



Tulane School of Public Health and Tropical Medicine

PhD Programs Handbook

October 20, 2015

Table of Contents

I.	Admission as a PhD Student	3
	a. Admission Requirements	4
	b. Application Process	4
	c. Review Procedures	4
II.	PhD Degree Requirements	5
	a. Academic Degree Requirements	5
	b. Program requirements	6
	c. Time limitations	6
	d. Comprehensive Examination	7
	e. Dissertation Committee	7
	f. Research Prospectus	8
III.	Doctoral Candidacy	8
IV.	Dissertation	8
V.	Award of Degree	9
VI.	Limitations on Faculty	10
VII.	Transferring between doctoral programs	10
VIII.	Doctoral Programs Committee	10
IX.	Responsibilities of Departments	10

Policies and Procedures for PhD Programs

School of Public Health and Tropical Medicine

Tulane University

Approved by Executive Faculty, 10/13/2015
Approved by the General Faculty, 10/20/2015

The Doctor of Philosophy (PhD) in Public Health is an academic research degree that prepares students for research roles in a variety of public health settings. The PhD provides an understanding of theory and mechanisms of a topic area, research methods for conducting original research, and problem-solving approaches in public health settings. Students obtain in-depth knowledge of a public health field plus skills in research applications and methods. Graduates are prepared for careers in academic research, research institutes, and agencies. The PhD in Public Health is offered with concentrations in:

- Biostatistics and Bioinformatics
- Epidemiology
- Global Community Health and Behavioral Sciences
- Global Environmental Health Sciences
- Global Health Systems and Development
- Tropical Medicine

The General Faculty of the School of Public Health and Tropical Medicine holds responsibility for and jurisdiction over the School's doctoral programs, Doctor of Philosophy (PhD), Doctor of Public Health (DrPH) and Doctor of Science (ScD). This document sets forth the policies and procedures for the PhD degree. The Doctoral Programs Committee monitors adherence of the doctoral programs to SPHTM policies.

I. ADMISSION AS A PhD STUDENT

Admissions requirements listed below represent the standards set by the School. Additional requirements may be stipulated by a PhD concentration (see Appendices 8 for departmental guidelines).

- A. Admission requirements for the PhD program.
 1. Prior Degree Requirements: Completion of a master's degree or 30 graduate-level credits in a field related to the doctoral area of study. In rare cases, exceptions may be made on a case-by-case basis for outstanding students holding only baccalaureate degrees with the approval of the department chair, doctoral committee and Dean for Academic Affairs.
 2. A grade point average (GPA) of 3.5 on a 4.0 scale for graduate coursework is preferred.

3. Official GRE scores are required for PhD applicants. Graduate Record Examination (GRE) scores in the upper percentiles are preferred for the verbal and quantitative tests.
4. For applicants from non-English speaking nations, a minimum Test Of English as a Foreign Language (TOEFL) score of 89 for the Internet Based Test (IBT), 230 for the computer based test (CBT), or 570 for paper based test (PBT) is required.

Applicants may also submit scores from the International English Language Testing System (IELTS). Applicants should have a score of 7 or above for doctoral study.

Requests for exceptions to these minimum criteria should be made to the Doctoral Programs Committee in writing by the chair of the department to which the applicant is seeking admission. Scores below the minimum will require an applicant to arrive early and enroll in English as a Second Language courses offered by the university.

Applicants

B. Application Process

1. Prospective students applying to the PhD program must submit a completed application through the School Of Public Health Application Service (SOPHAS, www.sophas.org). This requirement includes students who have completed a master's degree at Tulane SPHTM.
2. Official transcripts of all baccalaureate and graduate coursework must be forwarded directly from each college or university to SOPHAS, the online application that verifies the transcripts of Tulane applicants.
3. Official GRE scores must be directly submitted by ETS. GRE scores should be submitted through SOPHAS. For international students, official TOEFL scores must be submitted through SOPHAS (school code 6809). IELTS results should be sent directly to Tulane SPHTM Office of Admissions from the issuing agency.
4. Written recommendations are required from three individuals who are familiar with the applicant's academic scholarship and/or professional performance. At least two of the recommendations must be from a person with an earned doctorate and at least one from outside Tulane University.
5. A written statement of career goals and objectives is required, and should not exceed 1500 words.

