



DEPARTMENT OF EPIDEMIOLOGY

SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE UNIVERSITY OF WASHINGTON

EPIDEMIOLOGY PROGRAM GUIDELINES

Revised 2/15/06

There are academic and administrative steps involved in earning a degree from the Department of Epidemiology. The Graduate School and the Department of Epidemiology both have specific requirements. This document outlines the academic requirements and procedures. Consult the Epidemiology Program Office (F262 Health Sciences, epi@u.washington.edu, 206-685-1762) if you have further questions.

Kate O'Brien, Manager of Student Services

epi@u.washington.edu or (206) 685-1762

Epidemiology Department, 357236
University of Washington
Seattle, WA 98195
<http://depts.washington.edu/epidem/>

Stephen M. Schwartz, PhD, Professor and Graduate Program Director

stevesch@u.washington.edu
(206) 667-4660 or (206) 685-1799

Nicholas L. Smith, PhD, Associate Professor, Associate Graduate Program Director

nlsmith@u.washington.edu
(206) 287-2784

Office of Student Services

(Serving all students with a commitment to increase enrollment of persons of color.)
School of Public Health and Community Medicine, 357230
University of Washington
Seattle, WA 98195
<http://sphcm.washington.edu/about/studserv.asp>
sphoss@u.washington.edu
(206) 685-3057

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A. SUMMARY OF DEGREE PROGRAMS

For more detailed admissions information, consult the Epidemiology Department admissions website at <http://depts.washington.edu/epidem/adm.htm>.

Master of Public Health (MPH): The purpose of the MPH degree program is to combine broad training in public health with specific training in the principles and methods of epidemiology. The degree requirements include course work in epidemiology, biostatistics, health services and environmental health; a practice experience in a public health agency (practicum); and completion of a research-based master's thesis. The degree is appropriate for individuals who possess an MD, DVM, DDS, or PhD degree who seek a career in public health practice or academia, or medical students interested in a combined MD/MPH program. We also consider exceptional individuals with a Bachelor's degree and a health-related background who seek the MPH to prepare for a master's-level career in public health practice or research or who plan to apply to the PhD program in Epidemiology after completion of the MPH degree.

MD/MPH Program: The Department of Epidemiology offers an MPH joint with an MD at the University of Washington. Students must apply to and be admitted to both the School of Medicine and the Department of Epidemiology. The joint program allows students to count 12 credits toward both degrees. Out-of-state and international students should note that only a very small percentage of non-resident students are admitted to the School of Medicine. Joint degree students spend the first two years of the program in Medicine. Usually in the second year, students apply to Epidemiology to earn an MPH beginning in the third year. Normally students spend their third and fourth years earning an MPH. During their fifth year, they return to the School of Medicine to commence their clinical training. Applicants should consider that many physicians change their areas of interest as they progress through medical school. Students are often better prepared to make maximum use of an MPH after completing their residency training. Also, there is considerably more funding at higher levels for physicians than for predoctoral MD/MPH students. RA tuition waivers do not apply to medical school tuition and medical students do not usually have time to hold an RA position.

Master of Science (MS): The MS program offers research training in epidemiology. The program includes course work in epidemiology and biostatistics, and a research-based master's thesis is required. This degree is appropriate for physicians or other health professionals who prefer a more focused program than the MPH to prepare for research and teaching careers. We also consider exceptional individuals with a Bachelor's degree who are interested in master's-level research careers, such as research project coordinator, or who plan to apply to the PhD program in Epidemiology after completion of the MS degree. The MS degree through the Department of Epidemiology at the UW School of Public Health normally takes two years to complete.

Concurrent Molecular and Cellular Biology (MCB) PhD/Epidemiology MS Program (MCB-EPI): The growing interest in population- and patient-oriented health research that combines epidemiologic methods with the rapidly expanding advances in molecular biology and genetics has increased demand in academia and industry for basic scientists who have interdisciplinary and translational training. Areas of emphasis within the MCB program that are particularly amenable to this such interdisciplinary training include, but are not limited to, cancer biology, virology, immunology, and human genetics. The goal of the MCB-EPI training program is to prepare basic scientists for such careers.

Graduate students who are currently enrolled in the UW MCB program may apply to obtain an MS degree in Epidemiology concurrently with their PhD degree. The MS degree work usually would involve approximately four additional quarters in graduate school, typically beginning in what would normally be second year of MCB training. Stipends are available from an NIH interdisciplinary training grant for 1-2 MCB students per year to support students in their MS coursework and thesis work during these quarters. Following completion of the MS degree work, students resume their work in the MCB PhD program. More information about the MCB-EPI program can be found at http://depts.washington.edu/epidem/mcb_epi.htm.

Doctor of Philosophy (PhD) In Epidemiology: This program is intended to produce future academicians, highly qualified as independent investigators and teachers, and well-trained practitioners of epidemiology. The program includes course work in epidemiology and biostatistics and also requires the development and execution of an independent dissertation research project.

Candidates are considered for admission into the PhD program who have

- 1) prior graduate training to the master's (or doctoral) degree level in a health-related field from a US university,
- or
- 2) anticipated medical training within the context of a concurrent MD/PhD program at the University of Washington.

Exceptions to the US master's requirement may be granted in very rare cases for those with substantial public health research experience, which usually should be demonstrated by at least one (preferably more) first-authored, quantitative research paper in the field of epidemiology, or a related public health discipline or equivalent quality to a master's thesis in this department, published in an English language peer-reviewed journal. Meeting this requirement does not guarantee admission directly to the PhD.

Acceptance of a graduate student into a program of study leading to the doctoral degree is not implied by admission to the Graduate School, but occurs after appointment of a Doctoral Supervisory Committee and successful completion of the General Examination.

MD/PhD Program: The Department of Epidemiology offers an MPH concurrent with an MD at the University of Washington. A student must apply to and be admitted to both the School of Medicine and the Department of Epidemiology. The joint program allows a student to count 12 credits toward both degrees and to pay Graduate School tuition rather than the higher Medical School tuition for Epidemiology course work when the student is registered for 6 credits or less in the School of Medicine. Out-of-state and international students should note that only a very small percentage of non-resident students are admitted to the School of Medicine. Concurrent degree students spend the first two years of the program in Medicine. Usually in the second year, students apply to Epidemiology to earn an MPH beginning in the third year. Normally students spend their third and fourth years earning an MPH. During their fifth year, they return to the School of Medicine to commence their clinical training. Applicants should consider that many physicians change their areas of interest as they progress through medical school. Students are often better prepared to make maximum use of an MPH after completing their residency training. Also, there is considerably more funding at higher levels for physicians than for predoctoral MD/MPH students. RA salaries are not applicable to Medical School tuition, and MD students usually do not have time to hold an RA position.

Admission Criteria to Graduate Programs: Admission to all graduate programs is highly competitive and is based on evaluation of the applicant's 1) background in epidemiology or other health-related fields (such as medicine, nutrition, nursing, biology, genetics, mathematics, or anthropology), including his/her prior areas of study and work experience, 2) undergraduate and graduate grades, 3) GRE scores (except for master's degree applicants with a prior doctorate from a U.S. university and MD/PhD applicants funded by MSTP); and TOEFL score for international applicants, 4) letters of reference and 5) the applicant's goal statement. Personal interviews are not considered in the admission process. Applicants do not need to locate faculty mentors in advance in order to be admitted.

Postdoctoral Fellowship Programs: Postdoctoral fellows who do not seek a degree are not required to enroll as graduate students. Holders of any relevant doctoral degree (e.g. MD, DVM, DDS, PhD) desiring specialized research experience under the direction of a senior faculty member are judged on an individual basis and accepted into training when an appropriate faculty member is willing and able to undertake the needed supervision, and when stipend support is available. Such training experience ordinarily should be for no less than one year and no more than two years. The University does not allow applicants with a PhD in Epidemiology that is more than 5 years old to be awarded a post-doctoral position. A petition may be possible for foreign PhD degrees.

B. GENERAL REQUIREMENTS FOR ALL DEGREES

It is very important that students reading a paper version of this document check the web version for updated requirements.

Learning Objectives: Learning objectives for each degree are available through the Epidemiology Web Site at <http://depts.washington.edu/epidem/learningobj.htm>, and at the start of each degree section in this document.

Courses: Course descriptions can be accessed through the Course Catalog at www.washington.edu/students/crscat/epidem.html.

There are no foreign language requirements for any of the degree programs.

All students must take BOST 511, Medical Biometry I or BOST 517, Applied Biostatistics I (unless waived). (See the Course Requirement sections below for more information.) In order to enroll, students must pass a pretest involving fundamental knowledge of arithmetic operations, mathematical notation, algebra, functions and manipulation of expressions with exponents and logarithms. An introductory knowledge of statistics is helpful, but not required. A sample pretest is mailed with admissions packets. If you do not know the material well, you should enroll in an appropriate math course at a community college or review the areas in which your knowledge is weak. BOST 511 and especially BOST 517 also require some familiarity with statistical software packages (in particular, STATA).

Progress and Evaluation: Except for postdoctoral fellows whose programs and supervision are the responsibility of the faculty member with whom they are associated, certain general policies with respect to advising and periodic evaluation of the rate of progress apply to all graduate students in the Department. A temporary faculty advisor is assigned to each epidemiology student to help him or her in planning his or her academic program. Each student should meet with his or her advisor as often as needed to plan course work and review thesis or dissertation progress. Each student is required to complete a written description of his or her progress and future plans each Autumn and Spring Quarter

on the Progress/Plan form at http://depts.washington.edu/epidem/progress_plan_form05.pdf (or http://depts.washington.edu/epidem/progress_plan_form05.doc), obtain his/her advisor's signature and provide the completed form to the Epidemiology Program Office. Students without a current Progress/Plan Form on file will not be allowed to go on leave, hold a greater than 20 hour per week appointment, or have other petitions considered. You should take the initiative to get to know your faculty advisor, and faculty-student meetings are encouraged on a quarterly basis, at the least. One need not feel compelled to stay with the temporary advisor. However, your advisor must be a regular Epidemiology faculty member listed at <http://depts.washington.edu/epidem/fac/facListReg.shtml>. Adjunct, affiliate and clinical faculty do not qualify to be advisors for epidemiology students. You must notify the Epidemiology Program Office if you change advisors. Changing advisors is a common occurrence upon formation of a dissertation/thesis committee. (The Chair assumes the role of advisor.) Also, students should feel free to discuss issues of interest with other faculty members, including those in other departments, who may be of help or who are interested in a particular topic.

Minimum Grades: The UW requires all students to maintain a GPA of 3.0 or above quarter by quarter. Any grade below 2.7 is considered failing. A student who receives such a grade in a required course will have to retake the course and earn a 2.7 or better in order to graduate. A student who receives a grade below 2.7 in an elective coursework is not required to retake the course, however, the course credits will not count toward a degree. Graduate Students must maintain a cumulative GPA of 3.0 to graduate. If a student falls below a 3.0 GPA for a quarter, the Graduate Program Director will review his or her academic record and decide whether to take "No Action", write a "Warn Letter" or place the student on probation until the quarterly and cumulative GPAs are restored to 3.0.

Scholarly Integrity: Students are expected to "practice high standards of academic and professional honesty and integrity" (Student Conduct Code). Cheating and scholarly misconduct, as defined in the *University Handbook*, including: 1) intentional misrepresentation of credentials, 2) falsification of data, 3) plagiarism, i.e. use of someone else's research or ideas without noting the source (see <http://courses.washington.edu/hsstudev/studev/plagiarism.htm#conduct>, 4) abuse of confidentiality, and 5) deliberate violation of regulations applicable to research, are prohibited. Such violations are subject to disciplinary action, including expulsion from the University. The guidelines for disciplinary action are at <http://www.washington.edu/faculty/facsenate/handbook/04-09-01.html>.

