

UNIVERSITY OF  
**LOUISVILLE**

SCHOOL OF PUBLIC HEALTH  
& INFORMATION SCIENCES



**School of Public Health and Information Sciences**  
**Doctor of Philosophy Program in Public Health Sciences**  
**Specialization in Health Management and Policy**

**Student Handbook**

**2022-2023**

**Christopher E. Johnson, Ph.D.**  
PhD Program Director &  
Chair of Department  
502-852-3987  
[cejohn23@louisville.edu](mailto:cejohn23@louisville.edu)

**Pam Renner**  
Program Coordinator Senior  
502-852-2797  
[pamela.renner@louisville.edu](mailto:pamela.renner@louisville.edu)

**Jordan Fries**  
Administrative Assistant  
502-852-9349  
[jordan.fries.1@louisville.edu](mailto:jordan.fries.1@louisville.edu)

Last updated August 15, 2022

## Table of Contents

Introduction.....	1
<b>I. INFORMATION FROM THE SCHOOL OF PUBLIC HEALTH &amp; INFORMATION SCIENCES .....</b>	<b>2</b>
Organizational Chart .....	3
SPHIS Policy on Academic Dishonesty .....	4
<b>II. INFORMATION FROM THE DEPARTMENT OF HEALTH MANAGEMENT AND SYSTEMS SCIENCES .....</b>	<b>4</b>
About Our Department .....	4
Department of Health Management and Systems Sciences Mission, Vision, and Values .....	4
Overview of the PhD Program .....	6
Department of Health Management and Systems Sciences Web Page .....	6
Social Media .....	6
Contacting Faculty and Staff .....	6
Faculty & Staff .....	7
<b>III. INFORMATION FROM THE UNIVERSITY OF LOUISVILLE .....</b>	<b>9</b>
Map of Health Sciences Campus .....	9
Student Handbook .....	10
University Holidays and Academic Calendars .....	10
Policy on Work-Restricted Religious Holidays.....	10
Delayed Class Schedule for Bad Weather.....	10
Cardinal Card Student ID.....	10
Registrar’s Office .....	10
Drop/Add Procedures .....	11
Official and Unofficial Transcripts/Records Verification .....	11
FERPA.....	11
Address/Name Changes.....	11
The Graduate School .....	12
International Students and Scholar Services.....	12
Office of Diversity & International Affairs.....	13
Disability Resource Center .....	13
Financial Aid .....	13
Scholarships.....	13
Tuition Payment .....	14
Housing .....	14
Postal Services - Mail Services .....	14

University Parking and Transportation Services .....	14
University of Louisville Police Department .....	15
Department of Public Safety Escort Service .....	15
No Smoking Policy .....	15
Drug & Alcohol Policy .....	15
Health Insurance – Insurance Advocate .....	15
Health Promotion Wellbeing Central .....	15
Campus Health Services .....	15
HSC Counseling Services .....	16
911 Emergency Health Services .....	16
University of Louisville Bookstores .....	16
Libraries .....	16
University Writing Center at HSC .....	17
HelpDesk .....	17
Student Government Association .....	17
Kentucky Public Health Association, University of Louisville Chapter .....	18
<b>IV. PROGRAM INFORMATION .....</b>	<b>19</b>
PhD Curriculum .....	19
Course Registration .....	34
Registration Holds .....	34
Roles & Responsibilities of an Advisor and Mentor .....	34
Responsibilities of an Advisee .....	36
Qualifying Exam .....	37
Applying for a Degree .....	37
HMSS Travel Award .....	37
HMSS Travel Award Application .....	38
Course Offerings .....	39
Odd Year Course Sequence .....	39
Even Year Course Sequence .....	40
PhD Request for Emphasis Area Courses Form .....	41
Dissertation Checklist .....	42
Preliminary Dissertation Proposal Approval Form .....	44
Dissertation Proposal Approval Form .....	46
PhD Dissertation Defense Flyer .....	47
Dissertation Oral Defense Guidelines .....	48

## Introduction

Students,

On behalf of the faculty and staff of the Department of Health Management and Systems Sciences, School of Public Health and Information Sciences, at the University of Louisville, congratulations and welcome! It is an exciting time for our program. As one of the Nation's fastest growing research universities, we are confident that the opportunities here at UofL will start you on a path to better the world for generations to come. Our close relationship with the City of Louisville offers unique access to the state's largest concentration of economic activity with the extremely active co-op and internship programs helping students find their career path and gain "real world" experience.

The City of Louisville offers a big-city feel in a small town environment. There is a wide variety of restaurants, music, art, theater, and sports available in Louisville. Plus, we are just a few short hours from some of the region's largest cities: Cincinnati, Chicago, and Nashville just to name a few.

Sincerely,



Christopher E. Johnson, Ph.D.  
Professor and Chair  
Department of Health Management and Systems Sciences

## I. INFORMATION FROM SCHOOL OF PUBLIC HEALTH & INFORMATION SCIENCES

The name of our school is a clear indicator that we are a **distinctive school of public health**. Public health is more than restaurant inspections, flu shots, and managing health departments. It is identifying emerging health threats and risks, monitoring health factors and status, understanding how people seek and respond to health information, and preparing responses to events that can affect the public's health.

While we embrace the traditional tasks and roles of public health specialists, we recognize that protecting the public's health today requires much more. It requires a new approach that integrates how information about the public's health is acquired, evaluated, acted on, and disseminated, and how these affect the public and its health. It requires preparing our students for careers in the 21st century by using 21st century knowledge and techniques.

### MISSION

We are a metropolitan school that pursues excellence and inclusiveness through bold, strategic, and collaborative approaches to education, research, community engagement, policy, and practice. We strive to protect and improve public health and healthcare delivery systems in Louisville, the Commonwealth of Kentucky, the United States, and with our global partners.

### VISION

To be a leader in advancing health equity and social justice to ensure optimal health and well-being for all.

### Value Statements

The University of Louisville SPHIS Community aspires to create a culture that fosters the following:

**ADVOCACY:** We inform and support changes to structural factors such as laws, regulations, policies, and institutional practices to improve public health and healthcare systems,

especially for marginalized populations. We create and advocate for services, funding, and policies to support the success and well-being of our students, faculty, and staff. Through these efforts, we strive to achieve equitable opportunities and outcomes across all groups.

**COLLABORATION & PARTNERSHIP:** We actively work with communities, across sectors, and among disciplines for the benefit of all people. We seek to build authentic and mutually beneficial relationships that value the expertise of all partners while sharing ownership and decision-making.

**CULTURAL HUMILITY:** We are committed to ongoing self-reflection and discovery to identify our cultural biases and improve our understanding of the cultural identities that are most important to others. We acknowledge that this process works best when we listen, are open-minded, and desire to fix power imbalances.

**EQUITY & INCLUSION:** Recognizing that advantages and barriers exist and that we do not all start from the same place, we cultivate an environment where everyone is safe, welcome, valued, and has access to the same opportunities.

**INQUIRY:** Inquiry is at the foundation of how we teach, how we learn, how we research, and how we work with the community. We stay curious and open-minded. We engage in iterative questioning instead of seeking simplistic solutions. Our study designs apply rigorous and innovative scientific methods. We are systematic in our approach to problem-solving. We share findings and results with our professional colleagues, partners, community members, and others who may benefit.

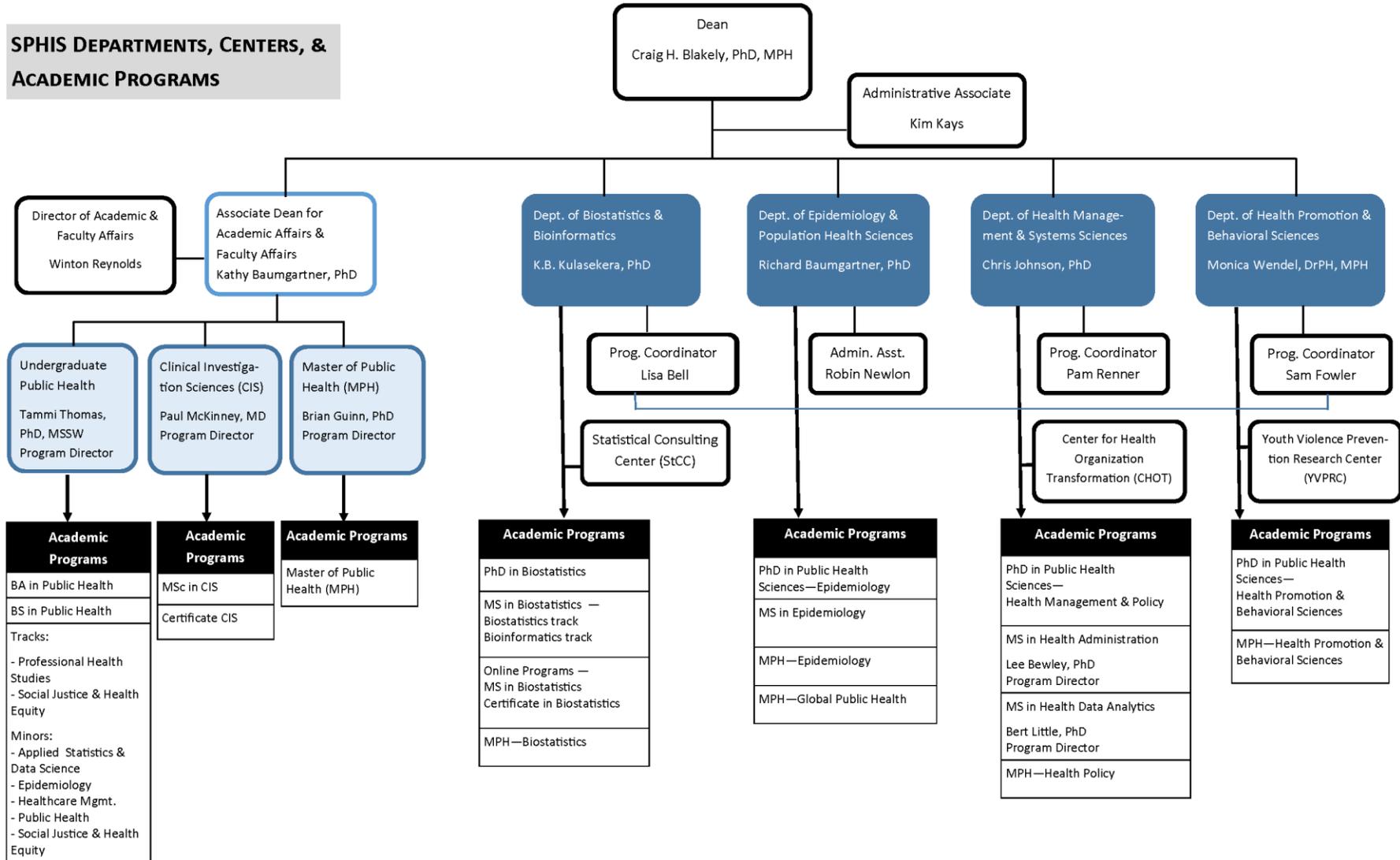
**RESPECT:** We respect each other's humanity and dignity, regardless of position, identity, or social status. We also respect the right to differing positions and opinions.

**STEWARDSHIP & ACCOUNTABILITY:** We acknowledge our moral obligation to use resources to achieve the greatest good. In doing so, we value efficiency, effectiveness, and data-driven decisions. Every person is responsible for ethical and judicious management of financial resources. We honor our commitments and own our mistakes.

# University of Louisville School of Public Health & Information Sciences

## Organizational Chart

### SPHIS DEPARTMENTS, CENTERS, & ACADEMIC PROGRAMS



### **SPHIS Policy on Academic Dishonesty**

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.

According to the Graduate Catalog, “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](#). A plea of ignorance is not a defense against the charge of academic dishonesty.” In addition, students are expected to abide by the [Code of Student Conduct](#).

## **II. INFORMATION FROM THE DEPARTMENT OF HEALTH MANAGEMENT AND SYSTEMS SCIENCES**

### **About Our Department**

The Department of Health Management and Systems Sciences was created to improve the health of the people of the Commonwealth of Kentucky and beyond by developing innovative healthcare leaders and partnering with the community. Our primary aims are to develop, disseminate, and apply evidence-based knowledge about health policymaking, systems design, and quality healthcare delivery.

The department's vision is to house academic programs that are nationally and internationally recognized as making an impact on health policy and population health. This is accomplished through research productivity, the quality of our education and professional development programs, the dissemination of evidence-based knowledge, and community service. This requires innovative leaders, community and industry partners, a nurturing academic setting, and embracing innovative ideas for advancing knowledge.

In the department, a dynamic, collaborative, and transdisciplinary learning style is emphasized, involving simultaneous teaching and learning issues and challenges in the health sector. Emphasis is on systems,

public policies, and processes for understanding and managing health systems and networks.

Students learn cutting edge knowledge in subject areas including people and organizational issues, health services research, properties and behaviors, health law and ethics, health regulations and policies, health economics, organization management, health information and information technology management, health services management, community management, and collaborative communities' management.

Students will emerge better prepared to navigate the complexity of 21st century health administration and management and make a measurable contribution to improving the health of the public.

