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College of Public Health
Dept. of Community and Behavioral Health

Graduate Student Handbook

Academic Year 2026-2027

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CBH STUDENT HANDBOOK 2026-2027

Mission

In collaboration with communities, the Department of Community and Behavioral Health prepares graduates to promote health and quality of life by developing, evaluating, and disseminating evidence-based practices through research, training, and innovative policy.

Departmental Goals

- Educate highly competent and committed public health professionals and research scientists.
- Advance the scientific basis for the practice of public health.
- Promote meaningful community service and collaboration with the practice community.
- Promote renewal of the public health infrastructure.
- Enhance collaboration among students, staff, faculty, and alumni.

Administrative Organization

Community and Behavioral Health (CBH) is one of five departments in the College of Public Health. The other departments are Biostatistics, Epidemiology, Health Management and Policy, and Occupational and Environmental Health. The Head of the Department (also known as the Departmental Executive Officer or DEO) is Dr. Mark Vander Weg. He is responsible for the administration of the educational, research, and professional service functions of the department. Dr. Will Story serves as the Director of Graduate Studies, and Dr. Sylvia Ayieko is the Graduate Program Coordinator. CBH currently has 12 primary **faculty** and 4 departmental **staff** members.

Prevention Research Center for Rural Health & Native Center for Behavioral Health

CBH is also home to the **Prevention Research Center for Rural Health** and the **Native Center for Behavioral Health**.

Prevention Research Center for Rural Health (PRC-RH): PRC-RH advances health equity through collaborations that transform social, structural, and environmental conditions. More specifically, the PRC-RH promotes the health of the residents of micropolitan and rural communities in Iowa and conducts research to develop strategies that work and can bring long-term benefits to these communities. We offer training and technical assistance to the public health community. The PRC-RH is funded by the Centers for Disease Control and Prevention and is the only funded Prevention Research Center in the Midwest with an exclusive rural health focus.

Native Center for Behavioral Health: The Native Center for Behavioral Health consists of three programs with the main goals of disseminating culturally informed evidence-based and experience-based practices in behavioral health and providing training, technical assistance, and workforce development assistance to urban Indian and Tribal communities across the country. The three programs are:

1. The National American Indian and Alaska Native Childhood Traumatic Stress Center
2. The Mental Health Awareness Training for Sioux City
3. The Indigenous Motivational Training program

Student Organizations, Committees, and Service Opportunities

The Community and Behavioral Health Student Association (CBHSA) was established to provide opportunities for professional development, service-oriented outreach, and student social events. CBHSA aims to create unity among all students in the Department of Community and Behavioral Health by serving as a means of communication between students, faculty, the College of Public Health, and the community. A CBHSA representative attends monthly faculty meetings.

The College of Public Health Graduate Student Association (CPHGSA) at the University of Iowa was established to advocate for professional development and outreach opportunities, discuss student issues, and create a greater sense of community for all students in the College of Public Health.

Ad Hoc Committees: All CBH students can participate in standing and special ad hoc committees, both collegiate and departmental. These student representatives act as guides for the faculty and administration regarding the needs of students, in addition to serving as sources of information for the CPH student body. CBH staff and faculty will share opportunities as they become available. If you are interested in participating, please speak with the Graduate Program Coordinator. Depending on the status of the committee seat, you may have an opportunity to participate as a student representative.

MPH in Community and Behavioral Health

MPH students completing the Community and Behavioral Health subtrack (MPH-CBH) are part of the CBH student body. MPH students have their own student handbook and are held accountable for the policies and procedures stated in that handbook. MPH-CBH students may find this CBH Student Handbook a helpful resource but should not consider that its policies alone pertain to them.

- **Description of the MPH program and degree requirements**
- **MPH Handbook**

Admission

Admissions criteria, requirements, and the process can be found online for the **MPH** and **PhD** programs. The Director of Graduate Studies serves as chair of the Admissions Committee and can provide further information as needed.

Readmission

If a student's enrollment is interrupted for any reason so that they are not enrolled for three consecutive academic sessions (including the spring, summer, and fall sessions but excluding the winter session) the student must apply for readmission. A **readmission application form** must be submitted. The Graduate College will not require new letters of recommendation, a new Personal Statement section, a written explanation of the reasons for the absence, nor a plan for degree completion. It is strongly recommended that a student coordinate their readmission application with the Graduate Program Coordinator or Director of Graduate Studies.

Financial Support

A limited number of scholarships, tuition grants, graduate assistant (GA), graduate research assistant (GRA), teaching assistant (TA), and graduate student hourly employment positions are available within the department. Students should communicate their interest in such positions to their faculty advisor and the Graduate Program Coordinator as soon as possible. Additionally, students should frequently check the College of Public Health emails as well as announcements sent by the CBH Graduate Program Coordinator regarding current funding opportunities.

Students are also encouraged to explore employment and funding options widely—in the department, the College, the University, and beyond. Here are some frequently used resources:

- College of Public Health Employment Opportunities
- University Student Employment: Handshake
- Graduate College Graduate Assistantships Available
- Graduate College Tuition Scholarship – Available semester-by-semester. Deadlines are frequently updated. Contact the CBH Graduate Program Coordinator for assistance with submitting application materials.
- Graduate College Funding: For more information on graduate employment
- The UI Pivot database is searchable and includes some scholarships and other funding for students.
- There are also some opportunities through American Public Health Association for scholarships to attend the annual meeting in the fall.

To learn more about eligibility and benefits for graduate assistantships and student employment, review the following resources:

- Graduate Student Employment Standards
- Graduate Tuition Scholarship Details
- Employed Graduate Student Benefits

Professional Development Reimbursement Program

To encourage CBH students' professional development, CBH will consider requests for reimbursement for costs up to $400 incurred as a result of engaging in professional development activities. Only currently enrolled students in good standing are eligible. Amounts will vary year-to-year depending on department resources.

In addition, students who present research at a professional conference may be reimbursed an additional $100 during the academic year the presentation was given. Contact the Graduate Program Coordinator to get prior approval for professional development expenses. Original receipts must be submitted after events for all claimed expenses.

Examples of eligible expenses include:

- Professional conference registration fees;
- Association membership fees (e.g., Iowa Public Health Association);
- Travel and food expenses associated with professional conference attendance;
- Approved webinars, training, and courses that extend course material;
- Copying or printing expenses related to presenting work at a professional conference or a competitive event like the CPH Research Week. Printing expenses must use University Printing Rules to be eligible for reimbursement; and
- Business cards through the University Printing.

Short Hour Form

Graduate students enrolled in less than 9 semester hours in a given semester while also working on degree and/or research activities need to contact the Graduate Program Coordinator with a request to have a short hours form completed before each semester begins. Half- or full-time equivalence is recorded with the short hours form, which **is initiated by the student in workflow**, and submitted to the Office of the Registrar. The short hours form is hosted by the Office of the Registrar and meant to verify that a student is enrolled for less than full time but is concurrently working on other projects that amount to full time (or half-time, or three-quarter-time) status. The "short hours" is a

designation tied to financial aid and not a requirement associated with the Graduate College. Filling out a short hours form has no effect on a student's current assessed tuition.

Due to federal regulations, only these activities are considered valid activities for filling out the short hours form (more than one is acceptable):

- Research in fulfillment of a degree requirement;
- Writing a dissertation or thesis;
- Preparing a prospectus;
- Gaining facility in a foreign language/other tools;
- Preparing for a comprehensive/final examination;
- Internships; or
- Research/Teaching Assistantship (RA/TA).

Definitions of what constitutes half-time, three-quarter-time, or full-time enrollment (coursework plus other approved projects/activities) are as follows:

Half-time (Fall/Spring: 5-6 semester hours): Actually registered in 0 (zero) to 4 (four) semester hours, and engaged in any of the listed activities so that their total time would be equivalent to 5-6 hours/week timeframe.

Three-Quarter-time (Fall/Spring: 7-8 semester hours): Actually registered in 0 (zero) to 4 (four) semester hours, and engaged in any of the listed activities so that their total time would be equivalent to 7-8 hours/week timeframe.

Half-time (Summer: 3 semester hours): Actually registered in 0 (zero) to 2 (two) semester hours, and engaged in any of the listed activities so that their total time would be equivalent to 3 hours/week timeframe.

Three-Quarter-time (Summer: 4 semester hours): Actually registered in 0 (zero) to 2 (two) semester hours, and engaged in any of the listed activities so that their total time would be equivalent to 4 hours/week timeframe.

Full-time (Fall/Spring: 9+ semester hours): Actually registered in 0 (zero) to 8 (eight) semester hours, and engaged in any of the listed activities so that their total time would be equivalent to 9+ hours/week timeframe; or, actually registered in 0 (zero) semester hours, quarter-time or greater student appointment, and engaged in any of the listed activities so that their total time would be equivalent to 9+ hours/week timeframe.