C. TIME IN PROGRAM/CREDITS PER QUARTER

Time in Program: Each student must make satisfactory progress toward his or her degree. PhD students who fail the Doctoral Preliminary Exam or the General Examination twice will not be allowed to continue in the PhD program. Doctoral Students are expected to complete a PhD, including the dissertation, within 4 to 5 years. The time limit is 10 years from the date of enrollment in the PhD program if the student does not apply credits earned during a prior masters degree toward the 90 credits required for the PhD. If the student chooses to apply credits from a prior masters degree, the 10-year time limit starts when the masters degree was initiated. Students are expected to complete a Master's, including the thesis, within two academic years (5-8 quarters). The time limit is 6 years. Students are strongly urged to complete their degrees within the expected time period because staying beyond that will prevent new students from being admitted. The time limits include time spent on leave or not registered. A student who exceeds the *expected* completion date may be deemed to have not made satisfactory progress by his or her Supervisory Committees and/or the Graduate Program Director. He or she may be required to complete any requirements added since his/her initial entry into the degree program. He or she must petition the Graduate Program Director and the Dean of the Graduate School

in order to graduate. Information about how to petition is available from the Epidemiology Program Office. Such a student will only be allowed to go on leave if he/she completes the form mentioned above and, after developing a realistic time line for completion in consultation with his/her Chair using the Progress/Plan form and gaining permission of the Graduate Program Director. A student who has lost his or her admission to the Graduate School by failing to go on leave and has exceeded the time limit will only be readmitted if he or she is able to demonstrate satisfactory progress to the Graduate Program Director to warrant readmission.

Number of Credits Required Per Quarter: Whether students are registered full-time or part-time depends on the number of credits taken each quarter. Full-time is 10 or more credits; part-time is less than 10 credits. **When a student registers for less than 5 credits/quarter, his/her status is reported as withdrawn for the purpose of student loan deferral.** See “Cancellation of Student Loan Deferral” below. The table indicates the minimum number of credits per quarter that must be taken for the following categories of students:

Category	Autumn	Winter	Spring	Summer
RA or TA				
50% or more	10	10	10	2
Less than 50 %	2	2	2	2
PreDoc Trainees/Fellows paid through UW	10	10	10	2
Other PreDoc Trainees/Fellows and PostDocs (unless otherwise specified by fellowship)	2	2	2	2
Graduating Quarter; PostDocs/Other Students without UW Support*	1	1	1	1

*Students enrolled for only 1 credit will be charged for 2, except for students using the faculty/staff tuition exemption for course credits (< 600).

International Students: A student on an F-1 visa must register full-time 3 out of 4 quarters per calendar year (summer through spring). If he/she is taking at least 2 credits of thesis or dissertation, he/she does not need to be full-time. ***A student must obtain permission from the International Services Office prior to registering for less than 10 credits, including during the Summer Quarter.*** This rule does not apply to postdoctoral fellows on J-1 or students on H-1 visas.

Ways to meet the 10-credit minimum: MS students who plan to continue for the PhD, PhD students, and those with extensive work commitments may wish to register only for EPI 512, 513, and 514 (EPI 510, if needed), BIOST 511-512 -513 or 517-518 and seminar (EPI 583) during their first year (9 credits per quarter). The 10th credit may be for independent with the advisor, research supervisor, or other faculty member with his or her permission.

On Leave: Some students find that taking leave to write their thesis/dissertation or attend to personal matters is necessary. Any student who does not register for a quarter must complete an on-leave petition form and gain the Graduate Program Director's permission. (Exception: Students who were registered or on-leave in Spring Quarter do not need to go on leave for Summer Quarter.) If a student neither enrolls nor goes on leave, he or she will lose his or her admission to the Graduate School and have to re-apply. In order to go on leave, a student must have a current Progress/Plan form on file with the Epidemiology Program Office (form at http://depts.washington.edu/epidem/progress_plan_form05.pdf). Prior to applying for leave, students should consult the Graduate School rules concerning on-leave status at <http://www.grad.washington.edu/stsv/continuous.enroll.htm>. You may not go on leave during your first quarter, the quarters in which you take your general and final exam, or your graduation quarter. RA's, TA's, SA's and predoctoral trainees are not allowed to go on leave while holding one of these positions. Students receiving support from other sources should check with the funding agency to ascertain the agency's requirements. See "Required Credits per Quarter" above. An on-leave PhD student may not set-up or change his or her Supervisory Committee nor apply for the General or Final Exam until the first day of the quarter of re-enrollment.

Procedures: In order to take a leave of absence while maintaining admission as a Graduate Student, a student must not be registered for the quarter once classes begin, and must turn in an *On-Leave Petition* to the Registration Office by the fifth day of the quarter, along with the required fee. Leave can be up to a year at a time. The fee must be paid each time a leave petition is submitted. Re-enrollment can take place prior to the end of a multi-quarter leave request. **Students who plan to go on leave should contact the Epidemiology Program Office to request an *On-Leave Petition* prior to the beginning of the quarter in which they plan to go on leave at least three weeks prior to the start of the quarter. The form is not on the web nor is it faxable.** (A student who has exceeded the 6-year time limit for the Master's, or the 10-year limit for the PhD will not be allowed to go on leave unless approved by the Graduate Program Director in exceptional circumstances.)

Re-enrollment Procedures: To re-enroll, students must register for the quarter they wish to return using MyUW. There is no need to submit a Returning Student Re-enrollment Form or application. Once a student enrolls for a quarter after being on-leave, any previous leave petition becomes invalid and the student must submit a new petition to go on leave again.

Cancellation of Student Loan Deferral: *Students who go on-leave or register for less than 5 credits, will be reported as withdrawn to the Department of Education for the purpose of student loan deferral.* They will receive repayment notices. After the six-month grace period, to continue loan deferral, the student must enroll for at least 5 credits and submit a request for deferment form for each outstanding loan. Consult the Transcript Office for more information. If an on-leave student is working fulltime on thesis or dissertation research, he or she may petition the Epidemiology Program Director and Graduate School for Loan Forbearance of up to four quarters total during the degree program.

D. MS & MPH PROGRAMS

D.1 MPH LEARNING OBJECTIVES AND COURSE REQUIREMENTS

Learning objectives: Upon satisfactory completion of the MPH program in Epidemiology, students should be able to:

- Meet the learning objectives for the MPH core curriculum (<http://depts.washington.edu/epidem/learningobj.htm>);
- Define and calculate measures of disease frequency and measures of association between risk factors and disease;
- Describe the major epidemiologic research study designs and their advantages and limitations;
- Describe the major sources of bias in epidemiologic research (confounding, selection bias and measurement error) and the ways to evaluate and reduce the bias;
- Evaluate effect modification;
- Apply criteria to support whether an association is causal;
- Understand the basic terms and methods used in outbreak investigation, infectious disease epidemiology, chronic disease epidemiology, disease prevention trials and evaluation of screening tests;
- Critically review the scientific literature, synthesize the findings across studies, and make appropriate public health recommendations based on current knowledge;
- Design an epidemiologic study to address a question of interest;
- Interpret results of an epidemiologic study, including the relation to findings from other epidemiologic studies, the potential biological and/or social mechanisms, the limitations of the study, and the public health implications;
- Write a clear description of the rationale, methods, results and interpretation of an epidemiologic investigation;
- Apply epidemiologic skills in a public health setting, specifically in the formulation or application of public health programs or policies; and
- For those in the International Health track or the Maternal and Child Health Track, meet the additional learning objectives of those tracks.

Course Requirements: Students should use the MPH Checklist to make sure they will meet all MPH requirements (http://depts.washington.edu/epidem/mph_checklist%20wrld.pdf).

Credits: 63 total credits including 27 course credits (one credit courses, EPI 420, 497, 499, 505, 510, 511, 593, 595, 600, 700, 800, courses taken for a completed degree program of another department or university, or courses for which waivers were granted do not count as course credits) of which 18 must be graded. MPH students are also required to complete a minimum of 3 credits (120 hours) in a field-based practicum and 9 to 18 thesis credits.

Core Courses: Core courses must be taken for a grade. They are intended to give the student a breadth of knowledge in the field of public health. They total 21 credits, which exceed the Graduate School minimum of 18 graded credits. The required core courses are:

EPI 512, 513	Epidemiologic Methods I, II	8 credits
HSERV 511*	Introduction to Health Services	3 credits
HSERV 510	Society and Health	3 credits
BIOST 511**	Medical Biometry I	4 credits

*The 4-credit option for HSERV 511 is only open to Health Services Majors. International Health Program majors only may substitute HSERV/EPI 531, Problems in International Health. The latter option is not open to students in the IHP Graduate Certificate Program.

** It is highly recommended that students take a full biostatistics sequence such as 511-12-13. BIOST 517-518 or BIOST 514-515 may be substituted for BIOST 511-12-13. They cover the material at a faster pace. BIOST 517-518 is recommended for students who have some background in statistics and/or the STATA software package. BIOST 514-515 is for those with a strong mathematics background, including calculus and linear algebra, who wish to take a calculus-based statistics sequence. BIOST 502-503 from the Extended Degree Program may also be substituted for BIOST 511.

One of the following Environmental Health courses:

ENVH 511A or S*	Introduction to Environmental and Occupational Health	3 credits
ENVH 517	Children's Environmental Health	3 credits
ENVH 570	Occupational and Environmental Epidemiology	3 credits
ENVH 577	Risk Assessment for Environmental Health Hazards	3/4 credits
ENVH 584	Occupational Health & Safety: Policy and Politics	3 credits

(*ENVH 511S is offered by the Extended Degree Program, which is not state subsidized. Thus, it requires a separate tuition fee, which cannot be waived nor combined with regular tuition. Registration procedures are listed at <http://depts.washington.edu/hsedp>.)

Waivers and Substitutions: Waivers and substitutions are very rarely allowed. They may be granted only with the approval of the student's advisor, the course instructor, the Chairman of the Department offering the course and the Associate Dean for Academic Affairs. *EPI 512 and 513 cannot be waived.* The MPH Waiver Form is at <http://depts.washington.edu/epidem/waiveformMPH.htm>. The Graduate School allows up to 6 graduate quarter credits to be transferred to a master's at UW with approval of the Department. These credits cannot be part of a completed degree. Contact the Epidemiology Program Office for a *Petition to the Dean* form.

Approved transfer credits are applied toward the total credit count for the master's degree only (transfer credits are not applicable toward a doctoral degree). The 18-quarter credits of numerically graded course work, and 18-quarter credits of 500-level course work may not be reduced by transfer credit.

Additional Requirements:

EPI 595	Epidemiology Master's Practicum	3 credits (6 maximum)
EPI	Epidemiology course electives, EPI 514* recommended (Not including 1 cr courses, EPI 420, 497, 499, 505, 510, 511, 534, 540, 593, 595, 600, 700, or 800)	6 credits
EPI 700	Master's Thesis	9 credits (18 maximum)

(*Epi 510, Epidemiologic Data Analysis, offered Winter Quarter, substantial SAS or STATA programming, or data analysis experience is a prerequisite for Epi 514.)

For joint listed courses, students should choose the EPI version, if possible. Students may also enroll in additional elective courses in Epidemiology and other relevant departments and for independent study (EPI 600) for a total of 63 credits. Relevant 400-level course work may count toward the total. Course work unrelated to health and at the 300-level or below will not count.

MPH Specialized Program Options: The specialized MPH degrees listed below have additional course requirements. Students enrolled in a specialized program should contact the appropriate program office as indicated.