C. Admission Procedure

1. Applications for admission to the School of Public Health and Tropical Medicine are received by the Office of Admissions from the SOPHAS online application system. Each application is screened for completeness by the Office of Admissions.

2. Prospective students are accepted by a specific PhD concentration in a department within the School.
3. Doctoral students cannot transfer to another PhD concentration. If a change is desired, the student must reapply to the second program and meet their admission requirements. Financial support does not transfer to the second program.
4. Departmental Review :
 - a. Doctoral faculty of the department in which the student intends to study reviews each PhD application.
 - b. Each department must have a written process in place for the review and approval of doctoral student admissions by the Doctoral Program faculty.
5. The department must assign advisors and provide mentoring to doctoral students throughout their course work and dissertation phases of PhD study.

II. PhD DEGREE REQUIREMENTS

A. Academic Degree Requirements

1. A minimum of 72 total graduate credits is required for doctoral degrees beyond the baccalaureate degree. At least 30 credits in advanced didactic course work (e.g., 7000 and 8000 level courses recommended) beyond the master's degree must be completed while enrolled in the doctoral degree at Tulane University. Up to 42 credits of graduate level credit taken in a master's program may be applied toward the PhD degree. All doctoral students must obtain a broad interdisciplinary public health perspective.
2. Departmental faculty will evaluate the applicant's prior graduate-level coursework and will state specifically which previous courses are applicable to the program of study and the total number credits from the master's program that will be accepted toward the PhD degree. Courses with a grade of less than a B, research, independent studies and internships are not accepted as credit toward the doctoral degrees. The departmental faculty will stipulate the minimum number of credits and doctoral coursework that must be taken to complete the specific PhD program. Credits taken more than 10 years prior to admission into the degree cannot be used.
3. Public Health Core Requirements: All PhD students are required to complete at least one course in epidemiology and one course in statistical methods beyond the introductory Public Health Core Courses in biostatistics or epidemiology. Options for fulfilling these requirements will be defined by each program and approved by the Curriculum Committee.
4. PhD students must have at least 3 credits in discipline-specific research methods. Doctoral level research preparation may include up to 6 credits in research applications such as laboratory rotations, field work or data analysis as is applicable to their field.

5. Doctoral students will participate in an interdisciplinary seminar that assesses the discovery and translation of public health knowledge
6. PhD students who do not have a prior public health master's degree will work with their advisors to gain a public health perspective as it relates to their research and document how this is completed.
7. No more than 12 credits of special (independent) studies may be applied toward the doctoral degree. Such courses must have clearly defined and written learning objectives developed together by the student and course instructor. A written report of the work done in special studies must be on file in the department for review by the student's dissertation committee.
8. All students are required to complete the on-line training in Ethical Treatment of Human Subject protection by CITI.
9. Didactic coursework must be completed prior to taking the comprehensive examination, which is required (see below).
10. A dissertation is required (see below).

B. Program requirements

1. Any student whose semester or cumulative grade point average falls below 3.3 will be placed on academic probation. Conditions for continued enrollment will be established by the departmental faculty and approved by the Doctoral Programs Committee. All doctoral degree candidates must have an overall grade point average of 3.3 or greater to graduate.
2. The residency requirement for the PhD degree consists of one full academic year after admission as a doctoral student during which the student devotes full-time to graduate study and earns a minimum of nine credits for each of the two semesters. In special circumstances, the department may petition the Doctoral Programs Committee and the Executive Committee to waive the candidate's residency requirement.
3. Continuous Registration Requirement: A doctoral student must be continuously registered in a degree-granting division of the university during the academic year (exclusive of the summer session) in either full-time or part-time status from the date of the first registration until the awarding of the degree. Failure to be continuously registered is *de facto* withdrawal and the school reserves the right not to readmit. Students who are readmitted may be subject to any changes in degree criteria in place at the time of readmission.
4. After completion of the required hours of academic coursework and residency, the student must be registered each semester for at least two credits of Dissertation Research (9990) until the comprehensive examination and prospectus have been successfully completed and the student's status has been changed to doctoral candidate. The prospectus defense cannot be arranged until the semester in which the required 72 hours of academic credits is obtained.

