INTRODUCTION

The Doctor of Public Health Degree (DrPH) is the professional doctoral degree for students of public health who already have a Master of Public Health (MPH) or equivalent degree, and who intend to pursue a leadership career in the professional practice of public health. The mission of the DrPH program is to prepare graduates to advance the public’s health through evidence-based public health practice and research. Specifically DrPH graduates should be able to convene diverse partners, communicate to effect change across a range of settings, synthesize and translate research findings, and advance programs, policies and services through practice-based evidence. DrPH students acquire competencies in data and analysis; leadership, management and governance; policy and programming; and education and workforce development. The DrPH program prepares graduates to apply these skills and methods to improve the health of the public.

The DrPH is a School-wide degree program that is predominantly a part time degree, though students may sometimes be allowed to matriculate as full time students (see section VI). Students may elect to participate in a
specific Concentration within the program, or they may create a Customized experience. Students complete their requirements through a combination of courses offered on-line and on campus, a comprehensive written examination, as well as a practicum and a dissertation.

This Policy and Procedure Memorandum presents the policies and procedures governing the DrPH program. More specific policies and procedures are found in the DrPH Student Manual which is updated annually. In the event that the Student Manual and the PPM are not consistent, the PPM shall be used as the authoritative source for the Program. Additional general academic policies of the School are included in PPM Academic-01.

I. Governance

A. The DrPH program is governed by the DrPH Program Director, who is appointed by the Dean of the School of Public Health. The Director of the DrPH Program directs the Program, chairs the DrPH Executive Committee, and oversees the routine operations of the DrPH Program.

B. The members of the DrPH Executive Committee are appointed by the Dean. The Executive Committee includes all Directors of DrPH concentrations. The Executive Vice Dean for Academic Affairs, the Associate Dean for Public Health Practice, and the Director of the Office of Public Health Practice and Training also serve ex officio as voting members of the Executive Committee. At the discretion of the DrPH Director other seats on the Executive Committee may be allocated to past and current DrPH students.

C. The Director of the DrPH Program, with the assistance of the DrPH Executive Committee, is responsible for establishing policies and procedures for all aspects of the DrPH Program including curriculum requirements, areas of concentration, and faculty advisor assignments. Proposals for new DrPH concentrations should be submitted to the DrPH Executive Committee for review and approval prior to submitting to the Committee on Academic Standards.

D. The DrPH Executive Committee has oversight and responsibility for preparing the DrPH Student Manual that describes specific DrPH policies.

E. The DrPH Executive Committee is the parent Committee of three standing committees:

1. The DrPH Scholarship Sub-committee of the DrPH Executive Committee is responsible for selecting recipients of DrPH scholarships and other matters delegated to it relating to DrPH scholarships.

2. The DrPH Student Matters Sub-committee of the DrPH Executive Committee is responsible for all issues associated with DrPH students, including but not limited to reviewing student requests for exceptions to DrPH academic policy and for recommending student dismissals from and reinstatements to the Program. Before becoming final, all recommendations of the DrPH Student Matters Subcommittee shall be reviewed by the DrPH Executive Committee and approved by a majority vote of the DrPH Executive Committee. Results will be shared with the Committee on Academic Standards for their information. Further the Committee on Academic Standards is responsible for reviewing any exceptions requested by DrPH students to School policy.
3. The DrPH Admissions Sub-Committee is responsible for administering the admission process, including but not limited to reviewing applications, making admissions decisions about applicants to the DrPH program, and establishing guidance regarding admissions standards and application evaluation standards. The Committee is responsible for all admissions decisions to the DrPH Program and for making decisions on policy regarding admissions standards. This subcommittee shall also review requests for Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) waivers, and requests to waive, or determine equivalency regarding, the MPH degree requirement. The sub-committee shall consist of all DrPH concentration directors plus additional faculty appointed by the DrPH Director.

The DrPH Executive Committee can establish additional subcommittees to carry out DrPH Program activities. The DrPH Program Director shall be responsible for appointing members for the standing subcommittees, and any other committees established by the DrPH Executive Committee.

