

# HEALTH SERVICES RESEARCH PH.D. PROGRAM HANDBOOK

College of Health Sciences  
Old Dominion University

## **INTRODUCTION**

Old Dominion University's Ph.D. program in Health Services Research is continuing the efforts of the Health Services Concentration to educate a multidisciplinary cadre of researchers who will study the quality, cost, delivery, accessibility, use and financing of health care. The program draws on the expertise of faculty from a variety of clinical and academic disciplines whose theories and methodologies are used to study the organization, structure and process of health services in determining health outcomes for individuals and populations.

The graduates of the PhD in Health Services Research are prepared as leaders to utilize advanced research knowledge to determine policies for public health agencies, managed care organizations, military health activities and clinical facilities. They will serve as researchers and teaching faculty in local, state, national and international programs. Health services researchers pursue careers in many settings, including academia, professional organizations, research centers, health policy groups, clinical settings, and in Federal, State, and local agencies.

Information in this Handbook provides the student with specific program requirements. The student should also refer to the University Catalog for additional essential information.

## **MISSION STATEMENT**

The primary mission of the Ph.D. in Health Services Research is to develop leaders and problem solvers whose professional services will improve the health of the population not only in Eastern Virginia but also statewide, nationally, and internationally. Health services researchers study health care quality and effectiveness, patient outcomes, access to care, health care costs and financing, primary and managed care, new technologies, and other critical topics.

## **GOALS**

The primary goals of the program are to provide knowledge of public health, health policy and health services research, enabling students to

1. Formulate and analyze public health policy,
2. Conduct and interpret health services research,
3. Lead programs and organizations addressing the health care needs of populations, and
4. Work directly with community members to empower them to be a part of the policy formulation process.

In accomplishing these goals students in the program will develop the critical skills necessary to assemble and integrate qualitative and quantitative evidence applicable to

problem formulation and policy analysis. They will be able to design viable programs, manage resources, and measure the effectiveness of service delivery to metropolitan area residents. Community needs will inform the direction and focus of programmatic approaches to research and policy.

## OBJECTIVES

The objectives of the Ph.D. program are to have students successfully complete the curriculum, perform a health services research internship, and write a dissertation that demonstrates a sophisticated knowledge of the topic area, quantitative and qualitative methods, and policy. By meeting these objectives, the student will be assisted in attaining positions of leadership and trust in the healthcare community.

## ADMISSIONS

### Application Process

The completed application and supporting documents should be sent to the Office of Admissions by the following deadlines:

<u>Entry Term</u>	<u>Application</u>	<u>All Credentials</u>
Fall	July 1	July 31

The application form, official transcripts, test scores, letters of recommendation, a personal and professional goals statement, and the prerequisite competency sheet must be submitted before the application is considered.

The Program Director makes the final decision regarding admissions. The Program Director with the Admissions and Continuance Committee evaluates the graduate admissions index score, GRE score, graduate grade point average, applicant's goals statement, professional success and leadership potential as reflected by current employment, and the strength of the letters of recommendation.

If the application and all supporting credentials are received, applicants for admission are usually notified regarding the admissions decision within 30 days after all credentials are due.

### Requirements

An applicant must meet the general university requirements for admission to graduate study.

Specific criteria for admission to regular status in the Ph.D. in Health Services Research program are as follows:

1. A master's degree or equivalent in an appropriate field from an accredited institution of higher education with a 3.25 GPA in the master degree,
2. Graduate Record Examination (GRE) scores,
3. Three letters of recommendation evaluating the applicant's potential for success in the program, with at least one letter from an academic source and one from a professional colleague or former employer,
4. Demonstrated leadership skills in a relevant field as verified by the applicant's current professional position and supported by letters of recommendation,
5. A written statement of personal, academic, and professional goals indicating how the doctoral program will contribute to the achievement of these goals, and
6. Fulfillment of prerequisite competency requirements.