Maternal and Child Health Program (MCH): Students should contact the MCH office at, <http://depts.washington.edu/mchprog/>, carmv@u.washington.edu, (206) 543-8819 or Box 357230 to obtain specific requirements.

International Health Program (IHP): For requirements, contact the program office at (206) 543-6714 or Box 357660. Visit the website at <http://depts.washington.edu/ihprog> or email ihprog@u.washington.edu.

D.2 MPH PRACTICUM

MPH students must complete a practicum experience in an organization or agency that provides planning or services relevant to public health. Although most advising for the Practicum is handled by the Epidemiology Department, the SPHCM Practicum Coordinator (F356 Health Sciences, 206-685-8904, rlucas@u.washington.edu), maintains a database of practicum sites, and provides support for the practicum program. The MPH Practicum Program Handbook and all applicable forms (except the immunization form) are available on the web at <http://depts.washington.edu/mphpract/overview.html>.

Note: Maternal and Child Health Program and International Health Program students must follow the practicum guidelines within these programs rather than the ones presented here.

Objectives: The goals of the practicum for the MPH in Epidemiology are:

1. To help students learn how epidemiologic skills are used in the formulation and application of public health policy,
2. To provide first-hand exposure to the use of epidemiologic skills in a public health practice setting,

3. To provide a means for acquiring certain broadly useful skills for public health professionals, such as communication with people outside the field and community organizations.

Practicum settings: The placements should be representative of the kinds of work settings in which MPH students might be employed in their professional careers. These might include local, state or federal public health agencies, managed care systems serving defined populations, clinical settings targeting underserved populations, or other organizations engaged in population-based disease control. Serving as a clinician (physician, nurse, etc.) in one of these settings does not constitute an acceptable public health practice experience, however. Group practica are allowed.

Preparation: Students should not begin a practice experience before completing at least one quarter of academic work, including some knowledge of the core functions of public health: assessment, policy development, and assurance. A field site should expect that students come prepared to contribute as well as to learn.

Selecting a placement: The MPH Practicum Coordinator maintains a database of practicum sites, and will notify students of additional practicum opportunities as they come into the Practicum Office. Students are encouraged to propose a project and site, which must then be approved by their Faculty Advisor. Should a new site (not previously approved by the Practicum Office) be selected, the student is responsible for contacting the MPH Practicum Coordinator at least one quarter prior to beginning the practicum so that an affiliation agreement can be forwarded to the Practicum Coordinator before the actual start of the practicum.

Credits and Time Requirements: The time/credit ratio is 40 hours of practice experience earns 1 course credit. MPH students must earn a minimum of 3 credits to satisfy the MPH practicum requirement. A three-week full-time placement (very rare) earns 3 credits, as would a placement of 10 – 12 hours of work per week over an academic quarter. A maximum of 6 credits may be earned. Students should register for 3 credits of EPI 595, Epidemiology Master's Practicum, for the quarter in which they intend to begin the practicum.

Requirements: *To register for practicum credit, students must have on file at the Epidemiology Program Office:* 1) a Criminal History Information Supplement, 2) Washington State Patrol Request for Criminal History Background Check, 3) Certificate of Blood-borne Pathogen Training, 4) Practicum Application Form, 5) Confirmation of completion of HIPAA training during the first quarter (contact epi@u.washington.edu for information on how to access the online module) and 6) documentation from Hall Health that their required immunizations are up to date. 7) Practicum Agreement describing the project, signed by the student, site supervisor and faculty advisor. After a student registers for Practicum credits, the Practicum Coordinator will send a "completion checklist". ***Be sure to keep the checklist in a safe place for future use. These forms are required and cannot be waived.***

To obtain credit, all of the above forms and the following items must be completed by the last day of the quarter: 1) Assignment 1, which includes a written report, student evaluation of the experience and a Power Point poster presentation and 2) a checklist with all required signatures. Students will not receive credit for the practicum or be allowed to graduate until all the required forms, immunizations and assignments have been completed, handed in and signed for by the student's faculty advisor and site supervisor, the Epidemiology Program Office and the Practicum Coordinator as directed in the Handbook. If a student registered for practicum credits in a previous quarter, a Grade Change Form must be turned in by the Epidemiology Program Office upon receipt of the completed checklist from the

Practicum Coordinator. The student is responsible for ensuring that required documents are received by appropriate offices on time before the end of the quarter when credit is desired and prior to graduation.

Practicum relationship to thesis research: A field experience could serve as the basis for both the practicum and a thesis. However, neither requirement should be diluted simply to allow them to be combined. A field setting could suggest a line of research that might lead to a thesis topic, or begin the process, but combining the practicum and thesis is neither required nor expected. During the practicum, the student will work under an agency supervisor, differentiating the experience from the thesis.

Waiver/substitution: Waivers are granted to students who have completed a practicum as part of the Madigan Preventive Medicine Residency and may be granted to those who have at least 3 years full-time public health experience. The granting of waivers is rare, in that most students have gaps in experience that could be met by field placements. Students with extensive public health experience may also apply to substitute other projects (e.g. class presentations, written report or course work related to public health practice) for the practicum.

Students applying for waivers should have had experience in application of basic public health concepts and of specialty knowledge to the solution of community health problems. Public health knowledge includes the concepts and core function of assessment, policy development, and assurance, of the population approach to health problems and their prevention, of working with community partners, and similar concepts. Specialty knowledge is what students learn in their department MPH programs and bring to their field experiences. A practicum has value because it provides an opportunity for students to apply public health concepts and discover the inherent limitation of specialty knowledge in the field. Students gain this experience at a site apart from their customary workplace, under a site supervisor whose responsibilities include a population approach to health. If a student can show that the specialty knowledge acquired in their departmental program has been applied previously in a supervised field context using a population approach to health problem, a waiver will be considered.

Physicians and other MPH students with prior clinical experience, but with no supervised experience in an agency taking a population approach to a community usually would have not met this criterion.

Practicum waivers and substitutions should be submitted to the Practicum Office anytime during the student's first academic year. Waiver requests must be submitted to the student's advisor and the academic program and then approved by the Associate Dean for Public Health Practice. Granting of a waiver does not mean credit will be granted. To obtain credit, students must register for EPI 595 and complete all of the regular requirements listed in the Practicum Handbook.

D.3 MS LEARNING OBJECTIVES AND COURSE REQUIREMENTS

Learning Objectives: Upon satisfactory completion of the MS program in Epidemiology, students should be able to

- Define and calculate measures of disease frequency and measures of association between risk factors and disease;
- Describe the major epidemiologic research study designs and their advantages and limitations;
- Describe the major sources of bias in epidemiologic research (confounding, selection bias and measurement error) and the ways to evaluate and reduce the bias;

- Evaluate effect modification;
- Apply criteria to support whether an association is causal;
- Understand the basic terms and methods used in outbreak investigation, infectious disease epidemiology, chronic disease epidemiology, disease prevention trials and evaluation of screening tests;
- Critically review the scientific literature, synthesize the findings across studies, and make appropriate public health recommendations based on current knowledge;
- Design an epidemiologic study to address a question of interest;
- Apply regression, classical methods of analysis of categorical data, and other appropriate statistical approaches to analyze epidemiologic data.
- Interpret results of an epidemiologic study, including the relation to findings from other epidemiologic studies, the potential biological and/or social mechanisms, the limitations of the study, and the public health implications; and
- Write a clear description of the rationale, methods, results and interpretation of an epidemiologic investigation.

Students should use the Master’s Checklist at <http://depts.washington.edu/epidem/ms%20checklist.pdf> to make sure they will meet all MS requirements.

Credits: 60 total credits including 27 course credits (one credit courses, EPI 420, 497, 499, 505, 510, 511, 593, 595, 600, 700, 800, courses taken for a completed degree program of another department or university, or courses for which waivers were granted do not count as course credits) of which 18 must be graded, and 9 to 18 thesis credits.

Core Courses:

EPI 512, 513	Epidemiologic Methods I, II	8 credits
EPI 514*	Application of Epidemiologic Methods	4 credits
BIOST 511, 512, 513**	Medical Biometry I, II, III	12 credits

(*EPI 510, Epidemiologic Data Analysis, offered Winter Quarter, substantial SAS or STATA programming or data analysis experience is a prerequisite for EPI 514.)

**BIOST 517 - 18 covers the material at somewhat faster pace and is recommended for students who have some background in statistics and/or the STATA software package. BIOST 514-15 is an alternative to BIOST 517-18 for those with a strong mathematics background, including calculus and linear algebra, who want a calculus-based statistics sequence. BIOST 502-503 may be substituted for BIOST 511.

The above core courses **must be taken for a grade**, which will total more than the Graduate School minimum of 18 graded credits.

Waivers: Substitutions or waivers, based on prior course work or extensive work experience, may be made with the approval of the course instructor, the student's academic advisor and the Graduate Program Director. The MS/PhD Waiver Form is at <http://depts.washington.edu/epidem/waiveformMSPHD.htm>. Waivers are not given for EPI 512 or 513. The Graduate School allows up to 6 graduate quarter credits to be transferred to a master's degree at UW with approval of the Department. These credits cannot be part of a completed degree. Contact the

Epidemiology Program Office for how to petition the Dean of the Graduate School. Approved transfer credits are applied toward the total credit count for the master's degree only (transfer credits are not applicable toward a doctoral degree). The 18-quarter credits of numerically graded course work, and 18-quarter credits of 500-level course work may not be reduced by transfer credit.

Additional requirements:

EPI Electives*		2 courses of at least 2 credits each
EPI 700	Master's Thesis	9 credits (18 maximum)

*For joint listed courses, students should choose the EPI version, if possible.

SPHCM Electives: Two additional courses (2 or more credits each) in any department of the School of Public Health (including Epidemiology) or other University of Washington courses related to the biological, physical or social/behavioral factors which affect health.

The above 4 elective courses may NOT include EPI 420, 497, 499, 505, 510, 511, 593, 595, 600, 700, 800, or BIOST 502, 503. The Epidemiology electives may not include EPI 534 or 540 (these courses may be counted as general SPHCM electives).

Students may also enroll in additional elective courses in Epidemiology, independent study (EPI 600) and in other departments for a total of 60 credits. Relevant 400-level course work may count toward the total. Course work unrelated to health and at the 300-level or below will not count.

Concurrent Molecular and Cellular Biology (MCB) PhD/ Epidemiology MS Program: Information on this program is available on the Epidemiology Department website at http://depts.washington.edu/epidem/mcb_epi.htm.

D.4 MASTER'S THESIS (MS and MPH)

If you have completed your first academic year, it is time to start working on your thesis (the earlier the better).

Thesis Topic and Organization: The master's thesis project may be based on research involving primary data collection, but is often a secondary analysis of data from a completed epidemiologic study (or other health dataset) to investigate a research question not yet evaluated in that study. The thesis is typically organized as a potentially publishable paper. The decisions about acceptable thesis content and organization reside with each student's thesis committee. There is a list of past theses in the Epidemiology Program Office, which you may look at in order to know which theses to review in the Health Sciences Library.

Forming a Master's Committee: Once a thesis topic has been identified, select a potential chair based on the research topic and who is funding your research. The Chair must be a regular (including research or joint with another department) Epidemiology faculty member with graduate faculty standing. Consult Epidemiology Faculty Information and Research Interests at <http://depts.washington.edu/epidem/fac/facListReg.shtml> for rank and interests of the Department Faculty. Check the Graduate Faculty Locator at <http://www.grad.washington.edu/gradfac/> for Graduate

Faculty Standing. Do not assume that because someone has the rank of Professor, for example, s/he is on the Graduate Faculty. Many School of Medicine faculty are not on the Graduate Faculty. Faculty with adjunct appointments may chair a master's committee only with prior approval of the Graduate Program Director (send your e-mail petition to epi@u.washington.edu). However, all thesis committees must have at least one regular Epidemiology faculty member. Affiliate and clinical faculty may not chair committees. Meet the potential chairperson to make sure s/he has time and is interested in serving as your Chair. Confer with the Chair about the second member of the committee and then meet with that person as well.

