

**OREGON STATE UNIVERSITY
DEPARTMENT OF PUBLIC HEALTH**

2009-2010

**STUDENT HANDBOOK
DOCTOR OF PHILOSOPHY (PHD)**



Oregon State
UNIVERSITY

OSU

DEPARTMENT OF PUBLIC HEALTH
Ph.D. Degree in Public Health

June 2, 2009

INTRODUCTION

The Department of Public Health offers a Doctor of Philosophy (Ph.D.) degree in Public Health with concentrations in:

- Health Management and Policy
- Health Promotion and Health Behavior
- Environment, Safety and Health

The Ph.D. in Public Health is an advanced, research-oriented degree requiring in-depth study in a specialty area within the field of public health. The Ph.D. is appropriate for students who wish to prepare themselves for careers in university teaching, research, consulting, policy development, or other high-level public health positions. Students gain research skills that can be applied to domestic and global health problems and that prepare them for leadership roles.

This handbook describes the degree requirements for the Ph.D. program and is periodically updated by the faculty. Other documents on the OSU Graduate School website contain important information about regulations and deadlines (http://oregonstate.edu/dept/grad_school/current.html). It is the student's responsibility to be aware of and comply with all requirements, rules, policies, procedures, and deadlines in these documents.

DOCTORAL COMPETENCIES

Doctoral students are expected to develop competencies in theory, research methods, public health principles and practices, and professional skills. These competencies are minimum competencies that form the foundation of doctoral training. Students may have additional specialized competencies in their areas of concentration:

1. Theory

- Understand the value of theories and conceptual models in analyzing and developing solutions for public health problems.
- Apply theories and conceptual models at multiple levels to guide understanding of biological, psychological, social, and environmental determinants of health.
- Develop expertise in a specialized area of public health.

2. Research Methods

- Review and synthesize a body of research literature.
- Demonstrate understanding of principles of research design and statistical analysis.
- Demonstrate understanding of the strengths and limitations of quantitative and qualitative methods in research designs and analyses.
- Understand a range of data analytic methods and select and apply the most appropriate ones to address specific research questions.
- Demonstrate skills in reasoning and in gathering, synthesizing, and interpreting empirical evidence.

3. Public Health Principles and Practices

- Identify the role of cultural, social, environmental, and behavioral factors in determining disease, effective disease prevention, health promoting behavior, and medical service utilization.
- Demonstrate ability to draw on theory, research, and practice to present compelling justifications for proposed research, programs, and policies.
- Analyze specific public health problems and issues in terms of their ethical and ideological underpinnings.

4. Professional Skills

- Demonstrate the ability to synthesize and apply scientific knowledge in new ways to the development of new conceptual models and/or research questions.
- Acquire professional skills in the production of one's own ideas, including communicating research findings and conclusions in a clear and concise manner in both oral and written forms.
- Demonstrate the ability to write manuscripts of publishable quality for peer-reviewed journals.
- Uphold the highest ethical standards in planning, conducting, and analyzing research.
- Develop skills in collegial exchange, including reviewing the work of others in a constructive manner in group and written contexts.
- Interact sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, and professional backgrounds, and with persons of all ages and lifestyle orientations.

PREREQUISITES

A master's degree in a relevant field is required before admission into the PhD program. If doctoral students have not taken the following classes (or equivalent classes) as part of their master's degree program, they will be required to take them as part of their doctoral program: H 524 (Biostatistics), H 525 (Principles & Practices of Epidemiology), H 533 (Organization, Financing and Delivery of Health Care), H 512 (Environmental & Occupational Health), and H 571 (Principles of Health Behavior). These classes should be taken as early in the student's program as possible.

RESIDENCY AND ENROLLMENT REQUIREMENTS

Residency Requirement

Students must also meet the residency requirement for the doctoral degree as described by the Graduate School. For the doctoral degree, the residence requirement consists of two parts:

1. a minimum of 36 graduate Oregon State University credits must be completed; and
2. the student must spend at least three terms of full-time graduate academic work (at least 9 credits/term) on campus or at an off-campus site approved by the Graduate School. The latter requirement of 3 terms of full-time enrollment does not have to take place in consecutive terms.

Adequate fulfillment of the residence requirement is determined by the Graduate School.

