



Epidemiology & Biostatistics Track

Student Handbook

2006-2007

OMPH Handbook
Epidemiology and Biostatistics Track
Oregon Health & Science University
2006-2007

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**OMPH Program Student Handbook
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I. The Mission of Public Health

The mission of public health is to “fulfill society’s interest in assuring conditions in which people can be healthy” (Institute of Medicine, 1988). Incorporating the three core functions, assessment, policy development, and assurance, public health professionals strive to promote health and prevent disease through organized, interdisciplinary efforts (Association of Schools of Public Health, 2003).

II. The Oregon MPH (OMPH) Program – An Overview

A. OMPH Program Mission

The mission of the collaborative OMPH Program is to provide innovative leadership, education, research, and service in public health throughout Oregon, regionally, nationally, and internationally. This mission is accomplished through the multi-institutional program of study leading to the Master of Public Health (MPH) degree.

B. OMPH Program Goals

The OMPH program has defined goals with respect to leadership, education, research, and service:

1. **Leadership:** To provide leadership and serve as a resource in addressing current and emerging public health problems and issues.
2. **Education:**
 - To provide comprehensive education and professional development in the areas of public health, including epidemiology, biostatistics, social and behavioral sciences, health services administration, and environmental health sciences.
 - To provide training and education in specialized areas of public health including health promotion; environment, safety and health; epidemiology and biostatistics, health management and policy, international health, and primary health care and health disparities.
 - To provide community-based or experiential learning opportunities to develop the competencies required to be effective public health practitioners.
3. **Research:** To conduct, teach and communicate collaborative research and scholarship among faculty, students, practitioners, and members of the community affiliated with the OMPH program.
4. **Service:** To provide, enhance, or support service activities to meet the public health needs of urban and rural populations in cooperation with appropriate community professionals and organizations.

The OMPH program combines broad training in public health with specific training in one of the specialty tracks offered by the partner universities.

C. Program Values & Ethics

1. Enhancement of the general health, welfare, and safety of populations and communities.
2. Respect for human dignity.
3. Protection of the environment, recognition of environmental health risks, and prudent utilization of resources in our personal and professional lives.
4. Participation in the development of health policies that incorporate a population perspective.
5. Assurance of access to affordable quality health services for all people.
6. Use of an analytic, evidence-based approach to address health problems.
7. Enhancement of cultural diversity in our professional endeavors.
8. Development of partnerships for learning and service with community organizations to meet the health needs of the community.
9. Responsibility for lifelong learning and inquiry both within and across disciplines.
10. Recognition and resolution of conflict of interest situations.

D. Program Learning Competencies

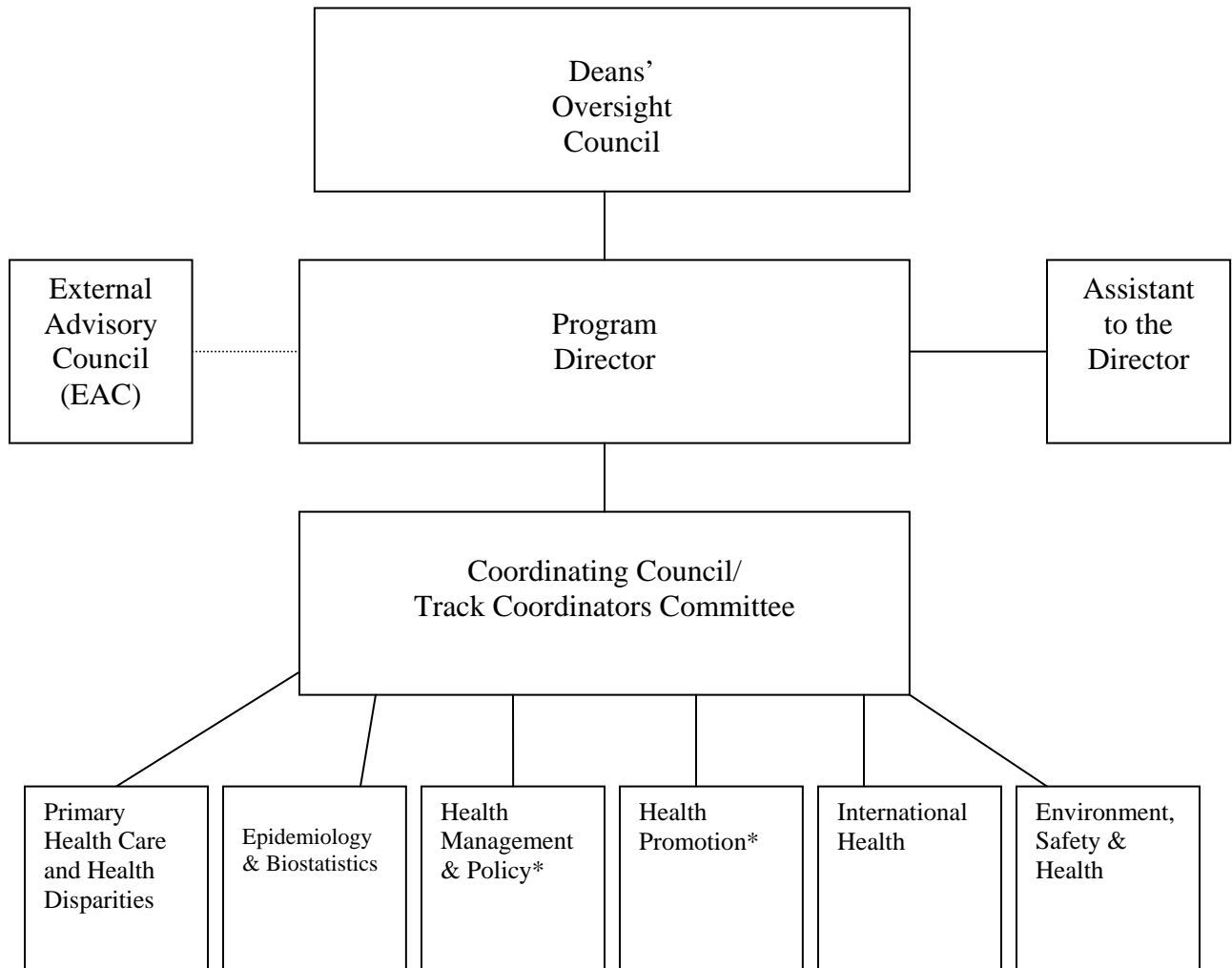
Upon completion of the OMPH program, students will be able to:

1. Apply evidence-based knowledge of health determinants to public health issues.
2. Select and employ appropriate methods of design, analysis, and synthesis to address population-based health problems.
3. Integrate understanding of the interrelationships among the organization, delivery, and financing of health-related services.
4. Communicate public health principles and concepts through various strategies across multiple sectors of the community.
5. Employ ethical principles and behaviors.
6. Enact cultural competence and promote diversity in public health research and practice.
7. Apply public health knowledge and skills in practical settings.

E. Accreditation

The OMPH Program, which began operations in 1994, is accredited by the Council on Education for Public Health (www.ceph.org).

F. Structural Overview of the OMPH Program



*This track is offered at two sites: OSU in Corvallis and PSU in Portland. Students must apply to one of the sites.

III. Epidemiology and Biostatistics Track

A. Track Competencies

The goal of the Epidemiology and Biostatistics track is to provide training in the population perspective toward health care and disease prevention. Courses in this track emphasize the use of quantitative methods for analyzing and addressing health problems to support basic and applied research in public health and health care.

Track Competency	Courses	Links to Learning Competencies
1. Apply population-based concepts of epidemiology and risk determination to the assessment of health problems	PHPM 512 Epidemiology I PHPM 513 Epidemiology II (Methods) PHPM 514 Epidemiology III (Causation) PHPM 504 Internship PHPM 503 Thesis	PLC #2 PLC #4
2. Apply evidence-based knowledge of health determinants to public health issues	PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 504 Internship <i>PHPM 518 Concepts of Environmental Health</i> PHPM 565 Foundations of Public Health PHPM 566 Current Issues in Public Health	PLC #1
3. Apply and interpret a variety of statistical methods commonly used in medical and public health research	PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 512 Epidemiology I PHPM 513 Epidemiology II (Methods) PHPM 514 Epidemiology III (Causation) PHPM 504 Internship PHPM 503 Thesis	PLC #2 PLC #4
4. Formulate and test a researchable question	PHPM 513 Epidemiology II (Methods) PHPM 503 Thesis	PLC #2
5. Identify ethical problems that arise when epidemiology is used to guide public policy decisions	PHPM 520 Ethics and Epidemiology PHPM 513 Epidemiology II (Methods) PHPM 514 Epidemiology III (Causation) PHPM 503 Thesis PHPM 504 Internship	PLC #3 PLC #5

<p>6. Identify cultural dimensions of conducting research, including culturally sensitive recruitment of study participants, and develop strategies for interpretation of data in the larger cultural context</p>	<p>PHPM 503 Thesis PHPM 504 Internship PHPM 512 Epidemiology I PHPM 513 Epidemiology II PHPM 514 Epidemiology III <i>PHPM 517 Principles of Health Behavior</i> PHPM 520 Ethics and Epidemiology PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 565 Foundations of Public Health PHPM 566 Current Issues in Public Health</p>	<p>PLC #6</p>
<p>7. Assess and interpret relevant literature in the area of public health and epidemiology</p>	<p>PHPM 514 Epidemiology III (Causation) PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 565 Foundations of Public Health PHPM 566 Current Issues in Public Health <i>PHPM 517 Principles of Health Behavior</i></p>	<p>PLC #1</p>
<p>8. Integrate understanding of the interrelationships among the organization, delivery, and financing of health-related services</p>	<p><i>PHPM 519- Health Systems Organization</i> PHPM 565 Foundations of Public Health PHPM 566 Current Issues</p>	<p>PLC #3</p>
<p>9. Communicate public health principles and concepts through various strategies across multiple sectors of the community</p>	<p>PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 512 Epidemiology I PHPM 513 Epidemiology II (Methods) PHPM 514 Epidemiology III (Causation) PHPM 565 Foundations of Public Health PHPM 566 Current Issues in Public Health <i>PHPM 517 Principles of Health Behavior</i></p>	<p>PLC #4</p>

B. Program Setting

The Department of Public Health and Preventive Medicine at Oregon Health & Science University (OHSU) is comprised of 41 faculty members with primary appointments in the department, 16 with joint appointments, and 94 with clinical appointments. These 151 faculty members energize our extensive teaching, research and service activities. The diverse expertise of the faculty includes biostatistics, epidemiology, international health, women's health, environmental and occupational health, financing and delivery of health care services, cancer epidemiology, substance abuse, social ethics, health policy analysis, and research ethics.

Our department faculty are deeply involved in medical student education throughout the curriculum, including a major department commitment to the Principles of Clinical Medicine (PCM) course, as well as involvement with required and elective clinical courses during the third and fourth years of medical school. We offer a fully-accredited Public Health and Preventive Medicine Residency program and co-sponsor, with the Department of Family Medicine, a combined residency program that permits selected residents to achieve eligibility for both board certifications. We participate in the innovative, accredited Oregon Master of Public Health Program, involving OHSU, Oregon State University (OSU), and Portland State University (PSU). The department is also home to the Oregon Health Policy Institute (OHPI) that conducts various public health research projects.

C. Core Curriculum (Required of All MPH Students)

PHPM 511 Epidemiology Survey (PHPM 512 Epidemiology I for Epi/Biostat majors)

PHPM 524 Introduction to Biostatistics (PHPM 525 Biostatistics 1 for Epi/Biostat majors)

PHPM 517 Principles of Health Behavior

PHPM 518 Concepts of Environmental Health Science

PHPM 519 Health Systems Organization

The courses in health behavior, health systems organization, and environmental health are organized in coordination with PSU and the OHSU School of Nursing, and may be offered at any one time on either campus. The School of Nursing courses are taught online (follow the enrollment procedures outlined in Appendix B).

D. Degree Requirements

Students in the Epidemiology and Biostatistics track at OHSU must successfully complete (i.e. a grade of B or better) a total of 60 credit hours to receive their degree. It is recommended that forty five of these hours be in formal classes, three in the internship (PHPM 504), and one to twelve in thesis research (PHPM 503). It is possible however, to take all credits in formal courses except for 1 thesis credit. The following courses are required.

PHPM 512	Epidemiology I (4 credit hours) - Introduction
PHPM 513	Epidemiology II (4) - Methods
PHPM 514	Epidemiology III (4) - Causation
*PHPM 517	Principles of Health Behavior (3)
*PHPM 518	Concepts of Environmental Health (3)
*PHPM 519	Health Systems Organization (3)
PHPM 520	Ethics in Epidemiology (3) or CON650 Scientific Ethics
PHPM 525	Biostatistics 1 (4)
PHPM 526	Biostatistics 2 (4)
PHPM 527	Biostatistics 3 (4)
PHPM 565	Foundations of Public Health (3)
PHPM 566	Current Issues in Public Health I (2) (prior to Fall 2003)

PHPM 566 Current Issues in Public Health II (2), or PHPM 567 International Health (3), or PHPM 553 Women’s Health Epidemiology (2), or PHPM 572 Adolescent Risky Behavior Epidemiology (2), or another course featuring multiple speakers.

Students must maintain a total grade point average of at least 3.0 in their graduate courses and students in the OHSU Epidemiology and Biostatistics track are required to obtain a grade of B or better in the six core epidemiology and biostatistics courses (PHPM 512, 513, 514, 525, 526, 527).