According to Graduate School rules, there must be at least two and no more than four members on a master's committee. Half of the Committee members must be on the Graduate Faculty so the second Committee member need not have graduate faculty standing. Affiliate and clinical faculty and faculty from any department or institution are eligible. (However, 2 non-graduate faculty members and 1 member are not acceptable.) One committee member may be below the rank of Assistant Professor, but the committee must contain 2 other graduate faculty members at the rank of Assistant Professor or higher (including the Chair).

Students must identify a thesis Chair in Epidemiology and have a tentative topic before beginning thesis research and before earning thesis credits. The Epidemiology Program Office must be informed of committee names. Once the Epidemiology Program Office has approved the committee, the student has formed his/her committee.

Human Subjects Approval: Those aspects of a student's dissertation/thesis project that involve human subjects (e.g., subject identification and recruitment, data and/or specimen collection or analysis) must be reviewed and approved in accordance with UW HSRC policies and federal regulations (<http://www.washington.edu/research/hsd/>) before they can be initiated. Unless the project qualifies as "Exempt" under these regulations, the review and approval process can take several months, so you should begin the process as early as possible. Each student is responsible for maintaining documentation of his/her project's approval throughout the course of the dissertation/thesis work and through graduation.

Thesis Proposal: *Each student must write a thesis proposal and obtain committee approval of the proposal before data collection or data analysis begins.* The proposal should be 3-5 pages and structured using the Short Proposal Format Guidelines at http://depts.washington.edu/epidem/proposal_format_guidelines.htm. Committee members indicate approval by signing the cover page. The cover page should have the thesis title, typed names of chair and committee members with signature lines and date. (No specific layout required.) A copy of the signed proposal should be given to the Committee Chair and the original to the Epidemiology Program Office.

Thesis Format: The approval of the content of your thesis is an academic matter between you and your committee. The format, however, is a matter of Graduate School policy. Students must review carefully the "Style and Policy Manual for Theses and Dissertations" from the Graduate School. This document is located on the web at <http://www.grad.washington.edu/stsv/stylman/00stylman.htm>.

Frequently Asked Questions About Theses and Dissertations: Graduate Student Services has developed a Frequently Asked Questions page for students seeking a quick answer to a thesis or dissertation question. The FAQ page can be found at: <http://www.grad.washington.edu/stsv/FAQ-style.htm> or through the Student Services Index at: <http://www.grad.washington.edu/area/currstuds.htm>.

D.5 REQUIREMENTS TO GRADUATE (MS and MPH)

Checking your degree requirements: Prior to your last quarter, check using either the MPH Checklist at http://depts.washington.edu/epidem/mph_checklist.htm, or the MS Checklist at http://depts.washington.edu/epidem/ms_checklist.htm that you have completed or have made plans to complete all course, credit and MPH practicum requirements. Students are expected to complete a master's degree within two years. If you have taken more than 6 years since the first quarter of applicable coursework, you must petition the Graduate School for an extension during your last quarter. To petition the Dean of the Graduate School, write a memo as an e-mail attachment to the Epidemiology Graduate Program Director explaining why it took you so long to complete your degree. After gaining his approval, forward the petition and the approval email to the Epidemiology Program Office to submit to the Graduate School electronically. *If you have an incomplete for the MPH Practicum, required coursework, thesis or total credits, you are responsible for making sure the grade change has been turned in to the Registration Office by the faculty instructor by the last day of finals week.* Incomplete courses may prevent your graduation. You should check with the Epidemiology Program Office in advance to make sure you have met all requirements in order to graduate.

Concurrent degree graduation: Students participating in formal and informal concurrent degree programs need to review and follow the Graduate School guidelines for graduation. The policy is available on the Graduate School website: <http://www.grad.washington.edu/stsv/gradpol2.htm#Informal>. The course breakdown needs to be done carefully. Ask the Program Office to review it well in advance of graduation.

Applying to Graduate School: Starting the first day of the quarter through the seventh week of the quarter in which you plan to graduate, you must complete an "Application for a Master's Degree". Apply on the web at <http://www.grad.washington.edu/stsv/mastapp.htm>. You must have a UW NetID and password. You must wait 24 hours from setting up a UW NetID before you can apply to graduate. The program authorized to grant the degree is Epidemiology. When filling out your application for the degree, make sure the computer lists the correct degree. If not, contact the Epidemiology Program Office immediately. The application is good for one quarter only. You must be enrolled for at least 1 credit during the quarter you graduate, but you will be charged for 2 credits (unless you register for 1 course credit using the faculty/staff tuition exemption).

Late Application for Master's Degree (Graduate Degree Late Fee): For more information on the Graduate Degree Late Fee of \$250, *you must read* <http://www.grad.washington.edu/degreetatefee.html>. If you have any questions regarding this new procedure, please contact Graduate Student Services at 206-543-5900. The deadlines are different for Summer Quarter.

Checking the Format: Carefully review the "Style and Policy Manual for Theses and Dissertations" from the Graduate School. <http://www.grad.washington.edu/stsv/stylman/00stylman.htm>. *See our Graduation Checklist (http://depts.washington.edu/epidem/grad_checklist_03.pdf) for additional details to be followed when formatting the thesis. It is required that you also have the Graduate*

School check the format prior to the final submission. Almost everyone has to make corrections. Students who have had a preliminary check receive priority for the final submission. Incorrect style can delay your graduation. Preliminary checks will be done for documents left at the Graduate School Receptionist's Desk (G-1 Communications) prior to finals week. No appointment is necessary. You will be asked to leave your phone number and e-mail address where you can be reached. Results will be available within 1 - 2 days. Once the document has been evaluated, you will be notified via e-mail that it is ready to be picked up. At that time, you will find out if the formatting is correct, or if corrections must be made. Specific correction information on a blue form will be attached to the document. ***Keep the blue form for final submission.*** Please do not argue with the thesis checker; just make the necessary changes. You may choose whether you will pick up the document in person, or have it sent via campus mail. Documents will NOT be sent back via US mail unless you submit a self-addressed, stamped envelope with the correct postage.

The Warrant: After your record is examined by the Graduate School and the department for all requirements, the warrant will be available from the Epidemiology Program office. The warrant will be filed for safekeeping until you are ready to have it signed by your Committee. When you are ready to have your warrant signed, collect it from the Epidemiology Program Office. ***You must return the signed warrant to the Epidemiology Graduate Program Office at least 1 week prior to the end of the quarter. Email signatures are acceptable, if needed to meet the deadline.***

Binding Fee: Pay the binding fee at 129 Schmitz Hall. Obtain the receipt from your student account on MyUW. Give the receipt to the Graduate School with your thesis.

Thesis Signatures: Each committee member who signs the signature page of the thesis must sign the warrant and visa versa. Signatures should be on the signature page, not the cover page. Students with a Committee Member who is hard to reach often obtain the signature pages signed in advance and then get an email approval for the warrant when the thesis is deemed acceptable.

Final Thesis Submission: Place two copies, both with original signatures of all Committee Members, in separate manila envelopes with a copy of the title page lightly taped to the front of each. Do not use padded envelopes. (Follow the directions the Graduate School has supplied in the style manual.) These theses are the originals that go to the Graduate School with your signed warrant and binding fee receipt. Out of courtesy you should provide a copy of your thesis to each committee member.

Deadline: ***You must hand in everything, including two signed theses, and the binding fee receipt, before the end of the day on the final day of the quarter (the last day of finals).*** There can be several hours wait at the Graduate School on that day, so hand it in early in the week, if possible. ***If you get in line after the 5 o'clock bell, you will not be able to graduate, unless you follow the procedures for the Graduate Degree Late Fee (\$250) for late submission***

(<http://www.grad.washington.edu/degreelatefee.html>). If you are not in town, read the section of the style manual entitled "Submission of Theses and Dissertations by Mail." You will need to arrange for another student to obtain the required signatures, pay fee, etc, and turn in your thesis. You also need to make arrangements to mail or fax your signed warrant to the Epidemiology Graduate Program Office, Box 357236, Seattle, WA 98195-7236, fax: 206-616-4053.

Appointments for Final Submission: Documents will no longer be evaluated or accepted for graduation on a walk-in basis. The ONLY exception is during Finals Week. The Graduate School requests that students have the preliminary evaluation of their thesis done BEFORE this time. ***Appointments are required for final submission of theses and dissertations and for those needing***

additional assistance with a complex document. Appointment hours are 10:00 a.m. - 11:30 a.m., and 1:30 p.m. - 3:45 p.m.

15-minute appointments may be made in the following ways:

Phone: (206) 543-5900

E-mail: blueizs@grad.washington.edu

In person: Graduate School Reception Desk, G-1 Communications

Department Requests: Once you have completed the Graduate School requirements, there are two courtesies we request from you. ***Please return any checked out keys.*** They cost \$10 each to replace. **When you receive the warrant, there will be an exit survey form inside to fill out and return to the Epidemiology Program Office.** If you cannot fill it out right away, please let us know a phone number or email where we can reach you. We need to tally the current positions of all graduates in federal grant applications. Once you know where you will be working and your home contact information, please do not forget to let us know!

E. PHD PROGRAM

E.1 APPLICATION FROM THE MS OR MPH TO THE PHD

Each student enrolled in the MS or MPH degree program in Epidemiology at the University of Washington who wishes to continue working towards the PhD in this Department should apply to the Admissions Committee during his or her second year (deadlines are December 15, or August 1 if the Preliminary Exam is passed at end of the second year.) The application consists of 1) the departmental application form (<http://depts.washington.edu/epidem/applicat.htm>), 2) transcripts of courses taken as part of the master's degree program, 3) the student's score from the Doctoral Preliminary Examination, *if taken*, 4) GRE scores from postdoctoral applicants, if not already supplied *and the prelim has not been taken*, 5) two current letters of support from faculty and/or research supervisors who know your work well, including at least one from an epidemiology faculty member, and 6) a goal statement to include reasons for pursuing the PhD degree in Epidemiology and well-described plans for potential dissertation topics. It is strongly recommended that the applicant locate an epidemiology faculty member willing and qualified to serve as the dissertation chair, and solicit a letter of support. See the PhD Committee section for details. In addition to these items, the candidate should submit his or her master's thesis title and abstract pages (if completed or near completion at the time of application).

Although the Preliminary Exam is not required for admission to the PhD program, it is recommended. Taking the Prelim at the end of the first year will give the Admissions Committee another piece of information, and will also help the student complete the PhD in a timely manner, by allowing him/her to repeat the exam at the end of the second year if he/she does not pass the first time. Although internal applicants are given special consideration for admission into the PhD program, passing the Preliminary Examination does not guarantee admission into the PhD program. MS or MPH students who are enrolled in the Department and who have taken, but not passed, the Preliminary Examination will not be considered for admission to the doctoral program.

Master's degree students admitted to the PhD program must complete all of the requirements for their master's degree prior to the General Examination.

