

**DOCTOR OF PHILOSOPHY  
IN PUBLIC HEALTH  
SCIENCES (PHS)**

Specialization in Health Promotion  
and Behavioral Sciences

Faculty & Student Handbook  
2020-2021

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**School of Public Health and Information Sciences**  
**Doctor of Philosophy in Public Health Sciences**  
**Specialization in Health Promotion and Behavioral Sciences**

**FACULTY and STUDENT HANDBOOK**

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**2020-2021\***

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# Section 1: General University and Program Information

## General Admission Requirements

- Formal application and acceptance to the University of Louisville, Graduate School at <http://louisville.edu/graduatecatalog/application-and-admission>
- Payment of all applicable application fees
- An appropriate master's level degree program or other graduate degree related to the theme of the doctoral program
- GPA of 3.0 or more on a 4.0 scale
- Official scores on the Graduate Record Examination (GRE) General Test (optional)
- Curriculum Vitae/Resume
- Personal Statement
- Official transcripts of all college level work
- Three academic or professional letters of recommendation
- A scientific writing sample
- International students need a foreign credential evaluation of their transcripts and may need TOEFL scores (<https://louisville.edu/graduate/futurestudents/international-applicants/international-students>)

Applicants who have a master's degree in a discipline other than public health may be admitted provisionally with the stipulation that they complete foundation course work (i.e., leveling courses) in public health. The leveling courses include the MPH core courses, and must be completed prior to beginning courses in the student's PhD degree plan. This coursework is in addition to the outlined curriculum and does not count towards credit hours for the doctoral program. Specific recommendations are made based on the application.

For specific information about the PhD in Public Health Sciences program in the Health Promotion & Behavioral Sciences Specialization, contact: Dr. Jelani Kerr, PhD Program Committee Chair at 502-852-3292 or [j.kerr@louisville.edu](mailto:j.kerr@louisville.edu).

## Formal Application

Admission for the PhD in Public Health Sciences program is accepted for the fall semester only each year. The formal application includes: application and fee, curriculum vitae, personal statement, three professional or academic letters of recommendation, official transcripts of all college work, official scores on the Graduate Record Examination (GRE) General Test (optional), and a scientific writing sample. These must be submitted to the Graduate School <http://louisville.edu/graduate/apply>. Items sent/given directly to the School of Public Health and Information Sciences faculty or staff will **not** be considered to be officially submitted and may result in delays in admission. All application fees required by the Graduate School must be paid before an applicant can be considered for admission.

Applications with all accompanying documents and fees received by **December 31** will receive first consideration for admission and funding. Those received after December 31 will be considered based on availability of space in the program. International applications with all required documents are due by **March 1** to meet processing deadlines for fall admission. Applications will not be accepted after **March 31** for the following fall semester.

The Graduate School may waive the application fees if the student is either a McNair Scholar, receiving food stamps or a disabled veteran. Contact the graduate admission office at [gradadm@louisville.edu](mailto:gradadm@louisville.edu) or by calling 502-852-6495 /800-334-8635 for questions.

## Curriculum Vitae/Resume

CV/Resume should reflect academic history, work and relevant experience as well as any publications. Prior work experience relevant to the health promotion discipline is desired but not required, however, relevant work and research experience are considered as factors in acceptance into the program.

## Personal Statement

The personal statement should be a one to two page essay and address the following:

- Discuss your academic and personal background. Explain what attracts you to the field of public health and health promotion.
- Describe your experiences with research, including your role in conducting research and designing research products (i.e., papers, presentations, reports, etc.).
- Discuss your research interests and explain the role health equity and social justice play in framing your research. Describe the type of research you would like to pursue if admitted into the program. Describe any other personal or professional experiences you believe are relevant.
- Explain your long-term career goals and how a PhD in public health sciences will help you reach these goals.

## Letters of Recommendation

Submission of three profession or academic letters of recommendation is required. The online form may be used or a formal letter of recommendation is acceptable. Any letters sent directly to the School of Public Health and Information Sciences will not be considered officially submitted and will not be considered for review or decision making purposes. All references must be submitted to the Graduate School Admissions Office (<http://louisville.edu/graduate/futurestudents/apply-materials/application>).

## Transcripts

Official transcripts of all college work are required and should be sent directly to the Graduate School Admissions Office. Unofficial transcripts will not fulfill the admission requirement.

## Academic Testing

Standardized test scores, including the Graduate Record Examination (GRE), are optional.

## International Students

International students are required to submit TOEFL scores if they have not completed their formal education in English. Students must submit a foreign credential evaluation of their transcripts before the application can be evaluated. <https://louisville.edu/graduate/futurestudents/international-applicants/international-students>

## UofL New Graduate Student Information

<http://louisville.edu/graduatecatalog/new-graduate-student-information>

The University of Louisville operates on a semester system that includes a Fall, Spring, and Summer semesters. The University has a computerized admissions and registration system. Students are advised to include their full name and date of birth on all correspondence with the University to facilitate the identification of admission credentials and requests for information. Students who do not enroll for the semester for which they apply may send an email to [barbara.parker@louisville.edu](mailto:barbara.parker@louisville.edu) and [vicki.lewis@louisville.edu](mailto:vicki.lewis@louisville.edu) to ask that their enrollment date be changed to a future term.

### Student Responsibility

It is the responsibility of the graduate student to become familiar with and observe all policies and requirements of the Graduate School and of their particular degree program and department (<http://louisville.edu/graduatecatalog/academic-policies-procedures-and-requirements>). Policies, procedures, and requirements are subject to change, and it is the responsibility of the graduate student to keep apprised of current regulations. All students must respond to official notices issued by administrative offices and instructors, whether these notices be posted on official bulletin boards, are sent through postal mail, or email. A student's status is not dependent upon a written notification but is a consequence of circumstances in the admission process and the student's academic performance. Written notification is simply a verification of status.

### Graduate Credit

Courses listed are offered for graduate credit. To receive graduate credit, a student must register for the course through the Graduate School or through another graduate-level program, such as a masters or doctoral program.

### Prerequisites

Prerequisites for all courses include graduate status and the consent of the graduate advisor (for registration). Specific course prerequisites are indicated in the course listing at <http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm>

### No Smoking Policy

The Health Sciences Center campus has been designated as smoke-free. Smoking is not allowed in any office, classroom, or laboratory site on the Health Sciences Center campus.

<http://louisville.edu/smokefree/>

### Drug and Alcohol Policy

As a condition of employment or enrollment, the university requires that students, faculty and staff adhere to a strict policy regarding the use and possession of drugs and alcohol. Under university regulations, federal law, state law, and, in some instances, local ordinance, students, faculty and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on university property, on university business and/or at university sponsored activities. Under this policy, students, faculty and staff are required to abide by state laws concerning alcoholic beverages.

<http://louisville.edu/hr/policies/the-university-of-louisville-policy-statement-as-a-drug-free-institution>



# UofL Academic Policies, Procedures and Requirements

<http://louisville.edu/graduatecatalog/academic-policies-procedures-and-requirements>

## Registration

The University of Louisville uses an online registration system. Students must first contact their graduate advisor or graduate program committee chair to discuss course selections. Students in good standing and admitted without conditions may proceed with the registration process. If, however, a student has been admitted with conditions, or is in probationary status, the student must contact the graduate program committee chair regarding the implications of the admission status. The schedule of courses for each term may be reviewed at <http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm>.