The department offers Master of Public Health- Health Policy (MPH-HP), Master of Science in Health Administration (MSHA), Master of Science in Health Data Analytics (MSHDA) and a PhD in Public Health Sciences Specialization in Health Management and Policy. It also offers a dual degree in MPH-HP/MSHA.

### **Department of Health Management and Systems Sciences Mission, Vision, and Values**

#### **Mission Statement**

To improve the health of the people of the Commonwealth of Kentucky and beyond by developing innovative healthcare leaders and partnering with the community to develop, disseminate, and apply evidence-based knowledge about health policy-making, systems design, and quality healthcare delivery.

#### **Vision Statement**

We aspire to have academic programs that are nationally and internationally recognized as making an impact on health policy and population health. We will accomplish this through our research productivity, the quality of our education and professional development programs, the dissemination of evidence-based knowledge, and community service.

## Values

Our values reflect those of the School of Public Health & Information Sciences:

- We nurture an academic setting that fosters ethics, respect, diversity, cooperation, learning, and fun.
- We strive to improve our approach and performance through a program of active feedback and deliberate change.
- We embrace innovative ideas for advancing knowledge.
- We investigate new techniques and technologies for doing research, teaching, and service.
- We think globally and act locally.
- We collaborate with any who will join us in working for population health.
- We recognize that population health starts with the individual.
- We advocate for population health.

## Goal 1

Develop the next generation of healthcare leaders: Whether at the Masters or Doctoral level, we want our graduates to be acknowledged as leading the transformation of our healthcare system. We will provide a curriculum that teaches our students leadership skills, and we will track their performance post-graduation within their jobs. We will engage our alumni and use their feedback to improve the leadership skills within our Programs.

The National Center for Healthcare Leadership, Health Policy, and the AHRQ PhD competencies will be the driving forces behind the leadership development in HMSS. In addition, stakeholder advisory boards will assist with this process.

## Goal 2

Conduct high quality research that is used to solve complex policy and delivery challenges: Our faculty will be engaged at the local, state, national, and international levels in developing innovative research projects that will impact health policy and healthcare delivery. We expect to publish in high quality journals, present findings at the most impactful professional

meetings, and to have our research disseminated to the community to enable positive change in access, healthcare quality, and costs.

The Commonwealth Institute of Kentucky and the NSF Center for Health Organization Transformation (CHOT) and partnerships with other UofL research institutes and centers will be primary conduits for this activity.

## Goal 3

Educate population health, health management, and public health practice professionals: We will use evidence-based pedagogical techniques to drive curriculum development. All of our Programs will seek the appropriate accreditations for our field and will use this process as a continuous quality check of our processes. The Programs will use input from current students, alumni, employers, and stakeholders to improve the skill sets and competencies that our students are taught in the Programs.

Our MS in Health Administration, MPH concentration in Health Policy, MS in Health Data Analytics, and PhD in Public Health Sciences Specialization in Health Management and Policy curriculum will be the primary areas where this area will be executed.

## Goal 4

Partnering with the community to disseminate and apply new knowledge: We will work with the community to determine where we can have the most impact, develop research projects that can solve real-time problems, and disseminate these findings so that population health can be improved.

The Commonwealth Institute of Kentucky and the NSF Center for Health Organization Transformation (CHOT) and partnerships with other UofL research institutes and centers will be primary conduits for this activity. Faculty service activities within the community will also assist with this process.

### Overview of the PhD Program

The University of Louisville is a state-supported research university located in Louisville, Kentucky. Louisville provides that small town feel with the big city appeal providing a wide assortment of restaurants, music, art, theater, and sports. Louisville is centrally located to some of the region's largest cities such as Cincinnati, Chicago, and Nashville. In addition, our economy is thriving as indicated by the fact that multiple healthcare companies are based in Louisville, including one listed as a Fortune 500 company.

The Department of Health Management and Systems Sciences, part of the School of Public Health and Information Sciences, was created to improve the health of the people of the Commonwealth of Kentucky and beyond by developing innovative healthcare leaders and partnering with the community. Our primary aims are to develop, disseminate, and apply evidence-based knowledge about health policymaking, systems design, and quality healthcare delivery.

The U.S Bureau of Labor Statistics reported in 2021 that healthcare occupations are expected to add more jobs than any other occupational groups. Employment is projected to increase 16 percent from 2020 to 2030.

The PhD in Public Health Sciences Specialization in Health Management and Policy is a 51-credit hour program designed to be completed in two years, plus the dissertation. Health Management and Policy courses are offered on our Health Sciences Center campus in downtown Louisville.

The School of Public Health and Information Sciences is accredited by the Council on Education for Public Health (CEPH).

### Department of Health Management and Systems Sciences Web Page

<http://louisville.edu/sphis/departments/health-management-systems-sciences>

### Social Media



**Facebook:** [School of Public Health & Information Systems](#)



**LinkedIn:** [Department of Health Management & Systems Sciences](#)

### Contacting Faculty and Staff

1. TEAMS app: University of Louisville faculty, staff, and students have access to Microsoft Teams. This app allows you to chat, call, and video conference with other users.
2. E-Mail: All faculty and staff have e-mail accounts, and you may communicate with them via e-mail.
3. Telephone Messages: You may leave a message for a faculty or staff member with the Department of Health Management and Systems Sciences Program Coordinator Senior, Pam Renner (502-852-2797) or you may leave a voice mail message with individual faculty/staff members at their respective phone extensions.
4. Faculty-Staff Mailboxes: Written messages or materials for faculty/staff may be given to the Program Coordinator, Pam Renner, who will place the items in the appropriate mailbox.

## Faculty & Staff

### Craig Blakely, Ph.D., MPH

Dean

502-852-3297

[chblak01@louisville.edu](mailto:chblak01@louisville.edu)

## FACULTY

### Chris Johnson, Ph.D.

Professor and Chair of Department  
Director, PhD Program  
CHOT Site Director  
502-852-3987  
[cejohn23@louisville.edu](mailto:cejohn23@louisville.edu)

### Bob Esterhay, MD

Emeritus Associate Professor  
[bob.esterhay@louisville.edu](mailto:bob.esterhay@louisville.edu)

### Seyed Karimi, Ph.D.

Associate Professor  
502-852-0417  
[Seyed.karimi@louisville.edu](mailto:Seyed.karimi@louisville.edu)

### Barry Wainscott, M.D., MPH

Emeritus Assistant Professor  
[barry.wainscott@louisville.edu](mailto:barry.wainscott@louisville.edu)

### Demetra Antimisiaris, PharmD, BCGP, FASCP

Associate Professor & Director,  
Frazier Polypharmacy & Medication Mgt.  
502-852-2813  
[Deanti01@louisville.edu](mailto:Deanti01@louisville.edu)

### J'Aime Jennings, Ph.D.

Associate Professor  
CHOT Co-Site Director  
502-852-3286  
[jaimenjennings@louisville.edu](mailto:jaimenjennings@louisville.edu)

### Bert Little, Ph.D.

Professor & Program Director,  
Health Data Analytics  
502-852-5933,  
[bblitt02@louisville.edu](mailto:bblitt02@louisville.edu)

### Katharine Yewell, Ph.D.

Assistant Professor  
502-852-6135  
[Katherine.yewell@louisville.edu](mailto:Katherine.yewell@louisville.edu)

### Lee W. Bewley, Ph.D., FACHE

Associate Professor & Program Director,  
Health Administration  
Associate Chair of Department  
502-852-2490  
[Lee.Bewley@louisville.edu](mailto:Lee.Bewley@louisville.edu)

### David Johnson, Ph.D., MPH, CPH

Assistant Professor  
502-852-0329  
[dajohn04@louisville.edu](mailto:dajohn04@louisville.edu)

### Andrew McCart, Ph.D., MBA

Assistant Professor & Assoc. Prog.  
Director  
Health Administration  
(502) 852-2211  
[Andrew.mccart@louisville.edu](mailto:Andrew.mccart@louisville.edu)

## ADJUNCT FACULTY

**Mary Beth Allen, Ph.D., MBA**

Adjunct Assistant Professor  
[maryelizabeth.allen@louisville.edu](mailto:maryelizabeth.allen@louisville.edu)

**Liza Creel, Ph.D.**

Adjunct Associate Professor  
[lmcree02@louisville.edu](mailto:lmcree02@louisville.edu)

**Theo Edmonds, J.D., MHA, MFA**

Assistant Professor  
[theodore.edmonds@louisville.edu](mailto:theodore.edmonds@louisville.edu)  
[me@theoedmonds.com](http://me@theoedmonds.com)

**Michael Goldsby, Ph.D.**

Adjunct Professor  
[mgoldsb@ucsd.edu](mailto:mgoldsb@ucsd.edu)

**Jeffrey D. Howard, Jr., MD, MBA, MPH**

Adjunct Assistant Professor  
[jeffrey.howard@louisvilleky.gov](mailto:jeffrey.howard@louisvilleky.gov)

**Alex Kerns, Ph.D., MHA**

Adjunct Assistant Professor  
[Alex.Kerns@louisville.edu](mailto:Alex.Kerns@louisville.edu)

**Robert M. Malina, Ph.D.**

Adjunct Professor  
[rmalina@1skyconnect.net](mailto:rmalina@1skyconnect.net)

**Michael Mills, Ph.D.**

Adjunct Associate Professor  
[mdmill03@louisville.edu](mailto:mdmill03@louisville.edu)

**Sarah S. Moyer, MD, MPH**

Adjunct Associate Professor  
[sarah.moyer@louisville.edu](mailto:sarah.moyer@louisville.edu)

**Arnold Schecter, M.D., MPH**

Adjunct Professor  
[ajschechter@aol.com](mailto:ajschechter@aol.com)

**Martha Schecter, J.D., LLM**

Adjunct Associate Professor  
[mjschechter@aol.com](mailto:mjschechter@aol.com)

**Srikanth Tangeloju, Ph.D.**

Adjunct Assistant Professor  
[tangeloju@gmail.com](mailto:tangeloju@gmail.com)

**Jim Taylor, DMan, MBA, MHA**

Adjunct Assistant Professor  
[jhtayl02@louisville.edu](mailto:jhtayl02@louisville.edu)

**Judah Thornewill, Ph.D.**

Adjunct Assistant Professor  
[j.thornewill@louisville.edu](mailto:j.thornewill@louisville.edu)

**Beatrice Ugiliweneza, Ph.D.**

Adjunct Assistant Professor  
[B0ugil01@louisville.edu](mailto:B0ugil01@louisville.edu)

**Giang Vu, DDS, MS, Ph.D.**

Adjunct Assistant Professor  
[Giang.vu@louisville.edu](mailto:Giang.vu@louisville.edu)

**Robin Weiss, Ph.D., MPH, CLC, LCCE**

Adjunct Assistant Professor  
[robin.e.weiss@gmail.com](mailto:robin.e.weiss@gmail.com)

**Steve Zimmerman, Ph.D.**

Adjunct Assistant Professor  
[steven.zimmerman@louisville.edu](mailto:steven.zimmerman@louisville.edu)  
[stevezphd@gmail.com](mailto:stevezphd@gmail.com)

## Executives in Residence

**Martin D'Cruz**

Executive in Residence  
[mjdcruz@att.net](mailto:mjdcruz@att.net)

**Michael Rust**

Executive in Residence  
[michael.rust@louisville.edu](mailto:michael.rust@louisville.edu)

**Tom Walton, MDiv, MS**

Executive in Residence  
[tom.walton@louisville.edu](mailto:tom.walton@louisville.edu)

## Staff

**Melissa Eggen**

CHOT Program Manager  
502-852-6450  
[melissa.eggen@louisville.edu](mailto:melissa.eggen@louisville.edu)

**Jordan Fries**

Administrative Assistant  
502-852-9349  
[Jordan.fries.1@louisville.edu](mailto:Jordan.fries.1@louisville.edu)

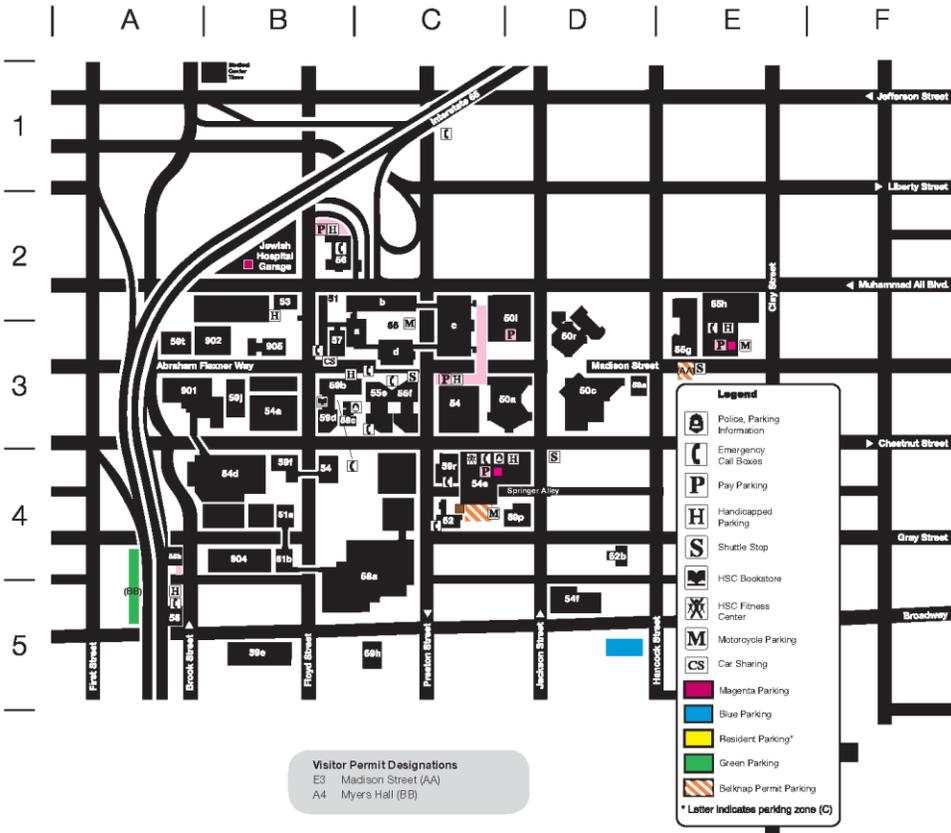
**Pam Renner**

Program Coordinator Senior, HMSS  
502-852-2797  
[pamela.renner@louisville.edu](mailto:pamela.renner@louisville.edu)