Full-time (Summer: 5+ semester hours): Actually registered in 0 (zero) to 4 (four) semester hours, and engaged in any of the listed activities so that their total time would be equivalent to 5+ hours/week timeframe; or, actually registered in 0 (zero) semester hours, quarter-time or greater student appointment, and engaged in any of the listed activities so that their total time would be equivalent to 5+ hours/week timeframe.

A short hours form is useful if:

1. The student may be obtaining financial aid and needs to be at least a half-time student.
2. The student may be deferring previous student loans and needs to be at least a half-time student.
3. IRS regulations state that a student employee has to be doing research in fulfillment of their degree and enrolled as at least a half-time student in order to qualify as exempt from FICA withholdings.

International students should also pay close attention to any enrollment minimums required of them. Short hours forms may be filled out to cover a semester or an entire academic year. Short hours forms are not required by the Graduate College. Short hours forms **do not** replace the ISSS **Part-Time Authorization Request**, which is required

by ISSS for international students to be enrolled in less-than 9 sh. Short hours and ISSS part-time authorization are different forms with different purposes and criteria. When international students are registered for less than 9 sh, they may need to **submit both forms.** They must submit the ISSS part-time authorization request.

University of Iowa Policies Affecting Students

Students should review the **University of Iowa Policies Affecting Students**. Topics addressed include the student bill of rights, standards of academic conduct, treatment of student educational records, policies on sexual harassment, disability policy, religious diversity, and grievance procedures. Students who believe there has been a violation can contact the **Dean of Students Office** to discuss options available for reporting incidents to the appropriate authorities.

Graduate College Regulations

All Community and Behavioral Health degrees are conferred through the Graduate College. Therefore, the department adheres to the Graduate College rules, regulations, and requirements that are outlined in the Manual of Rules and Regulations of the Graduate College. Students should familiarize themselves with the **Graduate College manual**.

CPH Procedures for Responding to and Addressing Unethical Conduct and Violations of the Graduate College and Iowa Code of Student Life

The University of Iowa **Code of Student Life**, published each year as an insert to *The Daily Iowan*, governs student non-academic conduct (including graduate students). The Graduate College **Manual of Rules and Regulations** governs student academic conduct. Research misconduct, such as the fabrication or falsification of data and plagiarism, is defined by the US Health and Human Services (HHS) Office of Research Integrity (**definition of misconduct**). Egregious acts of research misconduct may also result in additional action by the University of Iowa as stated in section 27.6, Ethics in Research, of the **University's Operations Manual**. Graduate students in Community and Behavioral Health are expected to adhere to all sets of policy guidelines. Students may be sanctioned or dismissed from their program in the event of policy violations. Please contact the CPH Assistant Dean for Student Services or the Graduate Program Coordinator for further information about these policies.

Academic Integrity

Integrity is a **core value of the University of Iowa** and the College of Public Health. At the University of Iowa, we hold ourselves to the highest standard of professional and scholarly ethics, are accountable for our decisions and actions, exercise responsible stewardship of the resources with which we are entrusted and treat one another with honesty and fairness.

Academic integrity embodies the principles of honesty, fairness, responsibility, and respect, forming the foundation of ethical scholarship and intellectual growth. Upholding academic integrity is not only essential for maintaining the credibility and integrity of the academic community but also for nurturing individuals who contribute positively to society through their knowledge, skills, and ethical conduct.

Academic misconduct undermines the efforts and achievements of other students, erodes the trust and credibility that society places in educational institutions, and can have long-lasting consequences for the individuals involved, especially in post-graduate careers.

Academic integrity is a teaching and learning issue, and our policies and procedures are written in that spirit. Academic misconduct can involve many gray areas. The ways that students are allowed to work with other classmates or utilize additional resources can differ between courses which can lead to confusion. **Instructors** are responsible for making expectations regarding academic integrity and academic misconduct clear and explicit to students in the course syllabus, assignment instructions, and exam instructions. **Students** are responsible for

actively seeking clarification from their course instructors if they are uncertain about whether a situation might involve academic misconduct.

Academic Misconduct Reporting Procedures, Sanctions, and Appeals

Reporting Academic Misconduct

Each UI college tracks offenses on a shared database (Maxient), with academic misconduct reports thus shared across UI colleges and with more severe consequences for repeat violations.

Incidents of academic misconduct will be investigated and reported in a manner that ensures due process and fairness.

Instructors: Instructors are required to report incidents of academic misconduct by filing a violation report and notifying the accused student in writing. Instructors should contact the Assistant Dean of Student Services for access to the reporting form.

Students: A student who witnesses an incident of academic misconduct is expected to report the violation to the course instructor. During any investigation, the reporting student may be asked for additional information. The confidentiality of the reporting student will be protected to the greatest extent possible; however, confidentiality cannot be guaranteed in all cases.

Reports of academic misconduct are shared with the Graduate College, the Assistant Dean of Student Services in the College of Public Health, the Associate Dean for Academic Affairs in the College of Public Health, as well as the Director of Graduate Studies and Departmental Executive Officer (DEO, Department Chair) in the student's home department. Academic misconduct records stored in Maxient are not transferred to the student record in MAUI. However, depending on the result of a case (e.g., dismissal/expulsion), a dean's level note acknowledging academic misconduct as the reason for dismissal/expulsion may be added to the student's MAUI advising notes. Access to dean's level MAUI advising notes is highly restricted and campus advisors (e.g., DGS, DEO, Graduate Program Coordinator, faculty advisors) do not have access to these notes. Notes associated with academic misconduct are not recorded on the student's transcript. Records of academic misconduct violation(s) will be kept for seven years or until the student graduates, whichever comes first.

Academic Misconduct Procedures and Sanctions

In the event that academic misconduct is suspected, the following procedures will be followed:

A. Course-Level Procedures

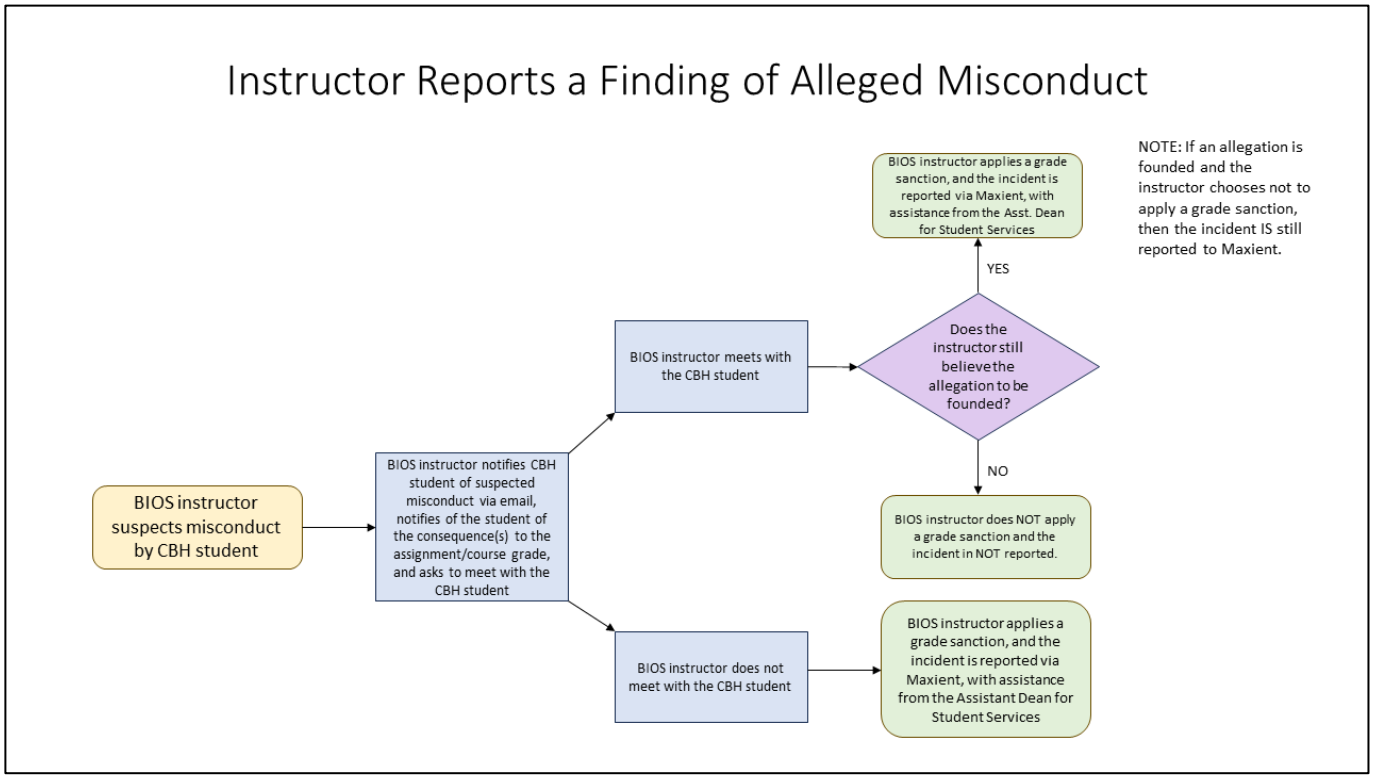
An instructor who suspects a student of an incident of academic misconduct will investigate whether the suspected misconduct has, in fact, occurred.