II. Admissions Requirements

Policy

The DrPH Program is intended for students who already have a Master of Public Health (MPH) or equivalent degree and intend to pursue a leadership career in the professional practice of public health. Students who enter the DrPH program without a prior MPH degree from an accredited school of public health, or students who hold MPH degrees that were awarded more than five (5) years before the date of their application, may be required to complete the core requirements of the MPH program in addition to other DrPH program requirements.

The minimum requirements for admission to the Doctorate in Public Health Program include the following:

1. A Master in Public Health Degree or an equivalent Master’s degree (for example, a Master of Science in Public Health, or a Master of Business Administration with a focus on health).

2. A minimum of three years public health related experience. This experience may be prior to or after obtaining the MPH or equivalent degree, or a combination.

3. Submission of standardized test scores taken within 5 years of the date of application such as the Graduate Record Examination (GRE), or the Graduate Management Admissions Test (GMAT). The Medical College Admissions Test (MCAT) and the Law School Admissions Test (LSAT) are not accepted as standardized tests. In addition, applicants may request a waiver of the requirement to take and submit the GRE or GMAT test. Such waiver requests are reviewed on a case-by-case basis by the DrPH Admissions Subcommittee.

4. Proficiency in the English language is a requirement for admission to the School. Applicants whose native language is not English, and who have not completed a previous graduate degree at a US institution will be required to submit the results of either the TOEFL examination (Test of English as a Foreign Language) or the IELTS (International English Language Testing System). A score of 600
(paper-based), or 100 Internet-based for the TOEFL and a score of 7 for the IELTS represent the minimum level of proficiency in English for graduate level work.

5. Submission of a statement of purpose that includes career goals and objectives in pursuing the DrPH degree, including how the Program will help in attaining those goals.

6. Submission of at least three references which address the applicant’s potential for success in a public health career.

Procedure

1. The DrPH Admissions Sub-Committee has overarching responsibility for evaluation of applicants to the DrPH Program. This Sub-Committee shall establish procedures for the review of applications to the Program. Concentration Directors lead the admissions process for applicants to their concentration and make recommendations to the broader DrPH Admissions Sub-Committee.

2. Transcripts of those students admitted to the DrPH program with an MPH degree from another accredited school, or whose MPH was awarded more than 5 years prior to their date of application, will be reviewed and a determination will be made as to whether any additional coursework is needed to fulfil MPH competencies. Such decisions are made on an individual basis by the Concentration Directors in consultation with the DrPH Director, and approved by the DrPH Student Matters Sub-Committee.

III. Program Sequence, Requirements, and Duration

Policy

1. The DrPH Executive Committee develops a curriculum that meets CEPH accreditation requirements and adheres to academic standards typical of doctoral programs at the School. General academic policies are provided in PPM Academic-01.

2. As a predominantly part time program there is no minimum residence requirement associated with the program.

3. Students are expected to follow all academic requirements concerning program sequence and duration described in the DrPH Student Manual that is provided at the time of matriculation into the DrPH Program. These requirements include but are not limited to completing all course requirements, completing a comprehensive written exam, a practicum, and a dissertation.

4. Each Student will be assigned a faculty advisor who will provide advice and assistance in curriculum planning, in dealing with issues related to academic progress, and in advising on the student’s dissertation. This advisor can be a professorial track faculty with any category of appointment (Assistant, Associate or Full Professor) or a faculty member on the Scientist track with a category of appointment at the Associate or Senior level. Advisors are identified and
approved by Concentration Directors. Students are responsible for arranging and planning conferences with their faculty advisors.

5. Not more than 9 years may elapse between the date of matriculation and fulfillment of all requirements for each part time DrPH candidate. The matriculation date is the first day of the term in which the accepted doctoral degree candidate begins his/her course work. The preliminary oral examination must be completed within 5 years of matriculation, and the final defense of the dissertation within 9 years of matriculation.

6. During this period of 9 years, the student must remain continuously registered in an acceptable registration status. Students enrolled in the part-time DrPH program have a registration requirement of one credit per term during the traditional four academic terms (1-4), regardless of whether or not they register for courses during summer term, or winter or summer institutes.