### III. INFORMATION FROM THE UNIVERSITY OF LOUISVILLE

#### Map of Health Sciences Campus

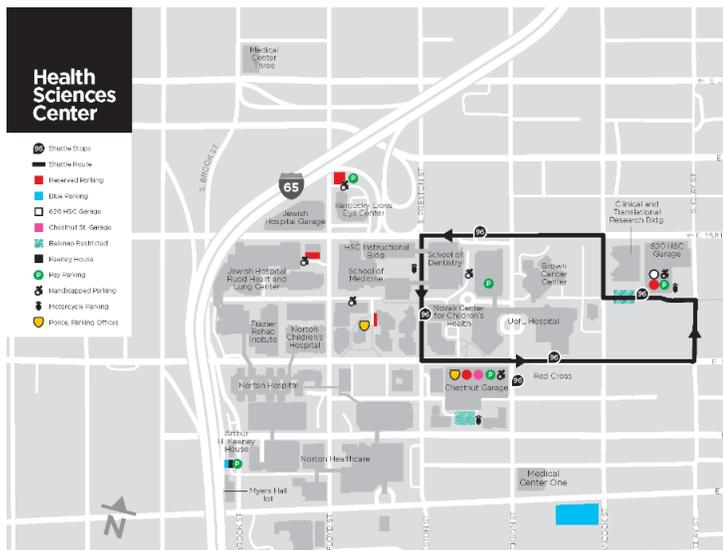
##### Health Sciences Center



##### Health Sciences Center Building Index

Note: Letters/numbers represent grid location. Numbers in parentheses represent official building numbers.

3B Abell Administration Center (59c)	4C Kidney Disease Program (59r)
3C Ambulatory Care Building/University Physicians Group (50a)	3C Korinhaus Library and Commons Building (55c)
4A Arthur H. Keeney House (58b)	3B Kosair Children's Hospital (54a)
3C Baxter (Donald) Biomedical Research Building (55e)	3B Kosair Charities Pediatric Center (59d)
3C Baxter (Delta) Biomedical Research Building II (55f)	3D Lampton Building (59a)
4C Chestnut Street Parking Garage (54e)	5D Medical Center One (54f)
3B Children and Youth Project-in-School of Nursing building (59b)	4C Medical-Dental Apartments (52)
4B Children's Hospital Foundation Building (54b)	2B Medical-Dental Research Building (51)
3E Clinical and Translational Research Building (55g)	4B Medical Towers, North (51a) and South (51b)
3C Dentistry, School of (55c)	3C Medicine, School of (Research Tower) (55a)
3B Deterrence of Biowarfare and Bioterrorism, Center for (59b)	5A Myers Hall (58)
3B Frazer Rehab Institute (59)	3C Norton Healthcare 224 E. Broadway Building (59e)
3C Health Care, Outpatient Center (54)	4B Norton Healthcare Gray Street Professional Building (904)
2C HSC Instructional Building (55b)	4C Norton Healthcare Pavilion (59a)
3D James Graham Brown Cancer Center (50r)	4B Norton Healthcare Services Building (59f)
3A Jewish Hospital Rudd Heart and Lung Center (59t)	4B Norton Hospital (54d)
3A Jewish Hospital (901)	3B Nursing, School of (59b)
3B Jewish Hospital Outpatient Care Center (902)	5C Old Turners Building (59h)
2B Jewish Hospital Parking Garage (903)	3C University Hospital Parking Deck and Institutional Services Building (50)
2B Jewish Hospital Cardiovascular Research Center (53)	4D Public Health and Information Sciences, School of (59g)
4D KBRIN Administrative Core Offices and the Bioinformatics Suite (52b)	3B Research Resources Center (57)
2B Kentucky Lions Eye Center (56)	3E 620 HSC Garage (55h)
	3B Steam and Chilled Water Plant (905)
	3D University of Louisville Hospital (60c)



#### HSC Shuttle Route

## Student Handbook

### Dean of Students, 502-852-5787

This handbook has been established to provide easy access to many of the campus policies that affect students and other members of our campus community. It includes important information on a variety of topics, including behavioral expectations, campus policies and services, facility usage, emergency guidelines, and student assistance programs. Please contact the Dean of Students Office if you need additional information about any of the policies or procedures included in this handbook.

<http://louisville.edu/dos/students/studentpoliciesandprocedures/student-handbook>

### University Holidays and Academic Calendars

The University of Louisville maintains several types of calendars and schedules. The [Academic Calendars](#) cover the academic year and include calendars for undergraduate students, graduate students, professional programs, registration schedules, and final exam schedules. [University Holidays](#) lists the dates university offices are closed. There are two Calendars of Events, the [University Event Calendar](#) and the [HSC-Only Event Calendar](#). Both calendars feature events happening on each campus for students, faculty, and the community.

### Policy on Work-Restricted Religious Holidays

Federal law and University policy prohibit discrimination on the basis of religious belief. Students who observe work-restricted religious holidays must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students' requests for adjustments in course work on the grounds of religious observance, provided that the students make such requests in writing during the first two weeks of term. The Department of Health Management and Systems Sciences Chair must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodation under these guidelines. Note: A calendar of typical work-restricted holidays is available online, please refer to the Academic Calendar webpage. This list is not exhaustive. Information about specific holidays is also available by phone from the University Cultural Center at 502-852-6656.

## Delayed Class Schedule for Bad Weather

Regular University classes follow the Delayed Class Schedule for Bad Weather, which is printed in the Schedule of Courses. Weekend classes may be canceled for bad weather. There is no delayed schedule for weekend classes. Faculty will make special arrangements to make up classes because of the cancellation.

UofL will provide official information on deviations from normal schedules via:

- A notice on the [university home page](#) and on the [UofL Today site](#)
- Text messages sent to students, faculty and staff who sign up for UofL Alerts. [Sign up for alerts today.](#)
- Alert messages sent to all dorm and office VoIP phones
- E-mails sent to students and employees on their university email accounts
- A recorded message at 502-852-5555

## Cardinal Card Student ID

### 502-852-7520

New students receive a card during orientation. They should take their student ID number and a photo ID to the main office in Room LL05 of the Houchens Building (on the Belknap Campus) or to the HSC satellite office at the Chestnut Street Parking Garage, 414 E. Chestnut St. Office hours are 8:30 AM to 5 PM weekdays at the main office and Tuesdays from 9:30 AM to 11:30 AM at HSC.

## Registrar's Office

### Houchens Building, 502-852-6522

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.

### 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 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 touch-tone and ULink systems may be used for drop/add. See the [Schedule of Courses](#) for current instructions for Drop/Add after classes begin. Students may not withdraw from any course after the published 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. Any student who drops below a full-time course load will have their assistantship pay suspended.

### Official and Unofficial Transcripts/Records Verification

Students may request official transcripts online through the University Registrar's Office. Students may also now print unofficial transcripts online. Official transcript requests usually take 3-5 business days to be processed and mailed. Students may also request transcripts by going directly to the Registrar's Office on Belknap campus. Students may be required to provide proof of good standing for scholarship applications, insurance forms, or to enroll at another school as a visiting student. When these situations occur, students should plan and allow at least 24 hours for request of this nature to be processed. "While you wait service" is not available.

### FERPA

The Family Educational Rights and Privacy Act of 1974 (often referred to as FERPA, or the Buckley Amendment) requires that students have the right to inspect and review most education records maintained about them by the University of Louisville, and, in many cases, decide whether or not a third party may obtain information from them. No one will have access to a student's education records, nor will their contents be

disclosed, without the written consent of the student, except as provided by the Act.

For more information visit -

<https://louisville.edu/oapa/consumer-information-1/ferpa>

To avoid violations of FERPA rules:

- **DO NOT** post students' grades in any form or listing in public. Use Blackboard to post student grades.
- **DO NOT** ever link the name of a student with that student's social security number or student identification number in any public manner.
- **DO NOT** leave graded tests in public for students to pick up.
- **DO NOT** circulate a printed class list with the student name and social security number or student identification number as an attendance roster.
- **DO NOT** discuss the progress of any student with anyone other than the student (including parents).
- **DO NOT** provide anyone with lists of students enrolled in your classes for any commercial purpose.
- **DO NOT** provide anyone with student schedules or assist anyone in finding a student on campus. Inquiries should be directed to the Registrar's Office (502)-852-6522 or after business hours to Public Safety (502)-852-6111.

### Address/Name Changes

It is the student's responsibility to notify the University of Louisville of any changes in name and/or address. Address, name, and phone number changes can be made by visiting ULink. 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.

[ulink.louisville.edu](http://ulink.louisville.edu)

## The Graduate School

### Houchens Building., 502-852-6495

The School of Interdisciplinary and Graduate Studies, the Graduate School at the University of Louisville, coordinates the admission process for all graduate programs at UofL except for professional degree programs, along with many other responsibilities.

- Promotes professional and academic development through PLAN (Professional development, Life skills, Academic development, and Networking) which offers free graduate workshops on a variety of topics such as maintaining a healthy lifestyle, professional planning, and furthering teaching skills.
- Is responsible for planning the doctoral hooding and graduation ceremony held each December and May.
- Notifies students of all Thesis and Dissertation guidelines and deadlines. They also review all Theses and Dissertations to make sure all adhere to guidelines.
- Holds an annual orientation for all incoming graduate students and for new Graduate Teaching Assistants to provide information on University policies and programs.
- Offers competitive fellowships and scholarships to qualified graduate students.
- Works closely with the Graduate Council, the Graduate Student Council, and Directors of Graduate Studies in developing and maintaining graduate education policies.
- Hosts an annual Visitation Day for qualified prospective students.
- Organizes free GRE workshops for graduate students twice a semester.
- Manages the Graduate Teaching Academy which is designed to assist Graduate Teaching Assistants (GTAs) to develop knowledge, skills, and excellence in classroom teaching.
- Runs an ambassador program where selected graduate students serve as a representative of the Graduate School informing prospective and new students about life as a graduate student at UofL.
- Is the enrollment unit for students in Interdisciplinary Studies graduate programs.

- Coordinates the annual awarding of the outstanding mentor award for both masters and doctoral students.
- Recognizes outstanding graduate students with both the monthly student spotlight and annual special awards bestowed at commencement.

Hours of operation are 9:00 AM to 5:00 PM, Monday through Friday. For more information on the Graduate School, visit: <http://louisville.edu/graduate>.  
[Graduate Catalog](#)

## International Students and Scholar Services 502-852-6604

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, open 9:00 AM to 4:00 PM Monday-Friday. 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.

The ISSS's main administrative responsibility consists of processing all United States Citizenship and Immigration Services (USCIS) documents for over 700 international students and 200 scholars at the university for the purpose of admission, travel, employment, extension of stay, or change of status. [Click here](#) to see the countries represented at the University of Louisville.

Additionally, the office serves as an advising and counseling resource to international students and scholars. It encourages students experiencing problems with language, health, finances, personal relationships, adjustment, homesickness, coursework, careers, etc. to come to the office for assistance. It also encourages international students to utilize other student services on campus and participate in on-campus and off-campus activities such as the American International Relations Club, Cultural Center activities, and numerous student organizations.

The ISSS office coordinates many programming opportunities for international students and scholars that include new international student orientations each semester, Optional Practical Training (OPT) workshops, H1B and LPR workshops, monthly International Meet and Greet Luncheons, the annual International Banquet, International Education Week activities, advising for the American International Relations Club, and numerous other events.

University of Louisville  
International Center  
Belknap Campus: M-F 9:00 AM – 4:00 PM  
HSC Campus: Th 9:00 AM – 3:00 PM  
Phone: 502.852.6604  
Fax: 502.852.7216  
Email: [iss@louisville.edu](mailto:iss@louisville.edu)

Website: <http://louisville.edu/internationalcenter/iss>

### **Office of Diversity & International Affairs** **502-852-5719**

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. It is important to note that diversity also includes those “invisible” attributes that you cannot readily see, including work experience, marital status, educational background, parental status, income, religious beliefs and affiliations, geographic location, socioeconomic status, etc. No one person’s personal diversity is alike, and it is for that reason that we recognize, embrace and value those 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!