E.2 GENERAL DESCRIPTION AND LEARNING OBJECTIVES

The PhD program is intended to provide extensive training in the conduct of epidemiologic studies. It differs from the MS degree program primarily in the nature and scope of the dissertation project, which in turn determines the amount of time necessary to complete the program. Each student is expected to complete the PhD in four to six years depending on whether he or she holds a prior master's or not. ***The Graduate School requires that all work for the doctoral degree be completed within 10 calendar years, including time spent on leave from the University and years spent earning a master's degree.***

Learning Objectives: Upon satisfactory completion of the PhD program in Epidemiology, students should be able to:

- Meet the learning objectives for the MS program in Epidemiology (see above);
- Formulate study questions that will advance scientific knowledge about a topic of public health importance;
- Develop a research proposal that presents the study aims, scientific background, public health significance and the detailed methods for carrying out the epidemiologic study;
- Design and implement data collection, quality control and data management procedures for an epidemiologic study;
- Develop study procedures for protection of rights of human subjects;
- Apply regression, classical methods of analysis of categorical data, logistic regression, survival analysis and other appropriate statistical approaches to analyze epidemiologic data;
- Present a clear oral presentation on the design and results of an epidemiologic study;
- Write a clear description of the rationale, methods, results and interpretation of an epidemiologic investigation that would be acceptable for publication in a scientific journal; and
- Demonstrate expertise in a substantive area of disease etiology, disease prevention or clinical epidemiology.

A series of courses are required, which must be supplemented by sufficient elective courses and independent study/research for the student to earn at least 90 credits (the equivalent of 3 full-time academic years of study), or 60 credits with a recent relevant prior master's degree. In addition, the student must pass the Preliminary Examination, the written and oral General Examinations, complete a research project, write an acceptable dissertation based on this research, and defend the dissertation by a Final Examination before his/her Doctoral Supervisory Committee.

Steps: The steps for satisfactory completion of the doctoral program are as follows, although not necessarily in this sequence:

1. Complete the required and elective coursework,
2. Pass the Departmental Preliminary Examination,
3. Identify a dissertation project,
4. Form a Doctoral Supervisory Committee,
5. Write a brief description of the proposed project for review at a faculty meeting,
6. Develop a detailed study proposal,
7. Pass the General Examination,
8. Conduct a research project,
9. Write the dissertation,

10. Present a public seminar,
11. Pass the Final Examination (defense of thesis).

Further explanation of these steps is given in the following sections.

E.3 SUGGESTED TIMELINE

First year:

1. Plan and begin required coursework. Each student should keep track of his or her courses with the PhD checklist <http://depts.washington.edu/epidem/phd%20checklist.pdf>.
2. Prepare for the [Preliminary Examination](#). See [Tips for Preparing for the Preliminary Exam](#), and [One Student's View](#).
3. Take the Preliminary Exam (usually in June)
4. Begin looking for a dissertation topic.

Second year:

1. Continue with required coursework.
2. Explore possible [dissertation topics](#).
3. Identify a dissertation project that appropriately fulfills the requirements.
4. Form a [Supervisory Committee](#).
5. Arrange a [first meeting](#) with the Supervisory Committee.
6. Write a [short dissertation proposal](#)
7. Arrange with Committee Chair to present the short proposal at faculty meeting.
8. Write a [formal proposal](#) and submit to the Committee before the General Examination.

Third year:

1. Prepare to take the [General Exam](#).
 - a) Verify that all required coursework is complete using the PhD checklist at <http://depts.washington.edu/epidem/phd%20checklist.pdf>.
 - b) Make sure the short proposal has already been presented at a faculty meeting.
 - c) Make sure the formal proposal has already been presented to committee.
2. Take the [Written General Exam](#).
3. Arrange a time and place to take the [Oral General Examination](#).
4. Complete and submit Request for General Exam at least three weeks prior to the Oral Exam (<http://www.grad.washington.edu/forms/forms.htm>).
5. Ensure that warrant is delivered to the Supervisory Committee Chair prior to the Exam.
6. Take the Oral General Examination.
7. Obtain the [results](#) of the General Examination.
8. Return the signed warrant to the Graduate School as soon as possible and no later than the last day of the quarter.
9. Begin data collection.

Fourth year:

1. Complete data collection.
2. Edit data and complete data analysis.
3. Write dissertation in the required format.

Fourth (and possibly) fifth year:

1. Form [Reading Committee](#) at least 6 weeks prior to the Final Exam.
2. Present draft of dissertation to Reading Committee.
3. Take formatted draft to Graduate School for [format check](#).
4. Submit [Request for Final Examination](#) at least 3 weeks prior to the Final Exam.
5. Present public seminar (may be concurrent with Final Exam).
6. Complete dissertation within 60 days of Final Exam or end of quarter, whichever is earlier.
7. Deliver 2 copies of [signed dissertation](#) and [other required documents](#) to Graduate School by the last day of quarter of graduation.

E.4 REQUIRED COURSEWORK

Course Requirements: A checklist is available at <http://depts.washington.edu/epidem/phd%20checklist.pdf>.

Credits: Minimum of 90 total credits (3 years full-time equivalent), 18 graded *graduate* credits, 30 relevant course credits not including 1-credit courses, independent study, thesis or dissertation. (If a student takes all the required core and elective courses, the total will be more than the required 30 course credits.) Relevant 400-level course work may also count toward the total, but not the 18 graded graduate credits. Course work unrelated to health and at the 300-level or below will not count.

The Graduate School requires completion of 90 credits at the University of Washington. With approval of the Graduate School, a recent relevant prior master's degree from another institution or department may be applied toward 30 unspecified credits provided the beginning of the master's degree and the PhD graduate date both fall within the ten year time period allowed for completion of all work for the doctoral degree. For those with a graduate degree from another department of the University of Washington, relevant courses from that program may sometimes be used to meet the PhD course requirements by petition if the total coursework and credits exceeds the Master's requirements. However, unless a student holds a master's from this Department, he or she must earn 18 graded graduate credits and 30 course credits after commencing the PhD program in Epidemiology at the University of Washington.

All credits and coursework from a master's degree in epidemiology (including an MPH in Nutrition or Public Health Genetics or an MS in Genetic Epidemiology) at the University of Washington will count towards the PhD. Students completing a concurrent master's degree at the University may be able to count up to 12 credits toward both degrees with the approval of both departments and the Graduate School.

Required courses:

EPI 512, 513	Epidemiologic Methods I, II	8 credits
EPI 514*	Application of Epidemiologic Methods	4 credits
BIOST 517, 518**	Applied Biostatistics I, II	8 credits
BIOST/EPI 536	Categorical Data Analysis	4 credits
BIOST/EPI 537	Survival Data Analysis	4 credits

EPI 584***	Dissertation Research Seminar (3 quarters, 1 credit each quarter)	1 credit each
EPI 800	Dissertation	27 credits

*Epi 510, Epidemiologic Data Analysis, offered Winter Quarter, substantial SAS or STATA programming or data analysis experience is a prerequisite for Epi 514.

**Those with minimal statistical background may substitute BIOST 511-12-13 for BIOST 517-518. Students with a strong mathematics background, including calculus and linear algebra, may substitute the calculus-based statistics sequence BIOST 514-515 for 517-518.

*** EPI 512-513 are required prerequisites for the Dissertation Research Seminar.

EPI 512, 513, 514, BIOST 517, 518 (or alternative) and EPI/BIOST 536, 537 are core courses and must be taken for a grade. The core courses total more than the Graduate School minimum of 18 graded graduate credits.

Substitutions or waivers, based on prior course work or extensive work experience, may be made with the approval of the course instructor, the student's academic advisor and the Graduate Program Director. The MS/PhD Waiver Form is at <http://depts.washington.edu/epidem/waiveformMSPHD.htm>. However, waivers are not given for Epi 512 or 513, as these courses are essential preparation for the Doctoral Preliminary Examination. (Course work may only be waived, not transferred, to a doctoral program at the University of Washington.)

Electives (minimum required): One course (minimum 2 credits) in infectious disease epidemiology (EPI 520, 526, 529, 532, 568, 590 “Vaccines”)

Two courses (minimum 2 credits each) in epidemiologic methods or non-infectious disease epidemiology (EPI 516, 517, 519, 521, 522, 524, 528, 531, 533, 538, 539, 542, 544, 546, 548, 570, 571, 573, Injury).

Three additional courses (minimum 2 credits each) in any department of the School of Public Health (including Epidemiology) or other University courses related to the biological, physical or social/behavioral factors which affect health. This requirement may be met by courses taken as part of a completed health-related graduate degree program at this or another university. These electives may be used to fill deficiencies in the student's biology background, to add breadth in other areas of public health or to create a minor emphasis (e.g. nutrition, genetics, cancer, etc.). This requirement may not be met by EPI 420, 497, 499, 505, 510, 511, 593, 595, 600, 700, 800, or BIOST 502, 503. EPI 534, 540 and EPI 590 “Introduction to Laboratory Methods in Population Research” may count as SPHCM electives, but will not fulfill the epidemiologic methods/non-infectious disease course requirement.

Additional courses in infectious disease epidemiology, chronic disease epidemiology, as well as courses offered by other departments or schools, may be taken depending on the student's area of interest and prior academic background. After the first year, doctoral students are encouraged to continue attending Epidemiology Seminar (EPI 583), and to attend Current Literature in Epidemiology (EPI 591). Students may also enroll in additional EPI 800 or Dissertation credits to reach the total credits required.

The student's Supervisory Committee may require additional courses to ensure that the student has adequate training in the area of epidemiology that the student is pursuing.

E.5 PRELIMINARY EXAMINATION

After completion of the basic course sequence in Epidemiology (EPI 512-513), doctoral degree aspirants must take and pass a Departmental Preliminary Examination. This examination is intended to test the student's ability to apply Epidemiologic principles and methods that have been presented during the first year of didactic instruction to problems not previously discussed.

A committee of departmental faculty members composes and scores the examination and evaluates each student's performance. Every committee member grades each question and then the scores are averaged. The members do not know the identity of the exam takers during the grading process. The examination is given once a year, usually in late June. Students generally take the exam after the first year. Those who feel they are not ready to take the exam may wait a year. However, this option should only be used if necessary, because it can delay completion of the degree. The preliminary exam may be taken a maximum of two times. Students who fail to pass a second time are not eligible to continue in the doctoral program. Those who pass are then eligible to take the General Examination to qualify for formal candidacy to the PhD degree.

If a student believes that the grading of a Preliminary Examination question should be modified (as a result of an alternate way to look at question, unclear wording, part of an answer not taken into account, etc.), he or she may appeal in a written memo to the Preliminary Examination Committee. The appeal should be delivered to the Chair of the Committee, no later than a month after the distribution of the results. The appeal will be reviewed by the entire Exam Committee.

Should a student not pass the Preliminary Examination on the first attempt, it is strongly recommended that he or she meet with Graduate Program Director, engage a tutor, sit in on EPI 512-513 again, and attend the review sessions in the spring.

Tips for Preparing for the Preliminary Examination (from Stephen M. Schwartz, PhD, Professor and Graduate Program Director):

1. Participate in the review sessions.
2. Redo problems from class.
3. Allocate time during the year to prepare.
4. Review videos of EPI 512 and 513.
5. Join review groups.
6. Practice reading articles critically.
7. Re-read the Epidemiology textbooks: Koepsell & Weiss, Gordis, Kelsey et al., Kleinbaum et al., Rothman, Hennekens & Buring.
8. Talk to students for other ideas.
9. Tutoring may be available. Contact the Epidemiology Program Office (epi@u.washington.edu; 206-685-1762). If a student received less than a 3.7 in EPI 512-513, tutoring is recommended.

One Student's View of the Preliminary Exam: Eric Jacobs, PhD Epidemiology, University of Washington

"The views expressed here are based on my personal experience and do not necessarily reflect the views of the prelim committee.