7. At the discretion of the DrPH Executive Committee, students may be accepted into the program as full time students (see section VI Full Time DrPH Program). For such students, the preliminary oral examination must be completed within 5 years, and the final defense of the dissertation within 9 years of matriculation.

8. Students can request a formal Leave of Absence. Such leaves of absence do not count against the maximum time period in the program. Students are permitted to take a leave of absence for up to 8 terms.

9. Students must maintain Satisfactory Academic Progress throughout the program as defined in PPM Academic-01

10. If the final defense occurs any time after the last day of fourth term and before the last day of summer term, summer term registration is required. If the final defense occurs during fourth term, the student must complete all of the requirements prior to the first day of summer term. If the requirements are not met by this date, summer registration will be required in order to graduate during Summer term.

Procedure

1. For students in specific concentrations, Concentration Directors are responsible for identifying advisors and shall inform the DrPH Program Office. For students on the customized track, the DrPH Director identifies advisors for students.

2. The DrPH Program office, Concentration Directors, and students’ faculty advisors monitor and support students to facilitate successful completion of the Program

3. While the official records will be maintained by the Office of Records and Registration, each student and the DrPH Program Office, and any other office designated by the DrPH Executive Committee, shall keep records of credits earned, exams passed and fulfillment of practica requirements. The student’s advisor is also responsible for monitoring fulfillment of these requirements.
4. The Student Matters Sub-Committee of the DrPH Executive Committee has the responsibility for recommending exceptions to the above policies in specific cases, recommending dismissals from the Program, and approving leaves of absence and extension of time limits.

5. Requests for leaves of absence and extensions to the time limit requirements will be approved by the Student’s Advisor and Concentration Director and will be submitted to the DrPH Student matters sub-committee for final approval.

6. A first request to extend the deadline for the preliminary oral exam by up to two terms is reviewed and approved by the Student Matters Sub-Committee of the DrPH Executive Committee. Any extension beyond a two term limit on the preliminary oral exam must also be approved by the School’s Curriculum and Academic Standards Committee (CAS), and any requested extension beyond the overall time limit for completion of the program requirements must also be approved by CAS.

IV. Academic Requirements

Policy

1. All students in the program are required to earn a minimum of 56 didactic course term credits, and 64 total credits as matriculated DrPH degree candidates, regardless of the number of previous credits earned at the School.

2. The DrPH Executive Committee establishes formal didactic course requirements including foundational requirements (required of all DrPH students) and requirements linked to approved concentrations.

3. In consultation with their advisors and the relevant DrPH Concentration Director, all students are required to complete an individualized DrPH Goals Analysis within two terms of matriculation and to submit a copy to the DrPH Office.

V. Certification by the Faculty

A. Comprehensive Written Examination

Policy

The comprehensive examination should be administered once the student has completed all required didactic course work (with the exception of the Applied Leadership class). The examination is intended to assess the student’s written mastery of the knowledge base and methods in her/his field of study as well as in foundational DrPH competencies.

Procedure

1. The DrPH Director in collaboration with DrPH Concentration Directors arranges for, administers, and evaluates the results of the comprehensive written examination.
2. The examination must be given and successfully completed before the preliminary oral examination.

3. The outcome of the examination is determined by the Student Affairs Sub-Committee of the DrPH Executive Committee. Criteria for assessing examination performance shall be set out in the DrPH student manual. An evaluation of the student’s performance on this examination shall be submitted to the Registrar.

4. If the student’s performance on the comprehensive written examination is deemed unsatisfactory, only one reexamination is permitted. Any student who does not pass the comprehensive written examination after it is taken twice will not be able to continue in the DrPH program.

B. Practicum

Policy

All DrPH students must undertake a practicum so as to further develop higher level competencies, particularly applied competencies relevant to the student’s area of concentration. It is required that the practicum (i) be applied and further develop the student’s public health skills and competencies (ii) is framed and carried out in a public health context (iii) is supervised and supported (iv) is significant and (v) is evaluated.

Students can conduct a practicum at their regular place of work. In the event that a student chooses to carry out a practicum at his/her regular place of work, the practicum shall be distinct from their routine work and be designed so that it presents opportunities for strengthening higher level public health skills and competencies. Students are not required to register for practicum credit, but are required to take the “Applied Leadership” class at the same time as their practicum.