Instructors who intend to report a student for misconduct should inform the student about their concerns. The instructor will make reasonable attempts to arrange a meeting with the student as soon as is feasible with the student to clarify the situation and to discuss specifics of the incident. The student should be provided the opportunity to respond to the allegation. If the student does not respond or chooses not to meet with the instructor, the instructor should proceed with sanctioning the student (see below) and reporting the incident.

If the meeting between the instructor and the student ultimately results in no sanction (e.g., grade reduction) because the allegation of academic misconduct is not supported, then the process will be considered completed. No additional reporting will be required, nor will there be any information related to the situation entered into the student's record.

If after meeting with the student the instructor determines that the allegation of academic misconduct is founded, then the instructor will make a decision regarding whether or not a sanction (e.g., grade reduction) will be applied and report the allegation by filing a violation report.

If the instructor decides not to apply a grade sanction (e.g., issues a warning or provides the student with learning opportunities to address any misunderstandings of academic misconduct), the incident must still be reported.



Examples of Course-level Sanctions

In the case of academic misconduct that is related to a course, the instructor will determine the appropriate sanction. Sanctions may include but are not limited to:

- Failing the assignment or assigning a lower grade than otherwise would have been given for the assignment
- Requesting a revision of the work in question and accepting the revision for grade assignment
- Failing a student for the course (must only be considered in consultation with the departmental/programmatic administrative home for the course)

Instructors are responsible for making expectations regarding academic integrity and academic misconduct clear and explicit to students in the course syllabus, assignment instructions, and exam instructions.

The Assistant Dean of Student Services in the College of Public Health will notify the student of any violation report received and the right of the student to request an appeal hearing for review of the case. The student may:

- Accept responsibility and the instructor's sanction.
- Accept responsibility but appeal the instructor's sanction. Reasons could include inequitable enforcement of the sanction, the sanction is too severe, or the sanction is out of alignment with stated policy in the syllabus.
- Deny responsibility for the violation and appeal the instructor's sanction.

B. Student Appeals of Course-Level Sanctions

If the student has any questions about the appeals process, then they should contact the Assistant Dean for Student Services in the College of Public Health or their Graduate Program Coordinator. Contact information for the Assistant Dean will be provided in the notification letter. The student may also choose to discuss their situation confidentially with a representative of the **Office of the Ombudsperson**.

Appeals must be in writing to the DEO (Department Chair) of the department in which the course is offered within 30 calendar days of written notification of the instructor's finding. An email to the DEO is sufficient.

The DEO will review the case and submit a decision letter to the student and to the Assistant Dean for Student Services in the College of Public Health.

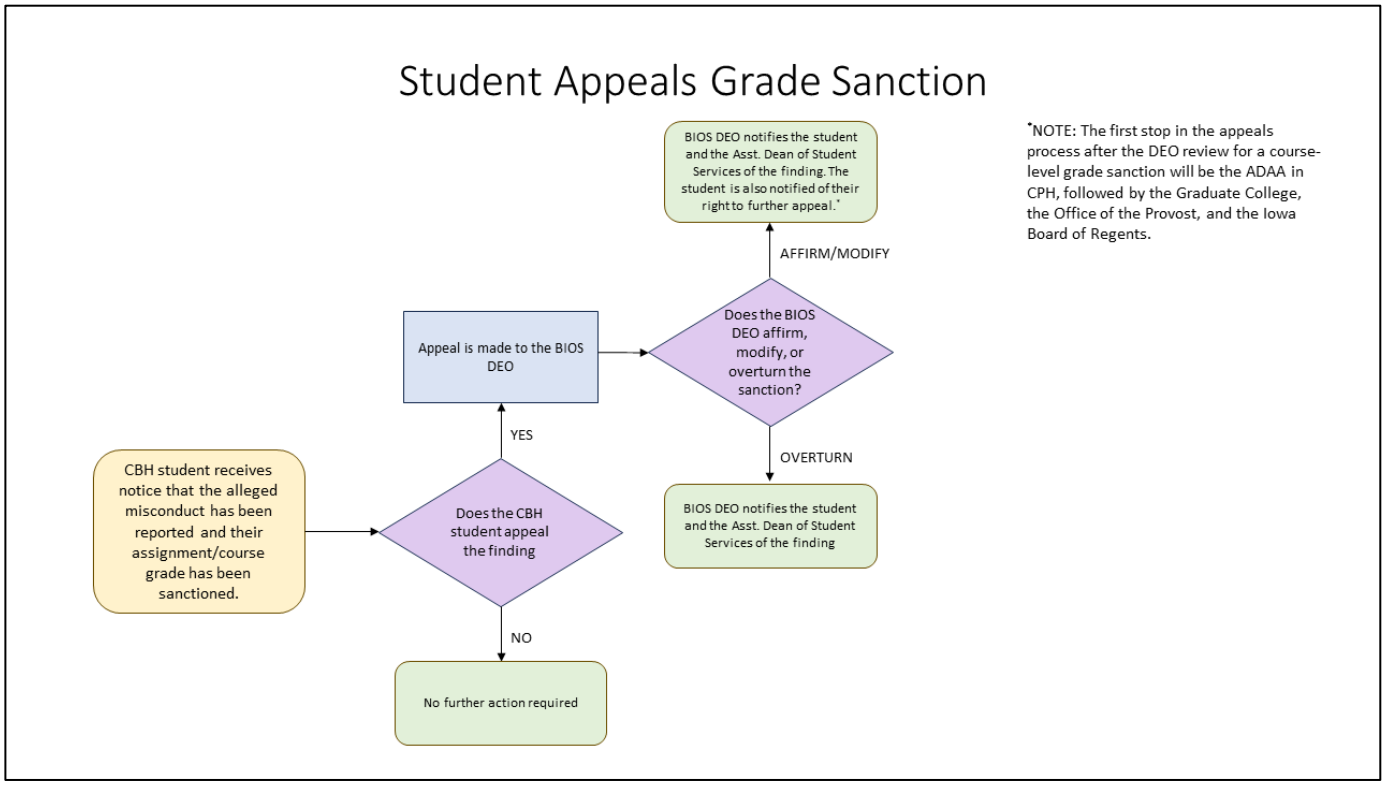
If the student is not satisfied with the DEO's decision, the student may then request a review by the Associate Dean for Academic Affairs (ADAA) in the College of Public Health. The request must be written within 30 calendar days of receiving the DEO's finding. An email to the ADAA is sufficient.

The ADAA will review the case and submit a decision letter to the student and to the Assistant Dean for Student Services in the College of Public Health.

If the student is not satisfied with prior decisions, then the student has the right to appeal to the Associate Dean for Academic Affairs of the Graduate College, followed by the Office of the Provost, and finally up to the Iowa Board of Regents.

Copies of the final determination document will be given to the student, kept by the department, and also given to the Assistant Dean for Student Services to be stored in the Maxient system.

When a conflict of interest in the chain of appeals is identified (e.g., the DEO or ADAA is also the student's instructor, advisor, or supervisor), then an appropriate substitute to hear the appeal will be made.



C. Departmental Procedures

In the event that academic misconduct is founded, the student's home department/program will make a determination as to whether or not additional sanctions will be applied by the department/program according to the following procedures:

Following a report of academic misconduct, a review committee of 2-3 primary faculty members will be appointed by the DEO, with one member designated as the chair. A meeting will be convened to allow the student an opportunity to discuss the alleged misconduct. The committee will meet to review the available evidence. After the committee has reviewed the report, the committee may assign the student additional sanctions (see below for