University of Louisville  
Grawemeyer Hall  
2<sup>nd</sup> Floor  
Louisville, KY 40292  
Hours of Operation: 8:30 AM – 5:00 PM

Email: [diversity@louisville.edu](mailto:diversity@louisville.edu)

Website: <https://louisville.edu/diversity>  
[Resources for Students](#)

### **Disability Resource Center** **Stevenson Hall, 502-852-6938**

The Disability Resource Center fosters an inclusive campus climate through education, service, collaboration, and outreach to the University of Louisville community. We provide support for students with documented disabilities by promoting equal access to all programs and services. Students with disabilities, who need reasonable modifications to successfully complete assignments and otherwise satisfy course requirements, are encouraged to meet with the instructor as early as possible to identify and plan specific accommodations. Students may be asked to supply a letter from the Disability Resource Center or other documentation, which will assist in modification planning. Office hours are 9:00 AM to 5:00 PM, Monday-Friday.

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

### **Financial Aid**

#### **Financial Aid Office, Houchens Building, 502-852-5511**

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. Students can verify the status of financial aid forms, awards and electronically transferred funds online through ULink.

Email: [finaid@louisville.edu](mailto:finaid@louisville.edu)

Fax: 502-852-0182

Student Financial Aid Office  
University of Louisville  
Louisville, KY 40292

FAFSA School Code: 001999

[Financial Aid Office](#)

### **Scholarships** **502-852-2797**

See Program Coordinator Senior for a list of potential scholarships. Students can also visit the School of Interdisciplinary and Graduate Studies website for available scholarships.

## Tuition Payment

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

[Information on tuition rates](#) and payment options is available at the Bursar's office website. The official method of communication with the University of Louisville Bursar's Office is via the University issued email account.

### Graduate

*Tuition, fees, and charges are subject to change by administrative, legislative, or University of Louisville Board of Trustees action, and changes become effective on the date enacted.*

	Per Hour	Full- Time (9 or more credit hours per Semester)
Resident	\$775.00	\$6,972.00
Non-Resident	\$1,575.00	\$14,170.00

*\*Please note that students who are enrolled in a 100% online degree program through our Online Learning office will continue to pay online program rates.*

## Housing

**502-852-2797**

See Program Coordinator Senior for more information.

## Postal Services - Mail Services

Please go to

<https://louisville.edu/housing/options/info/university-mail-services> for more information.

## University Parking and Transportation Services

**502-852-5111**

Please visit the University Parking and Transportation Services [website](#) for up-to-date permit prices, parking regulations, and maps.

[Belknap and HSC General Parking Maps](#)

There are Cardinal Shuttles that travel around Louisville and from campus to campus to provide shuttle services to all the students here at university. Anyone with a UofL ID can ride the entire TARC bus system for free by simply swiping your UofL ID as you board. Good on all routes, any time.

[Belknap-HSC Shuttle](#): TARC **Route 28** provides frequent shuttle service between UofL's two main campuses with just 10-15 minutes between buses! **Route 28** also provides direct, frequent service to both UofL campuses from downtown, UPS, Jefferson Mall, and Okolona/Preston Hwy.

[Belknap Shuttle Service \(#94 Cardinal Shuttle\)](#): The #94 CARDINAL SHUTTLE service provided by TARC and University Parking and Transportation provides service during the following hours of the Spring and Fall semesters:

Monday – Friday

Begins at 6:40 AM at Cardinal Stadium and operates approximately every 6-9 minutes with the last trip leaving the SAC at 9:30 PM. (7:30 PM Fridays)

[HSC Campus Shuttle](#): Provides circulating shuttle service to the HSC community in a figure 8 from the 620 HSC Garage to Nucleus (Brook & Market) Monday-Friday from 6 AM until 9 PM. HSC is also served Monday-Saturday by [TARC Route 52 - Medical Center Circulator](#).

A few other routes include:

- Route 2 - direct service between Belknap campus, the airport, and downtown.
- Route 4 - direct, frequent service to Belknap campus from downtown and south Louisville (Old Louisville, Churchill Downs, Technology Park of Greater Louisville, Iroquois Park, UPS Employment Center)
- Route 29 - direct service to Belknap campus along Eastern Pkwy from Oxmoor Center, the Highlands, and Shively.

Visit the [TARC website](#) for more information on routes throughout the city of Louisville.

## University of Louisville Police Department

Operating Hours:

24 hours a day / 7 days a week

<https://louisville.edu/police>

The mission of the Department of Public Safety and the University of Louisville Police Department is to maintain

public peace and safety, safeguard the assets of the institution and our faculty, staff, students, and visitors, and assist in providing an environment conducive to the teaching, research, and public service missions of the University.

Belknap Campus	Health Sciences Center
Floyd Street Parking	Abell Administration
Garage	Building
2126 South Floyd Street	323 E. Chestnut Street,
Suite 100	Suite 120
Phone: 502-852-6111	Phone: 502-852-2402
Fax: 502-852-7719	Fax: 502-852-7662

### Department of Public Safety Escort Service

#### Department of Public Safety, 502-852-6111

The DPS provides an on-campus escort service, free of charge, seven days a week from dusk to dawn. Call DPS for an escort. (502) 852-6111.

<http://louisville.edu/police/services>

### No Smoking Policy

The Health Sciences Center campus, as well as the Belknap and ShelbyHurst campuses, has been designated as smoke-free. Smoking is not allowed in any office, classroom, or laboratory site on the Health Sciences Center campus. Smoking is no longer allowed on the Health Sciences Campus, including outdoor areas. <http://louisville.edu/smokefree/>

### Drug & Alcohol Policy

#### Human Resources, 502-852-6258

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. [The University of Louisville Policy Statement as a Drug-Free Institution](#)

### Health Insurance – Insurance Advocate

#### 502-852-6519

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. For questions or information please contact the Student Insurance Advocate at [stuins@louisville.edu](mailto:stuins@louisville.edu). Please provide your name, Student ID, question/problem, and the office will respond within 48 hours.

<http://louisville.edu/campushealth/information/insurance>

### Health Promotion Wellbeing Central

#### Student Activities Center (Belknap), 502-852-5429

The health promotion program offers a variety of programs and services to the student population including cooking classes, yoga, exercise, U-Fit and chair massages. Students learn wellness techniques that will last a lifetime. Office hours are Monday through Friday 9:00 AM to 5:00 PM

<http://louisville.edu/healthpromotion>

### Campus Health Services

#### Belknap Campus, Cardinal Station, 502-852-6479

#### HSC, UofL Outpatient Center, 502-852-6446

The Cardinal Station and Health Sciences Center offices provide basic primary care services including medical problems, physical exams, immunizations, allergy shots, travel medicine, flu shots, sexual health and contraception, and many other services to students. To schedule an appointment, please call the number above or visit the website through the link below.

<http://louisville.edu/campushealth>

#### Cardinal Station

215 Central Avenue - Suite 110  
Louisville, KY 40208

Monday, Tuesday, Thursday & Friday

8:30 AM to 4:30 AM

Wednesday

10:00 AM to 4:30 AM

**UofL Outpatient Center**

401 East Chestnut Street, Suite 110  
Louisville, KY 40202  
Monday, Tuesday, Thursday & Friday  
8:30 AM to 4:30 AM  
Wednesday  
10:00 AM to 4:30 AM

**HSC Counseling Services****A Building; Suite 220, 502- 852-6446**

Our goal is to provide comprehensive counseling and mental health services to Health Sciences Center students. HSC counseling services are offered to students in the following schools and programs:

- School of Medicine
- School of Dentistry
- School of Nursing
- School of Public Health and Informational Sciences
- Resident Physicians and Dental Fellows

Counseling and mental health services are provided for a variety of problems and circumstances including (but not limited to) abrupt life changes, depression, anxiety, academic difficulties, substance abuse, relationship issues, financial stressors, and adjusting to recent trauma or accidents. To address these issues, the following services are offered at the HSC Counseling Services location:

- Urgent Crisis Intervention
- Individual Counseling and Support
- Education Skills Training
- Pharmacotherapy referral to Campus Health
- Consultation

Appointments for services are offered Monday through Friday, 8:30 AM to 4:30 PM. Services include initial assessment and follow-up in addition to regular session. Referrals are made to outside sources when appropriate and can be made by self, family, friend, classmates or faculty.

<https://louisville.edu/medicine/studentaffairs/student-services/hsc-counseling-services>

**911 Emergency Health Services**

A student health services practitioner is on call after hours to answer questions via telephone that cannot wait until the next business day. If an emergency takes place on campus, call 911 or the campus police at 502-852-6111. During office hours, health services can take care of minor on-campus emergencies if the patient can come to the office. When a person needs medical attention after office hours, they should go to an immediate care center that is approved by their insurance carrier or to an emergency room

**University of Louisville Bookstores**

**[HSC Bookstore](#), 502-852-5284**

**[UofL Bookstore \(Belknap\)](#), 502-852-6679**

The official UofL Bookstore takes pride in offering superior services to the students, faculty, and staff of the University of Louisville. With two locations, one on the Belknap Campus and the other on the Health Sciences Campus, the Bookstore is a convenient place to get all textbooks, trade books, and school supplies. The Health Sciences Center Bookstore, located on the first floor of the K Wing Bldg. (Floyd Street Side), carries textbooks and supplies for courses taught on the HSC campus. Textbooks, lab coats, pens, binders and other supplies are available for purchase. Novelty items, sweatshirts, mugs, bumper stickers, greeting cards, candy and other items are also available. Hours of operation are:

**HSC**

**9:00 AM – 5:00 PM Monday-Friday**

Closed 1:00-1:30 PM for lunch

**Belknap**

**9:00 AM – 5:00 PM Monday-Friday**

**10:00 AM – 2:00 PM Saturday**

**Libraries**

**[Kornhauser Library](#), 502-852-5771**

**[Ekstrom Library \(Belknap\)](#), 502-852-6302**

The Kornhauser Library, located on the second floor of the Library & Commons Building, is the main library for the HSC campus. Books related to the health sciences, professional journals and periodicals, and other publications are available to students. Ekstrom Library,

located on Belknap campus, is the main branch of the University of Louisville Libraries system which contains collections in the humanities, sciences, and social sciences. Hours of operation are:

#### **Kornhauser Library**

[\(Current hours\)](#)

**7:30 AM – 11:00 PM Monday-Thursday**

**7:30 AM – 6:00 PM Friday**

**9:00 AM – 6:00 PM Saturday**

**1:00 PM – 9:00 PM Sunday**

#### **Ekstrom Library**

[\(Current hours\)](#)

**7:30 AM – 11:30 PM Monday-Thursday**

**7:30 AM – 5:00 PM Friday**

**9:00 AM – 5:00 PM Saturday**

**12:00 PM – 11:30 PM Sunday**

#### **University Writing Center at HSC**

The University Writing Center is located at Kornhauser Library. The Center provides help on student's writing projects to make them as strong and successful as possible. The Center can work with a student on any kind of writing at any point in their writing process. HSC hours are Monday and Wednesday from 10:00 AM – 2:00 PM in Kornhauser Library 221.

- To make an appointment, go to:  
<https://louisville.edu/writingcenter/appointments-1>
- To learn more about Writing Groups and other online resources, visit [their website](#).
- If you have questions, contact HSC Writing Center at [writing@louisville.edu](mailto:writing@louisville.edu) or 502-852-2173.

#### **HelpDesk**

**502-852-7997**

The HelpDesk provides support to the entire University of Louisville community: faculty, staff, and students. If you need assistance with accessing your university accounts such as ULink and Blackboard, unlocking your password, accessing wireless, computer repairs, or more, please create an incident at [Online Make A Request](#) or use [LiveChat](#).

#### HelpDesk Hours

Monday thru Thursday: 6:00 AM–10:00 PM

Friday: 6:00 AM–5:00 PM

Saturday: 7:30 AM–5:00 PM

Sunday: 10:00 AM –10:00 PM

University Holidays: 7:00 AM–5:00 PM

Thanksgiving Day: Closed

Christmas Day: Closed

If you have an emergency during off hours, call the HelpDesk to be transferred to an on-call technician, or leave your request on voice mail. Your call will be returned the next day starting at 7:00 AM unless you specify a time.

#### **Student Government Association**

The purpose of the School of Public Health and Information Sciences Student Association" or "SPHIS Student Association" is to empower the students of SPHIS to make group decisions, take group actions, and participate in governance of SPHIS through an organization that is operated entirely by and for the students of SPHIS.

A member of the Association is any student currently enrolled in a degree program in SPHIS, whether full-time or part-time. For a student to be considered currently enrolled, the student must be enrolled in at least one course. A newly enrolled student in a degree program in SPHIS is not a member until the first day of classes for the semester in which the student is first enrolled. If a member leaves the degree program in which he or she is enrolled, he or she is no longer a member.