### **Equivalent of a Master's Degree**

For purposes of admission to the Ph.D. in Health Services Research Program, the equivalent of the master's degree is defined as:

1. A post-baccalaureate degree from an accredited institution of higher education outside the United States for international candidate. The degree must be related to the Health Services field of study, and must be equivalent to the master's degree awarded by American institutions, and
2. A formal professional degree beyond the baccalaureate, such as the Juris Doctorate; Doctor of Medicine or Doctor of Dental Surgery.

All requests for acceptance of a master's degree equivalent must be reviewed and approved by the Program Director and the Admissions and Continuance committee.

### **Goals Statement**

The goals statement should be an accurate, concise explanation of the applicant's personal, academic, and professional objectives, and should reflect clearly how the doctorate in Health Services Research can assist in meeting those objectives. While the statement may refer to the applicant's past experience and training, it should focus primarily on current issues and the applicant's potential as a graduate of the doctoral program. The goals statement will be assessed on the basis of writing proficiency and content.

### **Prerequisite Competencies**

Applicants must demonstrate competency in three areas as a prerequisite for admission to the Ph.D. in Health Services Research program. Since students may enter the program with a master's degree in a variety of disciplines, the prerequisite

competencies assure a degree of experiential commonality among program enrollees and provide for them the necessary back-ground to perform at an acceptable level within the degree curriculum. The prerequisite competency areas are: Health Services, Management/ Administration, Statistics and Research/ Evaluation. A student may be admitted into the program with a course prerequisite deficiency; however, all course deficiencies must be made up before the student completes the program of study. Prerequisite requirements may not be used to fill core, concentration or cognate requirements.

Health Services – 6 credits. Graduate coursework in health services may fulfill this requirement.

Management/Administration – 6 credits. Graduate coursework and significant professional managerial experience may meet the management prerequisite. Significant managerial experience is defined as supervision of at least five persons for a minimum of two years. To fulfill the management prerequisite, the applicant must have had training and experience in planning, budgeting, and evaluating persons and/or programs at the administrative level. Experience and coursework taken by the applicant are evaluated against these criteria. Where one or more of the required skills is missing, the applicant must take up to two graduate courses to satisfy the requirement. Examples of courses that meet the management/administration requirement include Organization and Administration, Introduction to Management, Introduction to College Personnel and Nursing Administration Seminar and Practicum.

Statistics/Research/Evaluation – 6 credits. Only graduate coursework may be used to satisfy this prerequisite. Students must have at least one graduate course in statistics and one in research methods as a prerequisite for the program.

The admissions committee evaluates each applicant's prerequisite competencies and, where necessary, suggests specific courses to ameliorate deficiencies. Coursework taken to meet the prerequisite competency requirements may not be counted in meeting the sixty credit hours required for the degree.

## ADVISING

Upon acceptance into the program the Program Director provides each student with the course curriculum sheet, determines which courses should be accepted for transfer into the program (up to a maximum of 12 credit hours) and have an orientation to cover any other areas of academic concern. The program director and the student will meet a minimum of two times per year in order to verify that the student is on track with coursework and any other concerns.

1. Course curriculum sheet,
2. The transfer of credits is not automatic. The following criteria are used in evaluating courses requested for transfer.
  - a. Have been taken at an accredited institution subsequent to the award of the master's degree,
  - b. Be a bona fide graduate course at the 600 level or above, be compatible with and contribute to the student's program of study,
  - c. Have been completed with a grade of "B" or better,
  - d. Be acceptable toward a comparable degree at the institution which offered the courses,
  - e. Not have been completed by correspondence nor by exemption through an examination; and
  - f. Have been completed within eight years of the date of transfer. Transfer courses that reach the eight-year limit prior to the candidate's graduation must be revalidated by the university at which the student completed the coursework.

These are minimal criteria. A course may not be approved even if it meets these criteria because the Program Director may feel the student does not have enough courses left to provide a defensible doctoral program.