## Full-Time Study for University Fellows and Graduate Assistants

All University Fellows and Graduate Assistants receiving financial support must be enrolled as full-time students in good standing during the period for which they are receiving support (fall, spring and summer). University Fellowships, GRA, and GTA funding require registration of 9 hours during the Fall and Spring semesters and 6 hours during the Summer semester with paid tuition for these hours. **Online courses or additional courses require prior approval from funding agency before registration of these hours.**

## Course Loads

Normally, the maximum number of credit hours that may be taken in a regular semester is 12. The maximum number of credit hours that may be taken in the Summer session (both terms combined) is 12, including research hours.

## Overloads

A student who wishes to enroll in more than the maximum number of credit hours must petition the unit dean to obtain permission by working with their advisor to submit a Variance Form.

## Drop/Add Procedures

Students wishing to alter their schedule of courses in any way must make the changes with the University's Office of Registration. Failure to officially withdraw or complete work from a course may result in a grade of "F." Students may drop/add at any time during the Early Registration period after their first scheduled time for registration. The ULink system should be used for drop/add during these time periods.

Students may not withdraw from any course after the published drop/add deadline in the Schedule of Courses without the approval of their assigned advisor and Graduate School Dean. The grade report will reflect a grade of "W". Assistantship students are required to be enrolled full-time (nine hours in both the fall and spring semesters and six hours in the summer) in order to maintain those assistantships and be in good standing. Any student who drops below a full-time course load will have their assistantship pay suspended.

## Auditing Courses

Auditing at the graduate-level is available only to students who are enrolled in a graduate program. A student who wishes to audit a course must obtain permission from the course instructor and the program committee chair in which the student is enrolled using the proper form provided by the Office of the

Registrar (<http://louisville.edu/registrar/>). Auditing a course will not satisfy a prerequisite for a graduate course or a degree requirement.

### Transfer of Credit

Earned graduate credit may be transferred from accredited institutions that offer advanced degrees. The number of semester hours transferable, upon request, is six (6). Up to six (6) additional transfer hours may be petitioned, provided that these additional hours are not credits earned by extension, thesis or practicum and provided that the residency requirement of 24 semester hours is maintained by the addition of University of Louisville credits to the total program.

Course work taken more than three years prior to the student's application to a graduate program will not normally be considered for transfer; however, such requests will be reviewed by the Vice Provost for Academic Affairs upon recommendation by the department chair and the unit dean. Courses in which grades of "P" were earned must have the approval of the unit dean in order to be transferred.

Transfers of credit from constituent schools and colleges of the University of Louisville are not subject to the above limitations on transfers but require the recommendation of the department chair and the approval of the unit dean. Upon approval of the graduate program, students may apply the coursework from no more than one certificate program towards a graduate degree program.

### Satisfactory Progress

All graduate students are expected to make steady and satisfactory progress toward the completion of degrees with **continual registration** each semester. Students who are not enrolled for a period of more than 12 months will be considered to have withdrawn from the program. Students who seek to return after such a period of time must contact the graduate program committee chair. Based on the request of the graduate program, the unit dean will consider the student for readmission.

Satisfactory progress also requires maintaining the standards of academic and professional integrity expected in public health. Failure to maintain these standards or demonstrate such abilities may result in the student's termination from the program.

### Residency for Doctoral Students

To ensure that doctoral students have the opportunity to participate fully in the intellectual life and research atmosphere of the University, at least two years of study must be spent at the University of Louisville and at least one must be spent in full-time residency (except as indicated below). The two-year requirement allows students to build mentoring relationships with faculty members and accrue classroom and research experience over time, while the full-time residency requirement is designed to provide students with at least one year of immersive, intensive study.

**Full-time residency for doctoral students is defined as being registered for a minimum of 18 credit hours in a twelve-month period.** Enrollment in candidacy does not fulfill this requirement. While in candidacy, students must maintain full time enrollment, which is accomplished by registering in **DOCT 600** each semester (fall, spring and summer).

Part-time students should discuss their situation with their advisor to see if there is an alternate residency option available. (<http://louisville.edu/graduatecatalog/residency-policy-and-fees>)

## Address/Name Changes

It is the student's responsibility to notify the University of Louisville and the department administrative specialist of any changes in name and/or address. Address, name, and phone number changes are made in ULink (<http://ulink.louisville.edu/>). If you fail to notify the school of your address change, the Department is not responsible for problems that may arise if information we distribute by mail is not received by you. The UofL email address is the officially designated email and the primary mode of communication for all UofL related matters.

## Academic Standing

### Good Standing

A graduate student is in good standing when their graduate grade point average is 3.0 or higher on a 4-point scale. A student must be in good standing in order to receive assistantship or a degree.

### Academic Probation

Any student with a semester grade point average (GPA) below 3.0 will receive an **academic warning** from the department and the Graduate School. A notification will be sent to the student and the student's graduate program.

Should a student's cumulative GPA fall below 3.0, the student will be placed on **probation** until the student regains a 3.0 average (which is required to graduate). Ordinarily students are not permitted to continue on academic probation for more than one semester, but upon request of the student's graduate program, the unit dean may submit a variance request to the Vice Provost for Academic Affairs to approve continuation of academic probation beyond a single semester. Students on academic probation for more than one semester risk dismissal from the graduate program. Graduate programs have the prerogative to establish more stringent criteria for which students are placed on academic probation.

## Academic Dishonesty

Plagiarism, cheating, and other forms of academic dishonesty are serious violations of academic conduct and may result in permanent dismissal. Students are expected to be familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities <http://louisville.edu/dos/students/studentrightsandresponsibilities>. A plea of ignorance is not a defense against the charge of academic dishonesty.

## **Degree Requirements**

<http://louisville.edu/graduatecatalog/degree-requirements>

### **Program of Study**

The department will assign a faculty advisor for each doctoral student. Upon matriculation in the program, each student will meet with their assigned advisor and develop a program of study (POS), which will include courses in public health theory and principles, research design, and statistics as well as selected cognate courses. The POS will identify a set of courses for the development of competencies in areas of public health knowledge that are relevant to the student's area of interest. The POS may be modified as the student's needs change or course availability is altered. Students are required to submit a completed POS form signed by their advisor to Dr. Kerr, the PhD Committee Chair, or Ms. Parker, the administrative specialist, before taking the qualifying exam. They will ensure that all requirements for coursework are met and the student has only to complete the dissertation to complete the degree. The POS form is available from the department's administrative specialist, Ms. Parker.

### **Time Limitation**

The candidate must complete all other requirements for the doctoral degree within four calendar years after passing the qualifying examination. In exceptional cases, the Vice Provost for Graduate Affairs is empowered to grant limited extensions of this four-year period.