E. Advising

Upon entering the MPH program, each student is assigned an advisor with whom they are expected to meet at least once a quarter. This person should be considered a temporary advisor. The advisor’s role is to help the student plan a course of study, assist with registration, answer questions about the program, and help to eventually select a permanent thesis advisor. Students are expected to meet with their advisors prior to registering each quarter. By the end of the first year the student should have selected an advisor from a member of the graduate faculty (list in Appendix D). This individual will then assume responsibility for advising the student about course selection, the internship requirement, and thesis procedures. After consulting with the selected faculty member and getting approval, the student and advisor need to fill out the Graduate Advisor Form (copy in Appendix D), have it signed by the advisor, and submit it to the Epidemiology and Biostatistics Track Director. Registration procedures are included in Appendix B.

F. Sample Course Sequence

The following table shows a typical course sequence for a full-time student. For part-time students who can only take one class, we suggest starting with the Biostat series and following it through one year, taking the Epi series the next year, and then following through with other courses. Consult with your advisor about the schedule that suits you best.

Year	Quarter				Total
	Summer	Fall	Winter	Spring	
1st Year		Epidemiology I (basic concepts)	Epidemiology II (methods)	Epidemiology III (causality)	
		Biostatistics 1	Biostatistics 2	Biostatistics 3	
		Foundations of Public Health	Current Issues	Principles of Health Behavior	
Credits		11	10	11	32
2nd Year	Internship	Elective	Ethics		
	Thesis	Thesis	Thesis	Thesis	
	Reading and Conference	Health Systems Organization	Environmental Health		
Credits	9	8	8	3	28
Total					60

G. Internship (Field Experience) and Minimum Standards Guidelines

The purpose of the internship requirement is to ensure that each graduate has some practical public health

experience. This course should not be taken until the student has completed Biostatistics 1 and Epidemiology I. Our faculty strongly recommends that students take this course after taking Epidemiology II and Biostatistics 2. Three credit hours are recommended, but if the student has a project that will require more time and wishes to see it to completion, a maximum of six credit hours may be obtained for the project. (Three credits means approximately 10 hours of work per week for a quarter, for a total of approximately 100 hours.) A current list of internship sites that have agreed to provide placement experiences for students is available on the department website (http://www.ohsu.edu/academic/public-health/education/mph/intern_sites.doc). Guidelines for the internship are included in Appendix E and on the department website. The student needs to complete the Internship Proposal (form in Appendix E and on the website) and obtain approval of their preceptor, advisor, and the Epidemiology and Biostatistics Track Director the quarter before undertaking the project. Students may use data obtained in their internship for their thesis project—this is a good option. Proposals should be turned in before registering for the class.

Upon completion of the project, the student will write a paper describing the project and how didactic material was applied. Students should follow the outline in Appendix E. The paper will be submitted to the project Preceptor who will recommend a grade for the project (Pass/Fail) and then send a copy of the paper (this can be done via email) and the grade to the Epidemiology and Biostatistics Track Director, Katie Riley, who will review the paper and assign a final grade.

H. Thesis (Culminating Experience)

The student, with the thesis advisor's approval, should select two other individuals to serve as a thesis advisory committee. The primary qualification of these individuals should be that they can provide knowledgeable support of the thesis project. At least two of the three committee members need to be members of the department who are also approved as Graduate Advisors by the Graduate Council. One of these members should be a faculty member qualified to advise you on statistical and data analytic issues. A third member must be selected from outside the department. An external member may be selected who does not have any association with the University if that individual is able to provide some area of expertise not available on campus. The CV for the external member should be sent to Katie Riley via email. Faculty who are approved by the Graduate Council are listed in the department website and in Appendix D. A formal request to establish this committee is made by submitting the appropriate form to the Epidemiology and Biostatistics Track Director (see Appendix F).

The student should make a formal presentation of the thesis proposal at a meeting of the committee before the project is begun, and modify the proposal as the committee suggests. It is the responsibility of the student to keep the committee informed as the thesis project progresses. After the project has been completed and the thesis written, it will be submitted to the committee for its approval.

If your thesis topic involves human subjects, even if the data are secondary data, you must obtain human subjects Institutional Review Board (IRB) approval. Even if the study has been approved by another entity or if you think the study will be exempt, you cannot make that decision yourself. And, approvals are not retroactive. If you think that your internship data might be able to be used for your thesis project, do not hesitate—just go through the necessary steps in order to get your IRB approval. You will need to complete the necessary IRQ forms which are available electronically on the OHSU website. Before completing the forms, you will need to complete the HIPAA and Respect courses online and turn in a Conflict of Interest form. A Project Planning Questionnaire needs to be signed by the Principal Investigator (PI), but that person cannot be a student--the PI

needs to be a faculty member so this person is usually your thesis advisor. The PI needs to sign the form, and then you can turn in the forms at the department education office for the necessary signatures and routing for approvals. The department will also keep a copy of the forms in your file. When you finish your study, don't forget to notify the IRB office via the eIRB website!

The thesis committee is appointed by the Associate Dean for Graduate Studies in order to conduct the student's official oral defense of the thesis. This will require completion of the Mentor/Advisor Assignment form and the Request for Thesis Committee form (both typed by you and signed by your thesis advisor). The Request for Oral Examination form (see Appendix F) to request the appointment of this examination committee and establish a date for the oral exam is obtained from the department website, typed, and returned to the department office for approval before it is sent to the Graduate Dean's Office. The "Mentor" is your thesis advisor. The Dean requires copies of the form at least four weeks before the scheduled examination and, for students planning to graduate in June; orals must be completed by the end of April (see Appendix F). The thesis advisor will not allow you to submit this form until it is clear that your thesis is ready for public presentation. After the oral examination, the three Committee members will sign a Thesis Examination Certification Form (this form is typed by the student prior to the oral thesis presentation) showing the results of the exam and return it to the Graduate Dean's Office. Faxed signatures are not accepted. A copy of the form must be provided to the Department Education Office. (If the original copy of the form is turned in to the Department Education Office, it will be copied and delivered to the Dean's Office.) The form must be filed in the Dean's Office within two days of the defense.

After successfully defending the thesis, the student will make any corrections requested by the Examining Committee. Changes to the thesis must be completed within six months of the defense or May 20, whichever is sooner. When your committee believes the thesis is ready to be accepted, the Chairperson of the Committee will then sign the Thesis Signature of Approval page that you typed in your thesis and then the other two committee members will sign the page. The page should be typed according to the format shown in the Graduate Council guidelines and is to be part of the bound thesis. Original signatures are only required on one copy of the thesis. This copy will be kept by the library so if original signatures are desired for the other copies, then committee members can sign all of them. The original and at least two copies of the thesis should be delivered to the library for binding (one copy of the thesis will be deposited in the library; another copy is for your thesis chair, and the third copy is for the department). The Subject Indexing form should be completed and submitted to the catalog librarian. A receipt will be given for binding. The Thesis Placement Waiver form should be delivered to the Dean's office along with the receipt for binding and the Change of Address form. The waiver will authorize the placement of one copy of the thesis in the library. One copy of the thesis is for the thesis advisor, and the third copy must be delivered to the Department.

I. Policies

Grading

Students are assigned numeric grades for classes except for thesis and internship course, which are graded "pass/no pass." Pluses and minuses may be assigned but there is no A+. All students must maintain a 3.0 GPA. Students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received, the student will need to repeat the course (with instructor permission). In addition, students may not receive more than two C grades in any elective course. Students who fail to meet these criteria will be placed on academic probation. No student may have more than two probations. Any student who is placed on probation a third time will automatically be dropped from the program.

Incompletes

Incompletes are only assigned if the student is passing the course but, due to an emergency or circumstances beyond the student's control, is not able to complete the requirements by the deadlines. A special petition (Appendix G) must be completed and signed by both the student and the instructor. If an incomplete is given, it automatically becomes a "No Pass" if it is not completed within one quarter.

Grievances/disagreements

Policy: Students may initiate a grievance procedure regarding an issue with a course or the program.

Procedure: Anyone who has a grievance or disagreement about an issue should first discuss the issue with the person perceived to be responsible for the action. The student should provide a written description of the problem in dispute. If this discussion does not satisfy the student, the grievance may be appealed to the Epidemiology and Biostatistics Track Director. If that discussion does not satisfy the student, an appeal may be made to the Department Chair. If this review does not satisfy the student, an appeal may be made to the Graduate Dean of the School of Medicine. At each level of appeal within the Department, the student will be provided with a written response to the appeal. The student's written grievance and all responses will be filed in the Department.

Non-degree students' application for admission

Policy: Students are allowed to take no more than 12 credits on a non-degree basis prior to admission to the MPH program.

Procedure: Students who take classes on a non-degree basis must apply for admission to the MPH program after taking a maximum of 12 credits.

GPA requirements

Policy: Students must maintain a 3.0 GPA and cannot receive less than a B- in required courses. All students must maintain a 3.0 GPA. Students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received, the student will need to repeat the course (with instructor permission). In addition, students may not receive more than two "C" grades in any elective course.

Procedure: Students who fail to meet these criteria will be placed on academic probation. No student may have more than two 'probations.' Any student who is placed on probation a third time will automatically be dropped from the program. The cumulative GPA must be brought up within one quarter. If it is not, the student may petition for probation to be continued for another quarter. Students on academic probation may not take the oral examination.

Repetition of classes

Policy: MPH students must receive a B- or better grade in required courses. If they receive a grade below B-, they may retake the class once with the instructor's permission.

Procedure: MPH students who make unsatisfactory progress in a required class may repeat the class once with the instructor's permission. If a higher grade is achieved, it will be used for changing the student's grade.

Transfer of credits

Policy: Students may transfer up to 16 graduate credits from another institution for appropriate courses.

Transfer courses may not have been used to apply for another degree and must be within the past seven years. These credits will count toward the 60 credits required for the degree.

Procedure: The student should type the Transfer of Credit form (see Appendix G), request that a transcript be sent to the Track Director, and attach a syllabus or course description of the course to be transferred.

Course waiver requirement

Policy: MPH students may request a waiver of a class requirement if they have already taken a comparable class elsewhere. The course instructor is the person who is responsible for determining the comparability of the previous course with the required course. Obtaining a waiver of a course requirement does not count toward completion of the 60 credits required for the degree. The Oregon MPH policy on core course waivers is included in Appendix G.

Procedure: Students who request a waiver of a required class need to demonstrate the comparability of their previous course to the course instructor. A form to request a waiver is included in Appendix G. The form should be typed and a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation should be provided to the core course instructor. If the student wishes to request a waiver for a course in a required sequence beyond the introductory course level, the student will need to pass an exam provided by the instructor that demonstrates prior acquisition of the information taught in the course. The instructor and the Epidemiology and Biostatistics Track Director will verify the waiver in writing.

Biostatistics 1 waiver:

Policy: MPH students can request a waiver of Biostatistics 1 if they took a comparable course within the previous 5 years.

Procedure: Students who wish to request a waiver should provide the syllabus, grade received, and any other supporting documents for review. In addition, students will need to pass a comprehensive test with B- or higher grade. The test will be offered once each academic year 1 to 2 weeks before the fall quarter starts. Students who wish to take the test, should notify the department and they will be provided with the date, time, and location of the test.

Course evaluation completion

Policy: All students who are enrolled in a course are required to complete the anonymous on-line evaluation form so the department can have adequate feedback regarding the course.

Procedure: All students will be provided with information on how to complete the on-line course evaluation form. Their grade in each course will not be submitted until the department receives verification that their evaluation has been completed.

Leave of absence

Students are expected to be continuously enrolled after they begin their graduate program. This means that students must be registered for at least one hour of graduate credit each quarter, with the exception of summer quarter. If a student does not plan to register for credit for a quarter, the student must petition for a leave of absence. The [Leave of Absence Form](#) is available on the Registrar's website and in the Student Handbook in Appendix G. The petition must be turned in to the track director for approval before the department submits it to the Graduate Dean's office. Leave of Absence requests are approved for only one quarter at time. A maximum of one year can be taken as a leave of absence. If a student withdraws from the program, s/he must reapply before they can enroll again and must be approved by the Graduate Council before re-admission to the program.

Time to degree completion

The period from matriculation to granting the MPH degree is limited to 6 calendar years from the date of entry into the program. Students who have not completed the requirements for the degree within the time limit will be dismissed from the program. An extension of this requirement may be made for only one year. Requests for waiver of this requirement should be submitted to the Track Director and will be considered individually by the Graduate Council.

Testing out of a course

Policy: Students who are registered for a course and believe they have mastered the course content can request obtaining credit by testing out of the course. If the student tests out of a course, it does not decrease the total number of required credits.

Procedure: The student should discuss the possibility with the instructor who will determine whether all course requirements have been met and whether it is feasible to provide some type of test, paper, or other appropriate documentation for completion of the requirements.

Student photograph

The student must deliver a 1-1/2 x 2 inch black and white photograph to the Dean's Office for inclusion in the class picture. Your photograph can be taken by Medical Photography. You should request the master's degree exit photo. The student is responsible for paying for the photograph. The picture must be delivered to the Dean's Office to fulfill requirements for graduation.

IV. Frequently Asked Questions about the Oregon MPH Program:

1. How do I enroll for courses at partner institutions?

If you are interested in taking a class at a partner university other than your home campus, you should begin the registration process early each term. Begin by contacting the OMPH administrative staff for your track or campus. You may need to also secure permission from the instructor. Visit <http://www.oregonmph.org/register/register.html> for additional information. Because the Primary Health Care & Health Disparities track at the OHSU School of Nursing is an online track, space for students from other tracks in their online classes is extremely limited, and available on a first-come basis.

