UAB School of Public Health
Department of Epidemiology

PhD Degree Program

Student Handbook
2014 - 2015

Room 217 Ryals Public Health Building 1665 University Blvd
Birmingham, AL 35294-0022
Phone: (205) 975-9749 Fax: (205) 975-3329
“Although this handbook intends to reflect current policies or rules of The Board of Trustees of The University of Alabama referred to or incorporated herein, users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. In the event of such a conflict, the current statements of Board policy contained in the official minutes and manual of rules, bylaws, and guidelines shall prevail.”

The department reserves the right to make changes deemed necessary. Students will be notified of any changes.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page/Table of Contents</td>
<td>1-3</td>
</tr>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Epidemiology at the UAB School of Public Health</td>
<td>4-5</td>
</tr>
<tr>
<td>Mission and Values</td>
<td>6</td>
</tr>
<tr>
<td>Educational Objectives of the Epidemiology Ph.D. Program</td>
<td>6</td>
</tr>
<tr>
<td>Program Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Registration</td>
<td>7</td>
</tr>
<tr>
<td>Residence requirements</td>
<td>7-9</td>
</tr>
<tr>
<td>Course requirements</td>
<td>7-9</td>
</tr>
<tr>
<td>Miscellaneous course requirements</td>
<td>9-10</td>
</tr>
<tr>
<td>Teaching assistantships</td>
<td>10</td>
</tr>
<tr>
<td>Summary of Steps Toward Doctoral Degree</td>
<td>10-11</td>
</tr>
<tr>
<td>Doctoral Dissertation committee selection</td>
<td>11-12</td>
</tr>
<tr>
<td>Qualifying examinations</td>
<td>12-13</td>
</tr>
<tr>
<td>Written</td>
<td>13</td>
</tr>
<tr>
<td>Oral</td>
<td>13-14</td>
</tr>
<tr>
<td>Admission to candidacy</td>
<td>14-15</td>
</tr>
<tr>
<td>Progress meetings with dissertation committee</td>
<td>15</td>
</tr>
<tr>
<td>Dissertation</td>
<td>16</td>
</tr>
<tr>
<td>Public Defense</td>
<td>16-17</td>
</tr>
<tr>
<td>Submission of Dissertation</td>
<td>18</td>
</tr>
<tr>
<td>Administrative Procedures</td>
<td>18-19</td>
</tr>
<tr>
<td>Acceptance</td>
<td>18</td>
</tr>
<tr>
<td>Appointment of academic advisor</td>
<td>18-19</td>
</tr>
<tr>
<td>Registration</td>
<td>19</td>
</tr>
<tr>
<td>Late registration, adding, or dropping courses</td>
<td>19</td>
</tr>
<tr>
<td>Course waiver</td>
<td>20</td>
</tr>
<tr>
<td>Leave of absence</td>
<td>20</td>
</tr>
<tr>
<td>Length of doctoral studies</td>
<td>20</td>
</tr>
<tr>
<td>Program completion</td>
<td>21</td>
</tr>
<tr>
<td>Application for degree</td>
<td>21</td>
</tr>
<tr>
<td>Award of degree</td>
<td>21</td>
</tr>
<tr>
<td>Summary of procedures for earning PhD degree</td>
<td>22</td>
</tr>
<tr>
<td>Funding</td>
<td>22</td>
</tr>
<tr>
<td>Additional comments</td>
<td>23</td>
</tr>
<tr>
<td>Revision of policies</td>
<td>23</td>
</tr>
<tr>
<td>Doctoral progress review</td>
<td>23</td>
</tr>
<tr>
<td>Travel Funds</td>
<td>23</td>
</tr>
<tr>
<td>Student questions and problems</td>
<td>23</td>
</tr>
<tr>
<td>Grievances and appeals</td>
<td>24</td>
</tr>
<tr>
<td>Epidemiology Program Faculty</td>
<td>25-27</td>
</tr>
<tr>
<td>Appendix</td>
<td>28</td>
</tr>
<tr>
<td>Student Forms</td>
<td>29-39</td>
</tr>
<tr>
<td>PhD Curriculum Planning Sheet (2014-2015)</td>
<td>40</td>
</tr>
</tbody>
</table>
Introduction

Epidemiology is the study of the distribution and determinants of diseases in human populations. It is a fairly recent science; the first substantial epidemiologic studies were conducted in the 19th Century. Advances in vital statistics, computers, and epidemiologic methods have led to an explosion in epidemiologic research and practice.