### **Applying for a Degree**

Students are responsible for completing the application for the degree online through **Ulink** (<http://ulink.louisville.edu/>) at the beginning of the semester in which they will defend their dissertation. After the online form is submitted, students will receive an online confirmation that it was successful. Students will also receive confirmation by email to their university account. Information regarding the status of the degree application will not be available until after the semester grades are in and a faculty advisor can review for approval. If you have any questions regarding eligibility or qualification of degree requirements, please contact the PhD program committee chair or the administrative specialist in the Department. Future deadline dates can be found on the Graduate Academic calendar and the registrar's [Degree Application Information](#) page.

## Section 2: PhD in Health Promotion and Behavioral Sciences

Health promotion interventions have a strong influence on health-related behavior and economic, environmental, organizational and policy supports necessary for long-term health improvement.

The Department of Health Promotion and Behavioral Sciences offers instruction, conducts research, and provides opportunities for community service to advance public health education and health promotion competencies. The Department's focus is on understanding the social determinants of health and strategies for achieving health equity across the population. Coursework is designed to help students develop critical thinking skills and to use these skills to understand and address today's and tomorrow's public health challenges.

Expanding on traditional approaches to teaching, the Department utilizes different instructional styles, such as online learning, and community engagement to help students broaden their knowledge base and enhance their ability to interact effectively with local, state and federal agencies, individuals and communities.

Areas of research for faculty include:

- cognitive and social influences of health-related decision making on health outcomes
- community capacity building
- community health development
- community-based participatory research
- emergency and disaster response and preparedness
- health communication
- health decision and risk analysis
- health equity
- health literacy
- health policy
- HIV/AIDS
- marginalized populations
- policy and program evaluation
- positive youth development
- preventive medicine
- social justice
- social norms
- youth violence

### PhD Competencies

By the end of the program, the successful student will be able to:

- *Demonstrate a social justice perspective in considering and being sensitive to issues that influence public health, health policy, and the delivery of health care;*
- *Appraise the role of structural, social, political, behavioral, and psychological determinants in producing and maintaining population health and health inequities;*
- *Apply and critically evaluate multi-level theoretical models of health and health behavior to understanding and intervening in societal, structural, community and organizational influences on public health issues;*
- *Demonstrate expertise in selecting and applying rigorous and ethical research methods to conduct research in the student's cognate area;*
- *Implement pedagogical techniques, with a focus on critical pedagogy, in the process of teaching and learning;*
- *Communicate effectively and clearly both orally and in writing, and present public health issues and research findings in their area of expertise to a variety of audiences; and*
- *Translate evidence into actionable information to develop and advocate for equitable policies and practices.*

Students in the program will develop these competencies through completing the curriculum, participating in collaborative research and service projects with public health agencies, and opportunities to serve as an instructor and mentor for Undergraduate and Master's level students. In addition, they will demonstrate these competencies by passing the qualifying exam and successfully defending the dissertation. If you have specific questions, contact the department program committee chair.

## Degree Timeline

The typical progression through the full time Health Promotion and Behavioral Sciences PhD curriculum is:

- Plan of study outlined (Year 1)
- Required and elective coursework of 48 credit-hours (Years 1 and 2)
- Qualifying examination (end of Year 2, enrolled in GS 799 until exam is passed)
- Candidacy (enrolled in DOCT 600 until dissertation defense is completed)
- Dissertation research and preparation (within 4 years of entering candidacy)
- Oral Examination/Dissertation Defense (must occur no more than four years following admission into Candidacy)

## Coursework

The PhD curriculum consists of a **minimum of 48 hours** of course credit and a dissertation. The degree plan consists of the following:

Foundational Requirements (17 credit hours)

- PHPB 701 Theoretical Basis of Health Promotion (3 credit hours)
- PHPB 703 Health Promotion Research Methods and Design (3 credit hours)
- PHPB 705 Policy to Advance Health Equity (3 credit hours)
- PHPB 709 Philosophy of Science and Evaluation Theory (3 credit hours)
- PHPB 710 Social Justice and Health Equity Research (3 credit hours)
- PHPB 750 PhD Seminar in Health Promotion and Behavioral Sciences (total 2 credit hours over 2 years)

Methods & Analysis (15 hours)

- PHST 501 Biostatistics II (3 credit hours)
- PHPB 711 Qualitative Research Methods in Public Health (3 credit hours)
- Additional courses in research design, instrumentation, and analysis (9 credit hours)

Teaching Seminar and Lab (1 to 3 credit hours):

Required of all PhD students:

- PHPB 730 Teaching Seminar in Health Promotion and Behavioral Sciences (1 credit hour)

Optional additional credits:

- PHPB 731 Teaching Lab in Health Promotion and Behavioral Sciences (2 credit hours)
- Students who wish to gain teaching experience may also participate in a 2-hour teaching lab concurrent with their teaching seminar. Students who opt to take the teaching lab will be eligible for co-teaching in the undergraduate program the following semester.

Cognate Area of Study (15 hours)

To be determined by student and faculty advisor

Qualifying Exam (taken after all coursework is completed)

Dissertation (completed within 4 years of entering candidacy after passing qualifying exam)

Required PhD courses within the department are offered every two years. Course sequences vary based on the year in which a student begins (odd year or even year). We anticipate full-time PhD students' program of study to follow the model:

### **STUDENTS ENTERING ODD YEARS**

#### **Fall 1 (10 hours)**

- PHPB 709 Philosophy of Science (3)
- PHPB 710 Social Justice and Health Equity Research (3)
- PHPB 750 PhD Seminar (1)
- Cognate/Method Course (3) (can be Biostat if level 1 needed)

#### **Spring 1 (10 hours)**

- PHPB 705 Policy to Advance Health Equity (3)
- PHPB 750 PhD Seminar (1)
- PHPB 711 Qualitative Methods (3)
- PHST 501 Biostat II (3)

#### **Summer 1 (6 hours)**

- PHPB 730 Teaching Seminar (1)
- PHPB 731 Teaching Lab (2) - optional
- Cognate / Method (3 or 6)

#### **Fall 2 (10 hours)**

- PHPB 703 HP Research Methods & Design (3)
- PHPB 750 PhD Seminar (1)
- Methods/Analysis (3) (can be Biostat sequence for Quant)
- Cognate/Method (3)

#### **Spring 2 (9 hours)**

- PHPB 701 Theoretical Basis for Health Promotion (3)
- PHPB 750 PhD Seminar
- Methods/Analysis (3) (can be Biostat sequence for quant)
- Cognate/Method (3)

#### **Summer 2 (3 hours)**

- Cognate/Method (3)

### **STUDENTS ENTERING EVEN YEARS**

#### **Fall 1 (10 hours)**

- PHPB 703 HP Research Methods & Design (3)
- PHPB 750 PhD Seminar (1)
- Methods/Analysis (3) (can be Biostat sequence for quant)
- Cognate/Method (3)

#### **Spring 1 (10 hours)**

- PHPB 701 Theoretical Basis for Health Promotion (3)
- PHPB 750 PhD Seminar (1)
- Methods/Analysis (3) (can be Biostat sequence for quant)
- PHST 501 Biostat II (3)

