

Handbook

Doctorate in Public Health (DrPH) Program in Community-Based and Translational Research

**Department of Public Health Sciences,
Office of Public Health Studies
John A. Burns School of Medicine
University of Hawai'i at Mānoa**

Purpose of the Program

The purpose of the DrPH program in the Department of Public Health Sciences (DPHS) at the University of Hawai'i at Mānoa is to prepare students to lead programs and conduct independent investigations addressing public health topics relevant to culturally diverse groups, with a special focus on those in the state of Hawai'i and the Asia-Pacific region. We focus on translational research¹, and we emphasize community-based participatory research² methodologies, reflecting our commitment to working in partnership with people and communities to recognize, quantify, and reduce health disparities.³

Goals of the Program

1. Provide students with a multidisciplinary perspective inherent in public health.
2. Prepare students for independent inquiry in public health, with a focus on translational and community-based participatory research that addresses issues of concern to culturally diverse groups, especially those in Hawai'i and the Asia-Pacific region.
3. Prepare students for leadership roles in evidence-based public health and health-disparity reduction.
4. Increase the number of professionals, especially in Hawai'i and the Pacific region, qualified to conduct independent public health research, to teach, and to lead the practice of public health.
5. Increase the number of doctorally trained public health practitioners from under-represented groups.

Need for the Program and Fit with the University of Hawai'i at Mānoa

The DrPH is designed to be closely aligned with the mission and strategic plan of the University of Hawai'i at Mānoa. The DrPH addresses the core commitments of the University in research, educational effectiveness, social justice, and place. The DrPH focuses on translational community-based research, i.e.,

¹ Translational research is the investigation of how to successfully transform scientific discoveries arising from laboratory, clinical, or population studies into community applications to reduce incidence, morbidity, and mortality.

² Community-based participatory research (CBPR) in health is a collaborative approach to research that equitably involves community members and investigators in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community and has the aim of combining knowledge with action to achieve social change to improve health outcomes and reduce health disparities.

³ Health disparities refer to significant differences in the incidence, prevalence, mortality, burden of diseases and other adverse health conditions or outcomes that exist among specific population groups. For example, in the U.S., many immigrant and minority groups have higher prevalence of chronic diseases, less access to health care, and lower life expectancy than Caucasian Americans.

developing, testing, and improving interventions that reduce incidence, morbidity, and mortality, especially in communities that experience health status and health access inequities. Emphasis is placed on community-based participatory methods that engage community members in research processes, which both increases the chance that interventions will be embraced by the community and that community members will gain knowledge, skills, and other benefits from the research.

The curriculum focuses on developing public health leaders from Hawai`i, the Pacific, and Asia and supporting research relevant to the people and cultures of this region. In addition to learning to conduct research, students in the program are expected to publish their work in peer-review journals and present at national and international forums. All DrPH students will complete mentored teaching and research practica.

DrPH Competencies⁴

Upon completion of the DrPH program at the University of Hawai`i, the graduates should master the following competencies:

Planning and Evaluation (PH 770c,d; dissertation)

1. Integrate evidence and community experience to describe, anticipate, and mediate public health needs and problems.
2. Identify and apply appropriate theory to inform the design and evaluation of public health interventions.
3. Integrate theory, empirical knowledge, and community needs with financial planning and infrastructure design in the context of acquiring external funds.

Advocacy and Policy Development (PH 770e)

1. Serve as a liaison and advocate to the policy community for the diverse pressing public health issues.
2. Interact productively with stakeholders and decision-makers to have an impact on public policy.
3. Identify, develop, and apply policies, laws and regulations for public health improvement.
4. Translate policy into organizational plans, structures and programs.

Ethics (PH 770b,c,d,e; internships, dissertation)

1. Demonstrate and apply high ethical standards to all activities, including the communication and interaction with diverse populations, the general conduct of research, and the handling of information and data.

Culturally Sensitive Community Collaboration (PH 630 and CBPR)

1. Facilitate and expand collaborative relationships among a variety of entities (e.g. governmental, non-governmental, public, private, and academic).
2. Apply appropriate skills to integrate community entities into the planning, implementation, evaluation and interpretation of PH projects.
3. Utilize the integrating concepts and skills involved in culturally appropriate community engagement and empowerment with diverse communities.