Epidemiology played a central role in our understanding of the etiology of heart disease and lung cancer. Epidemiologic studies identified an infectious agent transmissible through intercourse, transfusions, and shared needle use as the most likely cause of AIDS. Epidemiologic methods led to the demonstration that genes play a role in the etiology of insulin dependent diabetes mellitus and rheumatoid arthritis; that nutrition plays a role in pellagra; and that fluoride and mutants streptococci play roles in dental caries. Epidemiology helped advance our knowledge of the health effects of chemicals and radiation. Epidemiologic methods demonstrated the efficacy of mammographic screening. Studies using epidemiologic methods demonstrated that pharmacologic treatment of asymptomatic hypertension could reduce total and cerebrovascular specific mortality.

Epidemiologic surveillance helps set priorities for diseases of public health importance. Surveillance identified the recent resurgence of tuberculosis. Epidemiologic methods are central to future health policy research, including outcomes research.

Epidemiology is relevant for the entire life span from preconception through old age. Epidemiologic foci include such diverse social issues as injuries, violence, drug abuse, and teenage pregnancy. The emergence of diseases such as Ebola, Bird Flu, SARS, HIV/AIDS, Legionnaire’s disease, toxic shock syndrome, and the re-emergence of Hantavirus and TB have highlighted the national and international shortage of qualified epidemiologists. The so-called chronic diseases, including cardiovascular disease, cancer, stroke and diabetes, continue to account for the majority of deaths each year in the United States and other western countries, demanding more intense epidemiologic study. Epidemiologists proficient in biostatistics are needed to develop and refine epidemiologic methodology.

Epidemiology at the UAB School of Public Health

Epidemiology has been a central part of medicine and public health at UAB from the early 1970's. Our Epidemiology Program faculty has active research grants totaling over $15M for projects in Alabama, the United States, and around the world. Areas of research include, osteoporosis, diabetes, environmental health, obesity, hypertension, cardiovascular disease, HIV/AIDS, systemic lupus,

Our faculty collaborates with key researchers and clinical units throughout the world. The epidemiology faculty provide expert assistance and research consultation to the World AIDS Foundation; the Centers for Disease Control and Prevention, the Agency for Toxic Substances and Disease Registry, the National Institute of Occupational Safety and Health, the National Center for Health Statistics; the National Institutes of Health; the Alabama Departments of Public Health, Mental Health, and Education; multiple units within UAB including the Comprehensive Cancer Center, the Veterans Administration Hospital, the University Hospital, the Center for AIDS Research, the Center for Health Promotion, the Injury Control Research Center, the Center for Injury Sciences, the Sparkman Center for International Public Health Education, the Food and Drug Administration, Hudson-Alpha, Gorgas Institute, and others. In addition, several faculty members participate on industry advisory panels for occupational safety in private industry.

Doctoral students may work with investigators in all the Schools and Centers throughout UAB. Students co-author and publish with faculty in such diverse disciplines as Obstetrics and Gynecology, Medicine, Pediatrics, Dentistry, Nursing, Optometry, Nutrition, Microbiology, and Virology.

Graduates of our program have found employment in academia, research organizations and foundations, industry, public and private health services organizations, and international agencies.

**Our Vision**

Today’s health challenges are global, involving diseases that must be understood at the cellular level and addressed at the community level. These problems require the development of new interventions, the implementation of new models, and the emergence of new systems. They demand educated professionals, well versed in the multiple disciplines of public health, to forge the best solutions.

Located in the heart of the largest academic health center in the Southeast, the UAB School of Public Health is embracing these challenges in Alabama and around the world, building the next generation of bold professionals leading innovation in public health. Let us become your place of discovery and training.

We are a community of outstanding scholars and professionals leading innovation in public health and recognized for improving the health of the citizens of Alabama and the world.
Mission of the UAB School of Public Health

To develop, teach and apply knowledge to promote health and prevent disease.