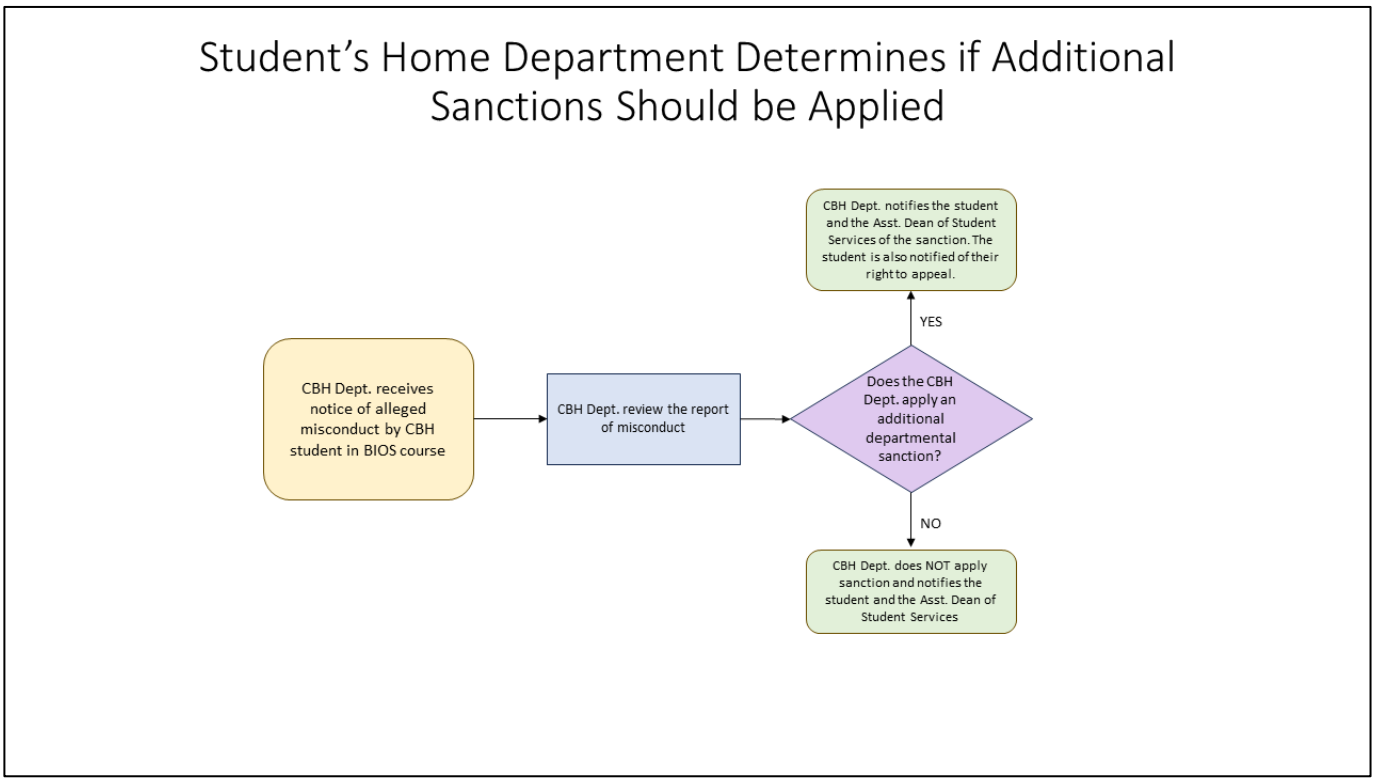
examples) based on the severity of the offense and the number of previous offenses by the student reported to the department. The chair of the review committee will notify the student in writing about the outcome, copying the Assistant Dean of Student Services on all communication.

Examples of Departmental Sanctions

Academic misconduct can involve many gray areas and borderline situations. In these cases, the department might combine or change the sanctions listed below so that they better fit the situation. At the department's discretion, egregious acts of misconduct may lead to more severe sanctions than suggested below even for a student's first or second report of misconduct.

- ***For first report*** – The student receives a warning letter in which they are notified of the consequences of any additional offenses related to academic misconduct. The student is required to meet with the Director of Graduate Studies and/or Department Chair (DEO) to discuss the alleged violation(s) and departmental expectations regarding academic integrity. A summary of the violation report will be provided to the student. During the meeting, the DGS and/or DEO will review the sanction imposed by the instructor, review departmental sanctions, and review the appeal process and the deadline to appeal.
- ***For second report*** – The department may require the student to enroll in a non-credit **academic integrity seminar**. The seminar is completed online, and most students complete the assigned readings and assignments in about 5-15 hours. The student will be charged a course fee of between $100 and $200.
- ***For additional reports*** – In addition to any penalties listed above, the department may dismiss the student from the graduate program or recommend expulsion from the University. Decisions to dismiss a student from the graduate program or expel the student from the University are made in consultation with the Associate Dean for Academic Affairs of the Graduate College. If the student is dismissed from the department, then the student will be simultaneously terminated from the Graduate College of the University of Iowa.

Students who fail to complete any of the assigned sanctions may be restricted from course registration in future semesters. Degree conferral may be held for students in their final semester of enrollment until they complete their assigned sanctions.



D. Student Appeals of Departmental Sanctions

If the student has any questions about the appeals process, then they should contact the Assistant Dean for Student Services in the College of Public Health or their Graduate Program Coordinator. The student may also choose to discuss their situation confidentially with a representative of the **Office of the Ombudsperson**.

Appeals must be in writing to the Associate Dean for Academic Affairs (ADAA) in the College of Public Health within 30 calendar days of written notification of the department's finding. An email to the ADAA is sufficient.

The ADAA will review the case and submit a decision letter to the student and to the Assistant Dean for Student Services in the College of Public Health.

If the student is not satisfied with the ADAA's decision, then the student has the right to appeal to the Associate Dean for Academic Affairs of the Graduate College, followed by the Office of the Provost, and finally up to the Iowa Board of Regents.

Copies of the final determination document will be given to the student, kept by the department, and also given to the Assistant Dean for Student Services to be stored in the Maxient system.

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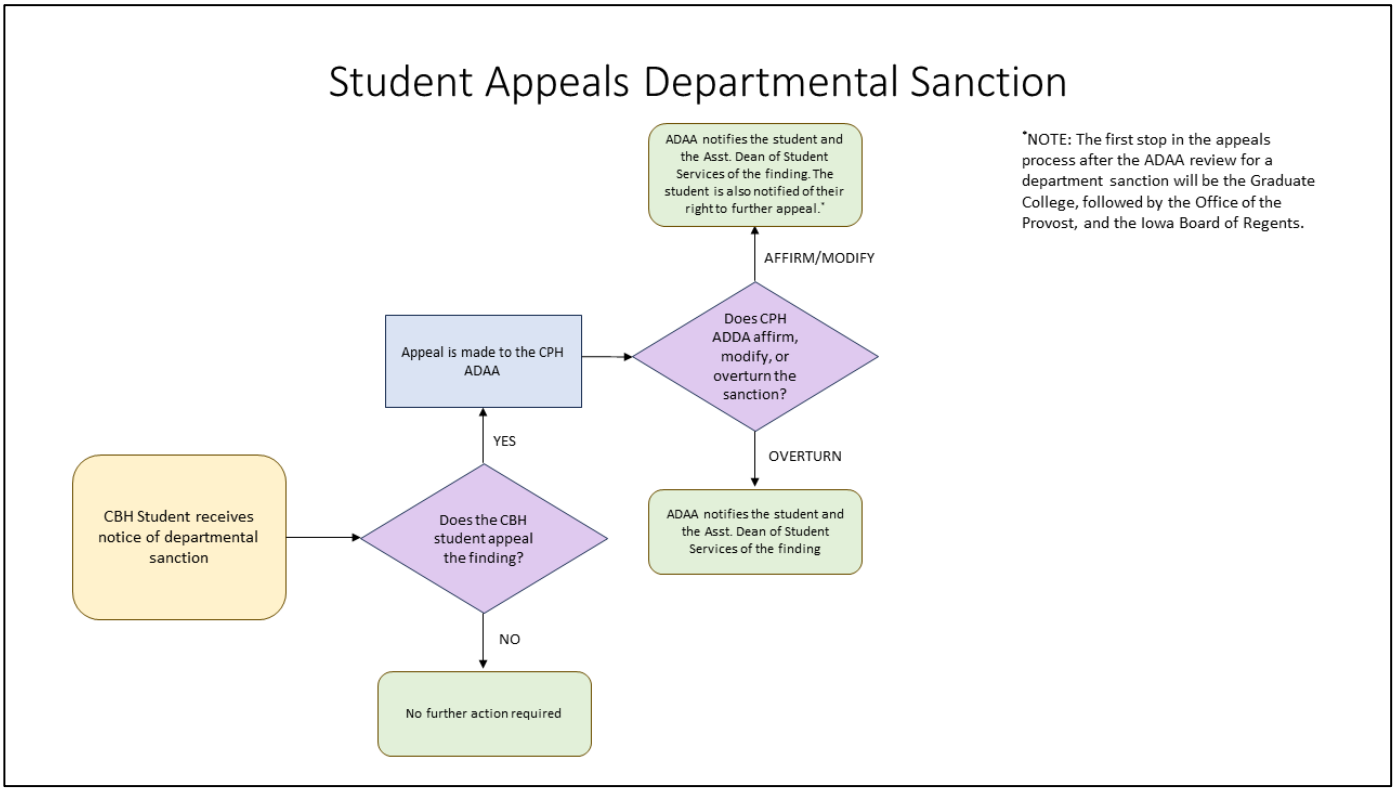

General Information for Students

College of Public Health Student Commons

The Student Commons is located on the second floor (S240). It includes study tables and reading chairs, as well as a serving counter. There are also vending machines for drinks and snacks.