Please be aware that some classes throughout the program use university web programs to support or supplement onsite courses. In such a case, the course instructor will need to make special arrangements at the attending university for you to receive “guest access” to Blackboard (OSU & OHSU School of Medicine), eCollege (OSU & OHSU School of Nursing), or WebCT (PSU). Web-based and distance courses may involve additional fees. Please note that eCollege courses at OSU are not included in the OMPH joint campus agreement. eCollege courses are listed in a separate course catalog and are designated with section numbers in the 400’s. Students interested in courses provided via eCollege will need to enroll for those courses through OSU. Regular eCollege tuition fees would apply.

2. How do I park when taking courses at a campus other than my own?

OMPH students are eligible to purchase limited-term parking permits at OHSU, OSU, and PSU. For more information on parking procedures, please use the contact information listed below.

- **OHSU Parking Services:** #503.494.8283 (Note: There is a swingshift parking pass that you might ask about if you are attending late afternoon/evening classes on a regular basis.)

<http://www.ohsu.edu/parking/>

- **OSU Parking Services:** #541.737.2583

http://towow.oregonstate.edu/parking_services

- **PSU Parking Services:** #503.725.3442

<http://www.aux.pdx.edu/transport/>

3. How do I access library services when taking courses at a campus other than my own?

While on a partner campus other than the student’s home institution, an OMPH student has full access to library resources from within the partner campus’s library. A student can check out materials using the library barcode from their home institution through “Summit Borrowing”. Books can be requested through Interlibrary Loan (ILL) using Summit (request “pick-up anywhere” to retrieve at any campus library). An OMPH student can request copies of journal articles via Interlibrary Loan (ILL), if not owned by the home library. In most cases journal articles will be delivered electronically to the student’s email account. If a student wants ILL delivered to another campus, she/he should contact the ILL office at her/his home campus library. Remote library access is available through an OMPH student’s home institution. If you have questions about library resources, contact your campus library office.

- **OHSU Library Services:** #503.494.3460

<http://www.ohsu.edu/library/>

- **OSU Library Services:** #541.737.3331

<http://osulibrary.oregonstate.edu>

• **PSU Library Services:** # 503.725.5874
<http://www.lib.pdx.edu/>

4. If I have already taken OMPH courses prior to admission, how many credits can I apply to my MPH degree?

You can apply 12 OMPH credits completed preadmission to your degree.

5. How do I get more involved in the OMPH Program?

Each year there are a number of opportunities for students to become involved in the OMPH program and its events. These include serving as track representative at either the campus or program levels. If you are interested in serving as a student representative or in helping to plan program events, please contact your track coordinator.

6. How do I contact the OMPH Program office?

Liana Winett, DrPH, CHES
Director
OMPH Program Office
506 SW Mill St., Suite 450
Portland, OR 97201
Mail Code: OMPH-SCH
Tel. 503-725-5106
Fax 503-725-5100
Email: lwinett@oregonmph.org

Assistant to the Director
OMPH Program Office
506 SW Mill St., Suite 450
Portland, OR 97201
Mail Code: OMPH-SCH
Tel. 503-725-5186
Fax: 503-725-5100
Email: please see <http://www.oregonmph.org/misc/contact.html>

Websites of Interest

Oregon Master of Public Health program

www.oregonmph.org

Portland State University

www.pdx.edu

Oregon State University

www.oregonstate.edu

Oregon Health & Science University

www.ohsu.edu

American Public Health Association

www.apha.org

News, career resources, links to state, national and international public health organizations

Association of Schools of Public Health

www.asph.org

Internship and job links, information about academic programs

Association of Teachers of Preventive Medicine

www.atpm.org

Association of health promotion and disease prevention educators and researchers

Centers for Disease Control and Prevention

www.cdc.gov

Provides epidemiological data, job links, education resources, etc.

Council on Education for Public Health

www.ceph.org

Academic public health accrediting agency

Environmental Protection Agency

www.epa.gov

Environmental health resources

National Institutes of Health

<http://www.nih.gov>

Links to health institutes, health education materials

Oregon Health Division

www.ohd.hr.state.or.us

Oregon Health Division homepage

Oregon Employment Department

www.emp.state.or.us

Job links: city, county, state, federal, etc.

Oregon Public Health Association

www.oregonpublichealth.org

News, career resources, links to public health organizations

Oregon Rural Health Association

www.orha.org

Rural health topics: advocacy, research, education

Public Health Employment Connection

<http://cfusion.sph.emory.edu/PHEC/phec.cfm>

Job listing site maintained by Emory School of Public Health

Public Health Jobs Network

www.publichealthjobs.net

Job listing site sponsored by ASPH

V. Frequently Asked Questions about the Epidemiology and Biostatistics Track:

1. How do I register for classes at Oregon Health & Science University?

Students register through the online ISIS system at <http://www.ohsu.edu/registrar/ISISOnline.htm>. (This link is also located on the OHSU Public Health and Preventive Medicine website.) Using this secure, interactive application, students may display grades, display unofficial transcripts, view student account information, review any holds, view personal information such as address, email, etc., view and/or print class schedules, and register for classes. Instructions are provided on the ISIS website. Course schedules and descriptions are included on the department website. If there are problems registering, contact the Department Education Office. Use the campus maps located in Appendix A to find the buildings of classes in other campus sites.

2. What kind of financial aid is available?

Financial aid applications can be made through the OHSU Financial Aid office. Teaching Assistantships in Epidemiology and in Biostatistics are available to outstanding students who have completed the series of classes in that discipline. If you are interested in being a TA for a class, contact the instructor. Research Assistantships are occasionally available for department grants, and applicants who have completed the Biostatistics series are preferred candidates. RA positions are posted through emails to the student listserves. Scholarship information is available on the department website. Some support is available for thesis research projects through the Tartar Grants, available through the School of Medicine, and the Greenlick Grants program, available through the Department of Public Health and Preventive Medicine. The Tartar Grant deadline is usually in February. The Greenlick Grants deadlines are December 1 and June 1.

3. What is the policy for minimum enrollment?

Students must be enrolled for at least one credit per quarter or have an approved Leave of Absence on file for that quarter. No more than one year total of leaves of absence are permitted.

4. What is the difference between full-time and part-time students?

A full-time student is enrolled for between 9-16 credits per quarter. A part-time student is enrolled for less than 9 credits.

5. If I work, are their evening classes available in the OMPH Program?

The PSU core courses are offered in the evening. Most track classes are offered from 4-6:30 pm.

6. Can I substitute other comparable courses for required courses in the program?

You may petition to transfer up to 16 credits from another institution into the program (classes taught in other OMPH tracks do not count). The course must have been taken within the past 7 years and a course description must be provided to determine comparability.

7. What should I know about plagiarism?

Plagiarism is the use of other peoples' creations without acknowledging the source. This practice is to be avoided and will be grounds for dismissal. All students are required to take the HIPAA training at entry into the program. Students should also read the professional conduct policy on the Graduate Council website:

<http://ozone.ohsu.edu/som/faculty/docs/graduatecouncil/profconductpolicy.pdf>

8. What should I do if I am having difficulties in a class?

If you have difficulties with a particular class, consult the Teaching Assistant and/or the instructor without delay. Teaching Assistants are assigned for both the Epidemiology and Biostatistics series of courses. If you think you need a tutor, talk with the instructor. Katie Riley is also available for discussion of problems that are not resolved with these approaches.

9. What is service-based or community-based learning?

According to Campus Compact, a national service-learning organization, “service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility.” Through these courses students gain valuable experience and connections with community organizations. The experience with the organizations is then integrated into the classroom to provide students with a deeper understanding of the material. Courses incorporating service-learning opportunities include Community Organizing (PHE517 at PSU and H572 at OSU) and Program Evaluation (H575 at OSU and PA588 at PSU), among others. Students who apply their learning in a community or agency setting as opposed to the classroom benefit from seeing the practical application of epidemiology and biostatistical theory and methods first-hand. The Epidemiology and Biostatistics track requires an internship in a community setting so that students can obtain this benefit.

10. How do I arrange Reading and Conference credits?

If you have a topic that you would like to explore in depth outside a regular class, you can talk with a potential faculty supervisor who is interested in the topic about signing up for a Reading and Conference class. If the faculty member agrees, you can register for the class online with his/her CRN number. You will be expected to do reading in this area and to write a paper on the topic before the end of the quarter.

11. How do I access my enrollment files and transcripts?

These files are available through the online ISIS system.

12. What are my rights regarding my file?

You can access this file any time you wish. If there is a disagreement regarding file contents, please talk with the Track Director. If there is no resolution at this point, the grievance procedure should be consulted.

13. What are the required procedures for graduation?

Please consult the thesis guidelines and the School of Medicine Handbook online. The thesis checklist is a handy tool to determine progress.

14. How can I become more involved with the School and Department?

The School of Medicine has a Graduate Student Organization and welcomes representatives of degree programs. The department also has student representatives to the Oregon MPH program. If you are interested in participation in these activities, contact Katie Riley.

15. What other resources are available to students on the Oregon Health & Science University campus?

The Department of Public Health and Preventive Medicine presents a Grand Rounds lecture on various public health topics every third Thursday of each month from 12:00 to 1:00 PM. This lecture series is free and open to the public, and students are encouraged to attend. We hope you will join us—please see department homepage for event details at <http://www.ohsu.edu/public-health/>. Additional presentations may also be offered. Student thesis presentations are advertised and students are encouraged to attend. Announcements of special events are posted on the website and sent out to department listserves.

Also, library resources are available to students online as well as in standing holdings. Please visit the library website for campus locations, hours, catalogs, print & electronic reserves, and more: <http://www.ohsu.edu/library/>

In addition, the OHSU Fitness and Sports Center offers a wide variety of fitness classes, equipment, and programs for students and fitness center members. Full-time OHSU students must present their student ID card with a current term sticker before being admitted to the building. Current stickers can be obtained at the Cashier's Office located in Baird Hall. For more information, please visit their website at <http://www.ohsu.edu/academic/acad/fsc/>

16. How do I find an internship?

Students arrange internships based upon their own interests. Opportunities are frequently advertised in emails that are sent out to all students. These announcements include information on how to contact the preceptor for the site. Students can email the preceptor and arrange for a meeting to discuss their possible participation in the experience. In addition, ongoing projects are listed on the department website with the contact information for the preceptor. If you are having difficulty identifying an internship, talk with Katie Riley. If you are already working on an internship and there are problems, see Katie Riley as soon as possible.

17. How do I find a thesis topic and a thesis advisor?

During your first year in the program you will have several assignments to develop research designs and to have an internship experience. These are excellent opportunities to explore areas of interest and to meet potential advisors. Emails are sent out frequently with people looking for interested students for their projects. If you have an area of interest that doesn't seem to be coming forward, talk with your advisor and/or Katie Riley. Explore all possible ideas.

VI. OMPH Faculty and Staff Contact Information List

For a complete faculty list, see the OMPH program website: www.oregonmph.org

Program Director: Liana Winett, DrPH, CHES
OMPH Program Office
506 SW Mill St., Suite 450
Portland, OR 97201
Mail Code: OMPH-SCH
Tel. 503-725-5106
Fax 503-725-5100
Email: lwinett@oregonmph.org

Assistant to the Director: OMPH Program Office
506 SW Mill St., Suite 450
Portland, OR 97201
Mail Code: OMPH-SCH
Tel. 503-725-5186
Fax 503-725-5100
Email: please see <http://www.oregonmph.org/misc/contact.html>

Environment, Safety and Health Track (OSU)

Admissions Information

Department of Public Health

Main Office

541-737-2686

publichealth@oregonstate.edu

Curricular Information

Cathy Neumann, PhD (*will be on leave during AY 2006-2007*)

Marie Harvey, DrPH (*will be serving in Dr. Neumann's stead for AY2 2006-2007*)

Oregon State University

Department of Public Health

541-737-2686

Cathy.Neumann@oregonstate.edu

Marie.Harvey@oregonstate.edu

Epidemiology & Biostatistics Track (OHSU)

Admissions Information

Sarah Petras
Oregon Health & Science University
503-494-2012
petras@ohsu.edu

Curricular Information

Katherine J. Riley, Ed.D.
Oregon Health & Science University
Department of Public Health and Preventive Medicine
503-494-2556
rileyk@ohsu.edu

Health Management & Policy Track (OSU)

Admissions Information

Department of Public Health
Main Office
541-737-2686
publichealth@oregonstate.edu

Curriculum Information

Stephanie Bernell, Ph.D.
Oregon State University
Department of Public Health
541-737-9162
stephanie.bernell@oregonstate.edu

Health Management and Policy Track (PSU)

Admissions Information

Becky Fidler
503-725-3920
rfidler@pdx.edu
PublicAdmin@pdx.edu

Curricular Information

Sherril Gelmon, DrPH (*will be on leave during AY 2007-08*)
Portland State University
Mark O. Hatfield School of Government
503-725-3044
gelmons@pdx.edu

Health Promotion Track (OSU)

Admissions Information

Department of Public Health

Main Office

541-737-2686

publichealth@oregonstate.edu

Curricular Information

Sheryl Thorburn, PhD, MPH

Oregon State University

Department of Public Health

541-737-9493

Sheryl.Thorburn@oregonstate.edu

Health Promotion Track (PSU)

Admissions Information

503-725-4401

SCHinfo@pdx.edu

Curricular Information

Stephanie Farquhar, PhD (*will be on leave during AY 2006-2007*)

Judith Sobel, PhD, MPH (*-serving in Dr. Farquhar's stead for AY 2006-2007*)

Portland State University

School of Community Health

503-725-4401

farquhar@pdx.edu

sobelj@pdx.edu

International Health Track (OSU)

Admissions Information

Department of Public Health

Main Office

541-737-2686

publichealth@oregonstate.edu

Curricular Information

Chunhuei Chi, Sci.D.