Our Values

• Respect for every individual
• Open and honest communications
• Positive, supportive behavior
• Celebration of individual diversity
• Teamwork
• Integrity
• Excellence in everything we do
• Making a difference

Educational Objectives of the PhD Program

The goal of the Epidemiology Ph.D. program is to prepare exceptionally qualified individuals for a career of research and teaching in the field of epidemiology. Specific areas of concentration within the broader field of epidemiology are available. These include occupational epidemiology, infectious disease epidemiology, chronic disease epidemiology, epidemiologic methods, molecular epidemiology, pharmacoepidemiology and genetic epidemiology. The aim of the Ph.D. program is to provide students with a firm background in epidemiology, biometry, and information management. Candidates who complete the program will have mastered the skills required for conducting independent research in epidemiology. Students have the opportunity to obtain instruction in the basic sciences outside the School of Public Health. Students completing the Ph.D. program acquire specific research skills in epidemiology that are applicable to both basic science and public health research.

Program Requirements

The Doctor of Philosophy (Ph.D.) is administered by the UAB Graduate School. The degree is granted in recognition of scholarly proficiency and distinctive achievement in a specific field of academic study.

The Director of the Epidemiology Ph.D. program is appointed by the Dean of the Graduate School in consultation with the Department Chair and the Dean of the School of Public Health. The current Program Director is Dr. Sadeep Shrestha. Program policy is established by Graduate School Faculty holding primary and secondary appointments in the Department of Epidemiology within the guidelines of and in compliance with the general rules and regulations of the Graduate School as well as the School of Public Health. Changes in academic policy in the
School of Public Health are generally initiated through the Educational Policy Committee (EPC). Decisions of the EPC are subject to approval by the School of Public Health Faculty.

**Residence requirements**

The usual minimal period in which the doctoral degree can be earned is three academic years of full-time study, or longer if the student has periods of part-time enrollment. The nature of doctoral study requires close contact between the student and the faculty of the graduate program, and the individual investigation or other special work leading to the dissertation must be performed directly under the guidance and supervision of a full member of the UAB graduate faculty. Therefore, doctoral students should be in residence (enrolled) for three full semesters each year, including summers, during a three-year period or collectively a minimum of nine semesters if the student has to take a leave of absence or otherwise delay the course of their doctoral education.

**Course requirements**

The PhD program emphasizes epidemiologic study design and data analysis. The program is comprised of advanced course work (both didactic and of an unstructured nature) and is designed to prepare exceptionally qualified individuals for a career of research and teaching. A minimum of 60 credit hours must be earned to receive the PhD in Epidemiology degree. Of this 60 credit hour minimum, 24 hours must be earned in doctoral level didactic Epidemiology courses and/or Biostatistics courses and at least 12 hours of directed research EPI 798 and 12 hours of dissertation research EPI 799 must be taken. Students must also complete at least two full semesters in candidacy (EPI 799 credits) before being allowed to graduate.

Upon approval of the Director of the Epidemiology Ph.D. program and the course instructor, courses taken at other institutions and in other degree programs may be used to satisfy selected program requirements. Credits more than seven years old may be used to satisfy Graduate School degree requirements only with the approval of the Graduate Program Director and the Graduate School Dean. Requests for credit must be made in writing by the student.

The student must have already taken as a masters student or enroll in all the following masters biostatistics and epidemiology courses or their equivalent.

<table>
<thead>
<tr>
<th><strong>Epidemiology</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>EPI 610</td>
</tr>
<tr>
<td>EPI 626</td>
</tr>
<tr>
<td>EPI 625</td>
</tr>
<tr>
<td>EPI 627</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Biostatistics</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BST 611/612</td>
</tr>
<tr>
<td>BST 626</td>
</tr>
</tbody>
</table>
Doctoral students are required to register for at least three hours of graduate-level credit each term.

At least 24 credit hours must be earned in doctoral level didactic epidemiology courses or advanced biostatistics courses. Any biostatistics course beyond BST 621/622 except BST 626 (SAS) and BST 625 (clinical trials) are considered an advanced biostatistics course.

The student must complete all of the following doctoral courses (or equivalent credit)

**Department of Epidemiology Course Requirements**

**Didactic:**
- EPI 703 Grant Proposal Writing
- EPI 704 Advanced Epidemiologic Methods
- EPI 710 The Analysis of Case-Control Studies
- EPI 720 The Analysis of Follow-up Studies

**Seminar and tutorial:**
- EPI 790 Doctoral Seminar (2 semesters)
- EPI 798/799 Doctoral Directed Research/Dissertation Research (for at least 24 hours; at least 12 of each. Students do not register for EPI 799 until after admission to candidacy)

At least one additional doctoral level elective epidemiology courses must be taken.