A practicum preceptor shall be selected by the student, after consultation with the student’s advisor, to advise the student during the practicum.

Procedure

1. The student’s advisor, Concentration Director(s) and for customized students, the DrPH Program Director, will assist with the identification of relevant practicum opportunities, tailored to the student’s learning objectives.

2. Students shall complete a practicum proposal form prior to starting their practicum that outlines the work to be done and competencies to be achieved. The student shall then complete a practicum completion form upon completing his/her practicum. Both the student’s advisor and the practicum preceptor are required to sign both of these forms agreeing on the scope of work to be done by the student, and attesting to its completion. These forms shall be approved by the advisor and preceptor, and submitted to the DrPH Program Office, or any departmental academic office designated by the DrPH Executive Committee.

3. If the practicum preceptor does not have a faculty position at the School, her/his CV should be submitted to the DrPH office, along with the practicum proposal, for approval.
C. Preliminary Oral Examination

Policy

The school-wide preliminary oral examination is a Bloomberg School of Public Health requirement overseen by the Committee on Academic Standards. A preliminary oral examination is required for all DrPH students. The purpose of this examination is to determine whether the student has the ability and knowledge to undertake significant public health problem-solving and analytic research in his/her general area of content. Specifically, the examination shall evaluate the student’s: (1) capacity for logical thinking; (2) breadth and depth of knowledge in public health and evaluative methodologies; and (3) ability to undertake a project aimed at addressing a significant public health problem leading to a completed dissertation. Discussion of a specific proposal serves as a vehicle for determining the student’s general knowledge and analytical capabilities, however, this examination is not intended to be a defense of a specific proposal. The student will be expected to defend the public health significance of the problem that s/he wishes to examine as well as the methodologies to be used in evaluating solutions to the problem.

The DrPH Executive Committee determines the department with which the student is formally associated. Typically, this department is the one where the student’s advisor holds his or her primary appointment. This Department is responsible for administering the departmental preliminary oral examination.

Procedure

1. Students are required to successfully complete a Departmental Oral Exam prior to their School-wide Oral exam, following procedures specified by their Department. The Departmental Oral Exam serves as practice for the student and reassures faculty of the readiness of the student to take his/her School-wide exam.

2. Examining Committee: Requests for a School-wide preliminary oral examination must be sent by either the Concentration Director or the DrPH office to the Records and Registration Office on the appropriate form at least 4 weeks prior to the examination. The committee shall consist of five voting members.
   a. Not more than three members from the student’s department can serve, and one of these must be the dissertation advisor. A minimum of three departments of the University must also be represented.
   b. A full-time faculty member from outside the student’s department will normally serve as chairperson and must hold the rank of Full or Associate Professor, or Senior or Associate Scientist at The Johns Hopkins University. The primary appointment of faculty members determines the department with which they are considered associated. Adjunct professorial faculty, scientists and lecturers shall be treated in the same manner as full-time professorial faculty with regard to appointments, although at least two professorial faculty members must serve on the committee.
c. At least one member on the preliminary oral committee must have professional practice experience related to the public health problem addressed by the student. This member, referred to as “the practitioner” is not necessarily a faculty member of The Johns Hopkins University. If the practitioner is not a Hopkins faculty member, their participation on the Committee will be approved by the DrPH Program Director, based on a submitted Curriculum Vita. The Committee member fulfilling this practice experience shall be explicitly designated on examination forms.

d. Two faculty alternates will be designated, one whose primary appointment is in the student’s department and the other whose primary appointment is from any other department. The alternate from outside of the department should be at the level of Full or Associate Professor, or Senior or Associate Scientist. A third alternate with professional experience may also need to be designated if neither of the first two alternates fulfills this requirement.

3. Time of Examination: The examination should be given at the earliest feasible time after the comprehensive written examination, not later than the end of the student’s fifth year in the program, and before significant engagement in the dissertation work.