Enrollment Requirement

Unless on approved leave of absence, all graduate students in graduate degree and certificate programs must register continuously for a minimum of 3 graduate credits until their degree is granted or until their status as a credential-seeking graduate student is terminated. See the complete Registration Requirements section of the catalog for more details located on the website (http://oregonstate.edu/dept/grad_school/admitted/registration.html). Students in good academic standing may request a leave of absence from the Department for a defined period of time (up to three terms), during which no academic progress is made. After consultation and approval from the major professor, students should complete a Request for Leave of Absence form, which can be downloaded from the Graduate School website (http://oregonstate.edu/dept/grad_school/current/forms.html#resume).

DOCTORAL COMMITTEE REQUIREMENT

Members of the doctoral committee will be chosen by the student in consultation and agreement with her/his major professor. The major professor is the committee member from the student's major field who serves as the primary academic advisor, principal dissertation advisor, and the general mentor for the academic program and the student's research. The major professor serves as chair of the doctoral committee. Doctoral committees shall consist of a minimum of five members of the graduate faculty. Three of these five committee members must be resident faculty (appointment at OSU) from the Department of Public Health. Two of the committee members should represent the student's concentration area. Committee members must also include a graduate representative. A list of potential graduate representatives should be requested from the Graduate School. Potential graduate representatives have expressed an interest in public health and serve as representatives of the OSU Graduate School.

All committee members must be on the graduate faculty with appropriate authorization to serve on the student's committee. The graduate committee guides the student's coursework and research and is responsible for evaluation of the student's qualifications and progress toward achieving the Ph.D. degree, including all aspects of the student's performance. The committee also serves as the preliminary oral and final examining committee.

DOCTORAL TRAINING SEQUENCE

The steps which must be taken between admission and graduation are quite similar for all graduate students, and are shown below. The time necessary to complete a Ph.D. degree varies depending upon the background of the student and her/his work obligations related either to assistantships or work outside the university. An achievable rate of progress for many students is shown below. A typical full time student will take 3-5 years to complete the program. A part-time student may take longer. A student may not take more than 8 years to complete the program. For more detailed information about graduate school guidelines, policies, and deadlines, see the Graduate School Guide to Success located online (http://oregonstate.edu/dept/grad_school/current/success.html).

Table 1. Typical Events in Ph.D. Program and Suggested Rate of Progress

	Typical Sequence of Events	Academic Year Term
1.	Assigned to major professor for preliminary advising	1
2.	Select committee members in consultation with major professor	2-3
3.	Approval of program of study. Steps include: Outline program of study in consultation with major professor and committee members. Schedule program meeting with Graduate School at least one week prior to meeting; reserve room for program meeting. Prepare vita, copies of transcripts, program of study form and give copies to all committee members. Hold program meeting. File program with the Graduate School by the end of third term of enrollment.	3
4.	Complete coursework, including research project and research manuscript	6-9
5.	Doctoral Oral Preliminary Examination and approval of Dissertation Proposal Advancement to candidacy	7-10
6.	Complete dissertation research	8-11
7.	Approval of draft of dissertation by committee members	12
8.	Final Oral Examination and Defense of Dissertation	12
9.	Graduation	12

DEGREE REQUIREMENTS

Credit for Previous Coursework

Upon approval by the doctoral committee, students may transfer up to 36 graduate credits into their doctoral program from an accredited master's degree program. Transfer courses must have been taken no more than 7 years prior to entrance into the PhD program.

Course Requirements

The specific program of doctoral study in public health is jointly determined by the student and her/his doctoral committee. This process allows for designing a course of study uniquely suited to each person's particular needs and career goals. The Ph.D. program consists of a minimum of **109** credits. Each doctoral student, regardless of the area of concentration, must include the following courses in her/his degree program. Courses included on the approved program of study must achieve a grade of B- or higher. Students must maintain an overall grade point average (GPA) of 3.0 per term to be in good standing.

1. Public Health Core Courses (16 credits): H 524, H 525, H 533, H 512, and H 571 or equivalent courses that have been taken in a master's program. If these courses have not been taken in a master's program, they must be taken in the Ph.D. program.
2. Courses in Methodology and Statistics (18 credits). A list of approved courses will be provided; however, alternative courses may be taken with approval of the student's committee. A minimum of 2 courses must be of a statistical nature. Courses in advanced research methods are required (H 515—Research Methods is a prerequisite, but does not count toward the 18 credit requirement). Courses must be substantively different from one other and represent expanded statistical/methodological techniques rather than repetitious courses from different departments. H 524 cannot be used to fulfill this requirement. Students should consult with their major professor and committee members to determine the appropriate courses and sequence of courses for their program. The following is a list of courses offered at OSU that may be considered in fulfilling this requirement:

H 526 (Epidemiologic Methods)
H 591 (ST/Biostatistics-Latent Growth Modeling)
H 591 [ST/Public Health Surveillance]
H 699/EXSS 599 (Advanced Research Methods)
HDFS 531 (Research in HDFS—Multiple regression)
HDFS 532 (Research in HDFS—Advanced multiple regression)
HDFS 538 (Qualitative Research Methods I)
HDFS 539 [Qualitative Research Methods II]
HDFS 630 (Advanced Quantitative Methods)
ST 531 (Sampling Methods)
ST 539 (Survey Methods)
ST 541 (Probability, Computing, and Simulation in Statistics)
ST 571 (Environmental Sampling)

3. Course in proposal/grant writing (e.g., H 576) (4 credits)
4. Courses in Major/Concentration Area (16 credits). A minimum of 9 credits must be taken in Public Health (H-designated courses). No more than 3 credits may be taken as independent study hours (blanket-numbered courses, H 601, 605, etc.) in addition to those already required (project and manuscript). A maximum of 6 credits may be transferred into the major/concentration area.
5. Research Project: H 606 (9 credits). See description below.
6. Research Manuscript of Publishable Quality: H 601 (4 credits). See description below.
7. Dissertation: H 603 (36 credits)
8. Doctoral Seminar: H 612 (6 credits)

Research Project Description (9 credits)

Ph.D. students are required to complete a research project that is intended to measure competency in designing and completing independent research. The subject of the project must be chosen by the student and is based on her/his knowledge and review of the literature. The proposed project must represent original research and therefore cannot have been defined previously in a published or unpublished form (i.e., manuscript, abstract, database of funded projects, submitted grant application, etc.). A student can begin her/his research project when the following criteria are met:

- completed 6 credit hours of graduate level statistics (beyond H524)
- completed 6 credit hours of graduate level public health coursework (beyond the MPH core—H 524, H 525, H 512, H 533, H 571 and in the area of concentration)
- completed 3 credit hours of graduate level research methods (beyond H 515)
- completed a total of 18 program-visible graduate credit hours at OSU
- filed the program of study with the Graduate School
- obtained approval from her/his major professor to go forward

Project Requirements

Forming the Project Committee. Students will form, in consultation with their major professor, a two person committee including their major professor and one other faculty member who has expertise relevant to the project. The major professor is responsible for supervision of the project. The major professor will give general guidance but will not take a major role in the project. For example, major professors will not do any major editing/writing or contribute substantively to the project.

Project Proposal. Students will write a project proposal no longer than 10 pages (double-spaced) and obtain approval to proceed with the project from their major professor and their second committee member. The project proposal must contain the following: background/literature review, specific aims/hypotheses/ research questions, and brief description of methods, including human subjects/ IRB protocol.

Project Report. The project write-up must include the following components: background, literature review, specific aims/hypotheses/research questions, methods (qualitative or quantitative), results and conclusion. The suggested length of the project write-up is 25 double-spaced pages, however, page lengths may be further determined by the student's Project Committee. Students are highly encouraged to submit their near-to-final draft of their report to peer review with fellow graduate students with respect to obtaining feedback on the writing of the project report. Specific information about this activity will be available from the major professor.

Evaluation of Research Project

Evaluation Committee. In addition to the two consulting committee members, a third faculty member appointed by the major professor will also evaluate the final research project report. The major professor and at least one other faculty

evaluator must be from the Department of Public Health.

Evaluation Criteria. The following elements will be taken into consideration in evaluating the project:

- Originality/ innovation/significance (10 points)
- Overall writing quality/organization (10 points)
- Literature review (10 points)
- Clearly stated specific aims/hypotheses/research questions (10 points)
- Methods, including research design, sampling and assignment to conditions, measures, data collection, and analytic strategies (30 points)
- Results (10 points)
- Discussion and Conclusions (20 points)

Faculty evaluators will read the project report only one time, using the point scales described above with a maximum total score of 100. The outcome of the evaluation will be reported on a pass/fail basis, with the requirement that students must obtain 2 scores above 80% (i.e., 80 points) in order to receive a pass. Students who do not receive an overall pass from the faculty committee evaluating the project will have one opportunity to revise the project and resubmit for evaluation. The major professor can guide the student to areas that need improvement based upon the scores received. If the student does not receive a pass on the second attempt, the student will be terminated from the Ph.D. program.