**Current elective doctoral level epidemiology courses:**
- EPI 713 Cancer Epidemiology and Control
- EPI 721 HIV/AIDS and STDs
- EPI 731 Genetic Epidemiology and Lab
- EPI 781 Special Topics in Epidemiology
- EPI 788 Principles and Methods in Molecular Epidemiology

We anticipate adding additional courses.

**Department of Biostatistics**

**Didactic:**
- BST 621 Statistical Methods I
- BST 622 Statistical Methods II
At least two additional advanced level biostatistics courses must be taken. Although Survival Analysis (BST 665) is not a required course, it is highly recommended for all PhD students in the Department of Epidemiology.

Selected advanced level biostatistics courses:

- BST 665 Survival Analysis
- BST 623 General Linear Models
- BST 640 Nonparametric Methods
- BST 660 Applied Multivariate Analysis (offered on demand/as needed)
- BST 670 Sampling Methods (offered on demand for 5+ students)
- BST 671 Meta-analysis
- BST 723 Theory of Linear Models
- BST 735 Advanced Inference
- BST 735 Advanced Inference (Spring/odd years)
- BST 740 Bayesian Analysis (Fall/even years)
- BST 750 Stochastic Modeling (offered as needed)
- BST 760 Generalized Linear and Mixed Models (Spring/even years)
- BST 765 Advanced Computational Methods
- BST 775 Statistical Methods for Genetic Analysis I

At least one doctoral level course in an area of medicine or in one of the major areas of public health other than epidemiology and biostatistics must be taken.

Lastly, all students must take one course related to research ethics and scientific integrity. One such course is GRD 717, “Principles of Scientific Integrity”; another, HCO 670, “Social and Ethical Issues in Public Health.” (These courses do not count towards the required 24 credit hours of didactic course work.)

During the first year of PhD studies, all students are required to take EPI 704, EPI 710, EPI 720, BST 621 and BST 622. During the second year of coursework, students will be required to take the doctoral seminar each semester and EPI 703 Grant Proposal Writing. Students may take electives during the first two years in the program to complete the 24 hours of required didactic coursework.

During the first year of PhD studies, all students are required to take EPI 704, EPI 720, BST 621 and BST 622. During the second year of coursework, students will be required to take the doctoral seminar each semester and EPI 703 Grant Proposal Writing. Students may take electives during the first two years in the program to complete the 24 hours of required didactic coursework.

**Miscellaneous course requirements**

Courses offered in other departments may count toward the 24 hours of required doctoral level didactic course work with permission of the advisor and the Program Director.

A student wishing to have a required course waived should seek the approval of his/her advisor, the Director of the Graduate Program and the course instructor.
Even if the course is waived, the total number of credit hours required will remain unchanged.

Students are responsible for providing written documentation of any courses that have been waived or approval of courses from other departments. It should take students 2 years of full-time academic study (12-15 credit hours per term) to complete the Ph.D. degree course requirements.

To graduate a student must earn a minimum grade-point average of at least 3.0 on a 4.0 scale.

An Epidemiology Course Planning Worksheet is available in the Appendix on p.40.

**Teaching Assistantships**

All students must serve as a teaching assistant (T.A.) for at least one (1) Department of Epidemiology course; they may serve as a teaching assistant for additional courses if they choose. The student is responsible for documenting completion of this requirement by obtaining a written statement and evaluation from the instructor of the course in which the student assisted. This form needs to be submitted via e-mail to the program director and Mrs. Kimberly Hawkins King (EPI program manager, hawkinsk@uab.edu). It is required that the student do some teaching in the course, including giving a lecture or teaching help sessions. The particular duties to be performed by the T.A. are to be negotiated between the student and course master. The Department of Epidemiology has a specific compensation algorithm for TA's. For policies related to teaching assistants, please contact the Program Coordinator.

**Ph.D. EXPECTATIONS**

*Summary of Steps Toward the Doctoral Degree*

- Admission to doctoral degree program
- Selection of faculty advisor
- Maintenance of good standing
- Registered every term for coursework
- Passing of comprehensive examination
- Appointment of committee
- Defend proposal to committee
- IRB approvals obtained
- Admission to candidacy - no later than two semesters before expected graduation
- Application for degree (program manager will notify student of deadline date to submit application)
- Production of preliminary version of dissertation
- Final Defense of Dissertation - by Graduate School’s specific deadline
• Submission of defended committee-approved version of dissertation to Graduate School Office - by specified deadline and in form specified by the Graduate School Handbook
• Copy of the dissertation is submitted online to ProQuest
• Conferring of degree

**NOTICE:** Students who fail to submit a completed dissertation within one semester following the final examination (public defense) will be charged a degree completion fee each semester.