Research (PH 770c,d; qualitative research; methods/statistics courses; research internship; dissertation)

1. Promote co-learning between researchers, public health professionals and communities.

⁴ These competencies were adopted from those recommended by the DrPH Task Force of the Association of Schools of Public Health. Minor adaptations were made in consideration of our DrPH program focus.

2. Critique research appropriateness, including the ethical aspects of research designs, subject recruitment and data collection.
3. Select appropriate research designs and methods to address questions of PH importance.
4. Review and synthesize a body of research literature.
5. Select and apply appropriate approaches for evaluation and quality improvement to assess program implementation.

Teaching (teaching internship)

1. Teach, advise, and mentor to enhance the capacity of students, peers, and community members.
2. Identify, develop and implement engaged teaching methods that are appropriate for the respective audiences and conditions.

Leadership (teaching and research internships)

1. Develop strategies to promote collaborative problem solving, decision making and evaluation.
2. Engage stakeholders and manage teams, groups, and organizations to work toward a defined goal.

Communications (all courses)

1. Demonstrate effective written and oral skills for communicating with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds and persons of all ages and lifestyle preferences.

Informatics (all courses)

1. Collaborate with communication and informatics specialists in the process of design, implementation and evaluation of PH programs.
2. Use information technology to access, interpret and evaluate PH data and reduce health disparities.

Critical Analysis and Systems Thinking (all courses)

1. Critically analyze, use and synthesize information from multiple sources to address public health problems/issues.
2. Analyze and evaluate the impact of inter-relationships among systems that influence the quality of life of diverse populations in their communities.
3. Analyze the impact of local, national, and global trends and interdependencies on PH related problems and systems.

Our Philosophy of Teaching

To encourage students in original and independent scientific thinking and public health practice, the faculty provides a balance of intensive guidance (e.g., through regular self-assessment and feedback) and freedom for own ideas and projects.

DrPH Program Governance

The chair of the DrPH Program must be a full member of the Graduate Faculty with a full-time appointment with the DPHS. The chair is appointed by the Director of the Office of Public Health Studies, in which DPHS is housed, in consultation with the DrPH faculty. The full DrPH faculty meets annually but the day-to-day work of the DrPH Chair is guided by the DrPH Executive Committee, which includes the DrPH chair and at least 5 full-time faculty members at the Associate Professor level or higher

affiliated with the DrPH program and at least 1 DrPH student representative. The student is excluded from meetings focused on personnel, testing, admissions, and annual review of student progress.

The Faculty

The DrPH faculty includes well-known researchers who are funded by the National Institutes of Health, other units of the U.S. Department of Health and Human Services, and private foundations. All members have active programs of research, publishing, and presenting. Three have won university-wide teaching awards. A partial list of DrPH faculty includes:

Cheryl Albright, PhD, CRCH
Kathryn Braun, DrPH, CHES, DPHS
Deborah Goebert, DrPH
Andrew Grandinetti, PhD, MS, DPHS
Thadeus Herzog, PhD
Eric Hurwitz, PhD, DPHS
Deborah Taira Juarez, MPP, ScD
J. Keawe Kaholokula, MS, PhD

Al Katz, MD, MPH, DPHS
Stefan Keller, PhD, DPHS
Hye-Ryeon Lee, PhD, Speech
Jay Maddock, PhD, DPHS
Claudio Nigg, PhD, DPHS
Rachel Novotny, PhD, CTAHR
Lynne Wilkens, DrPH

Application Requirements

Education. All applicants must have either a master's degree in public health, or a graduate degree in an allied profession.

Scholarly capacity. Applicants must demonstrate scholarly capacity to meet the academic demands of a doctoral program.

Career goals. Applicants' interests and career goals should be compatible with the stated focus of the DrPH program and its faculty.