5. The student may register for Dissertation (9970) after his/her status has been changed to doctoral candidate (see Section III below). Students must be continuously registered in each semester (Fall and Spring) until the degree is awarded and pay the required fee for continued registration.

C. Time limitations

1. Degree requirements must be completed within seven years after the student first enrolls as a doctoral student. In very special circumstances, the Executive Committee may extend this time upon written request of the chair of the student's doctoral committee accompanied by a letter from the chair of the department. The request should detail how the student expects to complete the degree requirements within the requested extension time frame and the reasons why an extension is warranted. Extension of the time limit may result in a requirement of additional courses or work. Leaves of absence do not constitute extension of the doctoral clock.

D. Academic Standards for Coursework

1. Academic standards for the PhD program include:
 - a. Achieve an overall grade point average (GPA) of 3.3 out of a 4.0. GPAs below 3.3 cannot be rounded up.
 - b. Not have a grade below a B in more than 2 courses
 - c. Not receive an F in any course
 - d. Departments will notify the Senior Associate Dean's Office if a doctoral student's GPA falls below a 3.3.
2. Students' performance in course work will be reviewed annually (Appendix 7).
 - a. Students who receive a B- in a course will receive a warning of unsatisfactory academic performance and the PhD Departmental program will formulate a plan to address the deficiency.
 - b. Students who receive an F in a course are subject to dismissal from the program.
 - c. Students may appeal departmental decisions regarding academic good standing to the Doctoral Committee.
3. Departments may have more stringent academic standards for GPA, minimal grades in courses or criteria for dismissal. These departmental standards must be clearly delineated in the departmental doctoral guidelines and on the website.
4. Students may not transfer in courses toward the doctoral degree from other universities beyond those allowed at the time of admission to the doctoral program.
5. Doctoral students must follow the University and School academic policies related to adding or dropping a course and timelines for refunds and other administrative functions.

E. Comprehensive Examination

1. Each department will have written policies and procedures for the comprehensive exam that include the program's administration and evaluation procedures.
2. The Department will administer a written comprehensive upon completion of the required amount of coursework. Individual departments may also require an oral examination. A minimum of three faculty members will be selected by the department to conduct and collaboratively evaluate the required examinations.
3. Students must have completed all course work with a minimum of a 3.3 GPA to take the comprehensive exam. The student should take the comprehensive examination within one year of completion of the required amount of course work; the student has a maximum of two attempts to pass this examination.
4. The chair of the department will give written notification to the Senior Associate Dean when each student has passed this examination. The notification should include the name of the student, Department and PhD Degree program, Date of comprehensive exam and the signature of the Departmental Chair and Doctoral Program Director. The notification will be placed in the student's official record. (See Appendix 1)

F. The Dissertation Committee

1. In some doctoral programs, a student's dissertation committee is formed before he/she passes the comprehensive exam; in other programs, the committee is formed only after successful completion of the exam. See Appendix 8 for departmental guidelines.

The dissertation committee shall have a majority of its members of professorial rank. Additionally:

- a. The chair of the committee must be a member of the sponsoring department, hold an earned doctorate, and be an active independent researcher. The chair may hold an appointment on the tenure, research or clinical tracks. Part time or adjunct faculty member may serve as a co-chair of the committee, but not chair.
- b. In addition to the chair, the Committee must include at least two additional members, one from the sponsoring department and one from another department within the University. All must be active independent researchers with an earned doctorate. A total of more than three members, including one from outside the School, is encouraged. If additional members are added, the sponsoring departmental faculty will not be in the minority.