Members may:

- Vote in elections or referenda of the Association
- Run for elected positions in the Association
- Serve on SPHIS Council of Chairs and Deans and SPHIS Faculty Forum
- Serve as representative of SPHIS on Graduate Student Council
- Petition for a meeting or vote by entire membership on one or more issue

For more information on the Student Government Association, please visit our [webpage](#) or contact:

Tammi Alvey Thomas, Ph.D.  
Assistant Dean of Student Affairs  
[tammi.thomas@louisville.edu](mailto:tammi.thomas@louisville.edu)  
502-852-3289

### **Kentucky Public Health Association, University of Louisville Chapter**

The Kentucky Public Health Association, Inc. is in the capable position of confronting critical issues relating to legislation at the local, regional, and state level. KPHA sponsors/co-sponsors workshops, seminars, and conferences relating to the personal and professional growth and development of its members and other interested citizens. The Kentucky Public Health Association is an affiliate of the Southern Health Association, and the American Public Health Association. Being a member of KPHA has many things to offer, such as:

- Networking with other public health agencies and professionals
- Growing and developing as a public health professional
- Gaining training & multi-disciplined contact/education hours
- Confronting critical health issues affecting your community
- Quarterly Member Newsletter
- Email notifications of public health job postings across KY

<https://louisville.edu/sphis/current-students/kentucky-public-health-association-uofl-student-chapter>

For more information on the Kentucky Public Health Association, University of Louisville Chapter, please contact Tammi Alvey Thomas, Associate Dean of Student Affairs.

<http://www.kpha-ky.org/>

## IV. PROGRAM INFORMATION

### PhD Curriculum

---

#### Doctor of Philosophy in Public Health Sciences Specialization in Health Management and Policy

---

Program Director:	Christopher Johnson, Ph.D.
Program Coordinator:	Pam Renner
Website:	<a href="http://louisville.edu/sphis/hmss/academics.html">http://louisville.edu/sphis/hmss/academics.html</a>
Academic plan code:	PHSCPHDHMP

#### **Introduction**

The Ph.D. specialization in health management and policy in the Department of Health Management and Systems Sciences is in the Ph.D. program in Public Health Sciences in the University of Louisville's School of Public Health and Information Sciences.

The specialization in health management and policy is designed to prepare graduates for careers as researchers and teachers involved in the efforts to protect and promote the health and well-being of communities and populations. It provides graduates with the knowledge and skills necessary to attain academic positions involving scholarly research and instruction in the disciplines of public health management and key policy and management positions in governmental as well as private and voluntary organizations. In addition to an in depth understanding of the infrastructure and context of public health management, graduates of this specialization are expected to be able to identify issues and questions of importance with regard to the management of the resources of public health and to design and carry out a program of research designed to address these issues and questions. Graduates should be able to demonstrate abilities as an independent investigator as well as a team collaborator.

#### **Competencies**

To graduate, a student in the Ph.D. specialization in health management and policy must demonstrate the following competencies:

- 1) In depth knowledge of the history of public health, health management, and health services research.
- 2) Mastery of experimental research study designs, including qualitative as well as quantitative, and the ability to identify optimal designs for specific hypotheses.
- 3) Ability to critically evaluate published research related to health management and health services research.
- 4) Expertise in one or more health services research specialties such as health policy, organization theory, long-term care policy, health economics, etc.
- 5) Practical knowledge of issues in research management including:
  - a) Formation and leadership of multidisciplinary teams.
  - b) Staffing, budgeting, tracking.
  - c) Data quality control and data safety management.

- d) Funding mechanisms and grantsmanship.
  - e) Research ethics and regulations.
- 6) Professional quality peer-review, oral and poster presentation, report, grant, and manuscript writing.

Demonstration of Competency 1 is achieved by passing the doctoral qualifying examination and by successful completion and defense of the dissertation. Demonstration of Competencies 2 through 6, inclusive, is achieved by successful development, conduct, completion, and defense of the dissertation.

### Admission

An applicant who has satisfactorily completed a master of public health degree, or another relevant master degree or a health professional degree is considered for admission to the health management and policy specialization. Applicants already holding an advanced degree are evaluated on the basis of appropriateness of previous coursework, training and experience. The graduate work by such applicants is reviewed on a case-by-case basis, and the applicant, if admitted, may be required to take additional course work prior to completing the minimum 51 credit hours required for post-master's doctoral work.

The minimum required documentation for full admission must include:

- [Graduate application submitted to the Graduate School.](#)
- Resume or curriculum vitae
- A personal statement that is a clear, substantive one-page description of your professional and research experience as it relates to your goals in public health and the PhD program.
- Official transcript for each degree
- Official GRE score
- Three (3) letters of recommendation from individuals who have direct knowledge and experience with the applicant's academic or professional work experience.
- If applicant's native language is not English, one of the following:
  - Official TOEFL score
  - ECFMG (Educational Commission for Foreign Medical Graduates) certification
  - Degree from an accredited U.S. Institution.
- Foreign credential evaluation for each degree not from an accredited U.S. institution
- Admission interviews by the PhD Committee are required and are in addition to your application for admission. An interview provides the PhD Committee an additional source of information and perspective about your potential fit for the University of Louisville.

The following are recommended criteria for admission:

- Undergraduate and graduate GPA each  $\geq 3.0$  on 4.0 scale
- GRE performance in 50<sup>th</sup> percentile or above for verbal and quantitative scores (Comparable scores on the MCAT or DAT are considered.)

- The recommended GRE requirement for PhD admission may be waived based on the candidate's educational background. Considerations for the waiver may include a Doctor of Medicine (M.D.) or a Master's degree in a quantitative discipline such as economics, math, or statistics. Applicants must request waiver as part of their initial application. The request for the waiver is assessed during initial application review and by the PhD Program Director during the admissions interview.
- If applicable, Test of English as a Foreign Language (TOEFL) score in 60<sup>th</sup> percentile or above

### **Application Deadline**

Fall semester – March 1<sup>st</sup>.

- Applications received after the priority admission deadline will be considered on a space-available basis.

Spring semester – Applications are not accepted.

Summer semester – Applications are not accepted.

### **Curriculum**

Each doctoral student, in consultation with his or her academic advisor and the HMSS PhD Committee, plans a course of study that uniquely fits the student's career goals. The design of a doctoral program of study that reflects each student's professional skills and research interest is the primary organizing principle of the proposed program.

### ***Faculty Advisor***

Upon admission to the Ph.D. specialization, each student is assigned a faculty advisor who works with the student to develop a program of study.

### ***HMSS PhD Committee***

The purpose of the HMSS PhD Committee is to oversee the overall quality of doctoral education within HMSS. The committee will (1) annually review the progress of PhD students within curriculum; (2) manage the qualifying exam process; (3) approve dissertation committee composition; (4) approve preliminary dissertation proposals to move to the proposal defense stage; and (5) make curriculum quality improvement recommendations to the HMSS faculty for their approval.

### ***Program of Study***

The program of study incorporates a foundation of courses intricate to health services research and healthcare management as well as addressing its multidisciplinary nature. At the Ph.D. level, this requires that students take health management and theoretical foundation, health management research methods, and HMSS PhD seminar courses, and an emphasis area related to providing in depth knowledge related to effectively managing the resources necessary to carrying out the mission of improving access, cost, and quality within the healthcare system.

The student works with his or her faculty advisor to develop a specific program of study for the student’s coursework based on the required coursework and emphasis area (see Coursework, below). The student’s individualized program of study must be approved by the student, faculty advisor, and the HMSS PhD Committee.

### ***Degree Requirements***

The emphasis in doctoral training goes beyond accumulating course credit. Completion of the coursework is the prelude to sitting for the qualifying examination. Successful passage of the qualifying examination allows the student to enter doctoral candidacy. A doctoral candidate must then successfully develop and present to the HMSS PhD Committee a preliminary dissertation proposal (PDP) that describes the dissertation committee, what the student wishes to accomplish with the dissertation, and an original and independent research project in the prescribed format.

Once the PDP is approved by the HMSS PhD Committee, the student may schedule the proposal defense. Upon successful defense of the proposal, a student may then proceed to dissertation research. Upon successful completion of the research, defense of the dissertation, and demonstration of the required competencies listed below, a student is awarded the Ph.D. degree.

The Ph.D. specialization in health management and policy is designed as a 51 credit-hour program (minimum beyond a master’s degree) and the dissertation. Additional hours may be needed for completion of the specialization program.

### **Coursework**

51 total credit hours

33 credit hours of required coursework

3 credit hours of public health management seminars

15 credit hours within an emphasis area

Some required or emphasis area courses may require additional credit hours in prerequisite courses not already taken by the student. The specific coursework for a student is established with the student’s individualized program of study (see Program of Study, above).

<b><i>Required Coursework</i></b>			
<b><i>Area</i></b>	<b><i>Course #</i></b>	<b><i>Course Title</i></b>	<b><i>Credit Hours</i></b>
<b><i>Core Areas (33 credit hours minimum)</i></b>			
<b><i>Health Management Foundations</i></b> <i>(9 credit hours)</i>	PHMS-700	Introduction to Health Services Research	3
	PHMS-715	Health Policy Research	3
	PHMS-708	Population Health & Health Disparities	3
<b><i>Theoretical Foundations</i></b> <i>(6 credit hours)</i>	PHMS-720	Organization Theory in HSR	3
	PHMS-740	Microeconomic Theory	3

<i>Health Management Research Methods</i> (18 credit hours)	SOC-618	Qualitative Field Research Methods	3
	PHST-650	Advanced Topics in Biostatistics	3
	PHMS-670	Statistical Data Management	3
	PHMS-671	Statistical Analysis for Population Health	3
	PHMS-645	Health Services Research Methods I	3
	PHMS-646	Health Services Research Methods II	3
	PHMS-725	Economic Evaluation in Healthcare	3
<i>Seminars</i> (3 credit hours)	PHMS-751	HMSS PhD Seminar 1	1
	PHMS-752	HMSS PhD Seminar 2	1
	PHMS-753	HMSS PhD Seminar 3	1
<i>CEPH Accreditation Course</i> (3 credit hours) <sup>1</sup>	PHPH-523	Public Health in the U.S.	(3)

<sup>1</sup> PHPH 523 fulfills the requirement that all graduates from a CEPH accredited school of public health receive foundational instruction in public health. The three credit hours for PHPH 523 do not accrue toward the 51 hours required for PhD degree completion. Students with a prior degree from a CEPH accredited school or program of public health may be relieved of this requirement, per approval of the Associate Dean for Academic Affairs.

#### *HMSS PhD Seminars*

A student in the Ph.D. specialization in health management and policy is required to complete at least three credit hours in the HMSS PhD Seminar (PHMS-751, -752, -753). These group courses are jointly taught by the faculty of the department and are designed to provide a collegial experience that provides an opportunity to integrate learning from other courses, discuss hot topics, brain-storm about research ideas, and acquire professional skills in scientific manuscript and grant writing, oral and poster presentations, grantsmanship, and peer review.

#### *Emphasis Area*

As a part of the approved program of study, a student is able to select fifteen credit hours of elective coursework that is structured around a specific area within public health. For example, students could choose to do an emphasis area in long-term care policy, population health, global health, etc. Courses may be selected from those offered within the school, other schools or colleges within the university, or from sources outside the university with permission and acceptance of credit by the school and university.

Emphasis areas need to be submitted by each student by the end of the second semester in the Program. Because some courses are only offered every other year, the student and the faculty advisor must plan the emphasis area sequence as soon as reasonably possible.

All emphasis areas need to be first approved by a student's advisor and then presented to the HMSS PhD Committee for approval. The HMSS PhD Committee will review the chosen courses and confirm that they contribute to an overall expertise within the emphasis area designated by the student. The student must provide a written rationale for the choices of elective coursework in his or her emphasis area. These can be tweaked and changed while the student is in the program. However, these changes must also be approved by the HMSS PhD Committee.

<i>Emphasis Area Examples</i>		
<i>Course #</i>	<i>Organizational Systems</i>	<i>Credit Hours</i>
SOC-750	Program Evaluation	3
LEAD-702	Applied Multiple Regression	3
SOC-675	Social Inequity & Stratification	3
PHEP-627	Survey Research Methods	3
SOC-740	Social Policy	3
<i>Health Data Analytics</i>		
PHMS-641	Data Mining I	3
PHST-620	Introduction to Statistical Computing	3
PHMS-644	Biomedical Foundation for Health Data Analytics	3
PHMS-638	Data Security & Electronic Health Records	3
PHMS-642	Data Mining II	3
<i>Health Policy</i>		
SOC-622	Survey Research and Design	3
SOC-710	Statistics II	3
SOC-715	Statistics III	3
PHPB-705	Policy to Advance Health Equity	3
PHMS-710	Advanced Health Policy & Analysis	3

### Qualifying Examination

Upon completion of the required coursework (a minimum of 30 credit hours not including 15 credit hours of emphasis area course work) and public health management seminars (3 credit hours total) for the Ph.D., the student is eligible to sit for the qualifying examination. The components of the qualifying exam focus on the subject matter drawn from foundation courses and health management research methods. The timing and eligibility for the qualifying exams are determined by the student's faculty advisor and the HMSS PhD Committee. Successful completion of the exam admits the student to doctoral candidacy. A student who does not successfully complete the exam may be required to take additional or remedial coursework and is allowed one opportunity to retake the exam. After admission into candidacy, the student will still be responsible for completing the additional 15 hours of required emphasis area coursework.

### Dissertation

A dissertation is required of a candidate for the degree of Doctor of Philosophy in Public Health Sciences with a specialization in Health Management and Policy. It is to be a scholarly achievement in research and should demonstrate a thorough understanding of research techniques in health management and the ability to conduct independent research. All dissertations use a three-paper format.