Oregon State University

Department of Public Health

541-737-3826

Chunhuei.Chi@oregonstate.edu

Primary Health Care & Health Disparities Track (OHSU)

Admissions Information

OHSU School of Nursing

503-494-7725

proinfo@ohsu.edu

Curricular Information

Deborah Messecar, PHD, MPH, RN, CNS

Associate Professor

Oregon Health & Science University

School of Nursing

503-494-3573

messecar@ohsu.edu

Appendix A
Maps of the Three Campuses

Oregon Health & Science University
Oregon State University
Portland State University

PORTLAND STATE UNIVERSITY

<http://www.psu.edu/>

Campus Public Safety Office

Services available 24 hours daily (503) 725-4407

University Buildings

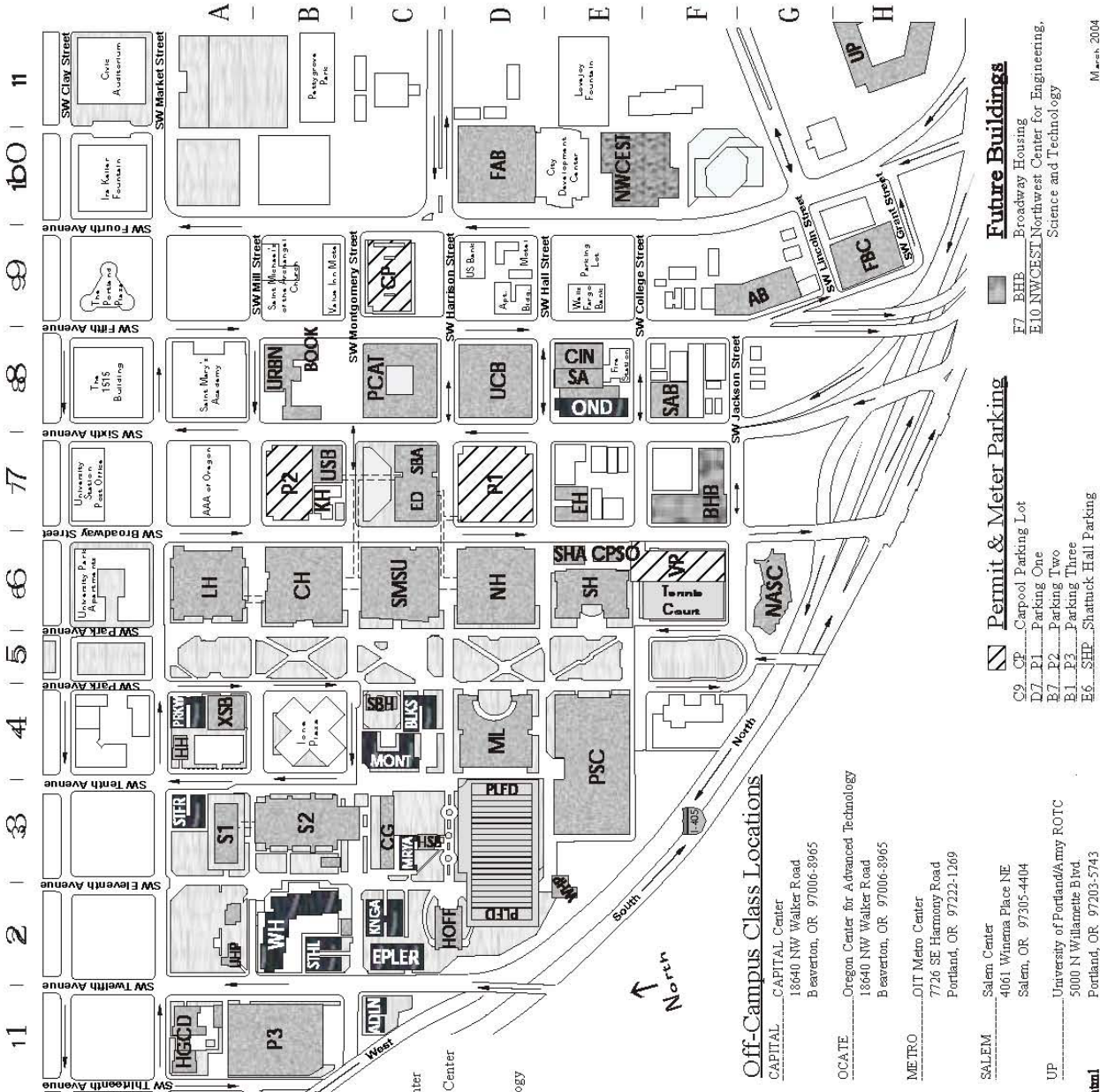
- G9 AB Art Building
- D4 ML Branford Price Millar Library
- E6 CFSO Campus Security Building
- E6 CH Cramer Hall
- E7 EH East Hall
- H9 FBC Fifth Avenue Business Center
- E8 CIN Fifth Avenue Cinema
- D10 FAB Fourth Avenue Building
- C2 HOFF George C. Hoffmann Hall
- A4 HH Harder House
- C3 HSR Harrison Street Building
- A1 HGCD Helen Gordon Child Development Center
- A6 LH Lincoln Hall
- G6 NASC Native American Student Community Center
- D6 NH Neuberger Hall
- E8 OND Ondine
- E4 PSC Peter W. Scott Center
- C8 PCAT Portland Center for Advanced Technology
- C7 SBA School of Business Administration
- C7 ED School of Education (Graduate)
- A4 XSB School of Extended Studies
- A3 S1 Science One
- B3 S2 Science Two
- E8 SA SEAS Annex (a.k.a. CECS Annex)
- E6 SH Shattuck Hall
- C4 SEH Simon Benson House
- F8 SAB Sixth Avenue Building
- C6 SMSII Smith Memorial Student Union
- D8 UCB University Center
- A2 UHP University Honors Program
- H11 UP University Place
- E7 USE University Services Building
- B8 URBN Urban Center

Student Housing

- C1 ADLN Adeline Building
- C4 ELKS Blackstone
- C2 KINGA King Albert Building
- C3 MR YA Maryanne Building
- C4 MONT Montgomery Court
- E8 OND Ondine
- A4 PEKW Parkway Building
- E2 STHL Saint Helens Building
- C2 SEH Stephen E. Epler Hall
- A3 STFR Stafford Building

Additional Maps: <http://www.fsp.pdx.edu/maps/index.html>

Portland State University



- ### Off-Campus Class Locations
- CAPITAL CAPITAL Center
18640 NW Walker Road
Beaverton, OR 97006-8965
 - OCCATE Oregon Center for Advanced Technology
18640 NW Walker Road
Beaverton, OR 97006-8965
 - METRO OIT Metro Center
7726 SE Harmony Road
Portland, OR 97222-1269
 - SALEM Salem Center
4001 Winema Place NE
Salem, OR 97305-4404
 - UP University of Portland/Army ROTC
5000 N Willamette Blvd.
Portland, OR 97203-5743

- ### Permit & Meter Parking
- C9 CP Carpool Parking Lot
 - D7 P1 Parking One
 - B7 P2 Parking Two
 - B1 P3 Parking Three
 - E8 SHP Shattuck Hall Parking

- ### Future Buildings
- F7 BHB Broadway Housing
 - E10 NWCEST Northwest Center for Engineering, Science and Technology

March 2004

Appendix B
Registration

Academic Calendar
Online Course Registration Procedures
Intercampus Course Registration Procedures

OHSU Academic Calendar 2006 - 2007

School of Medicine Academic Calendar	<i>Official 6/14/06</i>
Summer Term 2006	Medical Graduate
Registration Begins	5/15
Last Day to Register W/O Late Fee	6/19
Classes Begin	6/26
Last Day to Pay Tuition & Fees	7/3
Last Day to Add/Drop Classes without a "W"	7/3
Last Day to Drop Classes with a "W".*	7/17
Last Day to Withdraw with full refund	7/7
Independence Holiday	7/4
Labor Day Holiday	9/4
Summer Term Ends	9/8
Fall Term 2006	
Registration Begins	8/7
Last Day to Register w/o Late Fee	9/18
Classes Begin	9/25
Last Day to Pay Tuition and Fees	10/2
Last Day to Withdraw with full refund	10/6
Last Day to Add/Drop Classes without a "W"	10/2
Last Day to Drop Classes with a "W".*	10/16
Thanksgiving Holiday	11/23-11/24
Fall Term Ends	12/8
Winter Term 2007	
Registration Begins	11/13
Last Day to Register W/O Late Fee	1/1
Classes Begin	1/8
Last Day to Pay Tuition and Fees	1/16
Last Day to Add/Drop Classes without a "W"	1/16
Last Day to Withdraw with full refund	1/19
Last Day to Drop Classes with a "W".*	1/29
Martin Luther King Holiday	1/15
Presidents Day Holiday	2/19
Winter Term Ends	3/23
Spring Term 2007	
Registration Begins	2/12
Last Day to Register W/O Late Fee	3/26
Classes Begin	4/2
Last Day to Pay Tuition and Fees	4/9
Last Day to Add/Drop Classes without a "W"	4/9
Last Day to Withdraw with full refund	4/13
Last Day to Drop Classes with a "W".*	4/23
Memorial Day Holiday	5/28
Spring Term Ends	6/15
Last Day Classes-Graduating Students	
Graduation	6/8

Classes dropped after deadline will receive "WU" or "WS"

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Online Course Registration Procedures

NOTE: Non-Degree students may not register online. Please contact the OHSU Registrar directly.

Step 1: Review Your Schedule

Academic Calendar

Review the Epi/Biostat course schedule on the department website: http://www.ohsu.edu/public-health/education/courses/course_schedules.shtml. Identify the classes you wish to register for and note the course registration number (CRN). Please be aware that if you register for a **variable credit course (e.g., internship or thesis)**, don't forget to select the credit amount by following the **Change Class Options** on the **Registration** web page. Also, for **variable instructor courses (e.g., thesis or Reading & Conference)**, you can find an individual CRN for each faculty member listed on the SOM course schedule posted online: <http://www.ohsu.edu/ohsuedu/academic/som/graduate/upload/schedule.pdf>:

Step 2: Register Online

ISIS Online is a secure, interactive application that allows you to register online and easily view your student information. You will need your ID and PIN number. Each person is assigned a student ID number and a PIN. Call the Helpdesk (503) 494-2222 if you are not able to access the site.

Step 3: Tuition and Fees

Your billing statement will be mailed to your address on record in early June. You may pay by mail or in person at the OHSU Cashiers Office located on the 1st floor of Baird Hall (see OHSU campus map in Appendix A). Financial Aid is not available until a student attends the first class.

HELP!

Questions about registration and IDs, call the OHSU Registrar at 503-494-7800.

Questions about your PIN number, call the OHSU Helpdesk at 503-494-2222.

Questions about courses, contact your department coordinator

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Intercampus Registration Procedures

A. To Register for OHSU School of Nursing Classes:

The Primary Health Care & Health Disparities (PHCHD) track at OHSU welcomes students from other tracks within the Oregon Master of Public Health Program into their core courses. Because these are online courses and there is a maximum limit of 20 students per course, preference is given to students enrolled in the PHCHD track. Other students may enroll in the above courses on a space available, first come first served basis.

IMPORTANT: Registration must be completed **no later than two weeks prior** to the date classes begin in order to set up your access to eCollege and the course.

Registration Procedure:

- Contact the School of Nursing course faculty of record during the registration period to get your name on the waiting list.
- The faculty of record will notify you by e-mail regarding permission status no later than one week after the last registration date at the OHSU School of Nursing noted above.
- If you are accepted into the course, register at your home institution **no later than three weeks prior to the date classes begin**.
- Obtain an *OHSU Registration Form*.
- Complete the form including OHSU School of Nursing course information.
- Take a copy of the e-mail acceptance into the course from the SON faculty of record, and your completed OHSU Registration Form to your advisor for signature.
- Deliver the signed registration form to the OHSU Registrar.
- Your registration will be confirmed through the OHSU Registrar by Kira Hughes (hugheski@ohsu.edu, 503-494-7721), and she will initiate set up for access to the eCollege online course and notify the instructor of your registration at that time.
- *Each track will supply the School of Nursing with a complete list of registering students no later than three days before the class is to begin. At the end of the term when the PHPM Department receives enrollments lists and grade sheets for the course, they will be forwarded to the SON instructor for response and the completed form turned in to the OHSU Registrar.*
- If you have questions, please contact Katherine Riley (503-494-2556, rileyk@ohsu.edu).

Note: For OHSU Library off-campus access, see <https://www.ohsu.edu/library/libcdapp.shtml>. Other information about library policies is available at www.ohsu.edu/library/circpol.shtml and www.ohsu.edu/library/offcampus/distintro.shtml.

B. To Register for Core Classes at PSU:

- Register for core courses offered at PSU through ISIS, using the course registration number (CRN) set up for OHSU students. To find the CRNs, review the Epi/Biostat course schedule on the department website: http://www.ohsu.edu/public-health/education/courses/course_schedules.shtml.

C. To Register for Non-Core Classes at PSU, or Any Class at OSU:

- Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable. Write the course number on the registration form as a PHPM 507 course, with the correct OSU or PSU title and the instructor's name.
- Have the instructor sign the form. If the instructor is not available to sign the form, the instructor can send an email giving her/his permission for enrollment and the email can be printed out and filed with the registration form.
- The student's advisor should then sign the form
- Submit the form to the OHSU Registrar.
- When the Department Education Office receives enrollment lists and grade sheets for the course, they will be forwarded to the instructor for response. Final grades will then be submitted to the OHSU Registrar.