Appointments to the dissertation committee are made upon agreement of the student, dissertation chair and the sponsoring department, with the limitation that a majority of the committee should consist of non-adjunct SPHTM faculty.

2. A representative of the Doctoral Programs Committee may review and attend examinations, prospectus defense, and dissertation defense to ensure compliance

with School policies and procedures, and act as liaison between the Doctoral Programs Committee and the student's dissertation committee.

G. Research Prospectus

1. After the comprehensive examinations have been successfully completed, the student will prepare a prospectus for original research that will contribute to the scope of knowledge in the field of public health. Recommended guidelines for the format of the prospectus are attached (Appendix 2).
2. The Dean for Academic Affairs must be notified at least two weeks (10 working days) prior to the Prospectus defense. A copy of the abstract and a list of the members of the student's dissertation committee including members' affiliations will be submitted to the Dean for Academic Affairs and also to the Doctoral Programs Committee. Announcement of the prospectus defense will be sent to members of the School faculty and the student body by the Office of the Dean. (See Appendix 3).
3. The prospectus shall be presented orally and in writing to the student's dissertation committee. The presentation will be open to other members of the faculty and student body. The dissertation committee has the option to allow the defense to be open or closed.
4. Upon approval of the prospectus by the dissertation committee, the results of the prospectus approval (Appendix 3) will be submitted to the Dean for Academic Affairs.
5. Within two weeks of the prospectus defense, a copy of the prospectus will be submitted to the Dean for Academic Affairs. The prospectus will be presented to the Executive Committee and the Dean for approval.

III. DOCTORAL CANDIDACY

- A. Upon the recommendation of the department and the approval of the prospectus by the Executive Committee, the student's status will be changed to that of doctoral candidate. The Dean for Academic Affairs will send written notification to the student of the change of status, with a copy to the Department Chair.
- B. The student must be admitted to candidacy not later than the end of the semester (last day of classes) prior to the one in which the student expects to graduate.
- C. The student's dissertation committee and department shall review periodically the candidate's progress toward completion of the research within the established time limits.

IV. THE DISSERTATION

- A. Upon completion of the research, the candidate will write a dissertation that meets the accepted criteria for excellence in the presentation of written work in the professional community.
- B. The dissertation can be compiled in one or other of two formats: (1) the traditional dissertation format, or (2) the three-manuscripts-model format, this latter format being a

compilation of a minimum of three manuscripts publishable in peer-reviewed journals. Guidelines for these dissertation formats are provided in Appendix 2.

- C. The dissertation must be defended no later than 4 weeks prior to the last day of classes in the semester in which the student will graduate.
- D. The Dean for Academic Affairs must be notified at least two weeks (10 working days) prior to the formal presentation and defense (no later than 6 weeks prior to the last day of classes). The request for the dissertation defense must be accompanied by copy of the dissertation which will be placed in the Dean's office for review by any member of the faculty (see Appendix 5). The Dean for Academic Affairs will notify the members of the faculty that the dissertation is available for review and will announce the date, time and place of the dissertation presentation and defense.
- E. The formal presentation of the dissertation shall be open to the public. The dissertation committee has the option to allow the defense to be open or closed. The dissertation committee will deliberate and vote in private. Committee members may attend from a distance through electronic communication technology. .
- F. The decision of the committee shall be indicated on the form shown in Appendix 5, with no more than one dissenting vote. There are four possible outcomes of the dissertation defense: (1) successful completion of the defense, (2) acceptance with minor revisions, (3) acceptance with significant revisions, (4) failure; the student can no longer continue in the doctoral program.
- G. The chair of the candidate's dissertation committee will certify to the departmental chair and the Dean of Academic Affairs that all degree requirements have been met, including any all revisions to the dissertation required by the committee.
- H. Submission of the Dissertation to the Dean's Office:
 - 1. The original and one copy of the final dissertation (with all revisions completed), signed by each assenting member of the dissertation committee, must be delivered to the Office of the Dean not later than two weeks (10 working days) prior to the last day of classes. (See Appendix 6 for an example of the Dissertation cover page.)
 - 2. An electronic copy of the final, completed and signed dissertation must also be submitted to the Dean's office at that time.
 - 3. All Dissertations at Tulane must be digitally archived through ProQuest. The student will submit the final dissertation to ProQuest after clearance from the Dean's office. The submission to ProQuest must prior to the last day of class.
www.etsadmin.com/sph.tulane
- I. The final dates for submission of dissertations are published in the calendar of the School of Public Health and Tropical Medicine.