Scan to Email

You may scan documents to your email from the copier/scanner in Room N435 in the Department of Community and Behavioral Health. The College of Public Health has two "scan to e-mail" stations which are located in S206 and S207. These stations will allow you to scan a document directly to your e-mail account. Information regarding use of this email technology is located on the CPH IT Support website.

Computer Labs and Printing

The College of Public Health Computer labs are located in S206 and S207. Other university computer labs are available throughout campus, including one at nearby Hardin Library. A complete list of available computer labs can be obtained through the UI's Information Technology Services Office.

Black and white printing is $0.03 per print side. Color printing is $0.15 per print side. Printing is charged to the student's University Bill (U-Bill). The **ITC Student Printing** service is a campus-wide/enterprise service. In other words, students can print to any ITC on campus.

For printing/supplies for your GRA or TA work, please contact your supervisor.

Web Print Release Stations in CPHB

There are two Web Print Release Stations, which are located in S206 and S207. These stations will allow you to print from your personal laptop or home computer (with internet connectivity). Here are further instructions from **ITS Support**. Once you print from your wireless laptop or home system, the print job is not released (and or charged) until you go to the Web Print Release Station (located in S206 or S207) and release it.

Student Resources

- **College of Public Health Facilities** – Room Reservations, after-hours access, parking, etc.
- **ID Card Services**
- **UI Parking**
- **Iowa City Transit**
- **Student Health Insurance**
- **Campus Maps**
- **Writing Center**
- **Speaking Center**
- **Human Subjects Office**

Confidential Resources

- **Basic Needs and Support** – (Food, housing, child care)
- **Family Services**
- **Office of the Ombudsperson**
- **Rape Victim Advocacy Program**
- **Student Disabilities Services**
- **University Counseling Services**
- **Women's Resource and Action Center**

Desk Space

Limited space is available for graduate students in CBH; however, priority is given for students who are graduate research assistants, teaching assistants, or doctoral students. Graduate students with office space elsewhere on campus will only be given space in CBH if necessary and available. Desk allocations are reviewed by the start of each academic year; however, designated space can be reassigned at any time as needed or if space is unused.

Email

University policy specifies that students are responsible for all official correspondence sent to their standard University of Iowa email address (@uiowa.edu). Students should check this account frequently. If students do not want to check their university email account on a daily basis, they must re-route their University of Iowa email account, to an email account that they do check every day. In ISIS, click on Update Email Routing Address under "My UIowa" on the toolbar.

Food at Meetings

The Department of Community and Behavioral Health does not expect any student to provide food or beverages at committee meetings, prospectus meetings, or thesis defenses for the audience or for the committee members.

Advisors & Graduate Program Coordinator

Role of the Advisor

- Provide information about various fields of study in Community and Behavioral Health;
- Provide information about research opportunities;
- Provide information on strategies to search for and obtain an internship and various job opportunities;
- Help develop the plan of study;
- Advise on course selection and authorize registration each semester;
- Provide advice when academic difficulties occur; and
- Other academic or professional support as needed.

Role of the Graduate Program Coordinator

- Provide new and prospective students with information on application and admission processes, orientation, and the transition to the program;
- Provide current students with information on registration, advising, course selection, academic requirements, financial aid, departmental and collegiate guidelines, and career development;
- Monitor students' progress towards graduation;
- Provide administrative support for professional development funds; and
- Other academic or professional support as needed.

Changing Advisors

When an applicant is admitted to the Department of Community and Behavioral Health, the student is assigned a faculty advisor by the Graduate Program Coordinator. The department strives to match the academic interest of the student with a faculty member who shares similar interests. In the case of PhD applicants, applicants are expected to help identify the faculty members whose interests best match their academic goals.

If a student wishes to change advisors, the student should first bring up their concerns or wishes with the current Director of Graduate Studies or Graduate Program Coordinator. Students are then encouraged to discuss their concerns or wishes with their current advisor as appropriate. If the student wishes to proceed with an advisor change, they should determine the preferred faculty advisor and discuss the possibility with the preferred faculty advisor. Students may consult with the Graduate Program Coordinator for tips and advice. Upon approval by the

new faculty advisor, the student must then notify the prior advisor, the Director of Graduate Studies, and the Graduate Program Coordinator. It should be emphasized that the reason for change may be personal or because of the student's interests, and that there is no requirement that a student remain with the same advisor throughout that student's academic career.

Departmental Plan of Study

A departmental plan of study (MyPlan) must be submitted within the first semester of study in **MyUI**. The purpose of the plan is to ensure that any requested course waivers or transfer credits are approved, and that the student will have completed the appropriate coursework to receive the degree. Plans of study for new students will be discussed with the Graduate Program Coordinator prior to the first semester.

Students should meet with their advisor to complete a MyPlan in MyUI. The Graduate Program Coordinator can provide sample plans of study, and they are also available **online** in MyUI. **Community and Behavioral Health courses** and other department course descriptions are available in the **General Catalog**. When your MyPlan is complete and approved by your advisor, email the Graduate Program Coordinator to confirm your MyPlan has been completed. The student and their advisor will then be informed if the MyPlan requires modification.

Registration clearance for subsequent enrollment periods will not be released until an approved MyPlan is on file. MyPlans should be updated as needed. MPH students should consult the **MPH Student Handbook** prior to initiating the MyPlan.

Note: International students are subject to registration requirements and those listed below. They are generally required to be registered full-time (at least 9 s.h.) in fall and spring semester, and there are restrictions on the number of courses they are allowed to register for via distance learning, e.g. web classes. International students should contact the Graduate Program Coordinator and/or the Office of International Student and Scholar Services (**ISSS**) if they have questions about registration requirements in specific situations.

Registration

Nine or more semester hours constitutes full-time enrollment during the fall and spring semesters. A graduate student may register for no more than 15 semester hours (s.h.) per semester during fall and spring semesters unless approved by both the advisor and the department head. The maximum number of semester hours graduate students are allowed to enroll in during the combined summer sessions is 12 s.h. For the four-week summer session, the maximum number of semester hours allowed without approval for graduate students is 4 s.h.

Students register for courses online at **MyUI**. Students need to be authorized to register by either their advisor or the Graduate Program Coordinator. Request authorization when you and your advisor are in agreement as to the courses you will take in the upcoming semester. If you are making a change from your plan of study, you will need to talk about this with your faculty advisor and Graduate Program Coordinator prior to asking for authorization.

The University Schedule of Courses comes out on MyUI a few weeks prior to early registration (February for the upcoming fall and summer semesters, October for the upcoming spring and summer semester). Generally, courses are offered during the same semester, the same time of day, the same format (i.e. web-based) as they were during the prior academic year—direct questions about specific courses to the Graduate Program Coordinator in that department or the instructor.

Auditing

Auditing is to reduce to zero the number of semester hours for which a student registers in the audited course. The student will not receive credit for the course, but will be able to attend the course lectures and may be able to participate in course activities. Audit registrations require special permission from the instructor. Auditing a course does not eliminate the payment of tuition and fees for the course. Tuition assessment is based upon the number of semester hours for which a course is offered. Students who are registered receive an "R" if attendance and performance are satisfactory or a "W" if unsatisfactory, unless special grading instructions allow other options.

Changing Registration

MyUI has a link with the Registrar listing **significant academic deadlines** for each semester, including deadlines for changes or withdrawal of registration and financial penalties involved.

Changes in registration must be initiated by the student. Students may change registration with no penalty via computer until midnight the day prior to the start of classes. During the first five days of the semester, any change should be completed on MyUI. Beginning the sixth day of the fall/spring semester or the first day of summer session, use the "initiate add" request or "drop" in course browse of MyUI, follow the steps in MyUI and obtain the required permissions/ authorizations to **add a course** or **drop a course**. Students should be aware that failure to drop classes by the established deadline will result in a successively increased percentage of tuition fee assessment.

Waiver of Courses

Students may request that a required course be waived. A waiver means that the student is not required to enroll in the course, and the student does not receive credit for the course. Examples of appropriate use of a waiver include completion of the course more than ten years prior to anticipated graduation or completion of the course as an undergraduate student.

Transfer Credits

Students may request that courses they took at another institution, or in another degree program, count towards their CBH degree if they meet the objectives of required or elective courses in the MPH/PhD. To do this, students must initiate the process by contacting the Graduate Program Coordinator to obtain the CBH Request for Transfer or Waiver Form. Students will submit one request form per course along with the course syllabus to the Graduate Program Coordinator. Credit for courses toward an advanced degree must have the approval of the course instructor and CBH department. Students cannot transfer courses that are more than 10 years old at the time that they take their comprehensive examination, or courses that were taken as part of an undergraduate program. Doctoral students may not transfer more than 31 s.h. from another graduate program.