### *Dissertation Committee*

The dissertation shall be read by the committee, chaired by the student’s faculty advisor, and appointed by the dean of the school upon the advice of HMSS PhD Committee. This committee shall consist of at least four members and must include one representative of an external department. The dissertation must be approved by the committee and the chair of the department.

The composition of the dissertation committee must be reviewed and approved by the HMSS PhD Committee. This is done as part of the preliminary dissertation proposal (PDP) process.

### *Preliminary Dissertation Proposal*

The Preliminary Dissertation Proposal (PDP) process involves a student (1) forming the dissertation committee; (2) writing a preliminary dissertation proposal using the PDP format; (3) the dissertation chair will present the PDP to the HMSS PhD Committee; and (4) the HMSS PhD Committee will provide feedback and approve the PDP to move to the proposal defense stage. Students may not move to the proposal defense stage without HMSS PhD Committee approval of the PDP.

The PDP uses the AHRQ (NIH) research proposal format. This is the general outline students should follow when constructing a PDP:

#### Page Limit Overview

	Single-spaced	Double-spaced
Coversheet and Student Letter	3	6
Specific Aims	1	2
Research Strategy	6	12
Total	10	20

#### Sections

- I. Coversheet and Student Letter (3 pages, single-spaced)
  - a. Project Title
  - b. Student’s Name
  - c. List Chair and members on Dissertation Committee.
  - d. Areas of knowledge – identify areas of knowledge (content and methods) necessary for successful completion of dissertation. Discuss how these have been met or will be met through courses, independent study, etc.
  - e. Student letter – should discuss career goals, background, and interest in health services research, and the anticipated manner in which the proposed dissertation will contribute to career goals. List source of funding for research.
- II. Specific Aims (1 page) – Also list specific hypotheses for each aim. If desired, overall purpose of this line of investigation may be mentioned in order to indicate the long-term importance of the specific aim being sought through this study.

- III. Research strategy (6 pages) – Section III’s format may be tailored to meet the needs of the specific study being proposed. It could be organized for the study as a whole, for each specific aim, or for each paper to be written. However, the following sub-headings usually apply (major methods should be referenced).
- a. Significance – Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will advance the field and improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.
  - b. Innovation – Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches, or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.
  - c. Approach - Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project.

Use this section to provide an account of the student’s or committee’s preliminary studies pertinent to the proposed study, summarizing methods and preliminary findings. Relevant publications or manuscripts may be attached in the Appendix. If there are no preliminary studies, please indicate so in a sentence.

- IV. Protection of Human Subjects (<http://louisville.edu/research/humansubjects>)
- V. AHRQ Priority Populations
  - a. n/a
- VI. References Cited
- VII. Appendix
  - a. Survey instrument, if applicable

### *Dissertation Proposal*

Once approved by the HMSS PhD Committee, the candidate will submit a written dissertation proposal to all members of the dissertation committee. The candidate is then orally examined on the dissertation proposal at a time scheduled by the candidate in consultation with the committee chair and full dissertation committee.

### *Dissertation Preparation*

The dissertation is to be prepared in format and binding according to the guidelines of the Graduate School. The guidelines can be reviewed at the following link: <http://louisville.edu/graduate/current-students/thesis-dissertation-information/thesis-dissertation-guidelines-1>. HMSS PhD students do a three-paper dissertation.

### *Three-Paper Dissertation Guidelines*

Students will write a three-paper dissertation. The dissertation will include a brief introduction to the three papers and how they fit together (roughly 10 pages). The research questions submitted and approved within the dissertation proposal will define the subject matter for each of the papers in the dissertation.

Prior to the dissertation defense, at least one of the three-papers in the dissertation must be submitted for review to a reputable peer-reviewed journal that is agreed upon by the doctoral candidate's dissertation committee. The remaining two 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.

Each paper must report on original scholarship and address the research questions in the dissertation proposal. One of the papers may consist of a literature synthesis which leads to specification of a conceptual framework for addressing a research question or questions.

Prior to the dissertation defense, the student must specify a target peer-reviewed journal for each and format each according to the chosen journal's formatting rules. Each paper is expected to conform to the length requirements for the chosen peer-reviewed journal (typically 25-30 pages in length). Co-authors for each paper should be acknowledged in a "Statement of Contributors" but not included as authors in the dissertation itself. They can be listed as authors when the papers are submitted for publication, but not as authors in the dissertation itself.

The following information is in the current guidelines, please review and advise if you have additional questions or concerns. The information is as follows:

### *Published Work*

With the approval of your adviser and your thesis or dissertation committee, you may include part or all of the content of manuscripts published in or accepted for publication by scholarly journals and proceedings as chapters in your thesis or dissertation. If you choose this option, you must:

1. Be a primary author—i.e., lead author—of the articles (i.e., a person principally involved in the

- data selection or collection, the data analysis or interpretation, and the writing of the papers).
2. Obtain the needed copyright clearance from the publisher—i.e., a letter granting permission to include the journal article in your thesis or dissertation.
  3. Include a proper citation to the work, either a footnote or a citation in the reference section of the thesis or dissertation.
  4. Format the work so that it conforms to the requirements as specified in “Guidelines for the Preparation and Processing of Theses and Dissertations” (The Guidelines). In other words, the journal publication cannot simply be pasted into the thesis or dissertation in its published format.

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

If the publisher grants permission for the publication to be used, the publisher will give instructions on how the approval should be documented in the thesis/dissertation. The publisher’s official notice of approval must be formatted accordingly and added as an Appendix. Permission to use previously published material in a thesis or dissertation doesn't 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.

### *Dissertation Approval*

The dissertation is to be submitted in completed form to the chair of the department at least thirty days before the end of the term in which the candidate expects to be graduated, and the candidate is not eligible for final defense until the dissertation has been accepted by the committee and chair.

The doctoral candidate will prepare a dissertation document that will include:

- (1) An introduction of at least 10 pages that summarizes the three papers.
- (2) The papers themselves (refer to Published Work above).
- (3) A synthesis section at the end that addresses the implications for practice and research, in non-technical terms, to the extent not addressed in the separate papers.
- (4) Any additional material, as appendices, that would not usually be part of a journal article (e.g. a survey instrument) but which the dissertation committee deems relevant.
- (5) Statement of contributions: a statement specifying his/her role and those of others in selecting study questions, designing analyses, identifying appropriate methods, analyzing the data, and writing and reviewing the papers. This statement will be signed by each contributor named.
- (6) Dissemination plan: this will specify the target peer-reviewed journal for each of the three papers. For each paper that has not been submitted for publication, the student is required to obtain a signature from a faculty member with experience publishing or reviewing for the target journal (or similar ones). The faculty member will sign a statement to the effect that in his/her opinion, the paper is potentially publishable in the journal selected (these signatures will be required by the conclusion of the dissertation defense).

The oral defense is scheduled by the dissertation committee and doctoral candidate. The time and place for the defense is published to the general academic community, members of which are free to attend the defense. The dissertation is approved by a majority vote of the committee and the concurrence of the department chair.

### *Evaluation by Dissertation Committee*

Dissertations will be evaluated by the dissertation committee using the following criteria:

**Extent of the student's contribution.** The committee should be persuaded that the student played the primary role in the formulation and write-up of the research for all three papers. For example, if a faculty member provided the data, selected the methodology and directed the analyses, the student's role may not meet the required standard of independence.

**Eventual publication of the three papers.** The committee should only approve the dissertation if it feels that the three papers are potentially publishable, that is, ready for submission to peer-reviewed journals. Faculty endorsement of the Dissemination Plan will be relevant for this.

**Papers published before the final defense are acceptable as described below.** In some cases, one or more of the papers may have already been accepted or published by a peer-reviewed journal at the time of the defense. While this satisfies the publication criterion, the committee will still need to evaluate the paper(s) in light of the other criteria, and the paper(s) will need to be reformatted to meet graduate school requirements.

The HMSS PhD Committee will allow one (1) paper to be included in the three (3) paper dissertation that was developed while the student was in the Ph.D. program, prior to dissertation proposal defense. The paper published prior to the dissertation proposal defense can only be considered if approved by the chair of the student's PhD committee and the HMSS PhD Committee.

### *Dissertation Submission*

The following steps must be taken to submit the final copy of the thesis electronically after oral defense and approval of the committee:

1. Final document must be converted to a PDF (following the guidelines as noted above) and sent to the graduate school and the department's administrative assistant.
2. Submit to the graduate school as advised by the Thesis/Dissertation Information web page: <http://louisville.edu/graduate/current-students/thesis-dissertation-information/thesis-dissertation-information>

For questions regarding preparation and submission of dissertations to the graduate school, contact the Coordinator of Academic Services.

### **Accreditation**

The School of Public Health and Information Sciences is accredited by the Council on Education for Public Health (CEPH).

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

For more information, see the [School's accreditation webpage](http://louisville.edu/sphis/accreditation) (<http://louisville.edu/sphis/accreditation>).

**Department of Health Management & Systems Sciences  
Doctor of Philosophy in Public Health Sciences Specialization in Population Health Management & Policy  
Student Handbook 2022-2023**

<b>Program Data</b>	
<b>Name</b>	Doctor of Philosophy in Public Health Sciences, specialization in Health Management and Policy
<b>Degree</b>	Ph.D.
<b>Department</b>	Health Management and Systems Sciences
<b>Unit</b>	School of Public Health and Information Sciences
<b>Version</b>	2016.08.03-08

<b>Program History</b>				
2007.04.24	04/24/07	06/26/07	<ul style="list-style-type: none"> <li>Initial version</li> </ul>	
2007.04.24-01	07/18/07	07/18/07	<ul style="list-style-type: none"> <li>Prefix PHKC changed to PHPB</li> </ul>	
2007.04.24-02	07/20/07	07/20/07	<ul style="list-style-type: none"> <li>Reformatted and reorganized to match template</li> <li>Expanded dissertation section</li> </ul>	
2007.04.24-03	02/16/09	02/16/09	<ul style="list-style-type: none"> <li>Program director and administrator changed</li> </ul>	
2007.04.24-04	07/29/09	07/29/09	<ul style="list-style-type: none"> <li>Editorial change to “qualifying exam(ination)” throughout</li> </ul>	
2007.04.24-05	08/10/09	08/10/09	<ul style="list-style-type: none"> <li>Editorial changes re SIGS, styleguide, and policies</li> </ul>	
2007.04.24-06	08/12/09	08/12/09	<ul style="list-style-type: none"> <li>Added PHMS-702 as elective</li> </ul>	
2007.04.24-07	12/01/09	12/01/09	<ul style="list-style-type: none"> <li>Replaced dissertation research with electives</li> <li>Added PHMS-761 as elective</li> </ul>	
2010.07.13	07/22/10	07/29/10	<ul style="list-style-type: none"> <li>Revised required coursework extensively</li> <li>Added recommended and approved electives</li> <li>Changed course ID to PHMS-655 from PHPB-655 (incidental)</li> <li>Removed PHEP-602 as elective</li> <li>Removed reference in error to PHPB-607 as elective (now PHMS-607)</li> </ul>	
2010.07.13-01	08/23/10	10/15/10	<ul style="list-style-type: none"> <li>Revised electives to include all courses in required coursework</li> <li>Editorially revised and clarification Program of Study section</li> </ul>	
2010.07.13-02	06/04/13	06/04/13	<ul style="list-style-type: none"> <li>Changed PHDA course identifiers to PHST</li> <li>Changed “concentration” to “specialization”</li> </ul>	Tammi Thomas
2010.07.13-03	07/08/14	07/08/14	<ul style="list-style-type: none"> <li>Updated Program Administrative Assistant</li> </ul>	Pete Walton
2010.07.13-04	07/09/15	07/09/15	<ul style="list-style-type: none"> <li>Added accreditation section</li> </ul>	Peter L. Walton, M.D.
2015.11.09	10/19/15	2/23/16	<ul style="list-style-type: none"> <li>Revised required coursework extensively               <ul style="list-style-type: none"> <li>a. New courses added</li> </ul> </li> <li>Added Emphasis Area coursework</li> <li>Added HMSS PhD Committee</li> <li>Added Preliminary Dissertation Proposal approval</li> <li>Approved by Curriculum Committee 11/09/15</li> <li>Approved by Faculty Forum 01/15/16</li> </ul>	Christopher Johnson, Ph.D.
2015.11.09-01	3/22/16	3/22/16	<ul style="list-style-type: none"> <li>Under Emphasis Area Examples: removed PHMS-650-06 topics course and provided course number for Health Policy &amp; Analysis</li> </ul>	C. Winton Reynolds
2015.11.09-02	4/5/16	4/12/16	<ul style="list-style-type: none"> <li>Added cv and personal statement to Admissions minimum requirements</li> </ul>	Christopher Johnson, Ph.D.
2015.11.09-03	4/29/16		<ul style="list-style-type: none"> <li>Obsolete course in “Emphasis Area Examples – HSR Methods:” PHDA-705 replaced with PHMS-XXX Economic Evaluation in Health Care</li> <li>ENTR-780 and PHST-650 added to required coursework.</li> <li>PHMS-XXX Microeconomic Theory removed from required coursework.</li> </ul>	Christopher Johnson, Ph.D.