3. Orientation is normally held on Thursday afternoon during the week prior to the start of Fall classes.

## DEGREE REQUIREMENTS

The Ph.D. in Health Services Research requires a minimum of sixty credit hours of work beyond the master's degree, including a minimum of twelve credit hours of dissertation. The majority of coursework must be taken at the 800 level. Twelve credit hours of the coursework may be taken at the 600 level. Coursework at the 500 level may be used to meet prerequisite requirements, and may not be used to meet regular program requirements. Students in the Health Services Research Program will be required to obtain a B or better grade for each course taken in the program. Students are allowed one C. If they receive a second C they will be terminated from the program.

### **Health Services Research Core (twelve credit hours)**

Health Services Research core courses offer an important theoretical framework for the degree and an introduction to the development, delivery, and management of Health Services Research. As a starting point for all students in the program, these courses help to develop a common frame of reference and focus to the program. All students are required to complete nine to fifteen hours of core coursework in Health Services Research. The Program Director determines the exact number of courses each student must take, considering the student's experience, previous academic training, and proposed program of study.

The core coursework usually is completed within the first eighteen hours of program work, excluding prerequisite requirements.

### **Research Skills**

Students must have successfully completed at least one research design and one statistics course as prerequisites for the program. In addition, all students must take four health services research courses as part of their program of study.

Research skills are assessed through the qualifying and candidacy examinations and during the development of the student's dissertation. Required exit research skills include the ability to identify, describe, and apply research techniques, and the ability to interpret, utilize, and apply qualitative and quantitative analysis and draw inferences from results.

Under special circumstances, students, with permission of a faculty supervisor, may sign up for HLSC 895 Supervised Research. Prior to the semester in which the student enrolls in HLSC 895 the student and professor must complete the appropriate form.

### **Various Requirements to Complete Degree**

In addition to the core and research requirements, the following are required to complete the degree.

- An area of concentration related to the program requirements, and

- A cognate completed in a related discipline or specialty outside the area of concentration; (3) direct participation in health services research via an internship; (4) a candidacy examination; (5) a dissertation seminar; (6) approval of a dissertation proposal; and (7) a successful oral defense of the dissertation.

**Program (twenty four credit hours)**

Individualized programs are developed for students by their Program Director. The Health Services Research program requires 12 hours in Health Services concentration area, 18 hours in the research core, 6 hours in the Health Policy core. Six hours in the cognate are elective courses which the student chooses according to his or her program of studies.

**Cognate Area (twelve credit hours)**

A portion of the student's program of study is completed in a related area outside the major discipline. This requirement is based on the view that Health Services Research professionals should be formally exposed to a second discipline from which they will obtain a broader perspective of healthcare. This can be an area in which the student wishes to exert major leadership in the field. Specific course selections must relate to one area of specialization or a specific discipline and should be made jointly by the student and his/her Program Director.

**Internship (three credit hours)**

Students must complete an internship which provides field experience and on-site exposure to health services research. This experience is useful for merging academic study with associated practical issues and processes.

The internship can be completed in the cognate area, or in an area related to the student's concentration. The student's employment schedule and special interest areas will be considered by the Program Director in determining the time, site, and subject area of the internship experiences. To be eligible for internship placement, students must have successfully completed a combination of at least thirty-three credit hours of core, concentration, and cognate work. The internship application deadlines are as follows:

**Internship Period**

Fall Semester

Spring Semester

Summer

**Application Deadline**

June 1

October 1

March 1

### **Activity Goals.**

Internships must afford the following experiences for all students:

- a. Direct contact with agencies or organizations that address the special needs of pluralistic and diverse populations,
- b. Documented in day-to-day agency operations or field investigations of a significant health services problem,
- c. Attendance and participation in meetings in which important issues are addressed, and
- d. Documented learning through combined research and action.