Materials to be Submitted – Deadline January 15

Each applicant must submit the following:

1. A fully completed University of Hawai'i Graduate Admissions Application and fee (included as part of the application packet - but can be downloaded from the Graduate Division homepage (<http://www.hawaii.edu/graduatestudies/>)).
2. A fully completed Application for Admission to the DrPH Program in Public Health.
3. A personal statement addressing these 5 issues:
 - Reasons for pursuing a DrPH (career goals)
 - Reasons for pursuing a DrPH at the University of Hawai'i
 - Current knowledge about and experience with health disparities, translational research, and community-based participatory research
 - How your background, experience, and/or ideas will contribute to the program's diversity
 - Possible areas for dissertation research in health disparities, translational research, or community-based participatory research

4. Writing samples that demonstrate aptitude for scholarly writing, e.g., a literature review, a report of a needs assessment or evaluation project, a masters thesis, or a published article on a public health topic (not slide shows or case notes). If no examples of your academic or scholarly writing are currently available, please write a paper as though you would submit it for publication in a professional journal. Your writing sample should:
 - Demonstrate conceptual and analytic skills
 - Use appropriate and consistent citation and referencing format
 - Demonstrate writing ability
5. Two official transcripts from every college and university attended, even if the credits appear as transferred credits on your records at another institution, and regardless of the number of credits earned or the length of time attended. Official transcripts are original documents issued by the college or university that bear the actual signature of the registrar in ink, and the embossed seal or official stamp of the issuing institution. Request that the official transcript be sent directly to you in sealed envelopes with the registrar's signature stamped across the flap. Include the unopened envelopes with your other application materials. (Note: Applicants who received their MPH degrees from the University of Hawai`i may contact the Department of Public Health Studies at 808-956-8267 to determine if transcripts are on file.)
6. Three reference letters, preferably from persons who have a doctoral degree so that they are in a position to evaluate your ability to do scholarly work on a doctoral level. Have the person who writes the reference letter insert it in an envelope, seal the envelope, and sign his/her name across the back flap before giving it to you to submit with your application materials.
7. Test of English as a Foreign Language (TOEFL) scores are **required** of students who speak English as a second language.
8. The GRE General Test is required for all doctoral applicants. If you have been out of school for several years, it is advised that you take several GRE practice tests before sitting for this exam. For more information on testing services, contact the Counseling and Student Development Center, Testing Office at testing@hawaii.edu or call 956-3454.

Because of the program's emphasis on reducing health disparities in Hawai`i and the Pacific, we particularly encourage applications from residents of Hawai`i and nations in the Pacific Basin, minority group members, and women. Applicants' statements of career goals and interests and reference letters will be evaluated to identify those whose experiences, interests, and goals fit best with the goals of the program and the expertise of the faculty.

All application materials must be submitted directly to the Graduate Admissions Office
University of Hawai`i at Mānoa
Graduate Admissions Office
2540 Maile Way, Spalding 354
Honolulu, HI 96822

The deadline for submission of materials is **January 15** for Fall admission, although late admissions may be considered on a space-available basis.

For questions about the DrPH application process, please contact the Office of Graduate Student Academic Services, Office of Public Health Studies, University of Hawai`i, 1960 East-West Road, D-204, Honolulu, HI 96822, 808-956-8267, ogsas@hawaii.edu.

Course Work and Milestones

Prerequisites

Entering students will be required to take each of the following courses concurrently with DrPH coursework if they have not previously taken them (or their equivalents):

- PH 600 Introduction to Public Health (for students without an MPH)
- PH 623 Social Science in Public Health
- PH 655 Biostatistics I
- PH 663 Introduction to Epidemiology
- PH 702 Research Methods in Health Promotion
- PH 765 Program Evaluation

DrPH Course Requirements

These 4 courses are restricted to DrPH students:

- PH 770 - DrPH Seminar on Health Disparities (2 credits; taken 4 times, for a total of 8 credits)
 - This seminar is offered twice a year with topics rotating every two years.
 - Topics will focus on (b) health disparities and social justice, (c) research methods for health disparities and research translation, (d) evidenced-based programming, and (e) advanced social policy.
 - Seminars will emphasize presentation and scholarly writing pertinent to professional development. Students will produce literature reviews, policy analyses, research and program proposals, testimony, abstracts, and slide shows.
- PH 771 - Teaching Practicum (3 credits)
 - Each DrPH student must take the lead in teaching a semester-long course, with assistance from a faculty member. The student will finalize the course syllabus, prepare and present lectures, lead discussions, and oversee and evaluate student progress. The goal of this rotation is to build students' skills in teaching and mentoring.
- PH 772 - Research Practicum (3 credits)
 - Each DrPH student must work with a mentor on a research project. Ideally, the mentor and DrPH student will identify an independent project that is related to the mentor's program of research. The goal of this rotation is to increase students' skills in conducting research, analyzing data, presenting findings, and writing for publication.
- PH 800 - Dissertation research (1 credit)
 - Each DrPH student designs, carries out, and writes up an independent research project. See "Dissertation Phase" below for more detail.

Other required courses are not restricted to DrPH students. These include:

- PH 630 - Cultural Competency (3 credits)
- PH 656 - Biostatistics II (3 credits)
- PH 704 - Community-Based Participatory Research (3 credits)
- Any department - Qualitative Research (3 credits)
- Any department - Multivariate and Quantitative Methods Using SPSS (3 credits)
- Any department - Other research methods and biostatistics courses (3-6 credits)
- Any department - Courses in the students' specialization area (6-9 credits)

Length of Study

Students must spend a minimum of three semesters (full-time) or the equivalent in credit hours. Candidates are expected to complete all requirements within seven years of admission. Candidates who fail to complete within seven years are automatically dropped. The Graduate Chair may petition on the student’s behalf for reinstatement for a limited period. The petition must include a detailed plan, with milestones, for timely completion of the degree.

Total Minimum Credits

For students entering with an MPH degree, the recommended minimum number of credits for graduation is 39. For students entering without an MPH degree, the recommended minimum number of credits is 39 plus the number of credits associated with prerequisite courses.

Part-Time Students

The program recognizes the benefit of having people who are employed while being engaged in doctoral studies and will endeavor to make courses available to part-time students. However, students must be enrolled in the DrPH program for at least 8 credit hours per semester during the Qualifying Phases (I) and the Specialization and Practice Phase (II) of their program (see “Milestones” below). Students who do not meet this requirement will be asked to seek an official leave of absence from the program.

Recommended Timeline – Full-time MPH Graduates Entering in Odd Years (2011, 2013, 2015)

Fall 1	Spring 1	Qualifying Paper and Exam	Fall 2	Spring 2	Fall 3	Comprehensive Exam	Spring 3+	Final Exam	
DrPH Sem-770d Evidence-Based Public Health	DrPH Sem-770be Leadership & Systems Thinking		DrPH Sem-770c Research in Health Disparities	DrPH Sem-770e Health Disparities & Health Policy					PH 800 Dissertation Research
Cultural Competence Qualitative Methods (any dept)	Community-based Participatory Research Biostats II		Specialization courses Multivariate analysis and other research and statistics courses Teaching Practicum Research Practicum						
8 credits	8 credits	6+ credits	6+ credits	6+ credits		1 credit			

Recommended Timeline – Full-time MPH Graduates Entering in Even Years (2012, 2014, 2016)

Fall 1	Spring 1	Qualifying Paper and Exam	Fall 2	Spring 2	Fall 3	Comprehensive Exam	Spring 3+	Final Exam	
DrPH Sem-770c Research in Health Disparities	DrPH Sem-770e Health Disparities & Health Policy		DrPH Sem-770d Evidence-Based Public Health	DrPH Sem-770b Leadership & Systems Thinking					PH 800 Dissertation Research
Cultural Competence	Community-based Participatory Research		Specialization courses						
Qualitative Methods (any dept)	Biostats II		Multivariate analysis and other research and statistics courses						
			Teaching Practicum						
			Research Practicum						
8 credits	8 credits		6+ credits	6+ credits	6+ credits		1 credit		

DrPH Program Portfolio

In addition to the DrPH Milestones described below (the Qualifying Paper and Exam, the Comprehensive Exam, the Dissertation, and the Final Exam), students will prepare a portfolio of scholarly products and achievements, which are direct outcomes of one or more specific classes (noted in parentheses). Completion of portfolio products is certified by the Dissertation Chair prior to the Final Exam.