Appendix C
Student Degree Checklist

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Degree Checklist for Students

- _____ PHPM 512 – Epidemiology I
- _____ PHPM 513 – Epidemiology II
- _____ PHPM 514 – Epidemiology III
- _____ PHPM 517 – Principles of Health Behavior
- _____ PHPM 518 – Concepts of Environmental Health
- _____ PHPM 519 – Health Systems Organization
- _____ PHPM 520 – Ethics and Epidemiology
- _____ PHPM 525 – Biostatistics 1
- _____ PHPM 526 – Biostatistics 2
- _____ PHPM 527 – Biostatistics 3
- _____ PHPM 565 – Foundations of Public health
- _____ PHPM 566 B or equivalent – Current Issues in Public Health
- _____ PHPM 504 proposal – Internship
- _____ PHPM 504 paper – Internship
- _____ Select thesis advisor
- _____ Department thesis committee approved
- _____ File for IRB approval via the eIRB website, if needed
- _____ Completed 60 credit hours
- _____ Provide draft of thesis to committee members before April of year in which you plan to graduate.
- _____ Write thesis (see Graduate Council by-laws for format/time requirements)
- _____ Schedule room for thesis presentation with department office at least one month in advance.
- _____ File request to formally appoint oral committee (30 days before exam)
- _____ Supply defense committee members with copies of final draft of thesis (2 weeks before exam)
- _____ Present thesis findings in seminar open to the public followed by a final oral exam (completed before the end of April for June graduation). Have Examination Certification form available for signature by committee members. Give signed form to department after exam.
- _____ Turn in 3 copies of approved thesis and appropriate forms to Library (see Graduate Council By-laws) before May 20 or within 6 months after the oral exam (whichever is sooner).
- _____ Turn in receipt for binding plus Thesis Placement Waiver form and Change of Address form to the Graduate Dean’s office.
- _____ Discontinue IRB via the eIRB website, if applicable

Appendix D
Advisors

Graduate Advisors
Graduate Advisor Assignment Form

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Graduate Advisors

<u>Name</u>	<u>Title</u>	<u>Specialization</u>
Donald F. Austin, M.D., M.P.H.	Professor	Cancer Epidemiology
Thomas M. Becker, M.D., Ph.D.	Professor	Cancer Epidemiology
Michelle Berlin, M.D., M.P.H.	Associate Professor (Ob/Gyn)	Women's Health
Sonia A. Buist, M.D.	Professor	Pulmonary Diseases
Matthew J. Carlson, Ph.D.	Clinical Assistant Professor	Health Services
Nichole Carlson, Ph.D.	Assistant Professor	Biostatistics
Mary L.(Laurie) Cawthon, M.D., M.P.H.	Clinical Assistant Professor	Maternal & Child Health
Dongseok Choi, Ph.D.	Assistant Professor	Biostatistics
Gregory N. Clarke, Ph.D.	Adj. Assoc. Professor (Psy)	Mental Health Services
Thomas G. DeLoughery, M.D.	Associate Professor (Med.)	Hematology
Mary L. Durham, Ph.D.	Professor	Chronic Illness; Mental Health Services
Eldon H. Edmundson, Ph.D.	Associate Professor	Substance Abuse
Diane L. Elliot, M.D., FACP,FACSM	Professor of Medicine	Sports Medicine
David W. Fleming, M.D.	Clinical Assistant Professor	Epidemiology
Donald K. Freeborn, Ph.D.	Clinical Professor	Medical Care Organization
Michael D. Freeman, D.C., Ph.D, M.P.H..	Clinical Assistant Professor	Trauma Epidemiology
Rochelle (Rongwei) Fu, Ph.D.	Assistant Professor	Biostatistics
James Gaudino, Jr., M.D., M.S., M.P.H.	Clinical Associate Professor	Maternal & Child Health
Bruce Goldberg, M.D.	Associate Professor	Health Care Access
Carla A. Green, Ph.D., M.P.H.	Clinical Associate Professor	Substance Abuse, Mental Health
Merwyn R. Greenlick, Ph.D.	Emeritus Professor	Medical Care Organization
Jeanne-Marie Guise, M.D., M.P.H.	Associate Professor (Ob/Gyn)	Women's Health
Pamela P. Hanes, Ph.D.	Clinical Associate Professor	Health Policy
Emily L. Harris, Ph.D., M.P.H.	Clinical Associate Professor	Genetic Epidemiology
Katrina Hedberg, M.D., M.P.H.	Clinical Assistant Professor	Epidemiology
William R. Hersh, M.D.	Professor	Medical Informatics, Medicine
David H. Hickam, M.D., M.P.H.	Professor	Health Services, Clinical Epidemiology
Jack F. Hollis, Ph.D.	Clinical Associate Professor	Health Behavior Change
Mark C. Hornbrook, Ph.D.	Clinical Associate Professor	Medical Economics
Gail M. Houck, R.N., Ph.D.	Associate Professor (Nursing)	Family Nursing
Linda L. Humphrey, M.D., M.P.H.	Assistant Professor	Breast Cancer & Epidemiology
Kenneth E. James, Ph.D.	Professor	Clinical Trials
Jeffrey Jensen, M.D., M.P.H.	Assistant Professor	Obstetrics & Gynecology
Holly B. Jimison, Ph.D.	Assistant Professor	Informatics
Josh D. Jones, M.D.	Clinical Assistant Professor	Epidemiology
M. Colin Jordan, M.D.	Professor	Ophthalmology
Lori C. Lambert, M.A.	Instructor	Biostatistics
William E. Lambert, Ph.D.	Associate Professor	Environmental Epidemiology
Jodi A. Lapidus, Ph.D.	Assistant Professor	Biostatistics
Erin LeBlanc, MD, MPH	Assistant Professor (Med.)	Endocrinology
Mark O. Loveless, M.D.	Clinical Associate Professor	HIV/AIDS Epidemiology
Robert A. Lowe, M.D., M.P.H., FACEP, FACP	Associate Professor	Emergency Medicine
Lynn M. Marshall, Sc.D.	Assistant Professor	Epidemiology
Dennis McCarty, Ph.D.	Professor	Substance Abuse, Evidence-based Practice
Bentson H. McFarland, M.D., Ph.D.	Professor	Community Mental Health
Garnett P. McMillan	Clinical Assistant Professor	Biostatistics
Shannon McWeeney, Ph.D.	Assistant Professor	Biostatistics
Yvonne L. Michael, Sc.D.	Assistant Professor	Social Epidemiology
Motomi Mori, Ph.D.	Associate Professor	Biostatistics

Graduate Advisors (continued)

Name	Title	Specialization
Cynthia D. Morris, Ph.D., M.P.H.	Professor	Cardiovascular Epi., Maternal & Child Health
William E. Morton, M.D. Dr. P.H.	Emeritus Professor	Occupational & Environmental Epidemiology
John P. Mullooly, Ph.D.	Clinical Associate Professor	Biometrics & Epidemiology
Dawn Peters, Ph.D.	Adjunct Associate Professor	Biostatistics
Nancy A. Press, Ph.D.	Associate Professor	Genetic Anthropology
Traci Rieckmann, Ph.D.	Assistant Research Professor	Health Services Research
Katherine J. Riley, Ed.D.	Assistant Professor	Health Services
Gary Rischitelli, M.D., M.P.H.,J.D.	Associate Professor	Occupational & Environmental Epidemiology
Kenneth D. Rosenberg, M.D., M.P.H.	Clinical Assistant Professor	Maternal & Child Health
Somnath Saha, M.D., M.P.H.	Associate Professor (Med.)	Health Disparities
Jan C. Semenza, Ph.D., M.P.H.	Clinical Associate Prof.	Environmental Health
Gary J. Sexton, Ph.D.	Associate Professor	Biostatistics, Clinical Trials
Jackilen Shannon, Ph.D., R.D., M.P.H	Assistant Professor	Nutrition and Cancer Epidemiology
Michael R. Skeels, Ph.D., M.P.H.	Clinical Professor	Health Administration
Kent A. Spackman, M.D., Ph.D.	Associate Professor	Informatics
Victor J. Stevens, Ph.D.	Clinical Associate Professor	Health Behavior
Barbara Stewart, Ph.D.	Professor	Statistics, Research Methods
Mara Tableman, Ph.D.	Adjunct Associate Professor	Statistics
Philippe Thuillier, Ph.D.	Assistant Professor	Cancer Prevention
Eric M. Wall, M.D., M.P.H.	Clinical Associate Professor	Clinical Epidemiology
Evelyn P. Whitlock, M.D., M.P.H.	Assistant Professor	Tobacco
Jennifer P. Wisdom, Ph.D., M.P.H.	Research Assistant Professor	Health Services Research
Atif Zaman, M.D., M.P.H.	Assistant Professor	Gastroenterology

SOM Graduate Studies Program: Master's Program Mentor/Advisor Assignment Form

Student: _____ Mentor/Advisor: _____

Section 1: Student's Graduate Program Affiliation (Check appropriate box)

- | | |
|---|--|
| <input type="checkbox"/> MS in Biomedical Informatics | <input type="checkbox"/> Master of Clinical Research |
| <input type="checkbox"/> Master of Biomedical Informatics | <input type="checkbox"/> Master of Physician Assistant Studies |
| <input type="checkbox"/> MS in Clinical Nutrition | <input type="checkbox"/> Master of Public Health |

Section 2: Mentor/Advisor Acceptance of Student

I am a member of the SOM Graduate Faculty affiliated with the Program indicated in Section 1 and I agree to serve as a mentor/advisor for this student.

Mentor's/Advisor's Primary Administrative Unit¹: _____

Faculty Signature: _____ Date: _____

Section 3: Approval by Director of Mentor's/Advisor's Primary Administrative Unit¹

The Primary Administrative Unit¹ of the Mentor/Advisor approves the assignment of the mentor/advisor named above.

Chair or Unit Director Signature: _____ Date: _____

Section 4: Graduate Program Acceptance and Approval

The Program indicated in Item 1: (a) accepts the student named above, (b) certifies that the mentor/advisor meets the Program's criteria for mentors/advisors, and (c) approves the assignment of this mentor/advisor to the student named above.

Program Director Signature: _____ Date: _____

Section 5: Student Signature

I have read and understand this document.

Student Signature: _____ Date: _____

Footnote:¹The Primary Administrative Unit is the OHSU unit through which the faculty member's salary is paid and that receives credit for indirect costs earned by the faculty member's grants.

Complete Sections 1-5 and submit to School of Medicine Office of Graduate Studies, L102

For Graduate Studies Office Use Only:

Date Received:

SOM Graduate Studies Program: Master's Program Mentor/Advisor Assignment Form

Instructions

This form is required for all SOM graduate students admitted to a master's degree program. It should be completed and returned to the Graduate Studies Office (L102) when the student identifies a mentor/advisor. A new form must be submitted as soon as possible if a student changes his/her mentor/advisor. The Associate Dean for Graduate Studies must approve transfers between graduate programs through a separate process as described in the Graduate Council By-Laws (<http://www.ohsu.edu/som/graduate/council/index.shtml>).

Section 1. Program: Check the appropriate box.

Section 2. Mentor: This section must be signed and dated by the proposed mentor/advisor. The mentor/advisor must be an approved member of the SOM Graduate Faculty. Moreover, the individual must meet the graduate program's requirements to serve as a mentor/advisor. Because those requirements may vary across program, each program is responsible for ensuring that the proposed mentor/advisor meets its requirements.

Section 3. Approval by Director of Mentor/Advisor's Primary Administrative Unit: This section must be completed by the chair or director of the proposed mentor/advisor's Primary Administrative Unit. The Primary Administrative Unit is the OHSU unit through which the faculty member's salary is paid and that receives credit for indirect costs earned by the faculty member's grants. For adjunct faculty who do not receive salary from OHSU, the Primary Administrative Unit is the OHSU unit that sponsored the adjunct appointment.

Section 4. Graduate Program Acceptance: This section must be signed and dated by the Director of the graduate program selected by the student. The Director's signature indicates that the Program: (a) accepts the student into the graduate program, (b) certifies that the proposed mentor/advisor meets the Program's criteria for mentors/advisors (including any financial requirements), and (c) approves the assignment of the mentor/advisor to the student.

Section 5. Student Signature: This section must be signed and dated by the student. This signature confirms the selection of the proposed mentor/advisor and graduate program.

Questions about the form or these instructions should be directed to the Graduate Studies Office (somgrad@ohsu.edu).

Appendix E

Internship

Internship Guidelines
Field Experience Minimum Requirements
Internship Proposal Form
Internship Report Outline

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Internship Guidelines

Purpose: The internship is intended to broaden students' public health perspectives and provide experience in applying information learned in courses. This course is designed to integrate practical experience in the field of public health with theory and content learned in didactic courses. The student is expected to write a report demonstrating the integration of classroom experience with the on-site internship (proposal form enclosed). This requirement is utilized to assist the student in developing a broader perspective on the work s/he is doing. In addition, the preceptor and the student should both have a sense that the internship activities are contributing to the preceptor's work.

Process: Our program recommends that MPH students contact a state or county health department or some other health agency to arrange the internship experience. Many of our students have been closely involved with epidemiologists in a variety of settings and have undertaken the analysis of diverse datasets under the guidance of those mentors/preceptors. Internship sites are listed at

http://www.ohsu.edu/public-health/education/mph/intern_sites.doc

Supervision: Preceptors should provide close supervision and maintain frequent contact with the student. There should be a focus on how a team and the preceptor work and the rewards of doing that work. This is an opportunity for students to explore potential career paths in public health.