What's on the test? The prelim is a general test of the basic epidemiological concepts and judgment. You are unlikely to be asked about obscure formulas or theoretical fine points. You will not be asked any biostatistics questions. You can count on being asked basic questions on confounding, matching in case-control studies, interpretation of PMR's etc. The problems are generally similar to those given in EPI 512 - 513, although on average they require a more thorough understanding of the concepts.

How do I prepare? The best way to prepare is to redo, or at least carefully look over all the problems and examples that have been presented during EPI 512 - 513 and during the preparation sessions in the spring. After doing each problem, ask yourself (and preferably write down) what the principal underlying concept was. Since you've done them all before, this will not take all that long and after a while you will find the same patterns emerging over and over again. I also found reading Rothman to be somewhat helpful, particularly the section on matching in case-control studies and confounding.

General Philosophy: Consider your preparation as a good opportunity to review and integrate what you've learned about the basic concepts of epidemiology. Practice and preparation are useful up to a point, but don't feel you have to spend every spare moment studying for the prelim. If you feel comfortable with the basics you're far more likely to miss points from anxiety or misinterpretation of questions than from not having studied enough. So like an athlete preparing for a race, don't over train, particularly in the last week. In the last few days, stop most studying and relax, do fun things, and get plenty of sleep. This will enable you to view the test questions in proper perspective and decrease your chance of misinterpreting questions or making stupid mistakes."

E.6 PhD DISSERTATION PROJECT, COMMITTEE AND PROPOSALS

The topic of the dissertation is chosen by the student. Flexibility is allowed in the choice of topics. Studies of disease etiology are usually conducted, but studies to evaluate preventive measures, prognostic factors, or health care programs may also be acceptable. The development of a satisfactory dissertation project is often very time consuming, and you are encouraged to begin your search for a research topic during your first year in the program. The overall goals of the dissertation project are:

1. To assure that the student has experience in the full range of skills needed by practicing epidemiologists; and
2. To contribute to knowledge in the field of epidemiology.

The scope of the dissertation research and the potential contribution to knowledge will be more substantial than that required for a master's thesis. A satisfactory investigation for a doctoral dissertation should include the following elements:

1. Formulation of a hypothesis or the specific aims of the project,
2. Development of the design of the project,
3. Planning the conduct of the project,
4. Collection of data,
5. Analysis of data,
6. Interpretation of results, and
7. Writing a report of the investigation.

The data collection requirement (#4) has considerable flexibility, but in all cases the student must be responsible for the collection of new data components as part of the dissertation research. "Collection of

new data” can include one or more of the following: subject interviews, medical record abstraction, laboratory measures on newly collected or stored specimens, or linkage of data sets. Students should check with the Graduate Program Director regarding any questions he or she has as to whether or not his or her dissertation projects meets the data collection requirement. Meta-analyses and other quantitative reviews do not satisfy the data collection requirement. For PhD students without experience in design and implementation of primary data collection through questionnaires or abstraction of records, the Supervisory Committee should ensure that the student gains experience in these types of data collection from other research or through an ancillary study to the dissertation project.

Dissertation Credits: A student may register for dissertation credits after he or she has selected a dissertation committee chair. Prior to that time, while searching for a dissertation topic, a student may register for Independent Study with a willing faculty member.

Dissertation Supervisory Committee: When the student has identified a topic or project he or she wishes to pursue for his or her dissertation, has developed the initial ideas regarding specific hypotheses and study design elements, and has determined that the project is likely to be feasible, he or she should form a Supervisory Committee. The student should discuss the project with various faculty in the Department, and as necessary depending on the nature of the project, faculty who are content and methods experts elsewhere in the School of Public Health and Community Medicine, School of Medicine, and/or affiliated institutions. Students often choose a biostatistician to provide advice on statistical analyses. The goal is to form a well-balanced committee of faculty interested in the area of the dissertation research. *A student should not begin his/her dissertation research prior to selecting a supervisory committee and receiving its approval. If this occurs, the student may have to change his/her topic.*

1. Discuss your potential project with appropriate faculty to see whether they are interested and available to serve on your committee. If a faculty member provides you with a research topic, as a courtesy, ask that person to be your Chair (subject to the rules below).
2. Identify 4 committee members, including a chair and GSR. (A chair must be identified prior to earning dissertation credits.) Students must select a minimum of 4 members. The Graduate School Representative (GSR) must be from outside the Department. The following rules govern committee formation:
 - a. The Chair must be a regular Epidemiology Faculty member (including research faculty and joint faculty with other departments) and a member of the Graduate Faculty endorsed to chair doctoral committees. (See web address for Graduate Faculty Locator below.) Adjunct faculty may only serve as chair with special permission of the Graduate Program Director. Affiliate faculty may not chair dissertation committees. If the Chair has an Adjunct faculty appointment, at least one member of the committee must be a regular epidemiology faculty member.
 - b. At least two members of the Committee must hold appointments in the Epidemiology Department. At least one committee member must be an expert in the field most relevant to the dissertation topic. Such a committee member may be from any department (subject to other requirements regarding who may serve on doctoral supervisory committees). Check the Epidemiology Faculty Information and Research Interests (<http://depts.washington.edu/epidem/fac/facListReg.shtml>).

- c. The majority of the members must be on the Graduate Faculty with at least three endorsed to Chair doctoral committees, including the Chair and GSR. Check the Graduate Faculty Locator (<http://www.grad.washington.edu/gradfac/>). Many professors in the School of Medicine are not on the Graduate Faculty, so be careful.
- d. At least three committee members must hold the rank of Assistant Professor or higher (whether Regular, Research, Adjunct or Affiliate, or equivalent rank at another institution).
- e. The Graduate School Representative (GSR) is a voting member of your committee. Please note the following when selecting your GSR:
 - i. The GSR should be selected by the student in consultation with the committee chair and/or the Graduate Program Director. The GSR cannot have an appointment within the student's or the committee chair's department(s). Graduate Faculty who have an adjunct appointment in the student's/committee chair's department(s) are not eligible to serve as the GSR.
 - ii. The GSR must have no conflict of interest with the committee chair(s) or student. (i.e., budgetary, familial, romantic, departmental relationship. Budgetary conflicts of interest mean that the GSR cannot report to the Chair or receive a significant portion of his/her budget from the Chair. The student may not choose a GSR to whom he/she reports or by whom he/she is supported.)
 - iii. The GSR must be a Graduate Faculty member with an endorsement to chair doctoral committees.
 - iv. The GSR cannot have an affiliate appointment.

If you are unsure whether or not your GSR meets the requirements, contact the Epidemiology Program Office. Further details about the GSR and other members of the doctoral supervisory committee may be found in Graduate School Memorandum 13: <http://www.grad.washington.edu/Acad/gsmemos/gsmemo13.htm> or in the Doctoral Supervisory Committee Roles and Responsibilities on The Graduate School's website at: <http://www.grad.washington.edu/stsv/doccommroles.htm>

- f. Students are responsible for assuring that the Committee fulfills all criteria. Requests for inappropriate committees will be returned to the student for revision.
3. Once committee members have been selected, send an e-mail to the Epidemiology Program Office (epi@u.washington.edu) with the full names of the members. If one of the members of the Committee is not affiliated with the University of Washington, a copy of his/her CV must be submitted to the Epidemiology Program Office.

4. A student may only set up a dissertation supervisory committee while registered. A student on-leave may not set up a committee until the first day of the quarter of re-enrollment. Master's students admitted to the PhD may set up their committee informally, but cannot officially until after masters graduation.
5. The Graduate School will send an official letter via e-mail to confirm the formation of the Committee. This is the only official notification the members, student and committee will receive.
6. To request a change to the Committee members, e-mail the changes to the Epidemiology Program Office (epi@u.washington.edu). The Committee must meet the required criteria.
7. The Dissertation Committee should be selected at least four months prior to the General Examination.
8. After formation of the *Committee, it will become inactive* if the student fails to complete an on leave petition for any quarter of non-enrollment except summer.

Once the Supervisory Committee is formed, the role of the student's previous advisor is dissolved. The Chair becomes the new advisor. It is the responsibility of the Committee to ensure that the student's course work is appropriate and adequate for the area of Epidemiology that the student is pursuing and that the student has involvement to a satisfactory degree in each of the elements of the dissertation project. The Committee may require additional courses beyond departmental requirements (including ESL classes) to provide an appropriate knowledge base or correct deficiencies.

The Committee is also responsible for ensuring that the student has met departmental and Graduate School requirements at each stage of the dissertation process. However, each student bears the responsibility of knowing, understanding, and completing these requirements.

If a student does not make satisfactory progress towards his/her degree, the Supervisory Committee may choose to place the student on "warn" status or probation. The student then has another chance to meet the requirements of the Committee.

First Meeting with Supervisory Committee: It is recommended that each student arrange a preliminary meeting with his or her Committee, during which time he or she will present the draft dissertation proposal. The Committee has the opportunity to make suggestions and require changes. The committee, therefore, makes decisions about what constitutes an acceptable proposal. Also at this meeting, the student provides a list of courses taken, and the committee discusses any additional coursework it will require of the student. Students may also provide the Supervisory Committee with a copy of the formal dissertation proposal (see below) at this time.

Short Proposal for Faculty Review: Prior to taking the General Examination, the student must prepare a 3-5-page dissertation proposal. (Consult the PhD Short Proposal Format at http://depts.washington.edu/epidem/proposal_format_guidelines.htm for the requirements.) The Departmental faculty at a regularly scheduled faculty meeting will review this proposal. *The student is responsible for providing the Administrative Assistant to the Chair of Epidemiology with the short proposal at least two weeks in advance of the faculty meeting.* Send the proposal by e-mail attachment to Angie Buck at ambuck@u.washington.edu. Faculty meetings are normally held the first Tuesday of

the month, but not necessarily every month. The student should coordinate with his or her Committee Chair as to which faculty meeting is appropriate for the presentation.

The student's Committee Chair presents the student's proposal at the faculty meeting; the student does not attend the meeting. The review of the short proposal serves to inform all faculty of the proposed project, and provides the opportunity for faculty members to comment on the student's project. It also gives faculty members the opportunity to offer constructive suggestions and apprise the student of resources of which s/he may not be aware. The Committee Chair then provides feedback, if any, to the student.

In the summer, or if a faculty meeting is cancelled, it is acceptable for students to take the Written General Exam prior to the faculty meeting discussion.

Human Subjects Approval: Those aspects of a student's dissertation/thesis project that involve human subjects (e.g., subject identification and recruitment, data and/or specimen collection or analysis) must be reviewed and approved in accordance with UW HSRC policies and federal regulations (<http://www.washington.edu/research/hsd/>) before they can be initiated. Unless the project qualifies as "Exempt" under these regulations, the review and approval process can take several months, so you should begin the process as early as possible. Each student is responsible for maintaining documentation of his/her project's approval throughout the course of the dissertation/thesis work and through graduation.

Formal Dissertation Proposal: In addition to the brief proposal for the faculty review, the student must develop and present to his or her supervisory committee a detailed dissertation proposal. The proposal should be written in the standard Public Health Service format (PHS 398) and include specific aims, background, preliminary studies, methods and bibliography. The directions are on the web at <http://grants.nih.gov/grants/funding/phs398/phs398.html>. The proposal must be given to the committee members prior to the formulation of the general examination, since the committee members will design examination questions based on the proposal. The Supervisory Committee typically meets with the student at least once following the submission of the formal dissertation proposal to address any issues and further discuss the project. After the discussion, the student is excused and the committee discusses possible questions to include on the General Examination.