**Establishment of Internship Sites.** Students will negotiate internship sites with their Program Director who will also assure that a Ph.D. program faculty member is appointed as internship supervisor. In all instances, established internship sites must be registered in the appropriate Program Director's office and should include:

- a. The name and address of the agency,
- b. The agency contact person (name and phone number),
- c. The ODU contact person (name and phone number),
- d. The number of slots available, and
- e. A brief description of the agency's offerings.

The Program Directors' office serves as a clearinghouse for internship placement in both terms of informing program students of available sites and of maintaining records of internship placements. The internship supervisor assigned to monitor the internship is responsible for all contacts with internship site administrators and student interns.

**Internship Placements.** The following procedures must be adhered to in the placement of interns:

- a. When the student and internship supervisor have approved an internship site, the student submits an Application for Internship to the Program Director's office prior to the start of the semester. The application must indicate the rationale for the proposed experience--the reason that site was chosen and how it will benefit the student--and a description of the duties and responsibilities of the internship. Agencies must be registered in the Program Director's office before being considered as placement sites.
- b. The Internship Supervisor works with the student and his/her program director in effecting the placement. The student and Internship Supervisor make contact with the agency for placement approval.

**Internship Supervisor.** Arranges meetings with the student and the appropriate agency personnel. At such conferences, internship requirements are explained to both the student and the agency representative. The Internship Supervisor must make at least one visit to each internship site, meet with each student's on-site supervisor,

confirm the duties and responsibilities of the internship, meet with interns to discuss and evaluate experiences, and must assist the intern in the documentation of the internship experience.

Students must register for the internship under the course number HLSC 868 during the semester that the internship is done.

### **Internship, Supervision and Evaluation**

1. A minimum of 200 clock hours must be spent in the internship experience
2. All approved interns are required to meet with the Internship Supervisor periodically during the internship period to share experiences and to critically evaluate their approaches to various assignments. The Internship Supervisor provides guidance in documenting the internship experience.
3. After the student has completed the internship experience and all related documentation, the Internship Supervisor will assure the Student Intern Evaluation Form is returned from the agency supervisor to rate the student's performance. The internship supervisor submits the student's grade (Pass/Fail) after consultation with the Agency Supervisor to the Program Director. If the student does not complete the internship during one semester, he/she will receive an Incomplete in the class for that semester and must continue to work with the Internship Supervisor until the experience has been completed.

### **Internship Special Considerations**

In rare cases, to accommodate students whose employment responsibilities may prohibit leave time to meet the internship requirement, the following alternatives may be considered by the Program Director and student.

1. Work in an agency that operates during evening hours and weekends.
2. Compress the 200-hour requirement into one or more blocks of full-time work. (For example, a student employed on an 12-month contract may use four weeks vacation time to work full-time with an agency and make up the remaining 40 hours with the same agency during the ensuing semester.
3. Assume new responsibilities within the agency of current employment which are in no way related to present employment. The student's full-time employer must certify in writing that the intern's responsibilities are different from those normally assumed on the regular job.
4. Internship exchange. With the approval of agency heads and the Program Director, students may exchange jobs for the duration of the internship period.
5. Field investigation. Under very special circumstances, an intern may undertake a field investigation of a significant issue. The student must present a prospectus for the proposed investigation. The prospectus and the findings of the investigation must be approved by the student's Internship Supervisor,

Advisory Chair and the Program Director. The field investigation option is available only to students whose employment absolutely prohibits on-site experience.

The internship supervisor is responsible for grading of the intern in consultation with the agency supervisor, who evaluates the intern through completion of the Student Intern Evaluation. The internship supervisor works closely with the Advisory committee and certifies that all requirements of the internship have been met.

### **Candidacy Examination**

The candidacy examination is normally taken during the semester in which the last formal graduate credits are completed. Through the candidacy examination the dissertation committee shall ensure that the student has demonstrated a mastery of the subject matter in all fields of the program, has an adequate knowledge of relevant literature, and has the ability to identify, utilize, and apply research skills and techniques.