Projects: Student projects could involve a wide range of tasks, from developing information regarding available services to determining the effectiveness of protocols, therapies, or a consulting service. They could be involved in coding, sorting records, observing, describing projects, analyzing data, and preparing case reports. Students may assist with outbreak investigations or be involved in developing health policy through local or state agencies.

Pre-requisites: All students participating in this experience will have completed at least Epidemiology I and Biostatistics 1. The faculty strongly recommends taking Epidemiology II and Biostatistics 2 as well before participating in the internship.

Proposal: Before registering for the internship placement, the student will complete an internship proposal form that is to be signed by the internship preceptor, the student's advisor, and the Epidemiology and Biostatistics Track Director.

Report and grade: At the end of the experience, the student will submit a project report to the preceptor describing the experience and what the student has gained from it. The preceptor evaluates the paper and, based upon the student's performance during the field experience and the report, the preceptor will assign an internship grade of Pass/Fail. The preceptor will send a copy of the internship grade and the report to the Epidemiology and Biostatistics Track Director. This recommendation can be sent via email.

Extended projects: Depending upon the student and the nature of the placement, the student may be interested in doing further work at the placement site that might develop into a thesis project.

Credits and time commitment: The time to credit ratio is 36 hours of internship experience earns one course credit. MPH students need a minimum of 3, and a maximum of 6, internship credits.

Waivers: Requests for waivers can be made in writing and sent to the Epidemiology and Biostatistics Track Director. Given the goal to increase student skills and develop new insights into public health, the internship requirement is rarely waived. Students with extensive public health experience, such as in a state or county health department, are expected to seek an alternate type of challenge in another area, such as health policy, health care systems research, etc. A student with substantial research experience in an academic setting will be strongly encouraged to seek field experience in a health department or other agency that will broaden the student's horizons in public health.

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Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Field Experience Minimum Requirements

Students are expected to demonstrate competency in multiple areas such as coursework, practicum experience (e.g., an internship), and a culminating experience (e.g., a thesis). In addition to meeting the OMPH Program Minimum Standards for field experiences, internships for students in the Epidemiology & Biostatistics Track must meet the following requirements:

- Before beginning an internship, each student must obtain the approval of her/his academic advisor and the preceptor of the organization that is sponsoring the Internship. An Internship Proposal form must be completed with the internship objectives, addressing at minimum Track Competencies 1-3, 5, 6. The Internship Proposal form must be signed by the student's advisor, the preceptor, and the student.
- The student's internship experience must be community or population based, preferably offering the opportunity to use an existing dataset. Internships should not be at the person's employment site, unless the student has an opportunity to participate in a new learning experience. It is possible to participate in a research internship at OHSU if the project involves population-based epidemiologic data and is outside of the program department. If conducted at OHSU, the internship preceptor must come from outside the program department.
- During the internship, students should participate in at least one of the following activities involving epidemiology and biostatistics (Track Competencies 1-3,5,6):
 1. analysis of data on public health events (required),
 2. analysis of literature related to the public health agency's activities,
 3. analysis of policy implications of the data collected,
 4. evaluation of a public health program/project,
 5. development of a grant proposal for a public health program/project,
 6. collection of data/information for a public health program/project, or
 7. development of a tool, instrument, or computer software for a public health program/project.
- At the conclusion of the practicum, the student must prepare a final report, following the Internship Report guide and reflecting on his/her mastery of competencies, including Track Competencies #1-3, 5,6. The student will present her/his internship report to her/his preceptor.
- The preceptor will provide a recommendation for a grade of pass/fail, based upon the student's performance, mastery of stated competencies, and the Internship report.

The student's final grade is assigned by the Track Director after review of the student's report and the preceptor's grade recommendation.

Incompletes are only granted based upon a petition from the student regarding circumstances that were beyond the student's control. Incompletes must be made up within one quarter, otherwise they turn into an automatic "F." The petition form is located in Appendix G.

Epidemiology and Biostatistics Track - Oregon MPH Program

**Oregon Health & Science University
Department of Public Health and Preventive Medicine**

PHPM 504 Internship Proposal (please type)

Name _____ **Date** _____

Quarter(s) _____ **Year** _____ **Number of Credits** _____

Location _____

Preceptor: _____ **Preceptor email address:** _____

Site Address _____

Telephone (home) _____ **Telephone (field site)** _____

The internship is intended to provide experience in applying information learned in courses. This course is designed to integrate practical experience in a public health setting with theory and content learned in didactic courses. The student is expected to write a report demonstrating the integration of classroom experience with the on-site practicum (outline on next page).

Proposal:

Epidemiological domain (e.g., prevention):

Area of application (e.g., AIDS prevention) and location:

Objectives:

Does this project have IRB approval? Yes____ No____ Will the data be used for your thesis? Yes____ No____

Approvals:

Preceptor _____ Date _____

MPH Advisor _____ Date _____

Epi/Biostat Track Director (K. Riley) _____

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Internship Report Format

Name: _____

Quarter(s) _____ Year _____ Number of Credits _____

Dates From (mm/yy): _____ To (mm/yy): _____ Average hrs/wk: _____

1. Agency site:

2. Preceptor:

3. Describe the program and population of focus:

4. Please check each activity in which you participated:

- Analysis of data of public health importance (required),
- Analysis of literature related to the public health agency's activities,
- Analysis of policy implications of the data collected,
- Evaluation of a public health program/project,
- Development of a grant proposal for a public health program/project,
- Collection of data/information for a public health program/project, or
- Development of a tool, instrument, or computer software for a public health program/project

5. Please write a brief statement on how you met each of the following competencies (numbers refer to the track competencies):

1. Apply population-based concepts of epidemiology and risk determination to the assessment of health problems.
 - Identify and accurately measure disease risks and associations as applied to populations:
2. Apply evidence-based knowledge of health determinants to public health issues
3. Apply and interpret a variety of statistical methods commonly used in medical and public health research, including estimation and hypothesis testing (Biostatistics 1),
 - Use one or more computing packages (e.g. SAS, SPSS) to perform statistical analyses covered in coursework.
 - Summarize methods and results of a data analysis into written form suitable for reports and publications
5. Identify ethical problems that arise when epidemiology is used to guide public policy decisions
 - Discuss any ethical issues regarding the implications of your work. If there are none, state any steps taken to ensure ethical considerations; e.g., adherence to IRB or HIPAA guidelines.

6. Identify cultural dimensions of conducting research, including culturally sensitive recruitment of study participants, and develop strategies for interpretation of data in the larger cultural context.
 - Discuss any cultural issues that were present during the project and your data analysis. If no cultural issues were included, discuss how they could have been addressed.
6. What specific lessons did you carry away from this experience regarding epidemiology or biostatistics and its application to managing health problems in a community? Discuss issues such as reliability and validity of data, power of inference using data, program evaluation, etc. as relevant and cite references.
7. What were the benefits for you and for the agency of this internship?
8. Preceptor's grade recommendation based upon the student's performance, mastery of stated competencies, and the Internship report:
9. Preceptor's assessment of student's demonstration of the three track competencies identified in question 5 (brief statement):
10. Final grade (leave blank: review by Katie Riley, Director of the Epidemiology and Biostatistics Track):

12/20/05

Appendix F
Thesis Information

Thesis Guidelines
Student Thesis Checklist
Request for Thesis Committee Form
Request for Oral Examination Form
Oral Examination Certification Form
IRB Approval Initial Submission Checklist

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Thesis Guidelines

I. Intent

The Epidemiology and Biostatistics Track of the Oregon MPH Program requires a thesis as the culminating experience. The intent of this experience is for the student to draw together the knowledge and skills acquired during his/her graduate training and apply these to the independent study of a public health issue. The thesis should be a scholarly analysis of a public health issue, problem, or program that contributes knowledge to the field. It should answer a question that adds to our knowledge beyond a single setting. The thesis should present evidence that the student possesses the ability to carry out an independent investigation, to analyze data, and to present the results in a clear and systematic form.

In selecting a thesis topic, the student should consider not only its relevance but also the time required to complete the proposed project. It is less time consuming to use secondary data than to collect new data and many local health care agencies have databases that might be available.

II. General Guidelines

The Epidemiology and Biostatistics track requires that the thesis topic be hypothesis-driven—that the student ask a focused question (or series of related questions) that can be addressed with the data that will be collected/have been collected. Thus, mere descriptive reports will not be acceptable. The topic should have some clear relevance to epidemiological and/or biostatistical issues in public health—topics that are strictly focused on a narrow clinical issue may not be judged appropriate by your thesis committee. The thesis committee is the core unit that must approve the topic—thus they will serve as the most important quality control group for your work. They will also provide you with the necessary guidance that will help the student stay focused in the preparation and presentation of the thesis.

The track has no formal length requirements regarding the length of the thesis; however, most theses that have been submitted and quickly approved were between 30-50 typed, double-spaced pages (see the [Graduate Council Thesis Guidelines](#)). One of the biggest differences between an MPH thesis in the Epidemiology and Biostatistics track and a submitted manuscript (for publication in an epidemiology or public health journal) is the length of the introduction. For the thesis, we encourage the development of background information that explains why the topic is important, how the findings may fit into existing knowledge, the public health utility of the project, and why it was an important topic to pursue. The student thus has the “luxury” of more space to convince the reading audience about the worth of the study/analysis. This approach may be in sharp contrast to the terse style and short introductions required by most journal editors. The thesis also allows the added opportunity to present interesting results that may not be strictly within the area that is directly related to the major hypothesis under study. For example, numerous tables of data may be acceptable in the thesis, when they would likely be excluded from a submitted manuscript. Journal editors require a very focused discussion for their published manuscripts: a thesis, on the other hand, allows further space to be more thorough in discussing interesting findings from the analysis, and will allow a more in-depth summary of existing literature in the area of research. Journal editors may limit the authors to 20 or 25 references; the student will not be so limited for the thesis. Quality will always be judged to be more important than quantity, however, and a well-done and creative analysis that brings new findings to a field and frames those findings within existing knowledge will always be viewed very favorably in a thesis.

The thesis is a reflection of the student's creativity, a chance to practice skills that were learned during MPH training, and an "advertisement" of the student's competence that will help move the student into additional training programs or into new career opportunities. The thesis should not be viewed as a hurdle that cannot be jumped, or a barrier to hinder progress. It is an opportunity to do excellent work. Most 'seasoned' scientists will say that working with students on their thesis is an exciting experience, since the students are likely to be doing the very best work of their careers; the students can concentrate and focus their energy at this point in their development, perhaps better than at any other point in their careers. If the thesis is viewed as a unique opportunity to demonstrate competence and to showcase the student's "very best work", the process will be a much more interesting and rewarding experience.

III. Thesis Advisor and Committee

The student should select a thesis advisor who has some experience in the area of the proposed thesis and who has served on a MPH thesis committee in the past. Likewise, committee members should be selected based upon their ability to lend their expertise to advising on the project. The Graduate Council of OHSU requires that the official examining committee be composed of at least two members of the School's graduate faculty and an additional person external to the department (the list of department faculty approved by the Graduate Council is on the department website). One of the committee members should be a faculty member qualified to advise on statistical and data analytic issues and one of the members must be from outside the Department of Public Health and Preventive Medicine. This does not prevent the student from seeking advice from others and additional members can be added to the committee.

The student should obtain a copy of the Graduate Council's thesis guidelines (<http://www.ohsu.edu/ohsuedu/academic/som/graduate/upload/guidelines.pdf>). This document contains more details on the thesis committee, the forms required, the time lines necessary for June graduation, and thesis format specifications.

IV. Human Subjects

If your thesis topic involves human subjects, even if you are using secondary data, you must obtain human subjects Institutional Review Board (IRB) approval. Even if the study has been approved by another entity or if you think the study will be exempt, you cannot make that decision yourself. Also, approvals are not retroactive. If you think that your internship data might be able to be used for your thesis project, do not hesitate to go through the necessary steps in order to get your IRB approval BEFORE you interact with the data.

Before starting the IRB process, you will need to complete the HIPAA and Respect at the University courses online and submit a Conflict of Interest (COI) form. After you sign the COI, it can be submitted to the Department Education Office for us to route for the rest of the signatures. The Principal Investigator (PI) will need to initiate a study for IRB review by starting an IRQ in the eIRB for you. You will prepare the necessary IRB materials through the eIRB website, which includes a tutorial. Although you prepare the materials, the Project Planning Questionnaire (PPQ) must be signed by a PI. Since the PI needs to be a faculty member, this person is usually your thesis advisor. Once you prepare the form, have the PI sign it and submit it to the Department Education Office for the necessary signatures and routing for approvals. The department will also keep a copy of the forms in your file. A handy checklist for non-clinical studies is available in Appendix F. A clinical checklist is available on the eIRB website. Once everything is uploaded into the eIRB, the PI will need to sign on to the eIRB and click on "submit" to have the study reviewed. When you finish your study, don't forget to notify the IRB office via the eIRB website.

V. Credit

Students may use up to 12 graduate thesis credits. Students must be currently enrolled for at least 1 credit during the quarter that they take their thesis examination.