---

**Methodologic proficiency**

All epidemiology doctoral students are expected to be proficient in the design, conduct, analysis, and interpretation of epidemiologic studies. Students must be able to demonstrate this proficiency both in writing and verbally via the qualifying examinations.

**Thesis**

In order to be an acceptable dissertation, the research proposed must be original and be capable of making an important contribution to the literature. The dissertation can either include original data collection and/or the analysis of secondary data sources. The development of new epidemiologic methods is also appropriate. Students whose dissertation involves secondary data analysis should be involved with primary data collection for an epidemiological study/investigation at some point during the matriculation in the PhD program.

The student is expected to demonstrate the following through the dissertation project:

1. Originality/creativity in developing a question relevant to epidemiology.
2. Competence in applying epidemiologic study designs.
3. The ability to analyze, interpret and present the findings of the study in a written document and public presentation.

The student is advised to obtain approval during the semester before giving his/her oral presentation. The Doctoral Dissertation Committee has final approval of the full proposal.

**Doctoral Dissertation Committee Selection**

A dissertation committee should be selected as soon as the student and academic advisor have agreed on the dissertation research, although the committee cannot be formally approved until the written exam is passed.

**The research advisor in consultation with the student shall identify and request the members to serve on this committee.** Committee
recommendations must be approved by the Program Director and the Dean of the Graduate School by means of a memorandum. The “Graduate Study Committee Letter” form is available in the Appendix on page 29 and online http://www.uab.edu/graduate/images/acrobat/forms/commit.pdf. The student should submit a completed form to the Program Director who will forward the memorandum to the Dean of the Graduate School.

The doctoral committee consists of the academic advisor as chair (the academic advisor must be from the Department of Epidemiology, and may or may not be the Research Advisor. The research advisor does not need to be from the Department of Epidemiology, unless they also serve as the Academic Advisor) and at least four other individuals with graduate faculty status. At least two of the committee members (including the advisor) must be full-time primary faculty members of the Epidemiology Program. At least two of the members of the Committee must be outside of the Epidemiology Program Faculty. Each of these members should bring relevant insight and expertise to guide the student. At least one of the committee members must hold a primary appointment outside the School of Public Health. The Epidemiology PhD Program Director, the Department Chair, and the Graduate School Dean will serve ex officio on the committee.

A candidate may request a change in academic advisors or committee members. However, they may do so only with the approval of the Epidemiology Program Director and the Dean of the Graduate School. If a faculty member is dropped from a committee the doctoral student is responsible for writing a memorandum thanking him or her for the time and effort spent on the committee. The required form “Adjustment to Committee” is in the Appendix.

Students should be aware that many UAB faculty, especially those in the Medical School are not members of the Graduate School. They can be on the Committee only if approved by the Graduate School. This often requires additional material (usually the faculty member's CV) be sent to the Graduate School for review and approval.

**Qualifying Examinations**

The student must pass written and oral qualifying examinations in order to advance to candidacy. The written examination contains two parts. The first part is taken after the first year of coursework and the second part is taken after the second year of coursework. Each section of the written examination must be successfully completed before the oral examination can be scheduled. The first part of the written examination will test the student’s general knowledge of epidemiology and biostatistics concepts and methods. The second part of the written examination will be integrative and will include the critique of epidemiology studies (e.g., article and grant review) and the analysis of data and drafting of a manuscript. The written examination will be compiled by a Chief Examiner and approved by the Doctoral Committee. The responses to each question will be evaluated by the Doctoral Committee, with grades compiled by the
Chief Examiner. Students must register for at least three hours of graduate work during the term in which the written and oral examinations are taken.

**Written Examination**

The written qualifying exam consists of two sections, Epidemiology and Biostatistics. As stated above, the written qualifying exam contains two parts.

**Part 1 Exam.**

The part 1 of the examination will be administered following the summer semester. **All students are expected to take part 1 of the examination following their first year in the PhD program.** This examination will be in class, closed book and will consist of short and long qualitative and quantitative questions. Topics to be covered include epidemiology and biostatistics concepts and application.