#### **Summer 1 (6 hours)**

- PHPB 730 Teaching Seminar (1)
- PHPB 731 Teaching Lab (2) - optional
- Cognate/Method (3 or 6)

#### **Fall 2 (10 hours)**

- PHPB 709 Philosophy of Science (3)
- PHPB 710 Social Justice and Health Equity Research (3)
- PHPB 750 PhD Seminar (1)
- Cognate/Method Course (3) (can be Biostat sequence for quant)

#### **Spring 2 (9 hours)**

- PHPB 705 Policy to Advance Health Equity (3)
- PHPB 711 Qualitative Methods (3)
- PHPB 750 PhD Seminar
- Cognate/Method (3)

#### **Summer 2 (3 hours)**

- Cognate/Method (3)

## FUNDING NOTE

If you are receiving funding (University Fellowships, GRA, GTA), you are required to register for 9 hours during the Fall and Spring semesters and 6 hours during the Summer semester and have a 3.0 GPA or higher. Paid tuition for these course hours are a part of your stipend. The additional cost of an **online** course **is not covered** by the stipend and must be met by the student unless prior approval by funding agency. Additional courses/hours will **require prior approval from the funding agency** before registration of additional hours. Funding expires the end of the month in which you receive your degree.

## Annual Evaluations/Progress Report

At the end of each academic year, students will receive an annual evaluation/progress report that they will complete and return to their advisor. The advisor will meet with the student and discuss the student's progress through the program as well as any concerns the student may have. The advisor discusses their recommendations with the student and adds them to the student's evaluation. The completed evaluation form is submitted to the administrative specialist for inclusion in the student's file. The Graduate School requires that copies of these evaluations be submitted if the student has a scholarship or fellowship. The evaluations may be used in the future for writing letters of recommendation.

## Faculty Support

Doctoral students have the full support of all faculty and staff in the department. In addition to the advisor and the Dissertation Committee Chair once the student enters candidacy, the PhD Committee Chair for Department of Health Promotion and Behavioral Sciences, Dr. Jelani Kerr, is available to answer questions and provide guidance as students make their way through the program. Students should not hesitate to contact any one of the faculty. Various programs are organized for students to provide additional support and help to answer difficult questions like, "How do I manage my time appropriately so I don't feel so stressed out?" or "Where can I get help as I go through this process?"

The Graduate School provides extensive programming for doctoral students through the PLAN Professional Development workshops and events. For more information, visit their web page: <http://louisville.edu/graduate/plan/>.



**This section describes in detail what happens after the student completes course work.**

## Qualifying Exam

Upon completing all formal course work, typically at the end of the second year of full-time study, students take a written qualifying exam to demonstrate their ability to apply concepts from those courses.

Student should meet with their advisor to ensure that all requirements for coursework are met prior to taking the qualifying exam. A completed Program of Study form, signed by their advisor, should be submitted to the department PhD Program Committee Chair and the Administrative Specialist of the department. Copies of the form may be requested from the Administrative Specialist. Course work must be completed and grades submitted two weeks before the scheduled exam.

### Preparing for Qualifying Exam

Course enrollment is required for each semester while preparing to take or retake the Qualifying Exam, including the semester in which they take the exam. Students must enroll in **GS 799**. This course will fulfill the student's full-time requirement for the semester(s) with a tuition charge of two hours of in-state tuition each semester enrolled.

The qualifying exam will test for the following competencies:

- *Demonstrate a social justice perspective in considering and being sensitive to issues that influence public health, health policy, and the delivery of health care;*
- *Appraise the role of structural, social, political, behavioral, and psychological determinants in producing and maintaining population health and health inequities;*
- *Apply and critically evaluate multi-level theoretical models of health and health behavior to understanding and intervening in societal, structural, community and organizational influences on public health issues;*
- *Demonstrate expertise in selecting and applying rigorous and ethical research methods to conduct research in the student's cognate area;*
- *Implement pedagogical techniques, with a focus on critical pedagogy, in the process of teaching and learning;*
- *Communicate effectively and clearly both orally and in writing, and present public health issues and research findings in their area of expertise to a variety of audiences; and*
- *Translate evidence into actionable information to develop and advocate for equitable policies and practices.*

Students have to answer four (4) questions. Answers should be detailed narratives that are thoroughly referenced, demonstrating the student's academic preparation, professional methods, problem solving ability, conceptual skills, and readiness to move on to the dissertation.

### Schedule for the Qualifying Exams

The Qualifying Exam is a take-home exam given over a five (5) day period. Qualifying Exams are scheduled three (3) times a year: in February, June, and October. Dates may vary slightly to accommodate student's schedules but exams will occur within the scheduled month. Students must receive their final grades in sufficient time to register for the upcoming semester.

Completed exam papers are turned in electronically (email) with all attachments to Dr. Jelani Kerr, PhD Program Committee Chair, at [j.kerr@louisville.edu](mailto:j.kerr@louisville.edu) and Barbara Parker, Administrative Specialist, at [barbara.parker@louisville.edu](mailto:barbara.parker@louisville.edu).

There will be a turnaround time for grading and providing grades of three weeks. Times may vary slightly to accommodate faculty schedules. Students are required to complete the exam and, if required, retake the qualifying exam in no more than 2 years after completing coursework.

Students may use the published papers, internet sources, books from their reading lists, as well as their class notes and other resources to answer the questions. Students cannot consult with anyone other than the PhD Program Committee during the exam. All exam papers are subject to evaluation using SafeAssign, a plagiarism detection software. Students must be careful in using their previously written papers as they might be identified during this process. Students should ensure that all references to others' work and their previously published work are properly cited. Evidence of plagiarism could result in dismissal from the program.

### **Grading for the Qualifying Exam**

Each question is evaluated based on a rubric; students who do not pass the exam on their first attempt will be given time to prepare to sit for the exam one additional time. The retake of the exam must be attempted at a regularly scheduled exam date (February, June, or October) following the first attempt at the discretion of the department and in consultation with the student.

Two or three faculty anonymously grade the completed exam. Faculty send the scores to the Chair of PhD Program Committee. The PhD Program Committee reviews the scores, and if there is a significant discrepancy in grades, the committee will meet before assigning the final grade (pass/fail). Grading is based on a rubric, which contains the following criteria: writing style (10%); answered the question coherently (20%); knowledge (40%); relevance and application to public health (30%).

To successfully pass the qualifying exams, students must:

1. Address the questions being asked directly and unambiguously,
2. Integrate a wide variety of material from across the curriculum,
3. Demonstrate critical thinking and analytical skills,
4. Demonstrate a masterful grasp of the relevant literature, concepts, ideas and theories, and
5. Answer the questions in a coherent manner, clearly, and with a writing style that demonstrates a good command of the English language.

Students not meeting these criteria will fail. Passing all of the coursework does not guarantee that a student will pass the qualifying exam. Students may also need to develop competencies outside specific courses.