4. Conduct of Examination and Report of Results

a. Before presenting the request for the examination, the student shall contact prospective examiners to ensure that they are available to serve on the committee. Once an examination committee has been approved by the responsible Associate Dean, substitution of committee members may not be made without prior approval of that office.

If one of the officially appointed members of the committee fails to appear on the date fixed for the examination, the previously approved alternate must be prepared to discharge the responsibility of the absent individual. A preliminary oral examination cannot be held with fewer than four officially approved faculty members in the room.

b. Immediately following the examination, and prior to any discussion of the candidate’s performance, the committee must evaluate the success or failure of the student by a closed ballot. The possible votes are for: unconditional pass, conditional pass, or failure. If there is a unanimous vote for unconditional pass, this outcome is reported to the Registrar. If one or more votes are for conditional pass or failure, the committee must deliberate until it reaches a majority consensus on the appropriate outcome. If the committee decides upon a conditional pass, it must specify in writing the conditions and the date by which the conditions are to be met by the student.

The conditions are determined by the committee members. Typically, they reflect a specific deficiency in knowledge or skills that can be remedied by specific coursework or study. The one condition under a “Conditional Pass” outcome that cannot be imposed by the committee is for the student to retake the examination. If the committee believes this is necessary, the exam should be reported as a ‘Failure’ and recommendations given as listed below.

These conditions must be submitted to the responsible Associate Dean at the end of the examination. The committee will remain appointed until the conditions are removed. The conditions must be met within one year of the date of the exam.
If a majority of the committee decides that the candidate has failed the examination, the committee must recommend a future course of action. The recommendation may be one of the following:

i. Dismissal from the DrPH program

ii. Reexamination by the same committee.

iii. Reexamination by a new committee. If the recommendation is for a new committee, at least one member of the original committee from outside the student’s department shall be appointed to the new committee whose composition must be approved by the responsible Associate Dean.

Any of the recommendations for reexamination (ii and iii) may be accompanied by additional conditions to be completed prior to reexamination similar to a “Conditional Pass”.

c. Reexamination: If the student fails the preliminary oral examination and is permitted a reexamination, s/he must be reexamined within one year.

d. The result of the examination must be recorded on the appropriate line at the bottom of the scheduling form for that examination. Each member of the committee must sign the form, and it must be returned to the Office of Records and Registration at the Bloomberg School of Public Health immediately after the examination.

e. Notwithstanding any provision set out above, if the majority of the committee decides that the student has failed the examination for a second time, the only course of action is to dismiss the student from the DrPH program.

D. Dissertation

Policy

The focus of the DrPH degree program is on the scholarship of application and translation as carried out in the practice of public health. Knowledge contributed by individuals in the DrPH degree program is expected to have a direct application to public health practice. The content of the dissertation should reflect the focus of the degree program and the concentration or customized track of the student. Its specific content is to be developed by the student in consultation with his/her advisor and Dissertation Advisory Committee. The DrPH dissertation shall also meet the following criteria:

1. addresses a practical problem confronting a leader in public health practice;
2. represents original thought and work;
3. uses a rigorous and scientifically defensible analytic component; and
4. be based on a conceptual model (or models) that relates the work to existing knowledge and to practice.
The format of the written dissertation must conform to the proscribed format detailed in *Guidelines for the Preparation of Dissertations and Theses* available on the Sheridan libraries web site of the Bloomberg portal (Office of Student Affairs, Records and Registrations).

Students may choose either to complete a three paper dissertation or a traditional format dissertation or a workplace challenge dissertation. If students choose the three paper option, then for their third paper they may prepare a policy analysis that reflects on the policy and programmatic implications of their research. These options are defined in greater detail in the DrPH student handbook.

Each student is required to have his or her dissertation work reviewed at least once a year by his or her dissertation committee.

Prior to the completion of the preliminary oral examination, the requirement to register for at least one credit per term can be fulfilled by a special studies registration. Following the satisfactory completion of the preliminary oral examination, this requirement may be fulfilled by registering for thesis research credits. Students must be registered for at least one credit in the term in which they defend. The Policy and Procedures Memorandum: Academic Programs-1 describes in more detail rules and regulations regarding leaves of absence and completion of the degree program.