To be eligible to take the examination, the student must meet the appropriate school requirements, must have completed or be in the process of completing all coursework and the internship, must be recommended by his/her program director, and must achieve at least a 3.0 GPA on all coursework taken within the program. When the student, in consultation with the program director has determined that the examination should be taken, the student must obtain an Application for Candidacy Examination, secure the signature of the dissertation chair, and submit the form to the Program Director no later than September 10 of the Fall semester or February 10 of the Spring semester. The Program Director verifies the student's eligibility for the candidacy examination and submits the form to the chair of the school. The examination is scheduled the first Monday and Tuesday of November and the last Monday and Tuesday of March. Both the written and oral portions of the examination must be completed within one month. Postponement of the examination after permission has been granted must have the written approval of all signatories who approved the original schedule.

The Program Director will then inform the student of the time and place of the oral exam. The oral exam may not be held until all sections of the written exam have been successfully completed.

The examination is comprehensive in nature and consists of written and oral components. The written section is of the problem, case study, or scenario variety and requires approximately nine hours of writing time. The oral examination extends over a period of approximately one and one-half hours and permits an in-depth discussion of the written topics and other related materials. All parts of the examination are graded pass/fail.

Questions for the candidacy examination are based on coursework taken in the concentration and cognate areas and require a demonstration of research skills. The research question for a given semester will be standard for all students writing the candidacy examination. Research skills will include the ability to identify, describe, and apply research techniques, and the ability to interpret, utilize, and apply quantitative data and to draw inferences from results.

The Program Director is fully responsible for arranging the candidacy examination. This includes scheduling the examination, soliciting questions from the appropriate professors, assembling the questions, administering the examination, tallying the results, and reporting the outcome to the student, and the Office of Student Records. All test questions prepared by the dissertation committee and the research question must be filed with the Program Director not less than ten days prior to the examination date. The students will be notified by phone regarding the results of the written examination.

A student must pass all written and oral portions of the examinations to continue the program. During the oral examination, all members of the dissertation Committee must be present and must render a judgment on the student's performance. The examination may not be reported as being passed if there is more than one dissenting vote. Ph.D. examinations cannot be passed conditionally. Successful completion of the examination cannot be contingent upon other factors such as additional coursework, the preparation of extra research papers, etc.

A student failing any portion of the candidacy examination may be permitted, upon approval of his/her Program Director to take failed portions once more the next time the exams are offered. Failure to successfully complete the failed portion on a second administration will result in termination from the program. Students who do not complete the dissertation within 5 years of the candidacy exam must retake and pass the candidacy exam.

### **The Dissertation Committee**

After the candidacy examination has been passed and a dissertation topic approved, the responsibilities are complete. Refinement and final approval of the dissertation topic and the dissertation letter of intent is the first responsibility of the Dissertation Committee. This new committee is formed to supervise the dissertation research, and is announced in writing to the Program Director and the Chair of the School with the Request for Dissertation Committee.

The Dissertation Committee may not be formed until: (1) all coursework is completed; (2) the internship requirements have been fulfilled; and (3) the candidacy examination has been successfully completed.

The Dissertation Committee shall have a minimum of three members, at least two of which must serve on the faculty of the College of Health Sciences, and the third should be an expert in the area of research methods. All faculty members must be full time and certified for graduate instruction. A list of eligible doctoral level faculty can be obtained from the Program Director's office. Membership may be extended to a non-university person with special knowledge of the dissertation subject area. Adjunct professors who are certified for graduate instruction also may be appointed as voting members of the Committee. The Program Director and the college Dean are ex-officio members of all Dissertation Committees with full voting rights. The dissertation and the final oral defense of the dissertation must have the majority approval of the Dissertation Committee.