Research Manuscript Description

Ph.D. students are also required to write a manuscript and submit the manuscript to a peer-reviewed journal as part of the course requirements.

Manuscript Requirements

The manuscript can be based upon the research project described above or on another topic. The manuscript must be a substantive piece and therefore cannot be a brief note or letter to the editor. The student must be the lead author and the sole author of the manuscript submitted to the faculty evaluation committee.

The major professor does not have to be the professor of record for the paper, as the subject of the paper will determine the professor of record. The professor of record is the faculty member who is responsible for submitting the grade for the paper. However, the professor of record must be determined before the paper is started. The choice of professor of record for the paper must be made in consultation with the major professor. The professor of record should be a faculty member who has expertise in the topic and agrees to serve in this capacity. The student must obtain approval from the professor of record for the paper topic and for the journal to which he/she will submit the manuscript. The professor of record provides the grade for the manuscript after receiving feedback from the other faculty reviewers.

The manuscript will generally include the following sections, with variation depending upon the journal and paper topic: abstract, introduction, literature review, specific aims/hypotheses/research questions, data description,

description of IRB procedures, measures, data collection, analysis, results, discussion, conclusions, and limitations. The maximum length of the manuscript will be determined by the requirements specific to each journal.

Evaluation of Manuscript

The manuscript will be reviewed and evaluated by three faculty members (the professor of record, the major professor, and one other faculty member chosen jointly by the professor of record and the major professor). If the professor of record and the major professor are the same person, then at least one other Public Health faculty member will serve on the evaluation committee. Evaluation of the manuscript will be determined by criteria typically used in the peer-review process, and will vary depending on the journal that is chosen and the nature of the content of the article. Often the following types of questions are used in the peer review process:

- Is the question posed by the author(s) new and well defined?
- Does the paper demonstrate theoretical rigor?
- Are the methods appropriate and well described, and are sufficient details provided to replicate the work?
- Are the data sound and well controlled?
- Is the statistical treatment of the data appropriate?
- Is the abstract sufficiently informative, especially when read in isolation?
- Does the title of the manuscript clearly reflect its contents?
- Is there an appropriate and adequate literature review?
- Are the results of sufficiently high impact to warrant publication in the journal?
- Are the interpretations and conclusions sound, justified by the data and consistent with the objectives?
- Is there relevance to the field of practice?
- Is the manuscript appropriate for the readership of the journal?
- Is the writing free of grammatical mistakes and clearly organized?
- Are all figures and tables necessary?
- Does the article adhere to the journal requirements for length?

Faculty evaluators will only read the paper one time and grade the manuscript on a pass/fail basis. To obtain a pass, the student must receive a passing score from two of the faculty reviewers, including the professor of record, and the student must send the manuscript out for review to the selected journal. Before the student submits the paper to the selected journal, the professor of record must agree that the paper is ready to send out for review. In addition, the professor of record and the student may choose to refine the paper once it has received a passing grade so that it meets all the journal requirements for submission. Students who do not receive an overall pass from the faculty committee (via the professor of record) evaluating the manuscript will have one opportunity to rewrite the manuscript and resubmit for evaluation. The major professor and/or professor of record can guide the student to areas that need improvement based upon the scores received. If the student does not receive a pass on the second attempt, the student will be terminated from the Ph.D.

program. Peer review (with fellow graduate students) is highly encouraged with respect to editing/writing the manuscript.

THE DOCTORAL DISSERTATION AND REQUIRED EXAMINATIONS

Preliminary Oral Examination

In order to be admitted to candidacy for the doctoral degree, doctoral students must pass a comprehensive preliminary oral examination conducted by the student's committee. The preliminary oral exam is taken near the completion of all course work on the program of study. The purpose of this exam is to determine the student's understanding of the major and minor fields and to assess the capability to conduct research. The overall objective of the preliminary oral examination for advancement to Ph.D. candidacy assesses whether a graduate student has the capacity and promise:

- to understand the basic science and theory of public health;
- to be a creative and critical thinker;
- to understand the scientific literature;
- to conduct original and independent research; and
- to communicate the results of research.