**E. Dissertation Advisory Committee**

*Policy*

The progress of each DrPH student is followed regularly, at least once a year, by a committee consisting of the dissertation advisor and two to four other faculty, from inside and/or outside the student’s department (the Dissertation Advisory Committee). A part-time adjunct faculty member or a non-faculty member can serve as one of the members of this Committee. One committee member shall have professional practice experience related to the public health problem addressed by the student. This member is not necessarily a faculty member of The Johns Hopkins University. The objective of the Dissertation Advisory Committee is to provide continuity in the evaluation of the progress and development of the student.

*Procedure*

1. The student and his/her advisor, with the consent of the Concentration Director, decide on the composition of the Dissertation Advisory Committee.

2. The first meeting of the Dissertation Advisory Committee should occur early in the process of the student’s dissertation work. A brief written progress report should be submitted by the student at the time of the meeting. A written evaluation of the student’s progress and development will be prepared by the committee after the meeting, discussed with the student, and a copy placed in the student’s DrPH file.

3. It is the responsibility of the DrPH program office, or any other office designated by the DrPH Executive Committee, to provide the administrative oversight of Dissertation committees, to ensure that the committee meets and submits reports.
F. Final Oral Defense

Policy

The oral defense of the dissertation shall be conducted by the committee of dissertation readers after the Dissertation Advisory Committee agrees that the candidate is ready for the formal defense. During this defense the Oral Defense committee shall evaluate: (a) the value of the work in terms of its potential practical application; (b) the methodological rigor and original thought demonstrated in the work; (c) the candidate’s understanding of the details of the methodological and analytical work; and (d) the final quality of the written dissertation document.

Procedure

1. A request for the formation of a committee of dissertation readers should be made by the student’s advisor after verifying that the dissertation will be ready for submission to the readers at least 5 weeks prior to the defense. Committee members are encouraged and expected to communicate to the student specific recommendations for changes in the dissertation prior to the oral defense.

2. Once a date for the defense has been agreed upon by all committee members, a formal request for the final oral defense should be submitted to the Office of Records and Registration at least 4 weeks prior to that date. On the form requesting the final examination, the DrPH Director will certify that the dissertation is in a final form ready to be submitted to the readers for defense, and that all other requirements for the degree have been fulfilled. This is considered to be a nomination for the degree. The Office of Records and Registration will then issue the formal notice of defense. If a final copy of the dissertation has not been received by the time this notice is received, a reader is entitled to exempt him/herself from the committee. In such a case, a new committee and date must be formally requested as above.

3. The DrPH Director shall approve a recommended committee of minimum of 4 and a maximum of 5 readers, including the student’s dissertation advisor, who serves as a departmental reader. A minimum of three departments of the University must be represented on the Committee. At least one reader other than the advisor shall have professional practice experience related to the public health problem addressed in the dissertation. This reader, who may or may not hold a faculty appointment with the University, shall be identified to the Records and Registration Office during the process of constituting the Committee and will be approved to serve on the Committee by the DrPH Director. The Committee member fulfilling this practice experience must be explicitly designated on examination forms.

A senior full-time faculty member outside the student’s Department will normally serve as chair and must hold the rank of Full or Associate Professor, or Senior or Associate Scientist. The primary appointment of faculty members determines whether they are considered inside or outside the department. The chair will be officially appointed by the responsible Associate Dean. A person external to the University who serves on the committee may not serve as chair. Two alternates will be designated, one from inside and the other from outside the student’s department. A third alternate with professional experience may also need to be designated if neither of the first two alternates fulfills this requirement. Adjunct professorial faculty, scientists and lecturers shall be treated in the
same manner as full-time professorial faculty with regard to appointments, although at least two professorial faculty members must serve on the committee.