If a student fails one or two questions, and the score is just below passing (>75<80), the student is offered an opportunity to take an oral exam within two weeks of receiving the results. The exam will involve faculty who graded the qualifying exam and focus on the areas for which an oral exam would be helpful. If a student passes the oral exam, they will have passed the qualifying exam. If a student fails the oral exam, they will be given time to prepare and the opportunity to retake the failed questions at the next regularly scheduled exam. The chair of the department, the advisor, and the PhD program committee will provide appropriate guidance/remediation to the student during this period. It is the responsibility of students to seek out this help.

Students who fail more than two questions of the qualifying exam on their first attempt will be given time to prepare and then retake the exam in its entirety at the next regularly scheduled exam. Failure at the

second (retake) attempt will result in dismissal from the doctoral program. The department is required to retain the graded exam for one year.

Once the qualifying exam is successfully completed, the PhD Program Committee Chair sends a letter to the student informing them of the outcome of the examination. Student Services and the Graduate School will also be notified.

The Graduate School will admit the student into candidacy for the doctoral degree as of the date of the aforementioned letter. The following semester the student will enroll in candidacy (DOCT 600). This course will fulfill the student's full-time requirement for the semester(s) with a tuition charge of two hours of in-state tuition each semester enrolled.

**This section describes the process once you pass the qualifying exam and enter into candidacy.**

## Entering Candidacy

Once the student has successfully completed the qualifying exam, Student Services will be sent a copy of the notification letter and the student will be eligible to register for candidacy the following semester (i.e., exam passed in Oct, candidacy registered for spring semester).

Candidacy is a full time enrollment category designed to allow students to remain registered and able to access the university's resources (libraries, faculty, etc.) while completing their dissertation. To enroll in doctoral candidacy, **students enroll in DOCT 600 (2 credit hours of in-state tuition) the semester following passing the exam.** The Registrar's Office will enroll the student in sequent semesters, unless there is a hold put on their account, until the dissertation defense is approved and the student registers for their degree.

Students complete all required courses before entering Degree Candidacy, however, they have the option of taking additional specialized courses, e.g., courses offered by visiting or new faculty. In those cases, payment of both the candidacy fee and the course tuition will be required.

## The Dissertation

A dissertation, based on original research conducted by the student, is required of a candidate for the degree of Doctor of Philosophy in Public Health Sciences with a specialization in Health Promotion & Behavioral Sciences. The dissertation is a scholarly achievement that demonstrates the student's ability to conduct independent research and a thorough understanding of research principles, concepts and methods in health promotion. The Chair of the Dissertation Committee oversees the dissertation process, but the student is responsible for completing the dissertation. The dissertation must follow the guidelines of the Graduate School located at <http://louisville.edu/graduate/current-students/thesis-dissertation-information>.

A doctoral degree student must have been admitted to candidacy no later than the end of the ninth month prior to the awarding of the degree (<http://louisville.edu/graduatecatalog>), that is:

- May graduation - August 31 of preceding year
- August graduation - November 30 of preceding year
- December graduation - March 31 of same year

If a student is to present their final oral defense in less than nine months after entering candidacy, a *Variance Request* is required through the Department's Administrative Specialist.

## Dissertation Process

Once entering candidacy, the student proceeds with the dissertation process, as outlined below. A more detailed description of each step follows.

1. Selecting the dissertation Committee Chair
2. Determining the dissertation topic and format
3. Selecting the Dissertation Committee Members
4. Preparing for the proposal defense
5. Completing the dissertation
6. The final dissertation defense
7. Submitting the dissertation to the Graduate School

### **1. Selecting the Dissertation Committee Chair**

The student identifies a faculty member within the Department of Health Promotion and Behavioral Sciences with relevant expertise who is willing to be a mentor through the dissertation process and asks the faculty member to serve as the Committee Chair. The Chair must be from the Department of Health Promotion and Behavioral Sciences.

### **2. Determining the Dissertation Topic and Format**

In consultation with the Committee Chair, the student should determine an appropriate dissertation topic and format (i.e., traditional or 3-paper) that aligns with his/her cognate area. The initial discussions with the Dissertation Committee Chair should focus on identifying the research topic and developing a concept paper that outlines the research topic, the theoretical framework, the methodology and the format of the dissertation.

The *concept paper* is comprised of many of the same items found in a dissertation. These specific elements of the concept paper typically provide an overview that serves as an outline for the required components of the dissertation. The concept paper forms the basis for the conversations with potential Committee Members.

- Title (Can be tentative)
- Background
- A definition or statement of the problem
- The importance of the problem
- The theoretical foundation supporting the problem or the issue
- An overview of the important literature to support the selection of the problem for study
- The research questions and/or hypotheses being tested
- The methodology to be used to answer the questions (study design, population, data collection approach)

### **3. Selecting the Dissertation Committee Members**

The student's dissertation research is guided by, and the final product approved by, a Dissertation Committee. In consultation with the Committee Chair, the student should identify additional Dissertation Committee members. The concept paper that was developed with the help of the Committee Chair is used as the basis for discussion with other faculty member who are approached to serve on the committee and mentor the student throughout the process.

The Dissertation Committee consists of four to six members. The chair of the Committee and at least one other Committee member must be from the department. Additional members should be from outside of the department or school. Only one committee member can be from outside of the University. A committee member must have a doctoral degree, have credentials to teach graduate-level courses relevant to the degree, and have recent involvement in research.

The following are considerations for forming your committee:

- Members of the committee should include at least one additional department faculty and at least one faculty member from outside the department or school. Faculty from other institutions are allowed but must meet the specified criteria and be approved.
- Members of the committee should be content or research experts and be engaged in research, scholarship, or creative activity in the previous 5 years.
- Members should be able to include appropriate effort in their work assignment and have the approval of their supervisor.

- At least one committee member should have expertise in research methodology that matches the research approach selected for the dissertation study.

Once the prospective Committee members have been identified, have agreed to serve and are confirmed by the Chair, the student submits their names with department/school, title, contact information, and committee member's supervisor's name, title, and department/school to Barbara Parker, Administrative Specialist for the Department. She will send nomination letters to confirm their eligibility and participation on the committee. Once these letters have been signed by the nominee and their supervisor and returned with their CV, Ms. Parker submits the names of the Committee to the Chair of the Department, the Associate Dean of Academic Affairs of SPHIS and Student Services for approval. The list of approved Committee members is submitted to the Graduate School for final approval.

#### **4. Preparing for the Proposal Defense**

The dissertation follows the standard dissertation format as described by the Graduate School in the document, *Guidelines for the preparation and processing of theses and dissertations* (<http://louisville.edu/graduate/current-students/thesis-dissertation-information/thesis-dissertation-guidelines-1>). For either the tradition or the 3-paper format, students are required to develop and submit one manuscript for publication to a journal approved by the Dissertation Committee. It does not have to be published before the final defense. All manuscript for review must be in Microsoft Word® to allow for feedback using track changes.

#### **Traditional Dissertation Guidelines**

The traditional dissertation has five chapters (Chapter 1-5). The introduction (Chapter 1) should include:

- An overview of the important literature
- A definition or statement of the problem
- The importance of the problem
- The theoretical foundation supporting the problem or the issue
- The research questions and/or hypotheses being tested

Chapter 2 is the detailed literature review; Chapter 3 is the methodology of the study; Chapter 4 presents the results of the data analysis; and Chapter 5 is the limitations, discussion and recommendations as well as the public health impact for the work. It should include insights into the findings and discuss future research opportunities.