### **Dissertation Seminar (three credit hours)**

The student must integrate his/her professional, academic, internship, and research expertise in the development of a dissertation proposal. The dissertation seminar synthesizes the program's diverse elements by focusing on the development of a proposal for a major research project. The course is completed when the proposal has been approved by the course instructor. The proposal prepared for this course may or may not be approved by the dissertation committee as the actual dissertation proposal. Students should work with a potential Dissertation Chair while developing their proposal.

This course should be taken at the end of the student's coursework. The Old Dominion University Guide for Preparation of Theses and Dissertations can be obtained from the University's Office of Graduate Studies website

<http://www.odu.edu/ao/gradstudies/index.shtml> where the correct style and format for dissertations will be reviewed.

### **Letter of Intent**

The letter of intent is a brief (two page) overview of the dissertation topic detailing the need for the study and the methods and procedures to be employed in implementing it. The student's dissertation committee will evaluate whether the proposed study is sufficient in depth and gravity to warrant substantive research and make suggestions so that the student has a clear sense of direction for conducting the research and completing the dissertation proposal. If the letter of intent is approved by the committee will be submitted to the Program Director.

### **Dissertation Proposal**

The dissertation topic selected shall represent a major research project which focuses on an issue directly related to Health Services Research, offers new or unique insights, and is multidisciplinary in approach. The dissertation proposal should show that the

student has technical mastery of research skills, and is capable of doing independent, mature, and scholarly work that will be a significant contribution to knowledge and practice. The dissertation proposal must demonstrate that the final dissertation will meet the standards and quality of mature, scholarly, independent investigation as well as demonstrate competence in writing and using the methods and tools of research. The dissertation proposal consists of the first three chapters of the dissertation and must contain the following elements.

1. The Research Problem – This section must specify clearly the problem to be investigated. The student must justify that the problem is researchable and is worthy of investigation.
2. The Theoretical Framework – In this section a relationship must be shown between the problem to be investigated and previous research as it relates to a particular theory.
3. Research Design and Procedure - This part of the proposal must be presented in great detail. Research objectives and hypotheses must be stated and the significance of these to the development of research and theory must be demonstrated. The design of the study must be justified. Data collection and analysis procedures must be explained in detail and justified.

Dissertations must be prepared according to the current Guide for the Preparation of Theses and Dissertations. The APA style manual should be used to cover specific questions of style. However, the requirements of the Guide for the Preparation of Theses and Dissertations take precedence over all the guidelines contained in the APA manual.

Any proposal or dissertation research which involves human subjects must be reviewed and approved by the college's and/or university's Human Subjects Committee. The process and approval must be cited in the text of the dissertation. The information can be obtained from the University's website. Appropriate forms can be obtained online as well at <http://www.odu.edu/ao/research/services/forms-procedures-compliance.html>

Approval of the dissertation proposal is NOT a pro forma activity and the student is cautioned never to regard it as such. Although students are required to register for dissertation credits upon completion of the candidacy examination, no formal work beyond the proposal should begin until the proposal has been approved by the dissertation committee.

### **Admission to Candidacy**

Admission to candidacy is a formal step which occurs after the student has (1) completed formal coursework; (2) passed the candidacy examination in all its parts;

and (3) obtained approval of the formal dissertation proposal. The Request for Admission to Candidacy should be initiated by the student at this point.

### **Final Dissertation**

The final dissertation must be approved by the Dissertation Chairperson and the Dissertation Committee prior to the oral defense. This is signified by completion of Request for Oral Defense. This is submitted along with a copy of the dissertation in its final form and a copy of the Dissertation Defense Announcement. Hard copies of each of the above will be submitted to the Dean, the Program Director, The Program Administrative Assistant and the Nursing Office Administrative Assistant. Announcements will be sent by e-mail to all individuals on a list kept by the School Administrative Assistant with the final dissertation as an inclusion.

The Program Director and Dean require thirty days to read and review the dissertation. If changes in the dissertation are required, they must be made and approved by the officials listed above prior to the scheduling of the oral defense. There is a temptation to want to rush this process, but the student must give at least thirty days after he/she has turned in the five finalized dissertation copies in order to allow enough time to publish appropriate notification of the defense and to allow all interested parties to read the dissertation.