Students must have passed the research project and the research manuscript requirements in order to take the preliminary oral examination. The preliminary oral exam lasts a minimum of two hours and is focused on the presentation and discussion of the dissertation proposal and examination over any coursework in the student's program in which the student is expected to be competent. No more than one-half of the time should be devoted to specific aspects of the proposal. All committee members must be present for the exam. At the end of the oral exam, the committee may be satisfied with the proposal as is, or satisfied with the proposal contingent on the student making minor revisions. If major revisions or a new proposal is recommended, the student will not pass the exam. If more than one negative vote is recorded by the examining committee, the candidate will have failed the oral examination. Examination results will be recorded with the Graduate School via the graduate representative. If the student fails the oral examination, a re-examination may be scheduled. No more than two re-examinations are permitted. Students who do not satisfactorily complete the preliminary oral examination may not continue their program of study in the Department of Public Health.

Students must schedule the oral preliminary examination date with the Graduate School at least one week in advance and in a presentation room on campus that is open to the public. The examination should be scheduled for 2-3 hours.

Written Dissertation Proposal

A written proposal for the dissertation is required of all Ph.D. students. One of the Public Health faculty members on the student's committee must have expertise in the dissertation topic chosen by the student. The written proposal should consist of a draft of the first three chapters, including the introduction, review of literature, research questions and hypotheses, significance of the research, and methods and procedures (including human subjects/IRB protocols). A draft of any data collection instrument being proposed (e.g., questionnaire, interview guide) should be included as an appendix to the proposal.

If a manuscript style dissertation is anticipated, the written proposal should contain the same information that is required for a traditional dissertation. The proposal and the dissertation should be written in a style approved by the major professor of the committee. Some faculty may prefer American Psychological Association style; others may prefer another style or format. The document should also follow the Graduate School requirements as outlined in the most recent version of the "Thesis Guide: Preparing a Thesis or Dissertation at OSU." (http://oregonstate.edu/dept/grad_school/current/thesis.html). The format of the proposal should be approved by the major professor. Regardless of the format chosen, the proposal must include a comprehensive review of relevant literature.

Students must receive written approval from their committee before scheduling the proposal meeting. A copy of the written proposal must be submitted to each committee member and shall be made available in the administrative office of the Department Chair for perusal of interested parties. These copies should be made available at least one week prior to the scheduled oral preliminary examination.

If committee members perceive significant problems with the written document, they must notify the student's major professor at least 48 hours in advance and the proposal meeting may be postponed. Prior to the start of formal data collection, the written proposal must be presented to and approved by the student's committee.

Oral Presentation of the Proposal

An oral presentation of the dissertation proposal to the student's committee is required of all Ph.D. students as part of the oral preliminary examination. During the oral exam the student will present the dissertation research plan and defend the approach in a seminar format with appropriate presentation materials. The dissertation proposal and presentation will be evaluated on the research design, the student's understanding of the subject matter, ability to defend the proposed research plan, and her/his general knowledge in the specialization area in Public Health. The entire exam (including proposal presentation) is expected to last approximately 2-3 hours.

Students must schedule an open forum to allow other students and members of the faculty to attend the presentation of their proposal. General questions can be asked during the open section of the examination. Guests will be asked to leave for the remainder of the examination. Following questions and discussions, the student's committee will evaluate the merits of the proposed study and the overall performance on the exam, as well as make suggestions necessary for improvement of the proposal.

At least one week prior to the oral presentation of the proposal, an announcement of the presentation, including the title of the proposal, student's name, names of committee members, date, time, and location shall be posted on e-mail to all departmental faculty and students. Posting and distribution of the announcement is the responsibility of the student's major professor.

It is the student's responsibility to reserve the room and any necessary equipment for the oral presentation.

A suggested format for the oral presentation is as follows:

- Student presentation with overheads or slides (30 minutes—open to public)
Questions, comments from the audience (15-20 minutes maximum—open to public)
- Examination from the committee (closed session with committee)
- Formal written approval/disapproval by committee (closed session with committee).

The formal document of approval must be signed by the student and all committee members and filed in the department office along with a copy of the written proposal. Changes in the proposal which are implemented after the committee's written approval shall be at the discretion of the major professor in consultation with the student's committee.

Following the successful completion of the oral preliminary examination, the candidate is advanced to candidacy and may officially begin the dissertation phase of her/his program. Once advanced to candidacy, Ph.D. students are required to serve as peer reviewers for research projects and for manuscripts being prepared by other students in the program.

Dissertation Document

The majority of students in the Department of Public Health follow the manuscript series format for the dissertation. Guidelines for the format for the dissertation are included in the booklet, Online Thesis Guide, available electronically on the web at: http://oregonstate.edu/dept/grad_school/current/thesis.html. Students choosing to follow the manuscript format for the dissertation must complete a proposal having the same components as outlined above and must complete 2-3 manuscripts covering their research, in lieu of the traditional dissertation option. The exact number of manuscripts will be determined by the student's committee. The complete review of literature must be appended to the final set of manuscripts for the final oral examination. Students should consult with advisors to determine whether the traditional or manuscript format is preferred.