Prior to the dissertation defense, *at least one manuscript* must be submitted for review to a reputable peer-reviewed journal that is agreed upon by the doctoral candidate's dissertation committee. The paper is expected to conform to the length requirements for the chosen peer-reviewed journal (typically 25-30 pages in length). Committee members may be listed as co-authors when the paper is submitted for publication and must approve the submission.

#### **Three-Paper Dissertation Guidelines**

The 3-paper dissertation will include a brief introduction to the three papers that shows how they fit together. The articles should form a cohesive body of work that support a theme or themes that are expressed clearly in the introduction (Chapter 1). The research questions submitted and approved within the dissertation proposal process define the subject matter for each of the papers in the dissertation. The articles may be of a conceptual nature, a synthesis of the literature, or based on the data that is analyzed by the student. Self-plagiarism- reusing one's own previously written work in a new written product without letting the reader know that this material had appeared elsewhere is prohibited. Co-authors must be identified at the proposal defense and their roles clearly stated and approved of by the members

of the Dissertation Committee. The Committee must also approve changes to authorship. The student is the lead author and no other students may be co-authors. Once the student graduates, authorship is the prerogative of the lead author.

Papers must be of high enough quality that the dissertation committee feels that they can be submitted to a reputable journal, although they do not need to be submitted prior to the dissertation defense.

The dissertation must include abstracts that synthesize the articles, as well as the introduction (Chapter 1) and the discussion or conclusion (Chapter 5).

The introduction includes:

- An overview of the literature
- A definition or statement of the problem
- The importance of the problem
- The theoretical foundation supporting the problem or the issue
- The research questions and/or hypotheses being tested
- The methodology to be used to answer the questions
- The contribution of each article to the research topic

The conclusion summarizes the major findings, limitations, discussion and recommendations. It includes the linkages between the separate manuscripts as one cohesive body of work and shows how the various manuscripts together contribute to the knowledge base and the public health impact of the work. It should include additional insights and discuss future research opportunities.

The manuscripts should fit together in the dissertation as chapters would normally fit together in any dissertation and each manuscript should contribute to the overall aims of the research project. There needs to be a clear and logical progression from one chapter to the next, so that the dissertation functions as a complete and unified whole with a clear singular research study as its focus. It may be useful to have short transition sections at either the beginning or the end of appropriate manuscripts that explain the progression from one manuscript to the next. Each manuscript should have its own chapter. The manuscript must be formatted so that it conforms to the requirements of the journal guidelines. The manuscript may also differ from the published version, and may include additional tables, figures or text, as required to ensure clarity.

The content and format of each paper included in the dissertation may be the same, as what you submit to the journal/proceedings, except the content must comply with the formatting requirements outlined in the dissertation formatting guidelines. The bibliography or reference section of each article must become part of the final Reference Section as stipulated in the guidelines. There should be only one abstract and one list of acknowledgments for the dissertation.

If the manuscript has been published and the publisher grants permission for the publication to be used in the dissertation, the publisher will give instructions on how the approval should be documented. The publisher's official notice of approval for the manuscript to be included must be formatted accordingly and added as an appendix. Permission to use previously published material in a dissertation does not necessarily give the student permission to sell that material. The student may need to put a restriction on the sale and availability of his/her work according to the publisher's guidelines.

Once the dissertation proposal is ready for review, it is sent to members of the committee for their review and feedback. The student edits the proposal based on their feedback and makes a copy of the final draft proposal available to faculty in the Department for their review at least 2 weeks before the proposal defense. The Committee members provide feedback directly to the student, but feedback from Department faculty is provided to the Chair of the Committee. The process of developing the dissertation

and getting it approved may take several months. In general, students must allow at least 2 weeks between submitting a draft of the dissertation for review and getting feedback.

Typically, for a dissertation in the traditional format, the proposal defense includes summaries of Chapters 1-3 while for a 3-paper format the presentation includes a summary of Chapter 1, an overview of the three components and the thread that ties all the papers together.

The dissertation proposal defense may take one of two forms (1) a formal presentation of the proposal to the committee, or (2) a more informal meeting of the committee.

The student works with the Administrative Specialist in the department, Barbara Parker to schedule a meeting of the full committee. Approval to proceed with data collection and complete the dissertation process is sought from the full committee following the presentation

## **5. Completing the Dissertation**

After the Committee approves the dissertation proposal, the student obtains permission to proceed with the research from the IRB. Once approval is granted, the student can begin data collection. After data collection, the student analyzes the data and compiles the results of their study into the final draft document for review. The student must defend the dissertation within four years of entering candidacy. The completed Dissertation is submitted to the Department Chair at least thirty days before the end of the term in which the candidate expects to graduate. The candidate is not eligible for final defense until the Committee and the Department Chair have reviewed and accepted the dissertation. Any delays in the process must be discussed with the Committee Chair.

## **6. The Final Dissertation Defense**

Students are responsible for completing the application for degree online through Ulink (<http://ulink.louisville.edu/>) at the beginning of the semester in which they will defend their dissertation.

As the student nears completion of work on the dissertation, the student schedules a date with his/her Dissertation Committee for the final oral presentation during which the student will defend the dissertation. The defense presentation is a public event to which members of the University community and those the student worked with on the project are invited.

Notify Ms. Parker of the date of the defense at least two weeks prior to the date agreed to by the Chair and members of the Committee, to reserve a room and send out appropriate notifications to the faculty and students of the School. Ms. Parker will submit the required form to schedule the student's final oral defense and prepare two copies of the signature page that the student should bring to the defense meeting for the Committee to sign.

The student should schedule their dissertation defense leaving enough time before the Graduate School deadline to make any necessary corrections or changes to the dissertation prior to submission of the final document to the Graduate School. The student should anticipate approximately two hours for the dissertation defense meeting. Students must not present for a dissertation defense without the dissertation being complete and they are adequately prepared. The Committee Chair helps the student prepare and make the decision of when they are ready for the defense. If the student has done the necessary preparation, the final defense should be a formality!



During the defense, the all members of the Dissertation Committee assemble and the Chair provides guidance and oversees the proceedings. The student's presentation lasts about forty-five minutes with a fifteen-minute question and answer session. The student gives a formal presentation on their dissertation research and the audience can ask questions. Once the audience is dismissed, the Committee meets with the student to ask any additional questions and provide feedback. Following this period, the student is asked to step out of the room while the Committee deliberates. The Committee Chair calls the student back into the room to discuss next steps. Next steps may include addressing problems identified during the final review or the presentation or finalizing the manuscript for submission to the Graduate School. The Chair of the Department and the Committee must approve the dissertation before it is submitted to the Graduate School.

## **7. Submitting the Dissertation to the Graduate School**

Careful attention must be paid to deadlines for completing the defense and for submitting the final manuscript to the Graduate School. The date for submission of the dissertation to the Graduate School is posted on their website (<http://louisville.edu/graduate/current-students/thesis-dissertation-information>).