Students requesting transfer of credit hours must include information about the course (institution, course title, number of credit hours, and grade) and a course description sufficient to determine whether it is an acceptable substitute for the replaced course. Transfer credits from other colleges and universities are also evaluated by the Graduate Admissions Office. The department cannot approve transfer hours from other institutions unless the Graduate Admissions Office awards graduate credit hours.

Grading

Generally, faculty in the College of Public Health use the letter grades A, B, C, D, and F. Plus-minus grading is an option which many faculty members elect to use. Instructors usually include their grading scales in their syllabi. If not on the syllabi, students may check with each course instructor at the beginning of the semesters to determine if the option will be used.

Satisfactory/Unsatisfactory (S/U) grading is always applied to thesis/dissertation, research, or independent study courses. Neither the S nor the U is used in computing grade-point average. Grades of S and U may also be used for courses taken outside the major department, provided that the course instructor and the student's advisor approve the registration. Arrangements for S/U grading in these courses are accomplished by filing a form with appropriate signatures in the Registrar's Office at the time of registration or *no later* than the last day of the second week of a semester or the third day of the second week of a summer session.

Incompletes

A grade of Incomplete ("I") is to be used only when a student's work during a session cannot be completed because of illness, accident, or other circumstances beyond the student's control. The student must submit required work with sufficient time for the instructor to review it and submit a grade by the end of the next semester. Failure to do this results in a grade of "F." Students with "I" from spring semester have until the end of the following fall semester

to remove an "I". The incomplete coursework must be complete in the term you are graduating, you cannot graduate with incomplete coursework.

Appealing a course grade

Any student wishing to appeal a grade from a class must do so within two weeks of the end of the semester. It is advisable to first speak with the instructor of the course in question about your grade. If that offers no solution, contact the Department Chair of that course's department within four weeks of the end of the semester.

Retaking a Course

For courses that are repeated, the Graduate College does not have a 'second-grade only' policy (where re-taking a course results in the replacement of the original grade). Therefore, re-registering for a course will not result in the removal of the original grade from a transcript. The two ways to remove a grade from a transcript are (1) by a retroactive withdrawal granted from the Graduate College (approved only in rare cases) or (2) by an instructor-initiated grade change.

Maintaining Good Academic Standing

MPH students must earn a B- or better in each of the six core courses and must have a cumulative grade-point-average (GPA) of 3.0 or higher on the six MPH core courses. Students may repeat a course if necessary, and only the highest grade will be used to calculate the core course GPA; however, both grades will be used to calculate the cumulative graduate GPA.

PhD students must maintain a cumulative GPA of 3.0 or higher.

The department follows Graduate College rules for academic probation when a student's GPA falls below the 3.0 threshold or when there are two or more grades of incomplete in a semester.

Further details are available online. See the collegiate **MPH Program Student Handbook** (MPH students) and the section on **Academic Standing, Probation, and Dismissal** in the Graduate College Manual of Rules and Regulations (both MPH and PhD students).

The department strives to support students to successfully complete their degree program. When good academic standing is lost, the Graduate Program Coordinator and Director of Graduate Studies will work collaboratively with the student and their advisor to formulate a plan to correct the situation.

Leave of Absence from Degree Program

A student may take a leave of absence (e.g., a semester off) from their degree program. The leave is intended to allow a pause in academic activities when there are extenuating circumstances that interfere with successful completion of their studies as planned. Examples include a death, physical or mental health crisis, or change in financial circumstances, among others.

In addition, when faculty note that a student is struggling, a leave may be suggested—but not required—as a strategy to deal with immediate matters, after which the student may resume the degree program in a stronger position. Students are expected to follow the plan of study for their degree and adhere to Graduate College requirements, but the department strives to be supportive and flexible. The Graduate College allows interruptions of a student's enrollment up to three consecutive academic sessions (including the spring, summer, and fall sessions but excluding the winter session) without the need to reapply.

To initiate a leave of absence, the student should first discuss the situation with their academic advisor then submit a written notification (e.g., email) to the Graduate Program Coordinator and Director of Graduate Studies. The department may endorse the leave or note reservations about the leave in the student's MAUI advising notes.

Application for Degree Near Graduation

A student is required to file an Application for Graduate College Degree by the posted deadline of the session (fall, spring, or summer) in which the student intends to graduate. The Degree Application link is on MyUI under Student Information. The Graduate Program Coordinator will file associated required documentation to the Graduate College for graduation in consultation with the student and the advisor.

PhD Requirements

The Department of Community and Behavioral Health requirements, which are supplemental to the Graduate College regulations, can be found in the **Manual of Rules and Regulations of the Graduate College**. The curriculum for the doctoral program requires that students complete at least 75 semester hours of course work past the baccalaureate degree. Relevant transfer credit given for a master's degree counts towards these 75 semester hours.

Important milestones for PhD students:

- Qualifying (Preliminary) Exam
- Comprehensive examination (written and oral)
- Dissertation proposal
- Dissertation Final Exam (Dissertation defense)
- Academic Standing

While pursuing a degree in CBH, PhD students are expected to maintain a 3.0 or better grade-point average. A student with less than a 3.0 GPA after 8 or more semester hours of graduate work will be placed on probation. If the student's cumulative grade-point average remains below 3.0 after completing 8 or more semester hours of graduate work at this University while on probation, the student shall be dismissed from the program and denied permission to reregister within any department program. When the student brings up their grade-point average to 3.0, the student shall be restored to good standing.

PhD Dismissal from the program

Any CBH PhD student who receives more than six semester hours of C+ or lower on courses included in the student's plan of study, including any transfer hours, will be dismissed from the program. The student may appeal the dismissal in writing to the Head of the Department within 4 weeks of the end of the semester. Student appeals must be voted on by the Department faculty within two semesters, including summer session, from the end of the semester in which the last C+ or lower grade was received.

Dissertation Committee

The student is responsible for obtaining a dissertation advisor. The dissertation advisor should have a primary, secondary, or joint faculty appointment in the Department of CBH. If a secondary faculty has agreed to advise a dissertation, the student should consult the Director of Graduate Studies to determine whether a primary faculty member should serve as co-advisor. The student, in collaboration with the dissertation advisor(s), will constitute a dissertation committee consisting of no fewer than four members of the Graduate College faculty. The committee must include:

- At least two faculty members whose primary appointment is in the Department of Community and Behavioral Health;
- At least one committee member whose primary appointment is outside the Department of Community and Behavioral Health; and
- At least three committee members must be University of Iowa tenure-track faculty.

Prior to the prospectus, the student should work with the Graduate Program Coordinator to have their Dissertation Committee Approval form submitted after the committee has been established. This dissertation committee will

evaluate the topic area of research and will provide direction during the preparation of the dissertation by participation in the evaluation, revision, and approval of the dissertation prospectus.

Annual Doctoral Student Reviews

The Department of Community and Behavioral Health conducts annual reviews for all doctoral students. The purpose of the annual doctoral student review is threefold: (1) to guide students' progress through the milestones; (2) to guide professional development and career preparation toward goals that will advance student success during the program and after graduation and (3) to familiarize the full faculty with students' strengths, interests, progress, and challenges. This process may also help students identify research or funding opportunities as well as faculty mentors and/or dissertation committee members.

FERPA guidelines permit the Department of Community and Behavioral Health to hold a faculty meeting to discuss doctoral student reviews; however, each CBH faculty member, in consultation with the Department Executive Officer (DEO), retains the right to request an individual review for a student when confidential or privileged information is relevant to a student's degree progress.

These annual reviews are held in addition to, and not as a substitute for, regular meetings with the student's advisor and other faculty mentors throughout the year. Meetings throughout the year should be used to assist students as they determine their research options, topics, and preparation for preliminary and comprehensive exams.

The program also has established expectations related to career preparation. For example, to be competitive for positions at research universities, policy institutes, and certain other professional environments, students must have significant involvement in multiple research projects that result in publications.

The annual review consists of four components:

1. Submission, by all doctoral students of:
    a. **An annual doctoral review form** to submit to the Graduate Program Coordinator
    b. A current version of the student's curriculum vitae (CV): students' CVs should include degrees, honors, employment and research experiences, teaching experience, publications and manuscripts in development, presentations, and service activities. Students should use a standard format for their CV, and do not need to use the NIH Biosketch format.
2. A grade report (these materials are due to the Graduate Program Coordinator as requested). Students should review their materials with their faculty advisor prior to the submission.
3. A meeting of the CBH faculty to discuss student progress: Two weeks in advance of the faculty meeting, review dossiers will be made available to all faculty.
4. Following the full-faculty review meeting, the DGS will work with the student's advisor to prepare a written assessment for each student. This letter will be provided to all doctoral students between August 1 and September 1. The written assessment of students' progress is a joint letter from the DEO, DGS, and the advisor to the student and should include: a synopsis of students' accomplishments and a clear explanation of recommendations for improvement or for professional development activities, if any. This letter will be filed with the student's departmental records by the Graduate Program Coordinator.