V. AWARD OF DEGREE

- A. The Dean for Academic Affairs will report the final recommendation of the dissertation committee to the Executive Committee for final approval. Recommendation for the awarding of the degree will be made by the Executive Committee to the Dean of the School.

- B. The degree cannot be conferred until the final dissertation with all revisions completed have been submitted to and accepted by the Dean for Academic Affairs. Late submission of completed and revised dissertations may delay graduation.

VI. LIMITATIONS ON FACULTY OF THE SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE.

Members of the faculty of the School of Public Health and Tropical Medicine cannot become doctoral students or candidates for a doctoral degree in the School of Public Health and Tropical Medicine.

VII. THE DOCTORAL PROGRAMS COMMITTEE

- A. The Doctoral Programs Committee is a standing committee of the School of Public Health and Tropical Medicine reporting to the Dean. The committee is concerned with educational policy, as provided for by Article VII, Section 2a. of the document "Constitution of the Faculty" (2008). It is responsible for monitoring the doctoral programs of the School. Policies for the School's doctoral programs are established by the General Faculty of the School, in consultation with the Dean and Executive Committee.
- B. The Dean, usually in consultation with the chairs, appoints committee members consisting of one representative from each department. The Dean appoints a chair of the committee. Members shall be full-time research active faculty holding earned doctorates.
- C. Responsibilities of the Doctoral Committee include:
 - 1. Review and update school wide policy for SPHTM Doctoral programs
 - 2. Provide consistency and coordination among the SPHTM doctoral programs
 - 3. Monitor the quality of SPHTM doctoral programs
 - 4. Review requests from departments concerning exceptions to these policies and makes recommendations to the Dean concerning these requests.
- D. Officers of the General Faculty may attend meetings of the Committee as ex-officio members. The Committee considers changes to the doctoral program policies and procedures. Such changes must be approved by the Dean and General Faculty.

VIII. RESPONSIBILITIES OF THE DEPARTMENTS

Departments are responsible for the PhD programs based in their disciplines.

- A. Admissions of PhD Students: Critically review and process applications for the admission of excellent students. Consider the department's ability to adequately mentor new students and provide dissertation research opportunities.

- B. Clearly specify and make publically available all departmental PhD program requirements including course requirements, research expectations and procedures for each step of the degree.
- C. Monitor the PhD programs for adherence to quality standards, consistency with the School's doctoral programs' policies.
- D. Offer advanced doctoral level coursework (e.g., 8000 level), including a course in disciplinary research methods. The department curricula for the doctoral program need to be approved by the School Curriculum committee and updated on a regular basis.
- E. Monitor students' progress and adherence to enrollment requirements, timely progression through the steps to the PhD degree and meeting established timetables.
- F. Annual review of PhD Students: Each department should have procedures in place for regular annual review of each student's progress and adherence to all requirements. Each department will report annually to the Doctoral Programs Committee and Dean for Academic Affairs on the status of each student enrolled in the School's doctoral programs. A form for this annual report is provided in the Appendix 8.

Appendices

Appendix 1	Notification of Student Passing Comprehensive Exam
Appendix 2.	Guidelines for Preparation of the Prospectus and the Dissertation
Appendix 3.	Request for Prospectus Defense
Appendix 4.	Results of Prospectus Defense
Appendix 5.	Request for Dissertation Defense
Appendix 6.	Results of Dissertation Defense
Appendix 7.	Sample Dissertation Cover Page
Appendix 8.	Doctoral Student Annual Progress and Tracking Form

Appendix 1
Tulane University School of Public Health and Tropical Medicine
Doctoral Program Comprehensive Exam Completion Form

Student Name _____

Student Number _____

Doctoral Degree Program _____

Department _____

Date Comprehensive Exam Pass _____

Signatures

Doctoral Program Chair _____ Date _____

Department Chair _____ Date _____

Dean's Office _____ Date _____

Send to Vonnie Wright in the Deans office via email then follow up by hard copy.