Each student’s portfolio will include:

1. A paper that critically reviews the scholarly literature in the student’s area of interest (PH 770)
2. A paper that critically analyzes public health policy (PH 770)
3. At least two pieces of written advocacy (PH 770)
4. The syllabus and teaching evaluations from a public health class taught by the student (teaching practicum)
5. A proposal for a research project or program suitable for submission (PH 770)
6. Presentation of a quantitative research project to a scientific meeting or community-based event, preferably with community co-authors (PH 770, research courses, research practicum)
7. Presentation of a qualitative research project to a scientific meeting or community-based event, preferably with community co-authors (PH 770, research courses, research practicum)
8. At least one first-authored manuscript submitted for peer-reviewed publication (PH 770, research courses, research practicum)
9. For students required to take PH 649, 702, or 765, a report of findings from a needs assessment, research project, or program evaluation.
10. Other academic and scholarly products (DrPH coursework and practica)

Annual Review

Each Fall, continuing students must complete a written report detailing their progress in the DrPH program and their plans for upcoming semesters. These reports are presented to the DrPH Executive Committee by the student's chair or interim advisor.

Leave of Absence

Students must maintain continuous enrollment (excluding summer) in the program. If a break is needed, a student may request a leave of absence. A leave of two years may be requested to care for a new baby or ill family member. Otherwise, the leave is limited to one year. Time on leave is not counted against time allowed to complete the DrPH (7 years). To apply, a student must be enrolled, have completed at least a semester of course work, and be in good academic standing. For more information, access this site:

<http://manoa.hawaii.edu/grad/enrollment-policies/leave-of-absence>

Milestones

Qualifying Phase

The purpose of the qualifying phase is to determine whether to encourage students to proceed in a doctoral program and, if encouraged, to enable their advisors to assist them in planning an appropriate program and completing the dissertation. The qualifying phase is supervised by the student's interim advisor. In most cases, a student's interim advisor will be an instructor of one of the four required DrPH seminars. Students must successfully pass three milestones of this Phase--the Qualifying Exam, the Qualifying Paper, and the Qualifying Paper Presentation--before proceeding.

Qualifying Exam. The Qualifying Exam is held annually. It is a one-day test consisting of questions related to the required courses taken in the first year of the program. About six weeks prior to the exam, students receive study questions that will help them prepare for the exam. Grading options are pass, pass with condition, and fail. Students who fail the Qualifying Exam may retake it once.

Qualifying Paper. In the first year of the program, the student prepares a systematic literature review about a public health problem and/or interventions to address a public health problem that has implications for health disparities. In the paper, the student must 1) present details on the problem (incidence, prevalence, determinants, impact) and how the problem impacts health disparities and/or review programs and policies that address the problem (including evidence of their effectiveness); 2) present a conceptual framework of the problem and/or strategies to address the problem; and 3) make recommendations for public health research and practice to reduce health disparities. This paper must be approved by a subcommittee of the DrPH faculty.

Qualifying Presentation. Once approved, the Qualifying Paper is presented in an open forum.

Successful completion of the Qualifying Phase is reported to the Graduate Division on Form I: Pre-Candidacy Progress. Access the form at <http://manoa.hawaii.edu/grad/download>

Full-time students (those taking 8 credits or more) entering with an MPH are expected to complete the requirements of the Qualifying Phase at the end of the first year in the program. Full-time students entering without an MPH are expected to complete the requirements of the Qualifying Phase by the end of the second year in the program.

At the end of the Qualifying Phase, the student selects a primary faculty advisor from Public Health to supervise the next phase of work. It is expected, but not required, that this faculty advisor will chair the student's dissertation committee.

Specialization and Practice Phase

In this Phase, the student completes all courses required by the DrPH program, at least two courses specifically relevant to his/her chosen area of dissertation research, and both a teaching and a research practicum. This Phase is supervised by the student's primary faculty advisor. The student is expected to complete the requirements of the Specialization and Practice Phase within four semesters of successful completion of the Qualifying Phase.