Call and make an appointment but be sure to allow sufficient time to make any edits that might be recommended. The guidelines for the preparation and processing of dissertations published by the Graduate School must be followed and can be found at <http://louisville.edu/graduate/current-students/thesis-dissertation-information/thesis-dissertation-guidelines-1>.

In addition to the electronic submission of the student's dissertation to the Graduate School, the Department of Health Promotion and Behavioral Sciences requires students to submit a bound copy of their dissertation for the department's records. This should be sent to the Department's Administrative Specialist.

## **Doctoral Hooding and University-Wide Commencement Ceremony**

### **Congratulations! You made it!**

It is time to prepare for the Doctoral Hooding and commencement ceremony. For questions about the ceremonies go to <http://louisville.edu/graduate/current-students/commencement>.

# Appendix

## Advising and Mentoring

The student will be assigned a faculty advisor for each doctoral student upon acceptance into the program. Upon matriculation in the program, each student will meet with their assigned advisor and develop a program of study (POS), which will include courses in public health theory and principles, research design, and statistics as well as selected cognate courses. The POS will identify a set of courses for the development of competencies in areas of public health knowledge that are relevant to the student's area of interest. The POS may be modified as the student's needs change or course availability is altered. A form is available for your POS from your advisor or the Administrative Specialist.

A faculty advisor is a full-time faculty member who has been assigned to help students to successfully accomplish their academic goals and mentor the student to discuss life after graduation and what steps they can take to be successful in the professional world. A faculty advisor also assists with the planning of an academic plan that leads to successful graduation. A faculty advisor monitors the academic progress of students in their program and serves as a mentor.

A faculty advisor not only provides students with advice on academics, but also offers support, wisdom, and respect throughout their years in school. Faculty mentors are also responsible for helping students apply their future aspirations to their current educational studies. The advisor's role is an active rather than a passive one and the process of advising requires the following objectives to be met for each student assigned as an advisee:

- Help students define and develop realistic educational career plans through advising forms for each semester. Each student should have an up-to-date academic advising form/plan through to graduation.
- Meet with advisee during orientation to assist student with initial adjustment to university academic life. Special sessions should be scheduled throughout the first academic year.
- Meet at least once each semester with continuing students to plan for the coming semester (or summer) and to review/revise long-range academic program plans.
- Assist students in planning a program consistent with their abilities and interests.
- Monitor progress toward educational/career goals and meet at least once each semester to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
- Critique academic progress and performance in the current semester's classes. Recommend academic assistance, student consultation with instructor or dropping a course if needed.
- Discuss and reinforce linkages and relationships between instructional program and occupation/career.
- Have a thorough understanding of the curriculum, all-school requirements, course sequences, and requirements for a degree. The course catalogue, course schedule, and FERPA rules are all resources with which you should be familiar. When students have questions regarding policy or requirements, check the Graduate Catalogue (<http://louisville.edu/graduatecatalog>), ask a colleague, your dept. chair, Student Services, or the Graduate School.
- Interpret and provide rationale for institutional policies, procedures, and requirements.
- Follow-up with the advisee on any report of unsatisfactory work (notice of class probation for poor attendance, notice of failing grades, incomplete grades from past semester(s), etc.). Special attention should be paid to students who are placed on academic probation/warning.
- Work with administration staff to approve all designated educational transactions (e.g., pre-registration/registration schedule, drops/adds, withdrawals, change of concentration/program and advisor, waivers, graduation requirements, etc.).

- Try to make informal out-of-class/office contacts to underscore personal interest in the student as an individual.
- Maintain an up-to-date Advising Portfolio, with a summary record of performance to date (grade reports, transcript, requirements completed, etc.), dates of conferences, notation of special circumstances, etc.
- Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals (e.g., Student Services, the Graduate School, The PLAN, Counseling Center, etc.).
- Proactively contact and be available for student advisees on a regular basis. Office hours should be posted on the advisor's office door and preferably given to the advisee early in the semester. Advisors should plan for extended hours during pre-registration advising. Respond to emails in a timely manner, and indicate a sincere interest in your advisee's progress.
- Consult regularly with faculty colleagues in order to have up-to-date information.
- Follow and abide by FERPA (Family Educational Rights and Privacy Act) regulations.
- Notify the department chair if an advisee misses a scheduled appointment or is unprepared.

The relationship between a mentor and the student develops over time. The roles and responsibilities of a faculty mentor include, but are not limited to the following:

- Socialize students into the culture of the discipline, clarifying and reinforcing what's expected of a professional scholar.
- Introduce students to faculty, alumni, staff and other graduate students who have complementary interests.
- Help students become full-fledged members of a profession, not just researchers.
- Model professional responsibility.
- Work with the student on developing schedules and meeting benchmarks.
- Keep track of the student's progress and achievements, setting milestones and acknowledging accomplishments.
- Encourage students to try new techniques, expand their skills, and discuss their ideas. Provide support in times of discouragement as well as success.
- Be open and approachable-particularly important when a student is shy or comes from a different cultural background.
- Share what you've learned as both a scholar and a member of a profession.
- Willingness to guide, instruct, and assist students.
- Establish a positive working relationship with the student to promote confidence, student inquiry, focus, and discipline.
- When possible, include your student in some of the day-to-day tasks of your professional responsibilities.
- Regular communication.

By following these steps throughout the advising process, both the student and faculty advisor will achieve an effective and successful relationship in the effort to accomplish the goals of the student. The advisor will have helped guide and inspire the student to embrace their graduate studies and their future career in the professional world. The student will have the tools necessary to reach their full potential and be successful in their current and future endeavors.

### **Responsibilities of the Student**

The student advisee is a current or prospective student that intends to enroll at the university. All students, whether they are part-time or full-time, are assigned an academic advisor. It is important that the student advisee meets and introduces themselves to their advisor early in their graduate school career.

For students, this program supports their goals and aspirations for their future careers. It serves as a networking device to make contacts and prepare for the professional world. It not only allows the student to acquire a body of knowledge and skills, but also to gain perspective on how a discipline operates academically, socially, and politically.

The advisee is an equal partner in the advising/mentoring process. As an advisee, you are ultimately responsible for your educational choices and decisions. You are expected to:

- Contact and schedule regular appointments with your advisor each semester as required or when in need of assistance.
- Prepare for advising sessions and bring appropriate resources or materials. You are to maintain your own Advising Portfolio including your educational plan and other details.
- Be organized and come prepared to your registration advising session with a planned schedule for the forthcoming semester.
- Become familiar with the specific requirements for the degree program.
- Become knowledgeable and adhere to institutional policies, procedures, and requirements.
- Access and use ULink and Blackboard for academic updates, information updating, registration, and other purposes.
- Read your UofL email and other important communications from the University, Department, and your advisor. Respond to all correspondence from faculty advisors in a timely manner.
- Accept final responsibility for all decisions made and your graduation requirements.
- Reflect on strengths, weaknesses, and shortcomings. Create a plan to highlight strengths and overcome any obstacles.
- Clarify personal values, abilities, interests, goals, and aspirations for academics and career.
- Assess needs and set goals. They should be both realistic and measurable.
- Ask questions if you don't understand.
- Voice any concerns or issues you may have.
- Commit the time and effort to the relationship with your advisor/mentor.
- Have a positive attitude and open mind.