<b>Program History</b>				
<b>Version</b>	<b>Submitted</b>	<b>Approved</b>	<b>Change Summary</b>	<b>Author(s)</b>
2016.08.03	08/03/16	8/11/16	<ul style="list-style-type: none"> <li>• Added PADM-600 to Organizational Systems Emphasis Area Examples</li> <li>• Clarification of Qualifying Exam prerequisites</li> <li>• Elaboration of Preliminary Dissertation Proposal requirements</li> <li>• Clarification of Dissertation Preparation, Approval, and Evaluation (3 paper format)</li> <li>• Approved AA/CC: 8/8/16</li> <li>• Approved Faculty Forum: 8/11/16</li> </ul>	Christopher Johnson, Ph.D.
2016.08.03-01	01/25/17	2/15/17	<ul style="list-style-type: none"> <li>• Added interview requirement under <u>Admission</u>.</li> <li>• Approved AA/CC: 2/13/17</li> <li>• Approved Faculty Forum: 2/15/17</li> <li>• Sent to SIGS Associate Dean of Academic Affairs: 3/28/17</li> </ul>	Christopher Johnson
2016.08.03-02	05/11/17	07/20/2017	<ul style="list-style-type: none"> <li>• Changed name of specialization to Health Management and Policy</li> <li>• Editorial clarification of admissions statement on GRE requirement.</li> <li>• Approved by Provost's Office: 7/20/17</li> </ul>	Christopher Johnson
2016.08.03-03	02/05/18	02/05/18	<ul style="list-style-type: none"> <li>• Change in required coursework: ENTR-780 no longer offered. Replaced with new course PHMS-740 Microeconomic Theory</li> <li>• Updated course numbers/names in Emphasis Area Examples to conform with current course availability</li> </ul>	Darla Samuelsen
2016.08.03-04	6/17/19	10/04/19	<ul style="list-style-type: none"> <li>• Increase total credits hours for degree from 48 to 51: Under <u>Theoretical Foundations</u> area, increased required coursework credits from 3 to 6.</li> <li>• Added PPHP-523 requirement, per new CEPH criteria.</li> <li>• Approved by SPHIS: 8/8/19</li> <li>• Approved by Provost's Office: 10/04/19</li> </ul>	Christopher Johnson
2016.08.03-05	12/16/19	12/20/19	<ul style="list-style-type: none"> <li>• Under <u>Admissions</u>: Added missing statement requiring submission of graduate application</li> <li>• Under <u>Preliminary Dissertation Proposal</u>: Removed requirement for outside reviewer.</li> <li>• Under <u>Evaluation by Dissertation Committee</u>: Added clarifying statement under "Papers published before final defense ..." regarding early publication of one paper.</li> <li>• Increased credit hours for PPHP-523 from 2 to 3 credits</li> <li>• Approved by SPHIS: 12/20/19</li> </ul>	Christopher Johnson C. Winton Reynolds
2016.08.03-06	7/2/20	7/30/20	<ul style="list-style-type: none"> <li>• <u>Required Coursework</u>: Replaced PHST-680 and -681 with PHMS-670 and -671</li> <li>• Approved by SPHIS: 7/13/20</li> <li>• Approved by Provost's Office: 7/30/20</li> </ul>	Christopher Johnson
2016.08.03-07	9/22/20	9/22/20	<ul style="list-style-type: none"> <li>• Revised admissions deadline to March 1<sup>st</sup>.</li> <li>• Removed all criteria waiving GRE score requirement.</li> <li>• English language competency satisfied by ECFMG certification</li> <li>• Added application deadline</li> <li>• Added academic plan code to header</li> <li>• Approved by SPHIS</li> <li>• Provost's office approval not needed</li> <li>• Revised Emphasis Area Examples course table –</li> </ul>	Christopher Johnson

			2/24/21 (approvals not required)	
2016.08.03-08	8/18/21	1/31/22	<ul style="list-style-type: none"> <li>• Under Admissions: Added conditional statement for waiving GRE scores.</li> <li>• Under <i>Preliminary Dissertation Proposal</i>: Clarified language for Section Ic – committee member listing.</li> <li>• Updated Program Coordinator name to new program coordinator, Pam Renner.</li> <li>• Approved by SPHIS: 10/15/21</li> <li>• Approved by OAPA: 1/3/22</li> <li>• Approved by Graduate School: 1/31/22</li> </ul>	Christopher Johnson

## Course Registration

### 502-852-6522

The University of Louisville [ULink](#) course registration system is available online. You will need your student ID number, password, and the four-digit number assigned to each course in order to add, drop, or exchange courses in ULink. Specific registration instructions will be listed in the Schedule of Courses each semester. Students are required to meet with their assigned Advisor and the Program Coordinator Senior prior to registration for assistance in course selection. If students have any questions about procedures, they should contact the department Program Coordinator Senior, Pam Renner at (502)-852-2797 or the Department's Director Christopher E. Johnson at (502)-852-3987.

## Registration Holds

HMSS policy for all PhD students and candidates is a Hold is placed on their registration for all semesters. To remove the Hold, the below must be satisfied.

- IDP (Individual Development Plan): See Program Coordinator Senior for the IDP document. All students must complete/update their IDP each semester (Fall & Spring) and discuss the IDP with either the PhD Program Director or their Dissertation Committee Chair (See below). A Hold placed on Registration will remain in place until the signed IDP is returned to Program Coordinator Senior. This includes PhD Candidates that need to sign up for DOCT 600. Please meet with the following person based on your status:
  - Students not in Candidacy: Program Director
  - Students in Candidacy without Dissertation Committee: Program Director
  - Students in Candidacy with Dissertation Committee: Dissertation Committee Chair

- Advising Meeting:
  - Students not in Candidacy: Advising meeting with PhD Program Director. Hold on Registration will remain in place until meeting occurs.
    - Advising forms for HMSS PhD students will be completed.
  - PhD students in Candidacy: Doctoral Candidates without an approved DPD must have an advising meeting with the Program Director prior to registering each semester. Hold on Registration will remain in place until meeting occurs.
  - PhD students with approved DPD: No advising meeting required.

Note, for many, both an advising meeting and a returned IDP must be completed before the Hold is removed.

- **IDPs and Advising meetings should be completed prior to the first day of registration for the Fall & Summer semesters (typically the end of March) and the Spring semester (typically the beginning of November).**

If you have any questions, please contact Pam Renner, [pamela.renner@louisville.edu](mailto:pamela.renner@louisville.edu).

Reminders:

- GA's need to be registered for 6 credit hours during the Summer/ 9 credit hours during the Fall and Spring semesters until they either (a) complete all coursework or (b) reach doctoral candidacy.

## Roles & Responsibilities of an Advisor and Mentor

A faculty advisor is a full-time faculty member who has been assigned to help students successfully accomplish their academic goals and mentor the student to discuss life after graduation and what steps he/she can take to be successful in the professional world.

A faculty advisor also assists with the development of an academic plan that leads to successful graduation. A faculty advisor monitors the academic progress of

students in their program. A faculty advisor assists students in developing a class schedule.

A faculty mentor 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, 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 questions arise regarding policy or requirements, check the Graduate Catalog (<http://louisville.edu/graduatecatalog>) or ask a colleague, your department 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., drops/adds, pre-registration/registration schedule, withdrawals, waivers, change of concentration/program and advisor, 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, Graduate School, 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:

- Socialize students into the culture of the discipline, clarifying and reinforcing what is 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 have 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 an Advisee**

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 college career.

For students, this program supports their goals and aspirations for 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.
- 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 do not understand.
- Voice any concerns/issues you may have.
- Commit the time and effort to the relationship with your advisor/mentor.
- Have a positive attitude and open mind.
- Request re-assignment of a different advisor when changing concentration/program. A Change of Concentration/Program Request form must be filed with Student Services.

requirements, please contact your faculty advisor or the program coordinator senior. Future deadline dates can be found on the Graduate Academic calendar and the registrar's [Degree Application Information](#) page.

#### **HMSS Travel Award**

The Department of Health Management and Systems Sciences established a small travel fund provided by an anonymous donor. If you are a PhD student in need of travel funds, you can complete the HMSS Travel Award Application. You must be presenting a poster, oral presentation, or participating in a professional development workshop. In addition, you must first exhaust all other travel award scholarships offered through the Graduate Student Council Travel Funding <https://louisville.edu/graduate/gsc/gsc-travel-funding> and SPHIS Student Services Office. You must receive responses from the other travel award scholarships before the Ph.D. Committee will review and decide regarding your HMSS Travel Award Application. The application should be completed and submitted at least 30 days prior to travel. Travel awards are a maximum of \$500.00.

#### **Qualifying Exam**

Full-time PhD Students will sit for their qualifying exams the second Summer in the program. The department program coordinator will work with Student Services to have students registered for GS 799 Doctoral Exam Prep. The credit hours do not apply towards their degree. This course serves as their placeholder in the program while they complete their qualifying exam.

#### **Applying for a Degree**

Students are responsible for completing an "Application for Degree" form online through ULink at the beginning of the semester in which they will defend their thesis or 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

**HMSS Travel Award Application**

(Ask Program Coordinator for document)



**SCHOOL OF PUBLIC HEALTH & INFORMATION SCIENCES**  
**HMSS Travel Award Application**

Date		Degree Program	
Name		Sex	
Student ID #		Ethnicity	
Phone		FAFSA Completed (YES/NO)	
Email			
List the travel award amount you are requesting and for what purposes:			
Have you applied for any other travel award scholarships? YES/ NO			
Please indicate which travel award scholarships you have applied for			
	Applied	Received (Yes/No)	If Yes, Amount
Graduate School			
SPHIS Student Services			
Briefly describe your financial need for this scholarship			
Briefly describe any significant academic accomplishments and attach resume:			
By signing below, I verify the above information is correct and give the University of Louisville School of Public Health and Information Sciences permission to contact University of Louisville financial aid office to verify receipt of other financial awards.			
Signature		Date	

Please return completed form to: Department of Health Management and Systems Sciences Pam Renner at <a href="mailto:pamela.renner@louisville.edu">pamela.renner@louisville.edu</a>			
<b>Committee Use Only</b>			
Signature (Chair)		Date	
Approved		Amount	
Denied & Reason			

## Course Offerings

### Odd Year Course Sequence

PhD in Public Health Sciences Specialization in Health Management and Policy Odd Year Course Sequence Total of 51 credit hours
<b>Fall I</b>
PHMS-708 Population Health & Health Disparities 3cr
PHMS-720 Organization Theory in HSR 3cr
PHMS-751 HMSS PhD Seminar I (Intro to Professions) 1cr
PHMS-670 Statistical Data Management 3cr
PHMS-523 Public Health in the U.S. 3cr (Does not count towards degree total)
<b>10 credit hours</b>
<b>Spring I</b>
PHMS-645 Health Services Research Methods I 3cr
PHMS-753 HMSS PhD Seminar 3 (Pedagogy) 1cr
PHMS-671 Statistical Analysis for Population Health II 3cr
Emphasis Area Elective #1 3cr
Emphasis Area Elective #2 3cr
<b>13 credit hours</b>
<b>Summer (Optional)</b>
**Emphasis Area Elective 3cr
<b>Fall II</b>
PHMS-646 Health Service Research Methods II 3cr
PHMS-700 Introduction to Health Services Research 3cr
PHMS-715 Health Policy Research 3cr
Emphasis Area Elective #3 3cr
Emphasis Area Elective #4 3cr
<b>15 credit hours</b>
<b>Spring II</b>
PHMS-740 Microeconomic Theory 3cr
PHMS-725 Economic Evaluation In Healthcare 3cr
PHMS-752 HMSS PhD Seminar 2 (Dissertation) 1cr
SOC-618 Qualitative Field Research Methods 3cr
**Emphasis Area Elective #5 3cr
<b>13 credit hours</b>

### Even Year Course Sequence

<b>PhD in Public Health Sciences Specialization in Health Management and Policy Even Year Course Sequence Total of 51 credit hours</b>
<b>Fall I</b>
PHMS-700 Introduction to Health Services Research 3cr
PHMS-715 Health Policy Research 3cr
PHMS-751 HMSS PhD Seminar I (Intro to Profession) 1cr
PHMS-670 Statistical Data Management 3cr
PHMS-523 Public Health in the U.S. 3cr (Does not count towards degree total)
<b>10 credit hours</b>
<b>Spring I</b>
PHMS-645 Health Services Research Methods I 3cr
PHMS-725 Economic Evaluation In Healthcare 3cr
PHMS-740 Microeconomic Theory 3cr
PHMS-752 HMSS PhD Seminar 2 (Dissertation) 1cr
PHMS-671 Statistical Analysis for Population Health II 3cr
<b>13 credit hours</b>
<b>Summer (Optional)</b>
**Emphasis Area Elective 3cr
<b>Fall II</b>
PHMS-646 Health Service Research Methods II 3cr
PHMS-708 Population Health & Health Disparities 3cr
PHMS-720 Organization Theory in HSR 3cr
Emphasis Area Elective #1 3cr
Emphasis Area Elective #2 3cr
<b>15 credit hours</b>
<b>Spring II</b>
PHMS-753 HMSS PhD Seminar 3 (Pedagogy) 1cr
SOC-618 Qualitative Field Research Methods 3cr
Emphasis Area Elective #3 3cr
Emphasis Area Elective #4 3cr
**Emphasis Area Elective #5 3cr
<b>13 credit hours</b>

**PhD Request for Emphasis Area Courses Form** (Ask Program Coordinator for document)

**Request for Emphasis Area Courses**

Indicate Your Policy Track:

- \_\_\_\_\_ **Health Organizational Research- PhD Health Management and Policy**
- \_\_\_\_\_ **Health Policy Research- PhD Health Management and Policy**

Today's Date: \_\_\_\_\_  
 Student Name: \_\_\_\_\_  
 Student #: \_\_\_\_\_  
 Advisor: \_\_\_\_\_

**TITLE OF EMPHASIS AREA (15 CREDITS) ->** \_\_\_\_\_

Credits	Course Number	Course Title	Semester/Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RATIONALE:** Please describe how these courses contribute to gaining expertise and skills in a particular area (including theory, conceptual models, methods, and content).