A progress meeting should follow between a student and their advisor to discuss the review memo. At the progress meeting, faculty advisors will discuss with individual students the results of their review. Faculty advisors should attempt to hold a meeting with their advisees to discuss the Annual Doctoral Review letter annually by September 15.

The annual doctoral student review, including the written assessment and progress meeting, is intended to support and guide students' progress and professional development by establishing clear expectations and providing a vehicle for annual feedback. Grievances should be addressed with the Department Head and Director of Graduate Studies. Additionally, please refer to **Section IV of the Graduate College Manual of Rules and Regulations** for information on academic probation and dismissal standards, procedures, and appeals.

PhD Qualifying Exam

Administration of a PhD Qualifying Examination is not mandated by The University of Iowa Graduate College but is required of students in the Department of Community and Behavioral Health (CBH). This examination should be completed early in the doctoral program. For students with a relevant Master's degree, the qualifying exam is to be taken at the end of the second semester of full-time study in the program. For students without a relevant Master's degree or enrolled part-time the qualifying exam should be taken by the end of the third semester or upon completion of sufficient coursework in the following areas: (a) Epidemiology, (b) Biostatistics, (c) Health Behavior and Health Education, (d) Designing & Implementing Interventions, and (e) Evaluation. The student's academic advisor, in consultation with the student, will be responsible for determining when their advisee should sit for the examination. The PhD examination committee is comprised of three CBH faculty members and is a standing committee. The examination is open book and takes place on campus, it is scheduled for a full day, from 8 a.m. until 5 p.m.

The PhD qualifying exam measures the breadth of students' public health knowledge including community and behavioral health and assesses students' ability to synthesize information, build a persuasive argument, and communicate their thoughts in writing. The qualifying exam may include questions that prompt students to: (a) critique existing studies; (b) evaluate research; and/or (c) demonstrate knowledge of public health, evidence-based practice, and community and behavioral health theories, concepts and principles.

Students will receive an evaluation of pass, reservations or fail on the qualifying examination. Notification to the student will occur within 10 business days after the exam.

- A vote of pass means the student can move on with their coursework.
- A vote of "Reservations" will be given when at least two of the examination committee members determine that the student was not able to satisfactorily answer all the questions, but that the deficiencies are moderate and can be readily rectified. The corrective actions required of the student to rectify the deficiencies must be shared in writing with the student and submitted to the students file. The statement must specify the time allowed for completion of the aforementioned corrective actions. The language describing the corrective actions must be specific. For example, if additional course work is required, a list of suitable courses must be presented.

  If the candidate satisfies the required corrective actions in the specified period of time, the appropriate departmental executive, e.g., DEO, will send a written report to the student confirming that the PhD examination committee considers the actions to have been satisfied, and will note the date of this decision. If the actions are not satisfied on time, or if the actions are not of sufficient quality, the appropriate departmental executive will send a written report to the student indicating that the Reservations have not been satisfactorily completed and the committee will change the status to 'fail.'

- If the evaluation is 'fail' in the student will be dismissed from the PhD program. Appeals must be submitted in writing to the Department Executive Officer (DEO).

Please refer to **Section IV of the Graduate College Manual of Rules and Regulations** for additional information on student academic standing and dismissal.

PhD Comprehensive Examination

The PhD Comprehensive Examination (comprehensive exam) is a requirement for all PhD candidates. The comprehensive exam is taken after the majority of coursework for the PhD degree has been completed. Students should work with their faculty advisor to by the Graduate Program Coordinator. Students will work with their faculty advisor to notify the Graduate Program Coordinator of the final comprehensive exam date at least four weeks before the administration of the comprehensive exam. This will allow time for the completion of the **Doctoral Plan of Study form**, which requires: (1) Date of comprehensive exam; (2) Committee member names, institutions, and email addresses; (3) Number of transfer credits approved; and (4) Signatures from faculty advisor and DEO. After all parties sign the Doctoral Plan of Study form, the Graduate Program Coordinator will submit it to the Graduate College on behalf of the student.

The student, with the guidance of their advisor, recruits a comprehensive exam committee to create, review, and grade the exam. Please refer to the **Graduate College Manual of Rules and Regulations** regarding composition of the comprehensive exam committee and other details of this exam. The Comprehensive exam must be passed by vote of the committee before formal work on the dissertation can begin. A student must be registered in the Graduate College at the time of the comprehensive examination, which must be satisfactorily completed no later than the session prior to the session of graduation.

The PhD comprehensive exam is intended to determine whether the doctoral candidate is prepared to undertake the dissertation phase of their graduate studies. It is an inclusive evaluation of the candidate's command of the major and related fields of study, including the tools of research. The PhD comprehensive exam in CBH tests students' mastery of important community and behavioral health concepts across three domains. These three domains are:

(1) the research process,
(2) theoretical foundations of community and behavioral health, and
(3) intervention science.

Students are expected to answer questions, one from each of the three domain areas, to demonstrate their research skills, their mastery of the core and relevant elective courses of the student's degree program, and their ability to integrate, apply, and synthesize material. Examination questions are composed of didactic components, principles, and concepts from the required and relevant elective courses of the student's doctoral degree program. Examination questions may also include other relevant didactic material consistent with professional competency in the student's specialty area. Within these domains, examination questions may include, but are not limited to:

- designing a study;
- identifying a research/knowledge gap;
- translating research to practice or programs;
- analyzing data; or
- interpreting study findings.

The PhD comprehensive exam will be scheduled between the student and their advisor. The exam is administered over three days from 8 a.m. until 5 p.m. each day. Students can choose from three consecutive days (e.g., Monday, Tuesday, and Wednesday), or alternating days within a week (e.g., Monday, Wednesday, Friday).

Although students have traditionally taken the exam in person (i.e., in their CBH office), it is possible to take the exam remotely with the agreement of the advisor and Director of Graduate Studies. Students will be provided with a single question each day and must submit their answer to that question by the end of each day. The exam is 'open book', answers must be typed and references must be included where relevant.

An oral exam will be scheduled within 14 days of the submission of the student's final written response. The examination will last approximately two hours and will include the student and the comprehensive examination committee. No formal presentation is required. At the beginning of the examination, the student will have an opportunity to provide any additional information or clarification they were unable to include in the written portion of the comprehensive exam. The student will then be asked to leave the room briefly while the committee discusses the questions it wishes to address and determines the order in which questions will be asked. The student will then return to the room, and committee members will pose their questions in the agreed-upon sequence. Near the conclusion of the examination, the student will again be asked to leave the room so that the committee can deliberate and determine the student's final comprehensive exam grade.

Grading Policy for the PhD Comprehensive Examination

The PhD comprehensive exam is graded as Satisfactory, Reservations, or Unsatisfactory. Within fourteen business days of the completion of the examination, a grade must be submitted to the Graduate College. Please go here to the **Doctoral Examination Committee form.**

- Vote of Satisfactory: A vote of "Satisfactory" indicates that a student has passed the comprehensive exam and may begin to prepare their dissertation proposal.

- Vote of Reservations: A vote of "Reservations" will be given when at least two of the examination committee members determine that the student has not satisfactorily answered all the questions, but that the deficiencies were modest, and can be readily rectified. The corrective actions required of the student to rectify the deficiencies must be shared in writing with the student, and submitted to the Graduate College. The statement must specify the time allowed for completion of the aforementioned corrective actions. The language describing the corrective actions must be specific. For example, if additional course work is required, a list of suitable courses must be presented.

  If the candidate satisfies the required corrective actions in the specified period of time, the appropriate departmental executive, e.g., DEO, will send a written report to the student and to the Graduate College confirming that the PhD examination committee considers the actions to have been satisfied, and will note the date of this decision. Upon approval of the Dean of the Graduate College, the comprehensive exam will be recorded as "Satisfactory" as of that date. If the actions are not satisfied on time, or if the actions are not of sufficient quality, the appropriate departmental executive will send a written report to the students and the Graduate College indicating that the Reservations have not been satisfactorily completed. Upon approval of the Dean of the Graduate College, the comprehensive exam will be recorded as "Unsatisfactory" as of that date.

- Vote of Unsatisfactory: If at least two committee members evaluate the comprehensive exam as Unsatisfactory, the student has one opportunity to retake the exam in accord with procedural details as described in the Graduate College Manual of Rule and Regulations. If the student does not get an evaluation of satisfactory at the retake, the student is dismissed from the PhD.

Continuous Registration after Completion of the Comprehensive Examination

The student is required to register each fall and spring semester after satisfactorily completing the comprehensive examination until the degree is awarded. In order to maintain continuous registration, doctoral students may register for (1) required or elective courses, research, and thesis hours to complete the plan of study or (2) Doctoral Continuous Registration (DCR). DCR requires a 1 s.h. tuition fee payment. No registration for the summer or winter session is required. The exceptions are when the student is taking a degree at the end of the summer session. If a short hours form is required as described earlier, the student should contact the Graduate Program Coordinator before the semester begins.