The final dissertation after the oral defense must be approved by the Chairperson and all members of the Dissertation Committee, the Program Director, and the Chair of the School, and the Dean and by signatures on the Dissertation Title Page on official paper. These should be secured before the student prints official copies to be turned in to the graduation office. Deadlines for submission of the dissertation to the graduation office and forms to attach are outlined in the University Catalog.

See schedule for each semester's deadline dates.

### **Oral Defense of the Dissertation**

The oral dissertation defense is scheduled by the Chair of the Dissertation Committee, who synchronizes the schedules of the candidate, committee members, Program Director, School Chair, and Dean or Dean's Representative, publishes announcements of the defense in the appropriate university news media, and communicates to appropriate members of the university community. The oral defense is open to the university community and all interested members are encouraged to attend.

The defense is chaired by the Dissertation Committee Chair, acting as moderator, ruling on questions of procedure and protocol that may arise during the defense. The aim of the defense is to explore with the candidate the research methodologies employed in conducting the study, findings and conclusions revealed by the study, and contributions

the study is expected to offer in decision making processes. In this way, the candidate and examiners reach a more extensive insight into the candidate's research area.

During the oral defense, all members of the Dissertation Committee must be present and must render a judgment on the candidate's performance. Authors of the candidate's research question for the candidacy examination are also encouraged to attend the oral defense. Students are required to participate in at least one dissertation defense prior to their own. This would include reading the dissertation and asking cogent questions during the defense.

Majority approval by the Dissertation Committee, including the Program Director and Chair of the school, constitutes successful completion of the defense of the dissertation, and is so reported by the Dissertation chairperson to the Dean of the school. This examination should not be taken lightly. The student is expected to be an expert in his or her area of inquiry and is required to respond appropriately to probing questions that are asked during the oral defense. Any final revisions deemed necessary by the dissertation committee must be made after the defense. In case of failure, the Dissertation Committee may recommend that the candidate be dropped or allowed one additional chance to re-work the dissertation and/or repeat the oral examination. The final copy of the dissertation should be submitted to the Dissertation Committee, the Program Director, and the Dean for signature on the title page of the dissertation.

After successfully completing the oral examination, and making final revisions approved by the Dissertation Chair, the candidate brings to the Graduation Office the original and four copies of the dissertation, properly signed, and any other copies he/she wishes to be bound as well as the proper forms. At this time, the student signs the microfilming agreement and submits the receipt from the Bursar's Office as proof of payment of binding fees, microfilming costs, and copyright fees. All doctoral dissertations are published on microfilm through University Microfilms, Ann Arbor, Michigan. The student may also copyright his/her dissertation. The abstract will be published in Dissertation Abstracts International.

Successful performance on this examination and adherence to all regulations outlined above complete the requirements for the degree.

## Dissertation Deadline Dates

Students will be submitting their dissertation to their dissertation chair and committee members many times. They should be prepared to make revisions of the draft at each step of the way, including after the oral defense. For this reason, students should build in additional time whenever possible to allow for unforeseen circumstances and events. Please note, that these include both faculty and student problems with scheduling as well as a period of time in the summer between July 1 and the first day of Fall semester during which no work is expected to be reviewed by faculty. The deadlines below are the LAST POSSIBLE DATES for submission. We do suggest that students set these dates as early as possible in the semester in which graduation is planned. Students who fail to meet the deadlines can continue the process, but must expect to graduate in the next semester.

### Timeline

	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
Submit final draft to the chair for review	10/6	2/18	5/20
Submit <u>final draft</u> of corrected copy to all committee members	10/20	3/4	6/3
Submit <u>final draft</u> of complete copy to: the Dean the program director the admin assistant of the Program the admin assistant of an associated program	11/3	3/18	6/17
<b>Last Day to defend dissertation</b>	11/17	4/1	7/1

Please allow faculty at least 2 weeks to read all drafts. Note that these dates assume that the paper can be passed with few corrections to the next group. If more time is needed to make corrections, each of the events will be delayed so that the final deadline may not be able to be met. Again, start this process early in the semester so that allowances can be made for circumstances beyond the students and the faculty's control.