E.7 GENERAL EXAMINATION

The General Examination is normally taken after the dissertation proposal has been completed, the short proposal has been presented to the faculty, and before data collection for the dissertation research has begun. To be eligible to take the Oral General Examination, a student should have petitioned the Graduate School to establish his/her Supervisory Committee at least four months prior to the Examination and be registered for the term the Oral General is taken. In addition, the student must have earned a minimum of 60 credits (30 credits with prior recent, relevant Master's), including all the departmental course requirements. The student should contact the Epidemiology Program Office (at epi@u.washington.edu) to make sure he or she has completed all the Departmental and Graduate School requirements and to obtain the procedures for scheduling and taking the General Examination. Graduate School procedures for the General Examination are available at <http://www.grad.washington.edu/stsv/doctoralinfo.htm>.

The General Examination, administered by the Doctoral Supervisory Committee, deals primarily with the general topic of the student's dissertation. It is designed to:

- a. Measure the student's ability to analyze and synthesize information,
- b. Determine whether the student has sufficient breadth of knowledge of the topic of his/her dissertation, including a clear understanding of the biology of the disease under investigation; and
- c. Evaluate whether the student has adequate knowledge of recent advances and important epidemiologic problems, as well as other disciplines (e.g., biostatistics or genetics) relevant to the student's research project.

The General Examination consists of two parts--written and oral.

Written General Examination: The Written Examination is the first step of the General Examination. It may be taken after the Graduate School has approved the Committee, the short dissertation proposal has been discussed at a faculty meeting, and the full dissertation proposal has been presented to the Supervisory Committee. Students do not need to be registered to take the written exam. The written General Examination generally consists of 1 or 2 questions from each committee member, tailored to the student's individual dissertation topic, with 1-2 weeks allowed to complete the written part. However, committees are free to depart from this model, if appropriate. A student who performs poorly on the written portion of the General Examination may be re-examined at the discretion of the Committee before the oral portion is taken. The Committee members may require additional course work to remedy perceived deficiencies in any relevant area.

Oral General Examination: The oral portion of the General Examination includes a defense of the dissertation proposal and the written examination, and is scheduled as soon as possible after the written exam is submitted. The Oral Examination should be taken a minimum of 4 months after the official date the Committee is formed. The formation date is noted on the official e-mail from the Graduate School to the faculty. A student must be registered during the quarter he or she takes the Oral General Examination. If the exam occurs between quarters, the student must be registered for the upcoming quarter. A student who is registered for 1 credit will be charged for two (unless he or she is using the faculty/staff tuition exemption). The student must have completed all required coursework by the end of the quarter of the General Exam. All incompletes must be cleared and grades turned in on time. It is the student's responsibility to make sure that the faculty member has turned in the grade for an incomplete that has been finished.

Each student should poll his or her Committee to set up a date, time and place that is convenient to the committee members. At least 4 members of the committee must be present, including the Chair and GSR. Members may be present by audio/video conferencing if previously arranged with the Committee and the Graduate School, by using the Request for General Examination form. See http://www.grad.washington.edu/stsv/instructions_for_audio.htm for the required procedures. A **substitute GSR** may be selected from non-Epidemiology Graduate Faculty members in case the GSR cannot attend at the last minute. The student must notify the Epidemiology Program Office if the GSR is replaced. If the Chair is not present at the last minute, the exam must be rescheduled for a later date. **Substitutions of the GSR are not allowed** for reasons such as the GSR's schedule does not fit with the rest of the Committee's or the GSR has only a 9-month appointment and is not available in the summer.

After setting up a meeting time and place for the Oral General Examination, students must obtain a ***Request for the General Exam form*** (<http://www.grad.washington.edu/forms/forms.htm>). Requests must be completed, and signed by all members of the Committee, whether or not they will attend. (Faxed and email approvals are acceptable as long as they include the time, date and place, and are all attached together to the ORIGINAL Request for the General Exam Form.) Reconfirm the date/time/location of your exam with the committee before submitting the Request to Graduate School.

The Graduate School must receive the request at least three weeks prior to the oral examination to allow for verification and publication in *University Week*. ***The graduate school does not accept late requests.*** Please send a photocopy of your Request to the Epidemiology Program Office (F262, Box 357236).

The Graduate School will return the approved ***Warrant for the General Exam*** to the Epidemiology Program Office approximately 5 days prior to the Oral Exam. The student is notified by the Program Office to pickup her/his Warrant ***before*** the Oral exam.

Results of the General Examination: After the General Examination, the Committee indicates on the warrant whether the student passed or failed. All Committee members who are present at the exam should sign the warrant. If a member is not in attendance, he or she should NOT sign the warrant. The absent members' names will still appear on the warrant but the signature line should be left blank. Students should make a copy of the signed warrant in case the original is lost. The student should make sure that the signed warrant reaches the Graduate School no later than the last day of the quarter. It is better not to wait until the last day due to long lines at the Graduate School. If the student passes, candidacy is then awarded at the beginning of the next quarter. If the student fails, s/he has one more chance to pass. In case of failure, the Committee will make appropriate recommendations for further courses, reading or research to address the deficiencies. Students may not take the Final Examination in the same quarter as the General Examination.

E.8 FINAL DISSERTATION STEPS AND GRADUATION PROCEDURES

The decisions about acceptable dissertation organization and content reside with the student's Committee. The Department allows the dissertation to be formatted as:

- a. A single study (for example, with chapter titles: Introduction and Background, Methods, Results, Discussion);
- b. Two or more chapters as potentially publishable research papers (i.e., within each chapter, sections should include: Background, Methods, etc.). However, the dissertation must have only one set of preliminary pages, such as table of contents and abstract, and one list of references;
- c. A combination of these formats with two or more publishable papers as chapters (e.g., with chapter titles, Introduction and Background, Methods, Paper Topic I (with results and discussion), Paper Topic II with Results and Discussion, and Conclusions).

When chapters are written as publishable papers, appendices may contain more detailed methods and analyses than would be presented in a paper.

The Graduate School requires a specific dissertation format. Students must review carefully the "Style and Policy Manual for Theses and Dissertations" from the Graduate School. This document is located on the web at <http://www.grad.washington.edu/stsv/stylman/00stylman.htm>. Follow the format requirements explicitly, particularly the page numbering and margins. *See the Graduation Checklist* (http://depts.washington.edu/epidem/grad_checklist_03.pdf) *for additional details to be followed when formatting the dissertation*. You should have your dissertation reviewed by the Graduate School for proper formatting after giving the formatted draft to the Reading Committee. Please do not argue with the Counseling Services Coordinator, just make the necessary changes. See "Turning in the Dissertation" below for the procedure.

Reading Committee: The Reading Committee reads and approves the dissertation. When the student is ready to produce a near-final draft of his/her dissertation, he or she should select the Reading Committee. This should be at least the following quarter after the student has passed the General Examination, and no later than seven weeks prior to the desired date of the Final Examination. The Reading Committee is a subset of the Supervisory Committee and is formed by submitting the members of the committee to the Epidemiology Program Office (epi@u.washington.edu). If a requested member is not on the original Committee, this should be noted in the request. The Committee must still meet the composition criteria.

The Reading Committee must consist of at least 3 voting members, including at least one member endorsed to Chair doctoral committees.

The Reading Committee should receive a semi-final draft of the dissertation at least six weeks prior to the Final Exam, giving them three weeks to review it before the signed Request for Final Exam is due at Graduate School.

Seminar: The doctoral candidate must present a public seminar at the UW or affiliated institution on a topic related to the dissertation (design and results). The seminar may be before or concurrent with the Final Examination.

Final Examination (Defense): A complete list of procedures and regulations is at www.grad.washington.edu/stsv/doctoral.htm. All courses must be complete. All incompletes must be cleared and grades turned in on time. It is the student's responsibility to make sure that faculty members have turned in grades for any incompletes that have been finished. The student must be registered for at least 1 credit the quarter the final is taken, and in which the student graduates. (The tuition charge will be for a minimum of 2 credits, unless the faculty/staff tuition exemption is used.)

To be awarded the PhD, a student must successfully present and defend his/her dissertation topic at the Final Examination. The student must arrange with the committee members an acceptable date, time and location for the Final Examination. Although the entire Committee need not be present, at least four of the committee members must attend the Final Examination, including the Chair and the Graduate School Representative. The GSR may be replaced by another Graduate Faculty member if he or she does not show up at the last minute. The Epidemiology Program Office must be notified if the GSR is replaced. However, if the Chair is unable to attend the meeting for any reason, the Final Examination cannot be held. *Substitution of the GSR is not allowed* for reasons such as the GSR's schedule does not fit with the rest of the Committee's or the GSR has only a 9-month appointment and is not available in the summer. Members may be present by audio/video conferencing. See http://www.grad.washington.edu/stsv/instructions_for_audio.htm for the required advance procedures.

The student must complete a ***Request for Final Examination*** (<http://www.grad.washington.edu/forms/forms.htm>) and obtain the signatures of the Chair and all the Committee Members, whether or not they are attending. A Committee Member's signature indicates that he or she has read the dissertation and thinks the student is ready to proceed to the final exam. (Faxed and email approvals are acceptable as long as they include the date, time and place, and are all attached together to the ORIGINAL Request for the Final Exam Form). Students should make a copy of the signed Request in case the original is lost.

The Graduate School must receive the signed Request three weeks prior to the date of the Final Examination to allow for verification and publication in *University Week*. Reconfirm the date/time/location of your exam with the committee before submitting the Request to Graduate School. Please send a photocopy of your Request to the Epidemiology Program Office (F262, Box 357236).

The Graduate School will return the approved warrant to the Epidemiology Program Office approximately one week prior to the date of the Final Exam. The Office then notifies the student that the warrant is ready for pickup. The student is responsible for making sure that the warrant is picked up before the exam and available for the Committee members to complete at the Final Examination.

If the student performs satisfactorily, the committee members mark the warrant appropriately and sign it. Only those members present should sign the form. The student is responsible for making sure it is delivered to the Graduate School by the last day of the quarter. If the student does not perform satisfactorily, the Committee may permit (but it is not required to permit) a second examination and recommend further study.

Turning in the Dissertation: See the Graduation Checklist (http://depts.washington.edu/epidem/grad_checklist_03.pdf) **for additional details to be followed to prepare for graduation.** Since the Graduate School must approve the dissertation format, it is required that the student drop off a formatted draft at the Graduate School to have it checked in advance of final submission to make sure it meets Graduate School regulations. Incorrect style can delay your graduation. Preliminary checks will be done for documents left at the Graduate School drop box (G-1 Communications) when school is in session, but prior to finals week. No appointment is necessary. You will be asked to leave your phone number and e-mail address where you can be reached. Results will be available within 3 days. Once the document has been evaluated, you will be notified via phone or e-mail that it is ready to be picked up. At that time, you will find out if the formatting is correct, or if corrections must be made. Specific correction information will be attached to the document. You may choose whether you will pick up the document in person, or have sent it via campus mail. Documents will NOT be sent back via US mail unless you submit a self-addressed, stamped envelope with the correct postage. A student with a complex document may make a 15-minute appointment with the Counseling Services Coordinator by emailing blueizs@grad.washington.edu.

Students must deliver the signed dissertation along with the other required documents as listed in the Style and Policy Manual within 60 days of the Final Examination and no later than the last day of the graduation quarter. After 60 days, if the dissertation has not been delivered to the Graduate School, the student is required to retake the Final Examination. All required items must be turned in to the Graduate School no later than the last day of the quarter in which the student wishes to graduate. Students who expect to finish in the Spring Quarter and wish to participate in the commencement ceremony should consult the Commencement website at <http://uwnews.org/Uwnews/Sites/commencement/home.asp?sm=236&1> for appropriate deadlines, which are prior to the last day of the quarter.