Dissertation Proposal

The written research proposal does not need to be completed prior to sitting for the comprehensive exam. The dissertation proposal should be a 40 to 60 page double-spaced manuscript (length only intended as a guideline), outlining the intended dissertation research project of the student. The student should work closely with the chair of their dissertation committee to develop their proposal, but, in general, the content typically includes a background section, detailed methods for all three empirical chapters, and a section on the logistics for carrying out the proposed research. The background section should include a literature review on the student's proposed topic (describing what is currently known about the topic and the gaps in the current research), a theoretical framework or conceptual model, and a summary of the aims for the three empirical chapters. The background section is typically a rough draft of the first chapter of the student's dissertation. The detailed methods section typically includes a brief motivation for the study, aim(s) and hypotheses (if applicable), sample/data collection, description of measures (quantitative) or interview guides (qualitative), analytic plan, and potential limitations and contingencies. All work should be properly referenced and comply with NIH or similar guidelines and format.

The student must complete an oral defense of the proposal. All dissertation committee members must be in attendance to review the quality and make a decision to pass or fail the student. All potential committee members must sign the student's "Approval of Proposed PhD Dissertation" form before the students can proceed. Once signed, the dissertation committee becomes official. Unanimous, written approval of the dissertation proposal is required by all dissertation committee members, prior to beginning the research. Substantial work should not be

done on the dissertation until this form has been submitted. Please go to **Department of Community and Behavioral Health Student Forms.**

Dissertation

The PhD Dissertation in CBH consists of three publishable manuscripts. Original thought is required in the formulation and conduct of the research, although neither original data collection nor data analysis are strictly required. A committee will be formed to guide the students as needed. This committee will also be responsible during the dissertation defense to thoroughly examine the student's area of knowledge associated with the context and content of the dissertation work.

The student is required to comply with Graduate College guidelines with regard to preparation of the dissertation and deadlines for graduation. The student should consult the ***Manual of Rules and Regulations of the Graduate College*** and posted deadlines, and refer to the resources and rules of the Graduate College. Dissertation costs are the responsibility of the student, including associated costs such as copying. The format of the dissertation document must comply with all Graduate College guidelines

Dissertation Format

In the Department of Community and Behavioral Health, a PhD dissertation shall consist of at least three manuscripts that the dissertation committee deem suitable for publication on related subjects and submitted for publication. The scope of the manuscripts shall be negotiated with the dissertation committee in advance. The dissertation shall include original thought in formulation and conduct of the research. However, original data collection may not be strictly required. For example, existing well-documented databases may be used as a research basis. The standard of quality will be judged relative to the probability the dissertation could withstand a peer reviewed publication process in English. The format of the dissertation document should comply with all Graduate College guidelines. Consulting dissertation and scientific writing guides is also recommended. Recommended resources include:

- Adu P, Miles DA (2024). *Dissertation Research Methods: A Step-by-Step Guide to Writing Up Your Research in the Social Sciences*. Routledge; New York NY.
- Glatthorn AA, Joyner RL (2005). *Writing the Winning Thesis or Dissertation: A Step-by-Step Guide*, 2nd ed. Corwin Press; Thousand Oaks CA.
- Rogers SM (2014). *Mastering Scientific and Medical Writing: A Self-Help Guide*, 2nd ed. Springer; Berlin Germany.
- Katz MJ (2009). *From Research to Manuscript: A Guide to Scientific Writing*, 2nd ed. Springer; Dordrecht Germany.

When submitting work to dissertation committee members, students should expect a minimum of two-week turn around for feedback. This should, however, be agreed by the committee members and is subject to variability.

The final version of the dissertation must be approved by the chair and submitted to the committee a minimum of two weeks prior to the oral defense. Students should expect work to be returned with comments no later than three weeks from submitting the dissertation written work.

Dissertation Composition

The dissertation will contain three sections:

- An introductory chapter
- A chapter, or chapters, containing the body of a publishable manuscript (one per chapter),
- A concluding chapter

The introductory chapter will:

- outline the larger problems addressed in the research,
- discuss the purpose and major goals of the research, and (if requested)
- include a comprehensive literature review of the research area.

The manuscripts drafts should contain publishable manuscripts. Each chapter will be written with a target journal in mind and the level of detail, headings, etc. should reflect that target journal in order to minimize the need for revisions when the manuscripts are sent out for publication.

The concluding chapter will:

- show how the manuscripts shine light on the larger problems mentioned in the introduction,
- address the significance of the research to the field of Community and Behavioral Health,
- mention any aspect(s) of the research not included in the manuscripts but worthy of discussion, and
- discuss the potential for future research.

Formatting Guidelines

In general, all instructions of The University of Iowa Graduate College are to be followed when preparing the dissertation can be found in the **manual for dissertations**.

Deadlines Relative to Dissertations

Deadlines are set by the **Graduate College for the dissertation submission**. See the Graduate College website for deadlines associated with the semester you plan to obtain the degree.

Departmental Format for Conducting the Defense (Final Exam) of a PhD Dissertation

This is the usual process below for a CBH dissertation defense, also called the final exam. However, the chair may choose to vary from this process within the parameters allowed by the Graduate College.

Dissertations will be presented for review and critical assessment in a public forum.

Announcements, in the form of an email to all College of Public Health faculty, staff and students, and a news item, are made giving the dissertation title, student name, date, place, and time of defense. A brief abstract is posted two weeks prior to the defense date. The student is responsible for coordinating this with the CBH Graduate Program Coordinator.

If an audience is present in addition to the student's committee members, the defense will consist of the following format. The chairperson introduces the student and explains the format that will be followed to the audience. This may include asking the student to give a brief history of his or her academic/work history (for example, "what brought you to this point?"). The student then gives a summary or overview of the objectives and important findings associated with his or her work. Time limit is 20-40 minutes. Talk should be addressed more towards audience than committee members who have already read the dissertation. The question-and-answer period then follows in which the audience is allowed up to 20 minutes to ask questions. Following that time period, the committee members only will ask any additional questions. Upon completion of the question-and-answer period, the committee members will convene a closed-door session to discuss the student's performance, review academic information, and sign form as desired. The student is informed of the result of the committee's decision.

PhD Defense Responsibilities

It is the student's responsibility to ensure that all work is performed, and all forms are submitted, in a timely manner to obtain the degree. The forms and timelines originate from the Graduate College, which ultimately confers the degree, not the department. A detailed checklist of duties and responsibilities required for obtaining a degree is available from the Graduate Program Coordinator.

Student

- **Reviews required forms for the Graduate College.**
- Enrolls during the semester of the defense and planned graduation.
- Notifies Graduate Program Coordinator of intent to defend.
- Sends requests to committee members.

- Schedules defense date with advisor and committee members.
- Completes dissertation for review by dissertation committee.
- Prints and sends copies of dissertation to advisor and committee members at least two weeks prior to defense.
- Works with Graduate Program Coordinator to satisfy all Graduate College requirements.
- Satisfies all departmental requirements as given in the Detailed Checklist.
- Prints a Certificate of Approval form for committee members' signature.

Student and Dissertation Advisor

- Select committee members.
- Determine potential defense date.
- Review/edit student's dissertation prior to submission to committee members.
- Distribute announcement of dissertation defense.
- Complete first deposit checklist prior to submission to Graduate College.

Dissertation Advisor

- Advises student on dissertation content.
- Chairs dissertation defense.
- Brings student file and final examination form to defense.
- Signs required forms.

Graduate Program Coordinator

- Supplies needed forms and advice when asked by student.
- Submits the necessary forms for the defense to the Graduate College.
- Finds a room for the defense.
- Sends out the announcement of the scheduled dissertation defense.
- Provides advisor with student file for defense (containing necessary forms for committee signatures).
- Returns all forms to Graduate College.

Timing of the Defense

The dissertation defense is also referred to as the final exam, and may not be held until the next academic session after passing the comprehensive examination and the written dissertation is ready for committee review. However, a student must pass the final examination no later than five years after passing the comprehensive examination. Failure to meet this deadline will result in a reexamination of the student to determine his or her qualifications for taking the final examination.

Evaluation of the Doctoral Defense

The report of the final examination, the form committee members use to approve the final exam (thesis defense), is due in the Graduate College office no later than 48 hours after the examination. The final examination will be evaluated as satisfactory or unsatisfactory. Two unsatisfactory votes will make the student's performance unsatisfactory. In case of a report of unsatisfactory in the final examination, the candidate may present himself or herself for reexamination not sooner than four months after the first examination. The examination may be repeated only once. Refer to Section XII. K. of the **Graduate College Manual of Rules and Regulations** for these rules relative to the comprehensive examination.