VI. Outline for Thesis Process

Students are expected to:

1. Obtain ideas to select a topic
 - a. Enroll in PHPM 565 Foundations of Public Health (Fall) and PHPM 566: Current Issues (Winter)
 - b. Talk with faculty members
 - c. Ask about possible projects at fieldwork sites
2. Select a thesis advisor
 - a. Select a member of the graduate faculty who has some interest in the area chosen and who has served on a MPH thesis committee in the past. Set up an appointment to talk with Katie Riley if you are having a problem selecting someone.
 - b. Discuss the project with the faculty member and ask if he/she will serve as the advisor.
 - c. File the *Mentor/Advisor Assignment* form with the Track Director (K. Riley)
 - d. Determine the feasibility of the proposal and the time required to complete it.
3. Select a thesis committee
 - a. With the help of the advisor, make a list of prospective committee members.
 - b. Obtain consent of individuals to serve on the committee
 - c. Include a faculty member qualified to advise on statistical and data analytic issues.
 - d. File the *Request for Advisory Committee* form with the Track Director.
 - e. Ask the external member to send a copy of his/her CV via email to rileyk@ohsu.edu
4. Conduct a focused literature review to sharpen the proposal ideas
5. Write a proposal
 - a. Prepare a written proposal of the project – this should include a literature review, objectives, hypotheses, methods, proposed data analysis, and timetable for the project. (PH540, Research Design, is designed to help students prepare their thesis proposal and is taught in the Fall and Spring quarters. It is suggested that the student have a fairly firm commitment to the area of the research topic before enrolling in this course.)
 - b. Submit the written proposal to the committee
 - c. Meet with the committee to go over the proposal and get their input/approval.
6. Submit IRB materials for approval via the eIRB website if either primary or secondary data involving human subjects will be analyzed. Remember, approval cannot be granted retroactively so plan ahead!
7. Carry out the thesis idea
 - a. Obtain data
 - b. Work closely with the advisor and keep the committee advised of any changes from the approved format
 - c. Analyze data
 - d. Construct tables and graphs
8. Write drafts of thesis
 - a. Submit initial drafts to advisor
 - b. Submit later drafts to committee (If the student intends to graduate in June, this stage should be reached before April in order to meet the deadlines.)
9. Prepare final draft
10. As early as possible after January, identify when committee members will be in town for the oral exam, and pick a day and time. Schedule a room with the department office for the thesis oral exam. The exam must be held before May 1. The oral exam should be scheduled before April using the *Request for Oral Examination* form. This form must be TYPED and turned in to the department office one month before the presentation.
 - a. Request oral examination by filing the Oral Examination form
 - b. Schedule thesis exam to take place before April 30 (schedule the room reservation in the department office 503-494-8257).
 - c. Submit final draft to committee members

- d. Provide a copy of the form to the department office
 - e. Have a practice presentation in front of the committee. This allows them to ask any questions they haven't thought of prior to the actual presentation. It also gives the student time to make any last-minute adjustments to the presentation.
11. After the *Request for Oral Examination* form is filed, the *Application for Degree* form will need to be filled out by the student.
 12. Have the photo taken. Make arrangements with the photography office (494-8040) for the exit photo and pay the cost directly to them (although some departments pay this fee, the Public Health and Preventive Medicine Department is not able to do so).
 13. Present the thesis in a public seminar followed by an examination by the committee members.
 - a. Prepare (TYPE) the *Oral Examination Certification* form
 - b. Ask committee members to sign the form at the successful conclusion of the oral exam. If the committee members wish the student to make additional changes on the thesis, they should still sign this form after the oral examination. The form needs to be turned in to the Dean's Office within two days of the exam. Signatures must be originals and not faxed.
 - c. Provide a copy of the signed form to the department office and take the original to the Graduate Dean's office.
 14. Obtain Final Approval
 - a. Make any changes suggested by the thesis committee
 - b. Get written approval of committee members on the thesis signature Certificate of Approval page (you type this page). The Dean's name does not need to be on this page. The page becomes part of the thesis.
 - c. Take the original and as many copies as need to have bound (at least 3) to the library. An appointment must be made with the librarian in advance (x47527). In addition, sign and turn in the *Thesis Placement Waiver* form. The student will need to pay for the copies and the binding. Enough copies need to be made for the library, the advisor, and the department plus any others the student wishes to keep or distribute. The student will get a receipt from the library. This receipt is the "Golden Ticket to Graduation." This should be brought to the graduate Dean's office in the Dean's office, together with the *Thesis Placement Waiver* form and the Change of Address form and the student will be cleared for graduation.
 - d. Distribute copies of the approved thesis to appropriate recipients (the library will keep one, one to thesis advisor, one to Department).
 - e. The bound thesis must be submitted within six months of taking the oral exam. The deadline for people intending to graduate in Spring Quarter is approximately May 20.
 15. Discontinue the IRB via the eIRB website, if applicable
 16. Schedule an exit interview with Katie Riley (503-494-2556)
 17. Attend the Hooding and Graduation ceremonies

VII. Degree Etiquette

1. When to list the degree after your name - You should not list MPH after your name until you officially receive your degree at graduation in June—even if you complete all of your requirements prior to that time.
2. Listing of other degrees - Usually you only list terminal degrees after your name. That means doctoral degrees and professional degrees such as MSW, MPH, etc. The listing order is doctoral and then professional masters degrees. Professional certifications are also listed, e.g., RN, CHES. BA, BS, MA, and MS degrees are usually not listed.

VIII. Theses of Previous Students

A wide variety of thesis topics are possible. To illustrate the possibilities, you may want to review theses of past graduates. Thesis titles and advisors of program graduates are listed at:

http://www.ohsu.edu/academic/public-health/education/mph/thesis_titles.shtml

The theses are filed alphabetically by author in the department library, CSB room 679. You are welcome to review them in the room but please do not take them from the room so they are available for use by other students.

8/1/06

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University

MPH Student Thesis Checklist

Overview: Students sometimes complete all their coursework for the MPH and then freeze as they face the thesis project. It is sometimes helpful if the tasks can be broken down into smaller increments. It is not intended to be a mandatory path and you will probably find it appropriate to modify it depending upon your particular circumstances and needs.

<i>Thesis Process Steps:</i>	<i>Date Completed:</i>
1. Meet with advisor and determine general approach to a problem. ▪ Select other two committee members (one external person - ask him/her to email his/her CV to Katie Riley) ▪ Make sure committee includes a faculty member qualified to advise on statistical and data analytic issues	Date:
2. Write draft overview ▪ Meet with advisor and review draft ▪ Establish target date for meeting with other members of committee	Date:
3. Meet with committee members ▪ Establish a draft timetable to complete different sections	Date:
4. Submit IRB information via the eIRB website if you are analyzing either primary or secondary data	Date:
5. Draft first components of thesis – background and review of literature .	Date:
6. Meet with advisor and review background and review of literature section	Date:
7. Draft methods section (work closely with the quantitative member of committee)	Date:
8. Meet with advisor to review draft of methods section	Date:
9. Consult the Thesis Guidelines in MPH Handbook for necessary steps and consult the Graduate Council Thesis Guidelines for additional information.	Date:
10. Draft results section	Date:
11. Meet with advisor to review draft of initial results	Date:
12. Draft discussion section	Date:
13. Meet with advisor to review draft of discussion section	Date:
14. Distribute copies of overall draft to committee members and receive comments	Date:
15. Consult with committee members and schedule date and reserve A/V equipment for oral presentation (call MPH Program Office at 503-494-2012). File Request for Oral Examination form at least one month before the presentation and distribute final draft to committee. Prepare the Oral Examination Certification form and bring it to the defense. Type the signature page for the thesis. Type all forms.	Date:
17. Sign up to rent your cap and gown	Date:
18. Conduct a practice session . All audiovisual equipment to be used needs to be tried. If an InFocus projector is to be used, have a backup plan such as overheads in case the projector does not work.	Date:
19. Make oral presentation followed by the thesis defense with your defense committee. If the thesis committee is satisfied with your oral presentation and the following discussion, members should sign the Oral Examination Certification form. This form should be taken to the department office to be copied right away. The original will be sent to the Graduate Dean's office.	Date:
20. After changes are made to the thesis, Committee members should sign the thesis signature page in thesis.	Date:
21. Make 3 (or more) copies of the thesis on acid-free paper (Kinkos and OHSU Copy Center make good copies)	Date:
22. Get photo taken (and pay for it). Complete the Exit Photo Request Form and make an appointment with OHSU Medical Photography. Send a copy of the Medical Photography services receipt to the Graduate Studies Office. The photo can be taken at any point when the Request for Oral Thesis Presentation is scheduled.	Date:
23. Make an appointment with Andrew Hamilton (494-7527) to take copies of the thesis to the library to be bound, pay for binding (\$30/copy), and complete the index form. Then file the Thesis Placement Waiver Form in the Dean's office with the receipt for binding, the receipt for photo, and the Exit Contact Information Form (provide a copy to the MPH Education Office). The thesis must be submitted for binding within 6 months of the defense or May 19, whichever is earlier.	Date:
24. Discontinue the IRB via the eIRB website, if applicable	Date:
25. Schedule an exit interview with Katie Riley (503-494-2556)	Date:
26. Attend the hooding and graduation ceremonies!	Date:



School of Medicine
Graduate Studies Program
Request for Advisory Committee

Note - The Advisory Committee is appointed by the Program Director to guide and advise the student in the research and preparation of the thesis or dissertation document. The committee must be appointed within 1 year after advancement to candidacy or upon commencement of the thesis or dissertation research, whichever is earlier. The committee must consist of no fewer than three graduate faculty members for a thesis committee and no fewer than four graduate faculty members for a dissertation committee and can be selected from any program or administrative unit. However, the Program Director may request permission to replace one of the committee members by a recognized scholar who is not a member of the graduate faculty. Requests to appoint an outside member to the Advisory Committee should include a copy of the individual's curriculum vitae and accompany the completed Request for Advisory Committee form. The candidate's mentor may also be included as a member of the committee. *The Associate Dean for Graduate Studies must approve the appointment of each Advisory Committee based upon the recommendation of the Program Director.*

The Program in: Master of Public Health
(Program Name)

requests approval of the following faculty members to serve as the **Master's Thesis** **Ph.D. Dissertation**
 advisory committee for _____
(Student Name)

with the proposed thesis or dissertation project title: _____

Faculty Name	Primary Department or Institute
_____	_____
_____	_____
_____	_____

* (Indicates Student's Advisor or Mentor) † (Indicates recognized scholar-not a member of the graduate faculty)

_____	_____	_____
Thesis Committee Chair Name	Thesis Committee Chair Signature	Date
_____	_____	_____
Katherine Riley Program Director Name	Program Director Signature	Date
_____	_____	_____
Christopher L. Cunningham Associate Dean for Graduate Studies Name	Associate Dean for Graduate Studies Signature	Date

Please submit to:
Office of Graduate Studies
Mackenzie Hall, room 4159
Mailcode L102

Date Received: _____



School of Medicine
Graduate Studies Program
Request for Oral Examination

Note - This form must be submitted to the Associate Dean for Graduate Studies at least four weeks prior to examination

The **Thesis** titled: _____

submitted to the program of **Public Health & Preventive Medicine** by

_____ a candidate for the degree

Master of Public Health _____ is approved for submission to the Graduate Council for the

oral examination. The persons listed below are recommended for inclusion in the oral examination committee

Faculty Name

Primary Department or Institute

Chair _____

* (Not a member of the student's thesis/dissertation advisory committee) † (Indicates recognized scholar-not a member of the graduate faculty)

On _____ the committee will meet fifteen minutes before the seminar in room _____

The seminar will begin at _____ In room _____ The examination will begin at _____ in room

_____ The Committee Chair's Mail Code is _____

_____ Mentor Name _____ Mentor Signature _____ Date

Katherine Riley _____
 Program Director Name _____ Program Director Signature _____ Date

Christopher L. Cunningham _____
 Associate Dean for Graduate Studies _____ Associate Dean for Graduate Studies _____ Date

Signature on behalf of the Graduate Council

Please submit to: **Office of Graduate Studies**
Mackenzie Hall, room 4159, Mail Code L102



School of Medicine

Graduate Studies Program

Oral Examination Certification Form

Note - The candidate's name, the date, thesis title, degree sought and the names of the examining committee members should be typed on this form before distribution to the chair of the examining committee. This report is due within two working days after the oral thesis examination. If the examination is canceled or postponed, please indicate this on this form and return it to the Associate Dean for Graduate Studies; a new Request for Oral Thesis Examination should be sent to the Dean's Office.

The undersigned members of the oral examination committee certify that on _____

_____ has been examined on the subject of the

Thesis _____ titled _____

_____ which has been submitted in partial fulfillment

of the requirements for the degree **Master of Public Health**

in the department or program of **Public Health & Preventive Medicine**

On the basis of this examination, the committee recommends the following (each committee member should personally sign his/her initials in the columns indicating satisfactory or unsatisfactory. The examination is considered to be satisfactory if a majority of the members record votes of satisfactory. A tie vote will be considered as an unsatisfactory score for the oral thesis examination).

Faculty Name	Faculty Signature	Satisfactory	Unsatisfactory
Chair _____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	<input type="radio"/>	<input type="radio"/>

Christopher L. Cunningham
Associate Dean for Graduate Studies

Associate Dean for Graduate Studies
**Signature on behalf of the Graduate
Council indicating that all degree
completion requirements have been met**

Date

Please submit to: **Office of Graduate Studies**
Mackenzie Hall, room 4159
Mail Code L102



Applying for IRB Approval

All submissions to for IRB review are managed through the electronic IRB system (eIRB). This checklist is intended to aid investigators in providing the documentation necessary to obtain Institutional Review Board (IRB) approval for research protocols involving human subjects. Please use the most recent forms located at <http://www.ohsu.edu/ra/forms.shtml#hsf>. Other materials may be required depending upon the specifics of your protocol, particularly if it involves a clinical intervention. The eIRB is designed to prompt you to submit required forms. If you have any questions, please call the ORIO staff at 503-494-7887.