4. If one of the officially appointed members of the committee fails to appear on the date fixed for the defense, the previously approved alternate (if designated) must be prepared to discharge the responsibility of the absent individual. A final oral examination may not be held with fewer than four officially approved faculty members present in the room. The advisor will be among the members present; an alternate may not serve for the advisor. It is the prerogative of the examining committee to decide upon how the examination will be conducted. The committee will vote by closed ballot on the candidate’s performance and written dissertation, selecting one of the following outcomes:

   a. Acceptable: This requires a unanimous vote of the committee indicating an acceptable dissertation with only minor corrections. Minor corrections are considered those that can be comfortably completed within two weeks following the exam.

   b. Conditionally Acceptable: If one or more members determine that the dissertation requires substantive changes the dissertation will be deemed conditionally acceptable. These changes must be discussed by the committee. Immediately following this discussion, each member who still requires changes will then write down the specific nature of these changes and the time expected for the student to complete them. The appropriately revised dissertation shall be submitted to each of the members for final approval; the committee shall remain appointed until the chair writes a letter to the responsible Associate Dean indicating that all conditions have been met.

   c. Unacceptable: If one or more members feel that the candidate’s understanding of the written dissertation is inadequate, or that the dissertation in its present form is not acceptable for a doctoral dissertation, then the candidate shall be deemed to have FAILED. Re-examination would be in order unless there is a unanimous recommendation to the contrary. This re-examination will normally be by the same committee, but a new committee could be selected by the Chair of the Committee on Academic Standards if petitioned by the student.

5. Report of Examiners

Immediately following the defense, the examining committee chair shall submit a report to the Records and Registration Office about the outcome of the examination and conditions, if any, that have been set for additional work or revisions of the dissertation. If conditions are set, the written report must include written statements by each committee members detailing the specific changes in the dissertation that each requires to fulfill the condition. The responsible Associate Dean shall inform the student by letter (with copies to the DrPH Director and all readers) of the conclusions of the committee.

It is the responsibility of the dissertation advisor to ascertain that all suggested revisions are incorporated into the final copy of the dissertation. It shall be the individual responsibility of the readers to verify that any revisions suggested by them have been appropriately incorporated into the final copy. When the dissertation is deemed acceptable, the advisor and chair of the examining committee shall each submit a letter to this effect to the Records and Registration Office for the
attention of the responsible Associate Dean. The student is not considered to have passed the exam until all specific conditions have been fulfilled and all letters from committee members have been received. Should there be a conflict between the student and a committee member that holds up submission of a letter, this shall be resolved by the committee chair, or if that is not possible, by the Chair of the Committee on Academic Standards. Completion of the degree is not finalized until the registrar receives letters approving the dissertation from the academic advisor and the chair of the examining committee, and the student submits an electronic version of the dissertation to the JHU Electronic Thesis or Dissertation (ETD) system.

G. Public Seminar

As a culminating experience, the doctoral student will present a formal, public seminar. This requirement provides experience for the student in preparing a formal seminar; provides the faculty and other students with an opportunity to share in the student’s accomplishments; and gives a sense of finality to the doctoral experience on behalf of the student. One mechanism that can be used to satisfy this requirement is to present a formal public seminar as part of the final oral examination.

VI. Full-time DrPH Program

Policy

Under certain circumstances a student can be accepted into the DrPH program on a full time basis. This will most likely occur when a student’s source of funding requires her/him to register for the program full time in order to be eligible for support.

Full time students in the DrPH program have a maximum of 5 years in which to complete their preliminary oral exam and a maximum of 9 years in which to complete all requirements of the program.

Requests for switching from the full time to a part time program, or vice versa, must be reviewed and approved by the DrPH Executive Committee.

Active registration status for full time students requires a minimum registration of three credits per term; other acceptable statuses include non-residency and approved leaves of absence. Registration is not mandatory for the summer and intersession terms. However, registration is required for students who schedule final defenses or fulfill requirements following their final defenses during summer term. Students registered either in residence or non-residence must conform to the 7 year limit. Requests for non-residence must be reviewed and approved by the Committee on Academic Standards. Only students who have been approved for formal leaves of absence can extend beyond this time limit. The student’s advisor is responsible for monitoring the fulfillment of this requirement.

Procedure

Applicants who would like to be admitted into the program on a full-time basis should indicate this on their initial application to the program, or at the very latest, in writing, prior to accepting the offer of admission. The student’s advisor, Concentration Director and the DrPH Director must all approve the request for full time registration.