### Final Submission Dates

Last day to submit to the Dean the final corrected copy on required paper with all signatures.

To graduate in the Fall semester – December 1  
To graduate in the Spring Semester – April 15  
To graduate in the Summer Semester – July 1

Rough Draft FA09 - 082709

## Dissertation Defense Announcement Template

**Title**

**By**

**Students Name**

**Day, Date, Year**  
**Building & Room**  
**Time start to Time finish**

**Dissertation Committee:**

**Name, Chair**  
**Name, Member**  
**Name, Member**

**Faculty, students, and interested persons are invited to attend.  
There is one copy of the Dissertation available for review in the Dean's Office  
(2114 Health Sciences), the School of Community and Environmental Health  
(3134 Health Sciences) and one copy available for review in the School of  
XXXX**

## **Certification for Graduation**

Certification for graduation is a formal process which must be initiated by the student. The student must file a formal application with the Office of Registrar and in accordance with deadlines established by that office. If the application is not filed, there is no assurance that the degree will be granted when earned even though all other requirements have been fulfilled. Information can be found online - (<http://www.odu.edu/ao/registrar/graduation/index.shtml>)

A student must be formally registered for the semester in which the degree is to be conferred, either in dissertation credit hours or in HLSC 999.

All requirements for the doctoral degree must be completed within a time period of eight calendar years.

Students are encouraged to participate in graduation exercises where they will be hooded and congratulated by top officials of the university. Information about graduation commencement is available at website <http://studentservices.odu.edu/commencement/index.html>.

Students may rent or purchase their academic garb for graduation. The hood must be purchased and ordered ahead of time. Purchase or order can be done at the ODU bookstore.

## **FINANCIAL AID**

Old Dominion University offers financial assistance to qualified graduate students. Types of aid include research and teaching assistantships, fellowships, grants, scholarships, and part-time employment. Nearly all forms of aid require that the student be engaged in full-time graduate study.

Grants, fellowships, and assistantships may be available. Departmental funds affect fellowship and assistantship amounts; establishment of need and academic promise affect some grant amounts. Tuition is waived for graduate assistants at the doctorate level.

Applications are available from the Office of Admissions. For application deadlines and more specific information about funds available, contact the Program Director and the Office of Student Financial Aid. If the student is interested in financial aid, it is advisable to complete an application for financial aid form and return it to the Program Director along with a curriculum vita as soon as possible.

In addition to the financial aid offered by the university, graduate students may be eligible for aid administered by other agencies. For information about part-time

employment, scholarships, and student loans, contact the Office of Student Financial Aid, Old Dominion University, Norfolk, Virginia, 23529-8576, or call (757) 683-3683, or check the University website (<http://web.odu.edu/af/finaid/finaid.htm>).

## **Ph.D. Program Requirements**

The 60-hour curriculum includes a series of courses approved by the Graduate Program Director, a health services related internship, and a dissertation that demonstrates a sophisticated knowledge of the topic areas.

### **Course List**

The Health Services Research PhD has 60 academic credit hours of course work beyond the Masters' Degree. The program of study consists of 12 hours of Health Services core courses and 18 hours of Research core courses. The Health Policy Core consists of 6 hours. The cognate includes 6 credits. The internship (3 credits), and the dissertation seminar (3 credits) constitute the culminating course-work. Twelve (12) hours of dissertation credits are required to complete the program. A minimum of two semesters of full-time study is required of students in the program to meet university residency requirements. Course descriptions for the PhD in Health Services Research can be found in the University Graduate Catalog - <http://www.collegesource.org/displayinfo/catalink.asp> - on pages 227.