A completed copy of the final draft of the dissertation shall be distributed to all committee members three weeks prior to the anticipated date of the final oral examination.

Dissertations must be complete in order to take the final oral exam. For students electing the manuscript form, all manuscripts must be complete prior to the final defense.

Students may schedule a defense date only after all committee members have contacted the major professor and agreed the student is ready to defend. The major professor is obligated to follow-up with committee members and solicit feedback on the student's readiness to defend.

Final Oral Examination (Dissertation Defense)

At least one term prior to the final oral examination, the dissertation title must be filed with the Graduate School.

Prior to scheduling the final oral exam, the student must have:

- Registered for or completed all courses on the program.
- Completed all departmental requirements.
- Removed or made arrangements to remove all program deficiencies.
- Completed final draft of thesis.
- Obtained written approval from committee to take final oral exam.
- Filled out "Approval to Schedule Final Oral Exam" form which is available at the Graduate School. For doctoral candidates the form, along with a copy of the dissertation, must be submitted to the Graduate School at least two weeks prior to the exam.
- Allowed at least one complete academic term to have elapsed between the oral preliminary exam and the dissertation defense.

The final oral exam should be scheduled for two hours and be open to OSU faculty, students, and others. Only the student's committee, however, are present for the evaluation and approval of the dissertation.

At least two weeks prior to the final oral exam, an email announcement including the dissertation title, student's name, committee members, date, time, and location of the defense should be distributed to college faculty and students. Posting and distribution of the announcement is the responsibility of the student's major professor.

Several models for conducting the final oral exam are appropriate. The student and major professor will discuss the format of the oral exam. One suggested format is as follows:

- Student presentation of dissertation (30-45 minutes)
- Questions and comments from the audience
- Examination from the committee (not open to the public)
- Formal written approval/disapproval by committee (not open to the public)

Dissertation Defense Timeline

Table 2. Dissertation Defense (Final Oral Examination) Timeline

Event	Timing	Responsible Person
File dissertation title with the Graduate School	One term in advance	Student
File diploma application with the Graduate School. (Check with the graduate school to determine the exact dates to defend to qualify for graduation).	5 weeks in advance	Student
Before scheduling final oral exam: Remove or make arrangements to remove all program deficiencies. Submit program changes, if necessary. Complete all departmental requirements.	One term in advance of tentative exam date	Student
Schedule tentative date for defense (final oral exam) with committee members and reserve room for public presentation and private defense	Several weeks in advance of tentative exam date	Student
Submit dissertation draft (not final draft) to committee. For students electing the manuscript format, all manuscripts must be complete prior to the final defense.	6 weeks before tentative exam date	Student
Meet individually with committee members to discuss draft comments	3-4 weeks before tentative exam date	Student
Obtain written approval from committee members to proceed with the final oral exam. Provide copies of the final draft of the dissertation to all committee members	3 weeks before tentative exam date	Committee Chair
Schedule final oral exam with Graduate School	2 weeks before exam date	Student
Email the dissertation title, location of the public presentation to HHS faculty, PH graduate students	2 weeks before exam date	Committee Chair
Formal presentation of dissertation research to public; final oral exam		

Dissertation Copies

The student is to provide and deliver one unbound copy of the dissertation on rag bond paper, at her/his own expense, to the Graduate School; and the copy will stay in the OSU Library. The student also sends the Graduate School an electronic copy of the dissertation. The student must also provide and deliver one hardbound copy to the Department of Public Health Chair's office and one hardbound copy to their major professor, at the student's expense.

Bound copies are also to be provided to other committee members, upon request. If your committee member has made a substantial contribution to your work, a hardbound copy is an appropriate professional courtesy. If the committee member has had only minor involvement, or indicates that he/she does not require a hardbound copy, a softbound copy may be appropriate. The signature page must contain signature lines for the following three signatures:

1. Major Professor
2. Department Chair
3. Dean of the Graduate School

Obtain Major Professor's signature on all three copies. Once the Major Professor has signed, all three FINAL copies (one must be on rag bond paper) must be taken to the Department Chair for signature. (Committee members' copies should be brought for signature at the same time.) After the Department Chair signs, the copies should be delivered in person to the Graduate School, Major Professor, and committee members, as indicated above.

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