Late Submission of Dissertation (Graduate Degree Late Fee): *For more information on the Graduate Degree Late fee option, you must read <http://www.grad.washington.edu/degree/latefee.html>.* If you have any questions regarding this procedure, please contact Graduate Student Services at 206-543-5900.

Frequently Asked Questions About Theses and Dissertations: Graduate Student Services has developed a Frequently Asked Questions page for students seeking a quick answer to a thesis or dissertation question. The FAQ page can be found at: <http://www.grad.washington.edu/stsv/FAQ-style.htm>.

Doctoral Graduation Procedures: Consult the Style and Policy Manual at <http://www.grad.washington.edu/stsv/stylman/00stylman.htm>.

The basic requirements for Graduation are as follows:

1. Students should have the Graduate School check the format of the dissertation in advance of the final version.
2. Pay the binding and microfilming fees at Schmitz Hall.
3. Pay the copyright fee if desired.
4. Have two copies of the dissertation signed by the Reading Committee.
5. Place the dissertations in manila envelopes (not padded) with a copy of the title page lightly taped to the front of each envelope.
6. Hand deliver, if possible, the 2 official dissertations, the warrant signed by the Committee, the binding fee receipt from MyUW, and the PhD graduation survey to the Graduate School in G1 Communications before 5 pm on the last day of the quarter.
7. It is best to avoid the last day of the quarter because lines are long.
8. Students have 60 days from the date of their Final Exam to turn in their dissertation. If they do not finish the dissertation by the last day of the quarter, students may utilize the new Graduate Degree Late Fee for late submission. For more information on the Graduate Degree Late fee option, read the website above.

Department Requests: Once you have completed the Graduate School requirements, there are two courtesies we request from you. *Please return any checked out keys.* They cost \$10 each to replace. **When you receive the warrant, there will be an alumni form inside to fill out and return to the Epidemiology Program Office.** If you cannot fill it out right away, please let us know a phone number or email where we can reach you. We need to tally the current positions of all graduates in federal grant applications. Once you know where you will be working and your home contact information, please do not forget to let us know!

F. STUDENT RESOURCES

Diversity Information: The University of Washington and the Department of Epidemiology are committed to increasing the enrollment of diverse student populations.

The School of Public Health and Community Medicine has a student/faculty diversity committee to oversee diversity-related activities. The Office of Student Services (OSS) in the School can be reached at <http://sphcm.washington.edu/about/studserv.htm>, sphoss@u.washington.edu or 206-685-3057. It can provide additional suggestions about where to seek funding. It has a special commitment to diversity outreach. It assists students with the admissions process and provides student support services, such as counseling, tutoring, seminars and social events. Another office serving minority students is the Health Sciences Center Minority Students Program at 206-543-7822 in T341 Health Sciences.

The Graduate Opportunity-Minority Achievement Program (GO-MAP) has many resources for minority students, including lists of outside fellowships, educational seminars, social events and student organizations. Visit <http://www.grad.washington.edu/gomap/default.htm> for more information.

Besides the funding available to all students, faculty also make use of the NIH minority research funding opportunities to fund underrepresented minority students on their research grants. The SPHCM Office of Student Services and the Graduate Opportunity-Minority Achievement Program organize academic and social functions geared toward minority students, but to which all are invited. The Department also promotes many events sponsored by the School and University that are of interest to students of color. In addition, there are many ethnic student groups on campus.

Academic Difficulties: When students are facing academic, financial or personal difficulties, the Epidemiology Program Office and the SPHCM Office of Student Services (sphoss@u.washington.edu, <http://sphcm.washington.edu/about/studserv.htm>, or 206-685-3057) are available to help. Tutoring can be arranged for Epidemiology students and funds to help offset the cost are sometimes available. Contact the Epidemiology Program Office for more information. The Department organizes multiple review sessions in the spring for the Departmental Preliminary Examination (a prerequisite for continuation in the doctoral program) and gives students the opportunity to arrange additional review with faculty members, if desired. Students in the PhD program who fail the preliminary examination the first time should meet with the Graduate Program Director or the Student Services Manager within a month of the notice, if at all possible, to explore strategies for improving the next time. Hiding the failure and withdrawing from the departmental community is the least effective strategy for passing the Preliminary Examination on the second attempt.

Financial Difficulties: Students in need of funding should contact the Epidemiology Program Office for suggestions. In addition, the Health Sciences Library has on-line resources to assist students in locating research funding and scholarships. It can be reached at 206-543-5530, or <http://healthlinks.washington.edu/hsl/>. The Office of Student Services is often able to provide additional funding suggestions and is occasionally able to assist students with extreme financial need on a case-by-case, short-term emergency basis. The Health Sciences Center Minority Students Program can sometimes help students with funding. It is at 206-543-7822 in T341 Health Sciences.

Personal Issues: Students facing personal issues may contact Christine Edgar, Director of the Office of Student Services at 206-685-3057 or cedgar@u.washington.edu. She is a trained counselor and can assist with many different types of issues or refer students to appropriate sources of assistance.

Hall Health Mental Health Clinic: Located on Upper Campus, Northeast of the HUB. Counseling services and medication are offered through Hall Health Center. Visits are generally by appointment, although drop-in care (depending on your problem) may be available during the week. The main phone number is 206-685-1011. A list of hours and clinic phone numbers is on the web. Mental health clinic visits are low cost if you are a registered student. The Graduate Appointee Insurance Plan (GAIP) will cover several mental health visits for those enrolled. All currently enrolled students and their dependents, as well as alumni, faculty, staff and patients enrolled in selected insurance plans are eligible for Hall Health services.

Web-Site Address: <http://www.hallhealthcenter.com>

Phone: 206-543-5030

Counseling Center: The Counseling Center (401 Schmitz Hall, 206-543-1240) provides Mental Health, relationship, career, study skills, and test anxiety counseling and workshops (but not medication) at a low cost.

F.1 SEMINARS AND GRAND ROUNDS

Several departments in the School of Public Health and the School of Medicine offer seminars or grand rounds, which everyone is welcome to attend. Most seminar announcements are sent out by email or posted on the web. A partial list of University seminars is available at (www.washington.edu/newsroom/events/html-date/Seminars.html)

University Week

Published on Thursdays, the *University Week* provides the most comprehensive list of seminars as well as other campus events. Postdoctoral fellows will receive a free subscription with their appointment. To be placed on the mailing list, send your name, box number and the annual fee of \$10 via campus mail to *University Week*, Subscriptions, Directory Service, Box 351207.

School of Public Health Seminars

Following is a partial list of seminars series and grand rounds, including the day, time, location, and phone numbers (subject to change) for more information. Seminars are listed on the School of Public Health and Community Medicine web site at <http://sphcm.washington.edu/cal/>

Epidemiology

Selected Tuesdays, 3:30-5 p.m.

K-069, Health Sciences

206-543-8226

<http://depts.washington.edu/epidem/seminarlist.htm>

Epidemiology students usually receive announcements by e-mail. Send your e-mail address to epi@u.washington.edu to be put on the seminar list. For questions about the seminar schedule, contact epi@u.washington.edu

Biostatistics

Thursdays, 3:00-5:20 p.m.

T-639, Health Sciences

206-543-1044

<http://www.biostat.washington.edu/news/seminars.php>

Environmental Health

Thursdays, 12:30-1:20 p.m.

T-435, Health Sciences

206-543-3199

<http://apps.sphcm.washington.edu/envhlth/cal/>

The Occupational Medicine and Ecogenetics programs within the Department of Environmental Health also have seminar series.

Health Services

Health Services has seminars associated with the various tracks.

Check the Time Schedule.

<http://depts.washington.edu/hserv/events/>

Institute for Public Health Genetics

Wednesdays, 3:00-4:20 p.m.

K-069 Health Sciences

206-616-9286

http://depts.washington.edu/phgen/about/about_calendarevents.shtml

International Health Program

Fridays, 12:30 – 1:50 p.m.

I-132 Health Sciences

206-543-6714

F.2 OTHER SOURCES OF INFORMATION

The Graduate School, G1 Communications Building, (206-543-5900, <http://www.grad.washington.edu/>), is the source of most of the regulations and procedures for obtaining a graduate degree. Procedures governing graduate merit-based financial aid are handled by the Fellowships Division (301 Loew Hall, gradappt@u.washington.edu, 206-543-7152). You will need to interact with the Graduate School several times in the course of your studies. For example, the Graduate School verifies enrollment, formalizes the creation of doctoral supervisory committees, finalizes passage or failure of the General and Final Examinations, as well as establishing the rules for theses and dissertations. Although this office may seem quite bureaucratic and impersonal, the staff of the Student Services Division of the Graduate School is very helpful. In general, students should contact the Epidemiology Program Office before going directly to the Graduate School because we act as a liaison with the Graduate School and many documents require prior departmental approval.

Application Materials: http://depts.washington.edu/epidem/appinstr_03.pdf, epi@u.washington.edu
or 206-685-1762/206-543-8226.

Epidemiology Department Home Page: <http://depts.washington.edu/epidem>

Funding and Fellowship Information: <http://depts.washington.edu/epidem/fundinfo.htm>

(See Health Sciences Library below.)

Applicant and Student Assistance: The SPHCM Office of Student Services is available to assist students and applicants at <http://sphcm.washington.edu/about/studserv.htm>, spboss@u.washington.edu or 206-546-3057.

Computing and Networking: <http://www.washington.edu/computing/>

Academic Calendar: <http://www.washington.edu/students/reg/calendar.html>

Course Descriptions: www.washington.edu/students/crscat/

Offices Serving Students: <http://www.washington.edu/students/contacts.html>

UW Student Guide: <http://www.washington.edu/students>

Faculty Research Interests and Contact Information: <http://depts.washington.edu/epidem/fac/facListReg.shtml>

School of Public Health and Community Medicine (SPHCM): <http://sphcm.washington.edu/>.

Diversity information: <http://sphcm.washington.edu/about/studserv.htm>, sposs@u.washington.edu or 206-546-3057

University Information: <http://www.washington.edu/>

University Bookstore: <http://www.bookstore.washington.edu/>

Graduate School Policies and Forms: <http://www.grad.washington.edu/>.

Health Sciences Library: <http://healthlinks.washington.edu/hsl/>

Orientation Handbook: <http://depts.washington.edu/epidem/Orientationguide.htm>

Registration Procedures: <http://myuw.washington.edu/>

Student Rights & Responsibilities: http://depts.washington.edu/epidem/student_rights.doc

Time Schedule: www.washington.edu/students/timeschd/

Practicum Handbook: <http://www.depts.washington.edu/mphpract/overview.html>

Thesis and Dissertation Format: <http://www.grad.washington.edu/stsv/stylman/00stylman.htm>.

G. STATEMENT OF NON-DISCRIMINATION

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any discriminatory action can be a cause for disciplinary action. Discrimination is prohibited by Presidential Executive Order 11246 as amended, Washington State Gubernatorial Executive Orders 89-01 and 93-07, Titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against Discrimination 49.60 RWC, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veterans' Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy. Coordination of the compliance efforts of the University of Washington with respect to all of these laws and regulations is under the direction of the Assistant Provost for Equal Opportunity, Equal Opportunity Office, Box 354560, 4045 Brooklyn Ave. N.E., University of Washington, Seattle, Washington 98195-6261, telephone (206) 685-3263/V or 543-6452/TTY.

Access Statement: The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation contact the Disability Services Office at least ten days in advance at: 206-543-6450/V, 206-543-6452/TTY, 206-685-7264 (FAX), or dso@u.washington.edu.