Appendix 2

Guidelines for Preparation of the Prospectus and the Dissertation

The Doctoral Studies Committee (SPHTM) provides these guidelines for preparation of the Prospectus and the Dissertation for PhD degree.

Style: Write the Prospectus and the Dissertation in English, preferably using Microsoft Word, format the documents for U.S. letter (8 1/2 x 11 inches or 21.8 x 28.2 centimeters [cm]), and avoid right-hand justification of the text.

The Committee encourages candidates to use the metric system for all measurements. Where US measurements must be used, metric equivalents could be given in parentheses.

References: The document (Prospectus and Dissertation) should include references to the scholarly literature, with these citations following the format of a respected peer-reviewed academic journal that often deals with the candidate's area of interest, for example *American Journal of Public Health*, *American Journal of Tropical Medicine and Hygiene*, *Environmental Health Perspectives*, *New England Journal of Medicine*, *Emerging Infectious Diseases*, *American Journal of Epidemiology*, *American Journal of Human Genetics*, or *Journal of the National Cancer Institute*, etc. In general, however, for each periodical article, provide author(s), title, journal, year, volume, and first and last page numbers. If an article has more than six authors, list the first three only and add "*et al.*" For a book chapter or section, name author(s) and title of the pertinent part, the book's editor(s), the book's title, the publisher and location, the year, and the relevant page numbers. If abbreviations of journal names are used, these should be abbreviated according to the *List of Journals Indexed in Index Medicus* (published by the National Library of Medicine).

Prospectus outline

This document should be of sufficient length to provide a scholarly outline of the proposed research. A length of ~25 pages of double spaced text, with margins of 2.5 cm (one inch) and 12 point font, would be appropriate in most situations. Single-spaced text may be suitable for Tables.

Format

The prospectus is a presentation of the intended research, and should include:

- I. Title:
The title should clearly and succinctly describe the dissertation. The title may be no longer than 150 characters.
- II. Abstract
The abstract should be a succinct (no more than 300 words) stand-alone summary of the project, which includes key points in relation to the background and significance of the conducted research, the methods, the results and main conclusion.
- III. Background and Significance
Provide a brief description of the relevant background and approach to the research problem. State the significance of the study and the research problem(s).
- IV. Literature Review

Include relevant literature published to date on the research topic including statistics with subsections when needed. Include the theoretical basis or framework for the propose study if applicable. List definitions and explanations of terminology when needed.

V. Hypothesis and/or Research Question(s)

One main research hypothesis would usually be suitable with potentially one or more secondary hypotheses. When appropriate, research questions might be presented in place of hypotheses.

VI. Methods and Materials

As appropriate, include basic research design, subjects or participants, limitations of the research, sampling plan, pilot testing, laboratory techniques, reagents, instruments, data collection procedures, evaluation theory and/or strategy, statistical analysis, tentative plan of analysis, power calculations, timeline, delineation of research variables, test of validity and reliability of data collection instruments.

(The use of Roman Numerals in these Guidelines is not meant to be taken as required for use in the production of the Prospectus and Dissertation. Arabic Numerals might work just as well.)

Dissertation outline

As stated in the Policies and Procedures for Doctoral Programs, the dissertation can be compiled in one or other of two formats: (1) the traditional dissertation format, or (2) the three-manuscripts-model format, this latter format being a compilation of a minimum of three manuscripts publishable in peer-reviewed journals.

The dissertation margins should have 4 cm (1 ½ inches).on the left hand margin and the other margins be 1 inch.