Initial Submission Checklist

<input type="checkbox"/>	Proposed Project Questionnaire (PPQ)
<input type="checkbox"/>	Initial Review Questionnaire (IRQ)
<input type="checkbox"/>	1-2 page protocol summary written in lay language
<input type="checkbox"/>	Complete and final study protocol
<input type="checkbox"/>	Complete grant (if an NIH grant is funding this study)
<input type="checkbox"/>	Adult Informed Consent Form (If required)
<input type="checkbox"/>	Information Sheet (If needed – for low risk studies)
<input type="checkbox"/>	Child Assent (If required)
<input type="checkbox"/>	Media Informed Consent (If taking photos or movies of participants)
<input type="checkbox"/>	HIPAA Research Authorization
<input type="checkbox"/>	HIPAA Waiver of Authorization
<input type="checkbox"/>	HIPAA Data Use Agreement
<input type="checkbox"/>	HIPAA Business Associate Agreement
<input type="checkbox"/>	Advertisements/Recruitment letters
<input type="checkbox"/>	Survey instrument(s)/Data collection form(s)
<input type="checkbox"/>	Questionnaires or Surveys
<input type="checkbox"/>	Collaborative Agreement(s) (when working outside of OHSU)
<input type="checkbox"/>	Inter-institutional Agreement (when working outside of OHSU)
<input type="checkbox"/>	Certification of training. HIPAA, Conflict of Interest, and Responsible Conduct of Research.
<input type="checkbox"/>	Conflict of Interest in Research Statement

What Happens During the Initial Review Process? (The review process takes about 6-8 weeks.)

1. The OHSU Research Integrity Office (IRB) staff will review the submitted materials for completeness and compliance with OHSU IRB procedures and guidelines.
2. The IRB Chair will determine the level of review (i.e., exempt, expedited, full board).
3. After preliminary review, the IRB staff may return the materials to the investigator for modification; they may also request that the investigator submit additional materials prior to IRB committee review. Prompt response to IRB requests will significantly shorten the review process.
4. Once preliminary review is complete, the study will be scheduled for review.
5. If the study is judged exempt from IRB review, a confirmation letter will be sent to the investigator and no further action is needed.
6. For expeditable studies, materials are reviewed administratively and the study contact is notified if changes are required.
7. All initial study materials for studies requiring full board review are sent to a primary and secondary reviewer. The IRQ and consent forms are sent to all IRB members attending the meeting at which the protocol will be reviewed.

8. If the reviewers have questions prior to the meeting, they may try to contact the investigator to resolve any uncertainties. Returning reviewer phone calls promptly speeds the process!
9. Following the IRB meeting, the investigator will be notified in writing of the IRB's recommendations, typically within 3-5 working days of the meeting.

The investigator can proceed with the research agenda after:

- IRB approval has been obtained
- funding has been established
- any needed approvals from other OHSU committees or outside IRBs have been granted
- the investigator, research staff, and other relevant personnel have had [Responsible Conduct of Research](#) education

Further contact with the IRB is required:

1. If revisions or amendments to the research protocol or consent form are made. The investigator must receive IRB approval before initiating any change. See the [Consent Form Approval and Revision Process](#) for more information.
2. When adverse events occur. These must be reported within 10 days of the occurrence. Deaths should be reported to the IRB within 24 hours.
3. For continuing review. This should happen no less than once per year.

Appendix G
Other Forms

Leave of Absence/Withdrawal
Waiver of Core Course
Transfer Course Approval
Written Agreement for Incomplete
Application for Degree
Exit Contact Information
Exit Photo Request



Office of the Registrar and Financial Aid
 3181 SW Sam Jackson Park Rd., L109, Portland, OR 97239
 Phone: 503-494-7800 Fax: 503-494-4629

Withdrawal or Leave of Absence (LOA) Form

This form is to be used if:

1. Student is currently registered in a program and dropping all OHSU courses prior to completion of the present academic quarter.
2. Student is currently registered and is completing the academic quarter, but will not be returning next quarter because of a LOA.*
3. Student is not currently registered but wishes to withdraw or take a LOA.*

The effective date of the withdrawal for tuition refund purposes is the date the form is returned to the Office of the Registrar and Financial Aid with the student's signature as well as those signatures required for purposes of clearance. The effective date of withdrawal for Return of Title IV Funds purposes is the date of the notification of withdrawal (unless attendance at an academically related activity can be documented).

*Students granted a Leave of Absence will be treated as withdrawn for purposes of Return of Title IV Funds and enrollment reporting.

To be completed by the Student:

Name:	SSN or Student ID
Forwarding Address/Phone/E-Mail:	Last day you attended class?

Leave of Absence (LOA):

Please circle reason: Military Research Maternity Family Obligations Illness	
Hospitalization Personal/Financial Other	
When will you return? _____	
If you are currently enrolled are you completing the academic quarter? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you wish to continue Health Service/Hosp/Dental coverage? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please contact the Student Health Service at 503-494-8665	
If you will be attending another school, which institution? _____	# of credits _____

Withdrawal from School:

Please list reason: Financial Personal Transfer to _____	
Other _____	
If you are currently enrolled are you completing the academic quarter? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Term and year of your intended permanent withdrawal _____	

Student Signature: _____ **Date:** _____

Approval Signatures:

Appropriate School/Department Signature	
If School of Nursing, Academic Advisor Signature	
If School of Med. Graduate Prgm., Assoc. Dean Sig.	
Financial Aid Officer Signature	

Financial Aid Recipient: Yes No

For Office Use Only:

Effective Date of Withdrawal:	Refund Due: Yes No
Refund Processed by:	Date Refund Processed:

Oregon MPH Program

Required Course Waiver Policy

All students accepted into the OMPH Program will take the five OMPH core courses in addition to a series of track required courses. It is understood that some students may have already completed a graduate course that appears to be duplicative of a required OMPH core or track required course. In such cases, students may petition to waive the requirement to take a specific OMPH course.

For this waiver to be granted, the following guidelines are to be followed:

- Courses must address the learning competencies of the course.
- Courses must be at the graduate or professional program level.
- Courses must be comparable to, or exceed, the credit hours of the OMPH course.
- Courses must have been taken within the last seven academic years and the grade earned must be the equivalent of a B or better.
- Requests must be accompanied by a copy of the course syllabus, or equivalent official detailed description.
- All waivers must be approved by the track in which the student is enrolled.

A waiver of a required course applies only to the course requirement; it does not apply to waiver of credit hours to complete the program of study toward the MPH degree.

All waiver decisions will be clearly documented in the student's file.

Adopted by APC, 3/96; Revised and approved by the CC, 6/98; Revised 9/05

Epidemiology and Biostatistics Track - Oregon MPH Program

**Oregon Health & Science University
Department of Public Health and Preventive Medicine**

Waiver of Core Course

Name: _____ Date: _____

Course Number: _____ Course Name: _____

Equivalent Course Number: _____ Course Name: _____

School where course was taken: _____ Year taken: _____

Reason Waived:

Alternative Requirement: No _____ Yes _____ specify:

Approved by (Core Course Instructor):

Epidemiology and Biostatistics Track Director: _____ Date: _____



Registrar & Financial Aid Office
 3181 S.W. Sam Jackson Park Rd.
 Mail Code: L 109
 Portland, OR 97201-3098
 TEL 503-494-7800
 FAX 503-494-4629

DATE:

TO: Cherie Honnell, Dir. Financial Aid/Registrar

RE: Transfer of Graduate Credit to Apply toward Advance Degrees

The course/s listed below which were completed by: _____

(student's name)

at* _____ during the _____

(university/college name)

(academic year/s)

have been approved for transfer towards the _____ degree with the following distribution:

	Term/Year Completed	Course # (AN 521)	Credit hours	Apply to: major, course, electives, etc.
1				
2				
3				
4				
5				

 Department Chairperson

 Cherie Honnell, Dir. Financial Aid/Registrar

* Separate petitions must be completed for each university.

School of Medicine Graduate Council Policy on Incompletes
Approved—March 21, 2006

The Graduate Council By-Laws (December 2005 revision) currently address Incomplete (I) grades as follows (from Article VIII, Section A):

The notation “Incomplete” (I) may be entered on the student’s record if a minor part of the required work in a course is not completed within the allotted time. The grade of Incomplete should be used only when a student’s work during a term cannot be completed because of illness, accident or other circumstances beyond the student’s control. Conversion of the Incomplete to a letter grade may be made if the student completes the required work within a period specified by the instructor of the course, but not to exceed one term. Students who receive a mark of Incomplete must complete the required work within the next term and the instructor must file an amended term grade report for the course, otherwise the Registrar shall convert the grade to an F.

The purpose of this Graduate Council Policy is to provide additional criteria for implementing the By-Laws on Incomplete grades. This policy is intended to supplement the By-Laws, not replace them.

Criteria

A student may be assigned an I grade by the Instructor/Course Director when all of the following criteria apply:

1. Quality of work in the course up to that point must be C level or above.
2. Reasons for assigning an “I” must be acceptable to the Instructor/Course Director. The student does not have the right to demand an “I.” The circumstances must be unforeseen or beyond the control of the student. The Instructor/Course Director may request appropriate medical or other documentation. In no case is an “Incomplete” grade given to enable a student to do additional work to raise a deficient grade.
3. A written agreement, signed by both the student and the Instructor/Course Director, should include a statement of the remaining work to be done to remove the “I” grade, and the date, not to exceed one term from the end of the term of enrollment for the course, by which work must be completed in order to earn credit toward the degree. The Instructor/Course Director may specify the highest grade to be awarded upon completion. The written agreement form is shown on the next page. Copies of the signed agreement should be retained by the Instructor/Course Director and by the student. A copy should also be provided to the Program Grade Coordinator.

To remove an Incomplete, the Instructor/Course Director must submit a signed “Removal of Incomplete” form to the Registrar’s Office within one term. As specified in the By-Laws, an Incomplete grade that has not been amended by the Instructor/Course Director within one term shall be converted to an F (or NP for P/NP courses) by the Registrar. The Instructor/Course Director may not approve requests for extension of the one-term limit. The Graduate Council and Associate Dean for Graduate Studies must approve all requests for changes in the grade after the one-term limit has expired.

SOM Graduate Studies Program

Written Agreement Between Instructor and Student for Giving an Incomplete

Please print or type all information requested below:

Student Name: _____

Instructor/Course Director Name: _____

Course Number: _____

Course Title: _____

Term (Circle one): Fall Winter Spring Summer Year: _____

Due to circumstances that were unforeseen or could not be controlled by the student, and for reasons that are acceptable to the Instructor/Course Director, a grade of Incomplete (I) has been assigned for the course shown above. To remove the Incomplete, the student named above must complete the following assignment(s) by the specified deadline(s).

Assignment(s) [*Required*]: _____

Deadline date(s) for completing assignments—must be within one term [*Required*]: _____

Highest grade that will be awarded [*Optional*]: _____

Student Agreement: I agree to complete the assignment(s) above and to submit them to the Instructor/ Course Director by the date(s) specified. I understand that if I fail to complete the assignment(s) by the deadline(s), I will receive an F or NP for this course.

Student Signature

Date

Instructor/Course Director Agreement: I accept this student's reason(s) for requesting an Incomplete and I agree that the circumstances are consistent with the Graduate Council Policy on Incompletes. The work of the student to date is at "C" level or above, and I have agreed to assign a final grade if the student completes the above assignment(s) by the date(s) specified.

Instructor/Course Director Signature

Date



Oregon Health & Science University
 Office of the Registrar , L-109
 3181 SW Sam Jackson Park Rd.
 Portland, OR 97239
 Phone: 503-494-7800 or 1-800-775-5460
 Fax: 503-494-4629

Application for Degree

A graduation fee will be assessed to your student account during the term in which your degree is awarded.

Your Name _____

Social Security Number _____

Term in which you will be graduating _____

If your OHSU email account is no longer active or you will complete your program of study prior to graduation, please provide us with an active email address for communication regarding commencement _____

School of Medicine: *(Circle the degree(s) or certificate you expect to receive)*

B.S. Rad. Ther. BMI cert. M.P.A.S. M.P.H. M.S. M.D. Ph.D. MBI HIP cert. Diet. Intrn.

School of Nursing: *(Circle the degree(s) or certificate you expect to receive)*

B.S. Nursing M.N. M.S. Nursing M.P.H. Post Master’s Certificate Ph.D.

Print your name *exactly* as you wish it to appear on your diploma: _____

If you have recently changed your name and haven’t updated your student record yet, please go to www.ohsu.edu/registrar and follow the directions on the *change of address/name form*. We can only print your name on your diploma as it is in our records. (please note, we do not include previous degrees on diplomas)

Print your name as you wish it to appear in the commencement program – space is limited
 So list only first name, middle initial (if applicable) and last name _____

Print your hometown and state (or country) as you wish it to appear in the commencement program _____

If you are unable to pick up your diploma in the Registrar’s Office, please e-mail regohsu@ohsu.edu with a request to have your diploma mailed. Include in your request your name, social security # or student id, the program you were in and the mailing address where the diploma is to be sent. Please make sure you give an address that will be current after graduation. You may submit your request at any time. Diplomas are mailed 3-4 weeks after graduation (once graduation requirements are met). The Registrar’s Office holds diplomas that are not picked up or mailed but after 60 days is not responsible for stored diplomas.

Please return this form to the Registrar’s Office at above address or fax number