During the Specialization and Practice Phase, the student selects a doctoral committee to supervise the last phase of work. The doctoral committee conducts the comprehensive examination and approves the dissertation research proposal and the dissertation itself. The doctoral committee must consist of at least five members of the Graduate Faculty of the University of Hawai'i. For eligible faculty members, see <http://manoa.hawaii.edu/grad/thesis-dissertation/committee-composition-potential-members>

To form this committee, the student first seeks a graduate faculty member to serve as chair of the doctoral committee. The chair must be a full member of the Graduate Faculty and a full or cooperating faculty in the DPHS. The chair must not have any relationship with the student that could be interpreted as a conflict of interest and thus may jeopardize the integrity of the DrPH degree-granting process. Possible conflicts of interest should be disclosed by other committee members as well. The majority of committee members (e.g., three of five members) must be from the approved DrPH faculty. At least one member must be from another field of study, and this "outside member" must be a full member of the Graduate Faculty. As a whole, the committee must have expertise in public health theory/application, qualitative methods, quantitative methods, policy/advocacy/ leadership, and culture /community, as well as expertise in the student's subject area.

This information is provided to the chair of the DrPH program, who assures that the doctoral committee meets Graduate Division requirements. The committee, once appointed by the Graduate Dean, conducts the comprehensive examination and approves the dissertation research proposal, conducts the final defense of the dissertation and approves the final copy of the dissertation.

Approval of any change in doctoral committee membership are made on the Graduate Division "Petition to Revise Dissertation/Thesis Committee" Access the form at <http://manoa.hawaii.edu/grad/download>

Advancing to Candidacy During the Specialization and Practice Phase, the student must complete a dissertation proposal and an oral comprehensive exam, which includes the defense of the dissertation proposal.

Dissertation Proposal

The DrPH Program requires the three-manuscript-ready manuscript approach, meaning that the dissertation includes an overview and three manuscripts of publishable quality related to the central theme of the dissertation. At least two of the three manuscripts must be based upon empirical research conducted by the student. The third manuscript may be non-empirical (e.g., a comprehensive literature review or a theoretical policy paper).

A proposal for the dissertation must be approved by the student's dissertation committee, and the research must be approved by the University of Hawai'i Committee on Human Studies prior to data collection. The dissertation proposal includes an overview of the central theme, a review of the

literature (including gaps), and justification for and an overview of the empirical studies proposed under the theme. This should be followed by detailed methodology for at least one of the empirical studies and general methodology for the other two. The recommended outline for the DrPH dissertation proposal is available from the DrPH Chair.

If one of the three proposed chapters is a literature review, it is possible to use or build on a literature review completed in an earlier DrPH class, providing that it is relevant to the dissertation research. The doctoral committee is responsible to decide whether a previously completed review can serve as the third chapter and, if so, the extent to which the review needs to be updated or otherwise modified to qualify as a manuscript of publishable quality. The student must be the lead author of each of the three manuscripts submitted as part of the dissertation. More information on the dissertation format is provided in the next section.

Oral Comprehensive Examination and Dissertation Proposal Defense

The chair of the dissertation committee works with the student to decide if the dissertation proposal is ready to send to other committee members. This is done 3-4 weeks before the defense. The chair will ask the other committee members to review the dissertation and tell him/her within 2 weeks if they feel it is sound and if the candidate is ready to proceed with the defense. If not, the student will meet with committee members to receive specific feedback on improving the proposal, and the defense will be rescheduled.

When all members of the dissertation committee believe the candidate is ready to proceed, the defense date/time will be confirmed. About a week before the defense, the chair will ask committee member to send him/her one or more questions for the candidate aimed to help the candidate strengthen his/her proposal in the five DrPH competencies areas: qualitative methods; quantitative methods; community/culture; policy/advocacy/leadership; and theory/application. The chair will forward questions to the candidate so he/she can incorporate responses into the defense presentation and/or provide committee members with written answers.

At the defense, the candidate will give a 20-minute PowerPoint presentation on the proposal. Then the committee members can ask any/all questions, as well as comment on the extent to which the candidate addressed the questions sent prior to the defense. After the presentation and the defense, the candidate will be asked to leave the room while committee members discuss recommendations. Options are pass, pass with changes, or fail. A majority of the committee must vote “pass” in order for the student to pass. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he/she may do so by submitting a written request to the Graduate Division. The request must state specific reasons. Upon approval of the request, the review will be undertaken by the Graduate Council. A student who fails the comprehensive examination may repeat it once at the discretion of the graduate faculty concerned. A student who fails the second examination is dropped from both the program and the Graduate Division. Students who do not successfully pass the oral comprehensive exam will not be permitted to remain in the program.