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date

Advisor: \_\_\_\_\_  
 \_\_\_\_\_ Advisor Signature \_\_\_\_\_ Date

Ph.D. Committee \_\_\_\_\_  
 \_\_\_\_\_ Program Director Signature \_\_\_\_\_ Date

**Dissertation Checklist****Department of Health Management and Systems Sciences  
Dissertation Checklist  
(Fall 2016 forward)**

The following actions are required after the student has passed the qualifying exam:

**1. Select Dissertation Chair**

- **Chair must be a HMSS faculty member** and have an appointment with the Graduate School.
- Your advising/mentorship may be transferred to your Dissertation Chair.<sup>i</sup>

**2. Work with Dissertation Chair to select additional dissertation committee members**

- 3 or more additional committee members needed.
  - **2 must be HMSS faculty members** that have Graduate School appointments
  - **At least 1** must be external to the HMSS Department.
- Provide HMSS Program Coordinator, Pam Renner (pamela.renner@louisville.edu), with the following information about each committee members for completion of Advisory Committee Appointment form: *first and last name, credentials, title, department, university, and email address.*

**3. Complete Preliminary Dissertation Proposal (PDP)**

- Complete according to instructions listed in the PhD Program Curriculum packet.
- Obtain PDP approval from the HMSS PhD Committee by having *approval form signed by all HMSS PhD Committee members.*
- Schedule oral defense and PowerPoint presentation of dissertation proposal with committee members. (DPD)
  - Student should contact their Dissertation Committee Chair for any expectations of the defense (i.e., length of defense, information needed in PowerPoint, materials to provide committee members prior)

**4. After proposal approval, obtain Institutional Review Board (IRB) approval**

- You will go through the Biomedical IRB process [select Biomedical in Section 4 of the study application in iRIS].
- Must list Dissertation Chair as Principal Investigator.
- Student is listed as Co-Principal Investigator.
- Complete all responses required in the Study Application section based on your review type (exempt, expedited, or full board review), and attach all relevant documents including informed consents and written study protocol.
- Register and complete CITI *Human Subjects and HIPPA Research* training if it has not been completed.
- Post *curriculum vitae* or resume to iRIS (<https://iris.louisville.edu/>)
- Respond to any IRB questions or requirements based on their review.
- Contact Human Subjects Protection Program, [hsppofc@louisville.edu](mailto:hsppofc@louisville.edu), 502-852-5188.

**5. Complete written dissertation**

- Complete dissertation according to SIGS “Guidelines for the Preparation and Processing of Theses and Dissertation” and HMSS *Three-Paper Dissertation Guidelines* in the PhD Program Curriculum packet.

- Have dissertation reviewed by Coordinator of Academic Services, Courtney Kerr, in person or via email (clkerr01@louisville.edu) for complete adherence to SIGS guidelines.
  - Refer to p. 3 of 29 in the SIGS guidelines for further details.
  - Submit to Courtney Kerr no later than 3 weeks prior to graduation
- 45 days prior to SIGS submission deadline for the semester**- Dissertation is due to the dissertation committee members for approval.
- 30 days prior to SIGS submission deadline for the semester**- Dissertation is due to the HMSS Department Chair, Chris Johnson, PhD, for approval.
- ❖ **NOTE:** Approval must be obtained by dissertation committee **and** HMSS department Chair before oral defense.

## 6. Prepare for oral defense of dissertation:

- Submit proof that at least one of the three papers in the dissertation has been submitted for review to a reputable peer-reviewed journal
  - Submit proof to Dissertation Committee members, HMSS Department Chair, and HMSS Program Coordinator
- Schedule date for oral defense of dissertation with committee members.
- Complete degree application at the start of the semester you intend to graduate (ULink).
- Submit oral defense date to HMSS Program Coordinator, receive confirmation of room assignment, and obtain defense announcement form. Await confirmation of completed "Request to Schedule Final Oral Defense Form" from Student Services.
- Complete defense announcement form with Dissertation Chair and submit completed form to Program Coordinator by email.
- Contact the Program Coordinator for the "Electronic Dissertation Signature Page."
- Adhere to HMSS *Oral Defense Presentation Guidelines* regarding material to cover during oral defense.

## 7. Obtain dissertation defense approval

- Obtain signatures from all committee members immediately following successful defense on the "Electronic Dissertation Signature Page."
  - Email to Graduate School (Courtney Kerr), Dissertation Chair, Program Coordinator, Student Services (Tammy Albers).
  - Retain for your records.

## 8. Submit Final Dissertation

- Make any changes to written dissertation per comments from committee members.
- Follow student instructions for "Electronic Submission of Thesis or Dissertation" (Graduate School website <https://louisville.edu/graduate>).
- Work with Dissertation Chair to determine whether to complete "SIGS Embargo Request Form" (Graduate School website <https://louisville.edu/graduate>).
- Submit an electronic copy of final dissertation to HMSS Program Coordinator.

## 9. GRADUATE!

- Get hooded: It is not just for you, but for your family and friends who supported you.
- If you graduate in the summer, sign up for the hooding ceremony in December.

---

<sup>1</sup> Students entering the program in Fall 2016 or later may complete this step while taking emphasis area courses as they may find the Dissertation Chair helpful in finalizing their emphasis area courses.

Preliminary Dissertation Proposal Approval Form (Ask Program Coordinator for document)

## Preliminary Dissertation Proposal Coversheet & Student Letter

**Project Title:**

**Student's Name:**

**Approval by PhD Committee:**

Christopher E. Johnson, Ph.D. (Chair)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Area of Expertise: Organization theory, health services access, quality improvement, long-term care*

Liza Creel, Ph.D. (Member)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Area of Expertise: Maternal and child health, access to health care for children with special healthcare needs, interorganizational relationships, and health delivery systems and services*

J'Aime Jennings, Ph.D. (Member)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Area of Expertise: Public health systems and services, interorganizational relationships, health disparities, and health care strategy and marketing*

Bert Little, Ph.D. (Member)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Area of Expertise: Human Genetics/Biology, Applied Mathematics, Health Outcomes, Data Mining/Big Data*

**Student's Dissertation Committee:** (Please list)

**Student's Areas of Knowledge:**

**Preliminary Dissertation Proposal Approval Form (Continued)**

UNIVERSITY OF  
**LOUISVILLE**  
SCHOOL OF PUBLIC HEALTH  
& INFORMATION SCIENCES

Department of Health Management and  
Systems Sciences  
485 E. Gray Street  
Louisville, Kentucky 40202  
Phone 502-852-2797  
Fax 502-852-3294  
[sphismss@louisville.edu](mailto:sphismss@louisville.edu)

Academic Affairs Committee  
Department of Health Management and Systems Sciences  
SPHIS, University of Louisville

To the Academic Affairs Committee:

**(Student Letter)**

**Dissertation Proposal Approval Form** (Ask Program Coordinator for document)



Department of Health Management and  
 Systems Sciences  
 485 E. Gray Street  
 Louisville, Kentucky 40202  
 Phone 502-852-2797  
 Fax 502-852-3294  
[sphismss@louisville.edu](mailto:sphismss@louisville.edu)

## Dissertation Proposal Defense Approval Form

### Department of Health Management and Systems Sciences

Date:

Student:

Dissertation Chair: |

Dissertation Committee Members	Approve (signature)	Not Approve (signature)

Overall Assessment      Approved      \_\_\_\_\_  
    Not Approved      \_\_\_\_\_

PhD Dissertation Defense Flyer (Ask Program Coordinator for document)

**UofL SPHIS PhD Dissertation Defense**  
Department of Health Management and Systems  
Sciences

**Candidate:**  
**Dissertation Title:**

**Date:**  
**Time:**  
**Location:**

# **Dissertation Oral Defense Guidelines**

Department of Health Management and Systems  
Sciences

School of Public Health and Information Sciences

University of Louisville

Revised February 2017

## Quick Tips & What to Expect

- Your presentation should be around 45 minutes.
- Q&A following presentation will be 15-20 minutes (estimated).
- Who will be in the audience?
  - Committee members, SPHIS Faculty, and other students
  - Family and friends (caution against having young children present)
  - Anyone that has seen your presentation announcement
- Be professionally dressed.

## Quick Tips & What to Expect

- Formatting your slides
  - Choose a simple layout
  - Use font that is easy to read
  - Don't provide too much information on one slide
  - Use figures and tables where needed
    - Highlight important results on another slide, use callout boxes, different colors, etc.
- This is NOT art or graphic design class...
  - No animations, sound effects, creative slide transitions



## PRACTICE! PRACTICE! PRACTICE!

- Home alone. In front of peers or family.
- DO NOT READ THE SLIDES VERBATIM. The slides are a supplement to your presentation, not the entire presentation.
- You may use notes, but you should have rehearsed enough that you only need them a handful of times, if at all.
- Anticipate where questions might arise

## Major Content Areas of Presentation

## Introduction

- Have a title page.
- Acknowledge and thank your committee members on the next slide.
- Introduce the topic:
  - What makes the topic important or urgent?
  - What's the problem?
  - Where has the previous literature left a gap for you to address with your study?



- **Provide a clear statement of your research question(s).**

## Background

- Expand on your introduction slide.
- Discuss historical context of the topic.
- Further discuss the gaps in the literature.

## Conceptual or Theoretical Framework

- Give a high-level overview of your literature review.
  - Present major points of interest.
  - Properly cite authors and years.
- Conceptual Framework- stems from a series of related concepts
- Theoretical Framework- established from existing theories
- Offer a figure of your model, if appropriate.

## Methods

- Qualitative, Quantitative, or Mixed Methods
- Data sources and years of analysis
- Operationalization of variables- Dependent, Independent, and Control variables
- Analysis- What type of statistics? How did you collect the data? How did you determine reliability/validity? Sample size?

## Results

- Descriptive Statistics- summarize your study sample
- Which hypotheses were significant/not significant?
- Relate back to the research questions.

## Discussion

- What are you discussing? The meaning of your results!
- Why are you surprised or not surprised with the findings based on your sample, literature review, hypotheses, etc.?
- Any findings contrary to what you expected? If so, why?

## Results

- Descriptive Statistics- summarize your study sample
- Which hypotheses were significant/not significant?
- Relate back to the research questions.

## Discussion

- What are you discussing? The meaning of your results!
- Why are you surprised or not surprised with the findings based on your sample, literature review, hypotheses, etc.?
- Any findings contrary to what you expected? If so, why?

## Limitations/Recommendations

- **Limitations of your study**
  - Any problems with the data? The sample? The survey instrument? How the data was collected?
  - Note those things that were out of your control, but the audience should be aware of as it relates to interpreting your findings.
- **Recommendations**
  - What would be beneficial for future researchers of this topic to consider to improve this stream of research?

## Implications for Practice and Policy

- What does it all mean?!
- How can/should the findings be applied in practice (administrators, physicians, organizations, etc.)?
- Based on your research, what recommendations do you have for policymakers to consider?

## Conclusion

- Final comments
  - Have you submitted the paper(s) to a journal? What journals are you going to submit them to?
  - Are you extending the research further?
  - Again, briefly thank your committee. Thank the audience for their time and attention.
  - Invite questions from the audience

## Three-Paper Dissertation Defense

- Follows the same general structure of a traditional defense.
  - Overall Introduction-What is the theme of your dissertation? What ideas tie all the papers together?
  - Overall Background –Cover the pertinent literature that is shared across all the papers
  - Paper 1
  - Paper 2
  - Paper 3
  - Overall Implications for Practice and Policy
  - Overall Conclusion



For each individual paper, present the major literature, hypotheses, methods, results, discussion, and limitations

- Suggested time frame: 15 minutes for the overarching content areas and 10 minutes for each paper.

## FAQS

- How many slides should I have on each content area or paper?
  - *However many adequately covers the topic, yet keeps within the 45-minute time frame of the presentation.*
- How long should my presentation be?
  - *Refer to slide 2.*
- Can I see an example of someone else's presentation?
  - *Sure! Attend any HMSS dissertation defense presentation. 😊*
  - *Otherwise, seek an example/advice from a previous PhD student or your Dissertation Chair.*

## FAQS

- Do I need to have handouts?
  - *Not necessarily. It is suggested to have a printout of the slides for your committee members and maybe a few extra for the audience.*
  - *You might also consider having an abbreviated version of your PowerPoint presentation as a handout.*