Sections II, III, IV and part of V of the prospectus should be updated to incorporate new information and to include additional literature or methods incorporated during the research studies

Dissertation Outline:

I. Title:

The title should clearly and succinctly describe the dissertation. The title may be no longer than 150 characters.

II. Abstract

The abstract should be a succinct (no more than 300 words) stand-alone summary of the project, which includes key points in relation to the background and significance of the conducted research, the methods, the results and main conclusion.

III. Background and Significance

Provide a brief description of the relevant background and approach to the research problem. State the significance of the study and the research problem(s).

IV. Literature Review

This section includes relevant literature published to date on the research topic including statistics with subsections when needed. Include the theoretical basis or framework for the proposed study if applicable. List definitions and explanation of terminology when needed.

V. Hypothesis and/or Research Question(s)
One main research hypothesis would usually be suitable with potentially one or more secondary hypotheses. When appropriate, research questions might be presented in place of hypotheses.

VI. Methods and Materials
As appropriate, include basic research design, subjects or participants, limitations of the research, sampling plan, pilot testing, laboratory techniques, reagents, instruments, data collection procedures, evaluation theory and/or strategy, statistical analysis, tentative plan of analysis, power calculations, timeline, delineation of research variables, test of validity and reliability of data collection instruments.

VII. Main Result Summary

A. Dissertations employing the Three-Manuscript Model:

A summary of the results presented in the inserted three or more papers or manuscripts as well as a summary of any unpublished results relevant for the discussion should be included in this section. Lengthy listing of all data available is not accepted.

The main results should be presented in papers ready for submission to peer-reviewed journals (or indeed as reprints of published articles). A minimum of three such papers is required. Students are encouraged to have attempted to publish some or all these papers during their doctoral studies or if this cannot be achieved, aim for soon after the completion of their doctorate.

All questionnaires or other materials developed for the project should be included as appendices, as might lists of data that might not be deemed suitable because of their length in draft papers.

B. Dissertation Employing the Traditional Format

This section of the Dissertation will be comprised of several chapters (generally, at least three chapters) that detail the findings or results, each of which includes specific discussion of the chapter's specific findings. Chapters might also include, as appropriate, additional specific methods that supplement those provided in section V.

VII Discussion
A general discussion of the results where main findings are highlighted should introduce this chapter. Any new relevant literature published on the issue since the prospectus was defended that may influence the hypothesis should be included. Limitations, validity, bias should be addressed. The discussion should integrate the research findings from the different results components of the dissertation. Further it should address the implications of the dissertation study in the wider context of the published literature.

VIII Conclusions and Recommendations
Conclusions typically include statements about the critical findings that have flowed from the study. This would be a suitable place to address "generalizability" and implications of the research results to provide recommendations for future research and address the implications of the study for public health policy or practice.

Where appropriate, Chapters VII and VIII may be combined.

Appendices

The main results should be presented in papers ready for submission to peer-reviewed journals (or indeed as reprints of published articles). A minimum of three such papers is required. Students are encouraged to have attempted to publish some or all these papers during their doctoral studies or if this cannot be achieved, aim for soon after the completion of their doctorate.

All questionnaires or other materials developed for the project should be included as appendices, as might lists of data that might not be deemed suitable because of their length in draft papers.

Appendix 3

TULANE UNIVERSITY SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

REQUEST FOR PROSPECTUS DEFENSE

Please type

Student's Name _____

Sponsoring Department _____ Degree Program: PhD DrPH ScD

Title of the Prospectus _____

Date and time of Presentation _____ Venue and Room # _____

Committee Chair:

Type Name

Signature

Dept

Committee Members: (Sign and type name and department)

Type Name

Signature

**NOTE: - This form is to be typed and presented to the dean's office at least two weeks prior to the prospectus defense together with a copy of the abstract.
- In the event of postponement or cancellation of the defense, the dean's office must be notified in writing.**

Committee Chair's Approval _____ Date _____

Dept. Doctoral Program Chair _____ Date _____

FOR DEAN'S OFFICE USE

Date announcement sent to all SPHTM Departmental Chairs and faculty _____

Appendix 4

TULANE UNIVERSITY SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

RESULTS OF PROSPECTUS DEFENSE

Please Type

Student's Name _____

Sponsoring Department _____ Degree Program: PhD DrPH ScD

Title of the Prospectus _____

Date of Presentation _____ Venue and Room # _____

The undersigned committee members have:

- 1. Approved the prospectus as presented and recommends to the Executive Faculty that the student's status be changed to that of doctoral candidate.
- 2. Not approved the prospectus as presented.