Once the student successfully passes the oral comprehensive examination, which includes approval of the dissertation proposal, s/he seeks approval from the University’s Committee on Human Studies (IRB) for his/her research. The chair of the DrPH program reports the results of the comprehensive examination and the IRB approval of the student’s research to the Graduate Division on Doctorate Form II– Advance to Candidacy. Results of a subsequent retaken examination also are reported on Form II, which can be accessed at <http://manoa.hawaii.edu/grad/download> Once the form is accepted by the Graduate Division, the student may then register for PH 800 (dissertation research) during the next registration period.

All-But-Dissertation (ABD) Certificate

Upon recommendation by the graduate chair on Form II, a student who passes the comprehensive exam may receive an All-But-Dissertation certificate, which indicates that all requirements for the doctorate have been completed except the dissertation.

Dissertation Phase

The doctoral dissertation will be a substantial contribution to knowledge in which the student exhibits original scholarship and the ability to conduct independent research. The dissertation presents research that has been conducted by the student under the supervision of the chair of the doctoral committee. Students should look to the chair of the doctoral committee for primary direction regarding research methods and presentation of results. It is the joint responsibility of the chair and the student to see that all members of the committee are kept informed of the scope, plan, and progress of both the research and dissertation

Proprietary or classified information is not an appropriate basis for dissertation research. Data which cannot be made public are not suitable for inclusion in dissertation research. Doctoral research involves free and full dissemination of research results and a public defense of the dissertation.

The doctoral dissertation itself is in the form of an overview and three manuscripts of publishable quality related to the central theme of the dissertation. The overview should contain a brief review of the central theme, problem statement, conceptual framework, and relevant literature, and how the three chapters further our knowledge related to this central theme. At least two of the three manuscripts must be based upon empirical research conducted by the student. The third manuscript may be non-empirical (e.g., a comprehensive literature review or a theoretical policy paper). Appendices may be included, as the committee deems necessary, for presentation of a student's detailed literature search, project design, data collection instruments, and informed consent forms. A recommended table of contents for the DrPH dissertation is available from the DrPH Chair.

In using the three-paper dissertation format, DrPH candidates are encouraged to submit the three manuscripts based on their dissertation research as they are completed, rather than wait until after the defense. Once a paper is completed, the candidate, with the approval of his/her chair, sends it to his/her committee members for review. The manuscript is revised based on committee member feedback and re-sent to all committee members for final approval before the student may submit it to a peer-reviewed journal. A published paper may be included in the dissertation if these UH Graduate Division rules are followed:

The thesis or dissertation may not have been published previously in its entirety. With the written approval of the committee chair, a student may include previously published material in the manuscript [dissertation]. Such material, however, must be the product of the thesis or dissertation research conducted by the student while enrolled in the graduate program, and may not have been used to obtain another degree. Publication references for the material must be included in the manuscript. Typically, it is not the actual publication but the material from the publication that is incorporated into the manuscript. If the actual publication is to be included the following conditions must be met:

In general, the student should be the sole or primary author of any published material to be included. Co-authored material may be included only if the student has made a primary contribution, in terms of both research and writing, and that the nature of the contribution is clearly defined and indicated in the introduction or preface of the thesis or dissertation. Written

permission shall be obtained from all copyright owners of the co-authored material and attached to the publication agreement of the thesis or dissertation as applicable

- The publication must be logically integrated into the manuscript [dissertation] in a coherent manner. Binding reprints of the publication to the manuscript [dissertation] is unacceptable.
- The manuscript must contain an introduction or preface that clearly integrates the publication into the general theme of the manuscript [dissertation].
- The abstract for the manuscript [dissertation] must be comprehensive in the sense that it covers the manuscript [dissertation] as well as any publication to be included.

