installed. In addition, Adobe Acrobat 9 Pro, SAS 9.4, SPSS V26, and ArcMap 10.6.1 are installed. The lab also maintains two large format plotters. These support the printing of posters for faculty and student presentations at scientific meetings. The first is an HP DesignJet 500 42in plotter. The second is an HP DesignJet T1100 42in plotter. Both plotters are networked which facilitate local and distant printing.

The laboratory houses a variety of public use data to support research. These data sets are produced by the National Health Interview Survey (NHIS), Surveillance Epidemiology and End Results (SEER), Florida Cancer Data System (FCDS) Cancer Incidence Data, Florida Agency for Health Care Administration (AHCA) Hospital Discharge Data, CDC, NIH, NCHS and the National Health and Nutrition Examination Survey (NHANES). The FAMU IPH has agreements with these agencies for the use of their data. The laboratory is managed by IPH faculty and staff: Dr. C. Perry Brown, Professor and epidemiologist; Dr. Gebre Kiros and Dr. Tammie Johnson. GDSAL is supported by federal Title III funds.

APPENDICES

FAMU Graduate Studies Handbook

[http://www.famu.edu/graduatestudies/Approved Graduate Academic Policies and Procedures_8_22_17.pdf](http://www.famu.edu/graduatestudies/Approved_Graduate_Academic_Policies_and_Procedures_8_22_17.pdf)

DrPH Curricula for Behavioral Science and Health Education

Requirements for DrPH degree, BSHE Concentration, 61* Hour Program		
Course number	Course name	Semester Hours
DrPH Foundational Courses		15
PHC 6051	Advanced Biostatistics for Public Health Practice	3
PHC 6419	Principles of Global Health	3
PHC 6703	Policy & Practice in Population Health Programs	3
PHC 7714	Health Education Seminar	3
PHC 7715	Planning & Administration of Health Education Programs	3
DrPH BSHE Foundational Courses		18
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
DrPH BSHE Concentration Course Options (Select 2 from the options listed)		6
PHC 6411	Principles of Social Marketing	3
PHC 6532	Current Issues in Women's Health	3
PHC 7530	Maternal and Child Health Epidemiology	3
DrPH Applied Practice Experience Courses		5
PHC 7945	Practicum in Public Health (4 hours minimum)	4
PHC 8981	Doctoral Research Protocol	1
DrPH Integrative Learning Experience Courses		17
PHC 7980	Doctoral Dissertation (3X4 credits; 12 hours minimum)	12
PHC 7981	Doctoral Research in Public Health	3
PHC 8966	Comprehensive Exam	1
PHC 8985	Dissertation Defense	1
Total Semester Hours		61

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

Requirements for DrPH degree, BSHE Concentration, 82* Hour Program		
Course number	Course name	Semester Hours
DrPH Foundational Courses – Without MPH		36
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 6703	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	Health Education Seminar	3
PHC 7715	Planning & Administration of Health Education Programs	3
DrPH BSHE Foundational Courses		18
PHC 6441	Health Inequities in American Populations	3
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PHC 7750	Advanced Health Program Evaluation	3
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PHC 8981	Doctoral Research Protocol	1
DrPH Integrative Learning Experience Courses		17
PHC 7980	Doctoral Dissertation (3X4 credits; 12 hours minimum)	12
PHC 7981	Doctoral Research in Public Health	3
PHC 8966	Comprehensive Exam	1
PHC 8985	Dissertation Defense	1
Total Semester Hours		82

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

DrPH Curricula for Epidemiology and Biostatistics

Requirements for DrPH degree, EPIBIO Concentration, 61* Hour Program		
Course number	Course name	Semester Hours
DrPH Foundational Courses		15
PHC 6051	Advanced Biostatistics for Public Health Practice	3
PHC 6419	Principles of Global Health	3
PHC 6703	Policy & Practice in Population Health Programs	3
PHC 7714	Health Education Seminar	3
PHC 7715	Planning & Administration of Health Education Programs	3
DrPH EPIBIO Required Courses		15
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
DrPH EPIBIO Biostatistics Course Options (Select 1 from the options listed)		3
PHC 6902	Directed Readings in Biostatistics	3
PHC 7711	Applied Survival Analysis	3
DrPH EPIBIO Epidemiology Course Options (Select 2 from the options listed)		6
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
DrPH Applied Practice Experience Courses		5
PHC 7945	Practicum in Public Health (4 hours minimum)	4
PHC 8981	Doctoral Research Protocol	1
DrPH Integrative Learning Experience Courses		17
PHC 7980	Doctoral Dissertation (3X4 credits; 12 hours minimum)	12
PHC 7981	Doctoral Research in Public Health	3
PHC 8966	Comprehensive Exam	1
PHC 8985	Dissertation Defense	1
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PHC 6419	Principles of Global Health	3
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Total Semester Hours		82

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

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.

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

CURRICULUM VITAE

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ABSTRACT

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CHAPTER 1

INTRODUCTION

CHAPTER 2

REVIEW OF LITERATURE

CHAPTER 3

METHODS

CHAPTER 4

RESULTS

CHAPTER 5

DISCUSSION AND CONCLUSION

REFERENCES

APPENDIX

ProQuest Training and Deadlines

<http://www.famu.edu/index.cfm?graduatestudies&ProQuestETD>

Doctor of Public Health (DrPH) Checklist

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. _____ SafeAssign 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

COPPS: (Revised) 02/15/18