## University Policies

### Academic Honesty

Students are required to comply with the academic honesty policies of the university and School of Public Health and Information Sciences. These policies prohibit plagiarism, cheating, and other violations of academic honesty. Course instructors use a range of strategies (including plagiarism-prevention software) to compare student works with private and public information resources in order to identify possible plagiarism and academic dishonesty.

Comparisons of student works require students to submit electronic copies of their final works to the plagiarism prevention service. The service delivers the works to instructors along with originality reports detailing the presence or lack of possible problems. The service retains copies of final works and may request students' permission to share copies with other universities for the sole and limited purpose of plagiarism prevention and detection.

In addition, instructors provide the opportunity for students to submit preliminary drafts of their works to the service to receive reports of possible problems. Such reports are available only to the submitting student. Copies of preliminary drafts are not retained by the service. More information is located at <https://sharepoint.louisville.edu/sites/sphis/policies>.

### Disabilities

In accordance with the Americans with Disabilities Act, students with bona fide disabilities are afforded reasonable accommodation. The Disability Resource Center certifies a disability and advises faculty members of reasonable accommodations. More information is located at <http://louisville.edu/disability>.

### Grievances

A student who has grievances regarding the course should seek to have the matter resolved through informal discussion and through administrative channels, such as the course director, chair of the course's department, assistant dean for student affairs, and university grievance officer. If the issue remains unresolved, the student may file a formal grievance. More information is located at [Summary of SPHIS Student Academic Grievance Procedure](#) in [Student Academic Grievance Committee](#) (<https://sharepoint.louisville.edu/sites/sphis/cbg/sagc/>).

### Inclement Weather

This course adheres to the University's policy and decisions regarding cancellation or delayed class schedules. Adjustments are made to the class schedule as necessary to take into account any delays or cancellations of this class. Local television and radio stations broadcast University delays or closings. The UofL website ([www.louisville.edu](http://www.louisville.edu)) and telephone information line (502-852-5555) also broadcast delays or closings.

## **Title IX/Clery Act Notification**

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain **confidential** support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479).

To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) **is not confidential** under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer. For more information, see the [Sexual Misconduct Resource Guide](#).

## **Accreditation**

The School of Public Health and Information Sciences is accredited by the Council on Education for Public Health (CEPH). <http://louisville.edu/sphis/accreditation>

The University of Louisville is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

## **Additional Policy Information**

SPHIS Catalog (<https://sharepoint.louisville.edu/sites/sphis/do/aa>)

SPHIS Policies and Procedures

(<https://sharepoint.louisville.edu/sites/sphis/ppgf/pubs/Forms/Active.aspx>)

UofL Graduate Catalog (<http://louisville.edu/graduatecatalog>)

UofL Administration (<http://www.louisville.edu>)

UofL Student Handbook (<http://louisville.edu/dos/students/policies-procedures/student-handbook.html>)

HPBS Faculty & Student Handbook – current version

([https://sharepoint.louisville.edu/sites/sphis/dept/hpbs/Shared%20Documents/HPBS%20Faculty\\_Student%20Handbook\\_Current.pdf](https://sharepoint.louisville.edu/sites/sphis/dept/hpbs/Shared%20Documents/HPBS%20Faculty_Student%20Handbook_Current.pdf))

HIPPA Research and Privacy Trainings (<http://louisville.edu/privacy/training>)

CITI Human Subjects Training (<http://louisville.edu/research/humansubjects/irb/investigator-info/training/first-time> )

## University Services

### Department of Public Safety Escort Service

502-852-6111 <http://louisville.edu/police/services>

The DPS provides an on-campus escort service, free of charge, seven days a week from dusk to dawn. Call DPS for an escort.

### Financial Aid

Houchens, 502-852-5511 <http://louisville.edu/financialaid>

For detailed instructions on applying for aid at the University of Louisville, be sure to view [Financial Aid: Start-to-Finish](#) to help you navigate the financial aid process. [Financial Aid Office](#)

### Health Insurance – Insurance Advocate

502-852-6519 <http://louisville.edu/campushealth/information/insurance>

Student insurance plans include in-patient and outpatient care and spouse and dependent coverage. It is available for students who have no insurance or those who already have hospitalization coverage. Appointments are available for personal consultations.

### Housing & Residence Life

Campus Housing <http://louisville.edu/housing/>

Off Campus Housing <https://offcampushousing.louisville.edu/>

Health Sciences Campus <https://louisville.edu/housing/options/communities/HSC>

### International Students & Scholar Services

Brodschi Hall, 502-852-6602 <http://louisville.edu/internationalcenter/iss>

International student services and programs are organized and administered by the Office of International Student and Scholar Services (ISSS), which is located on the second level of the International Center in Brodschi Hall. The office functions as an administrative, advising, and programming unit for all international students and scholars at the University of Louisville. The staff is trained to assist international students and scholars with any immigration, advising, or general issues related to their university as well as cultural experiences within the city of Louisville and the United States.

### Office of Diversity & International Affairs

Grawemeyer Hall 2<sup>nd</sup> Floor, 502-852-5719 <http://louisville.edu/diversity>

Diversity is about each of our human characteristics that are unique to us, unique to the communities in which we belong, and how those varying characteristics impact how we move through the world. At the University of Louisville, we celebrate and honor these differences. The University of Louisville, led by the Office of the Vice Provost for Diversity & International Affairs, seeks to reaffirm that every student, visitor, faculty, staff, and administrator, belongs here. No matter what your affiliation or role is, at the Belknap, Health Sciences, or Shelby campus...You Belong! [Resources for Students](#)

**Registrar's Office****Houchens, 502-852-6522 <http://louisville.edu/registrar/>**

The Registrar's Office at the University of Louisville provides students, faculty, staff, alumni and other members of the University community with an accurate and timely academic history of those individuals who have pursued their education at this institution, while maintaining the privacy and security of this information. Registrar's Office provides a student registration process, accurate and timely schedules of courses and University [course catalogs](#), and efficient transcript and enrollment/degree certification services, grade collection and reporting, and posting of degrees.

**The Graduate School****Houchens Bldg., 502-852-6495 <http://louisville.edu/graduate>**

The Graduate School at the University of Louisville, coordinates the admission process for all graduate programs at UofL with the exception of professional degree programs, along with many other responsibilities. Funding opportunities can also be found on the Graduate School website.

**Tuition Payment****Bursar's Office, Houchens, 502-852-6503**

[Information on tuition rates](#) and payment options is available at the Bursar's office website.

**University of Louisville Police Department****HSC: Abell Bldg. Suite 120; Belknap: Floyd Street Parking Garage, 502-852-6111**

Operating Hours: 24 hours a day / 7 days a week

**University Parking and Transportation Services****502-852-5111 <http://louisville.edu/parking>**

There are a number of Cardinal Shuttles that travel around Louisville and from campus to campus to provide shuttle services to all of the students here at university.