Type names and department with the signature of each committee member:

Committee Chair: _____

Type Name	Signature	Department
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: *This form is to be typed and presented to the dean's office immediately following the prospectus defense. Within two weeks following the prospectus defense, a copy of the prospectus is to be presented to the dean's office*

FOR DEAN'S OFFICE USE

Date Approved by the Executive Faculty _____

Signature of the Dean _____ Date _____

Date Announcement Sent to Faculty _____

Appendix 5

TULANE UNIVERSITY SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

REQUEST FOR DISSERTATION DEFENSE
Please Type

Student's Name _____

Sponsoring Department _____ Degree Program: PhD DrPH ScD

Title of the Dissertation _____

Date and time of Presentation _____ Venue and Room # _____

Type names and department with the signature of each committee member:

Committee Chair: _____

Type Name	Signature	Department
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: - *This form is to be typed and filed with the dean's office at least two weeks prior to the dissertation defense, together with a copy of the dissertation and abstract.*
- *In the event of postponement or cancellation of the defense, the dean's office must be notified in writing.*

Committee Chair's Approval _____ Date _____

Dept. Doctoral Program Chairr _____ Date _____

FOR DEAN'S OFFICE USE

Date announcement sent to all SPHTM Departmental Chairs and faculty _____

Appendix 6

TULANE UNIVERSITY SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

RESULTS OF DISSERTATION DEFENSE
Please Type

Student's Name _____

Sponsoring Department _____ Degree Program: PhD DrPH ScD

Title of the Dissertation _____

Date of Presentation _____ Venue and Room # _____

The undersigned committee members have:

- 1. Approved the dissertation as presented.
- 2. Approved the dissertation with minor changes only.
- 3. Approved the dissertation with significant revisions.
- 4. Not approved the dissertation; the student can no longer continue in the doctoral program.

Type names and department with the signature of each committee member:

Committee Chair: _____

_____	_____	_____
Type Name	Signature	Department

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

NOTE: This form is to be typed and presented to the dean's office immediately (or 48 hours) following the dissertation defense. No more than one third of the signature may be faxed/ electronic signatures.

FOR DEAN'S OFFICE USE

Date Approved by the Executive Faculty _____

Signature of the Dean _____ Date _____

Date final copies for printing received in Dean's office _____

Appendix 7.

(SAMPLE COVER PAGE)

**MIGRATORY PELICANS IN LOUISIANA AND THE SPREAD OF EMERGING
AND ZONOTIC ARBOVIRUSES**

A DISSERTATION

SUBMITTED ON THE TWENTY NINTH DAY OF FEBRUARY 200X

TO THE DEPARTMENT OF XXXXXXX

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

OF THE SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

OF TULANE UNIVERSITY

FOR THE DEGREE

OF

DOCTOR OF PHILOSOPHY/ PUBLIC HEALTH/ SCIENCE

BY

(Type name of candidate below line for signature)

APPROVED: _____

Type name here, ScD; date

Type name here, MD, PhD; date

Type name here, PhD; date

Type name here, DrPH; date

Etc

1
2
3
4
5

Appendix 8

Annual Doctoral Student Tracking Report

Department: _____ Date: _____

#	Doctoral Student	Program Entry Date	Thesis Advisor	Date Coursework Completed	Academic Status*	Date Qualifying Exam Passed	Date Prospectus Passed	Thesis Defense Date	Current status / progress? / com
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

6
7
8
9

*Note any issues related to performance or academic standards.

Submitted by _____