Doctoral students must refer to the Graduate Division website for current dissertation style and formatting requirements. <http://manoa.hawaii.edu/grad/thesis-dissertation/format-language-content>. Also download and follow the University of Hawai'i Style and Policy Manual for Theses and Dissertations, found at http://manoa.hawaii.edu/grad/wp-content/uploads/manuals/tdstylepolicy_e.pdf

Copies of the completed dissertation must be submitted to the committee members at least two weeks prior to the date of the final oral examination.

Also prior to the defense, the candidate prepares a summary of his/her portfolio products (titles and abstracts) for review by the dissertation committee members. This is sent to committee members by the chair of the dissertation committee prior to the defense with a note that the chair certifies that the candidate has completed his/her portfolio.

Candidates must be registered in PH 800 during the entire term in which the work for the degree is completed. Failure to make satisfactory progress on the dissertation does not entitle a student to a refund of tuition.

Final Examination/Defense

A final examination in defense of the dissertation, which may also cover subjects related to the DrPH Program Competencies, is required of all candidates for the doctoral degree. The exam is oral and is conducted by the candidate's full doctoral committee. It is never less than one hour in length.

Arrangements for the exam must be made at least one month in advance, by which time the doctoral committee should have a complete copy of the dissertation, and it must occur prior to the specified deadline <http://manoa.hawaii.edu/grad/calendar>.

The defense must be announced in the Events Calendar and be open to the public. Forms to announce the defense must be picked up at Graduate Division, along with the rest of the **Doctoral Graduation Packet**. The announcement must be signed by the dissertation chair and submitted to Graduate Division no later than two weeks prior to the date of the defense.

The dissertation defense may be scheduled on any working day during normal working hours, regardless of whether or not it is during an instructional period. The committee members and graduate chair must agree as to the time and place. The committee chair and the outside member must be physically present at the dissertation defense. If another committee member is unable to physically attend, the first preferred alternative should be to postpone the defense. As a second alternative, participation via video- or teleconferencing may be allowed under special circumstances. Advance written agreement of the student and all committee members must be obtained and submitted to the Graduate Records Office via the Petition for Remote Committee Participation Form <http://manoa.hawaii.edu/grad/download>

A majority of the committee, including the committee chair, must read and sign the dissertation. This policy does not preclude all the committee members from reading the dissertation and affixing their signatures on the signature page. A majority of the doctoral committee members, including the committee chair, must vote “pass,” otherwise the candidate fails. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may submit a written request to the Graduate Division. The request must state specific reasons. Upon approval of the request, the review will be undertaken by the Graduate Council.

Candidates failing the final examination may repeat it only with the approval of both the graduate faculty concerned and the Graduate Division. Candidates failing the final examination twice are dropped both from the program and Graduate Division. Candidates that pass the examination, all other requirements having been met, are awarded the doctoral degree at the end of the appropriate term.

Two forms must be signed by the dissertation committee before the student can graduate. Form III is signed to indicate approval (or disapproval) of the content of the dissertation and the student’s ability to defend it. All those who sign must have participated in the final defense, including proxy members and committee members participating from a remote site. Form IV is signed to indicate approval of both the content and the form of the finalized dissertation. All those who sign must have read and must approve the dissertation in its entirety. Both forms can be accessed at <http://manoa.hawaii.edu/grad/download>

Two unbound copies must be submitted to the Graduate Records Office about 6 weeks prior to the end of the semester. Thus, candidates hoping to graduate in May should plan to defend in February or early March, and candidates hoping to graduate in Dec should plan to defend in September or early October. Check <http://manoa.hawaii.edu/grad/calendar> for exact dates.

All doctoral dissertations must be published through ProQuest or through some other equivalent publisher approved, in advance, by the Graduate Division. The submitted manuscript must meet all Graduate Division, Hamilton Library, and ProQuest requirements. The paper must be professional in content and appearance. The title and signature page must meet Graduate Division specifications. It is the responsibility of the student, the committee chair and committee to edit the dissertation. The items that need to be provided to Graduate Division include:

- 2 CDs with a PDF of the dissertation, with your name on the CDs
- 2 copies of your abstract, with your name and dissertation chair's name
- 2 copies of title page
- Survey of Earned Doctorate
- ProQuest form
- \$65 cashier’s check
- Form IV