**Part 2 Exam**

The second part of the written qualifying exam includes the critique of epidemiologic paper(s) and analysis of a data set and written presentation of results. Part 2 of the Exam will be take-home and open book. The student has up to 10 days to complete the second part of the written examination.

Students will be required to achieve a score ≥ 70% to pass the examination. A student who fails the examination (part 1 or part 2) will be permitted to re-take the examination one time. A second failure will result in the student’s dismissal from the program. A student must pass Part 1 of examination before entering the second year of coursework. Furthermore, students will not be permitted to take Parts 1 and 2 of the written qualifying examination in the same year.

The exam will be given no more than once each year (before the fall semester). Once the examination has been graded, the Chief Examiner will notify the student of the results by way of a memorandum. Students dismissed from the program have the right to appeal this decision to the Dean of the Graduate School.

**Oral Examination**

The oral examination is a formal presentation of the research proposal. Once the written examination is passed (both sections), the student must prepare a formal document detailing the proposed dissertation topic. Many students begin the process by providing potential committee members with a pre-proposal. The formal proposal document should include objectives, hypotheses, literature review, significance, study design, power analysis, analytical methods and strengths and limitations. This document is submitted to the doctoral dissertation committee. When the student is ready to formally present a research proposal to the doctoral dissertation committee, a memorandum and a copy of the proposal must be sent to each doctoral committee member at least 14 days prior to the
scheduled meeting. Sometimes a pre-proposal (pre-oral) meeting of Committee members is held to iron out details. It is recommended that the student discuss with committee members their comments on a draft proposal before giving them the copy of the final proposal. The student is responsible for scheduling the Oral Qualifying Examination. Also, notify your PhD committee/director and student coordinator. It is not necessary to send a copy of the proposal to the Dean of the Graduate School or the Dean of the School of Public Health.

The oral examination tests the student’s specific knowledge of the area in epidemiology within which the student proposes to conduct dissertation research. The student is responsible for inviting all epidemiology faculty members, via memorandum and/or email, to the student’s Presentation of Proposed Research at least 7 days in advance. In addition, notices should be put on the Departmental bulletin boards announcing the meeting and inviting others, including other students, to attend.

After the student's presentation any of the audience members may question the student. After the non-committee members have completed their questioning, they (with the exception of interested Epidemiology Program faculty) will be asked to leave and the meeting will be closed, leaving the committee members who will begin the examination. This should be a challenging examination that delves into how well the student understands not only the proposed project itself, but the principles underlying its design and analysis, alternative designs and analysis, and any underlying biologic aspect of the project.

**Admission to Candidacy**

Only the members of the student’s dissertation committee will decide whether the student has performed adequately on the oral examination. The committee may decide to pass or fail the student. In the event the student fails, he/she may be invited to repeat the oral examination or may be asked to withdraw from the Ph.D. program. When the student passes the oral exam, he/she is admitted to candidacy and the committee completes the Application for “Admission to Candidacy Form”. This form is available in the Appendix on p.33.

A student must be in good academic standing and apply for candidacy at least two semesters before expected graduation. No student may register for EPI 799 until they have been admitted to candidacy. The formal thesis proposal approved by the doctoral committee at the end of the oral examination will serve to guide the student as to the expectations of the doctoral committee regarding the dissertation.

Please see the following information on requesting your Graduate Student Committee Member assignments, and also for requesting Admission to Candidacy approval. The forms mentioned in these instructions are located in the Appendix Section of this manual:
1. **Graduate Study Committee Letter** (Appendix p.29) for dissertation committee assignments – should be submitted after all parts of the qualifying exam are passed. Students must check the Graduate Faculty List at: http://www.uab.edu/graduate/gradfacclist to confirm that all committee members are listed there. If any of the members are NOT on this list, then a Graduate Faculty Status form (Appendix) will need to be submitted to add the member as ad hoc (for outside UAB) or full graduate faculty status (for inside UAB; if full status is requested, the committee member here at UAB must request this through his/her home department or the department in which they currently work).

2. **Graduate Faculty Status Form** (Appendix p.36; used for ad hoc or full graduate faculty status) for committee members who are not listed on the graduate faculty list here at UAB. The student will need to request the CV from the faculty seeking ad hoc status, and the student should send the program director a statement with the reason why the member is requested for the committee (describe the expertise of the member and what he/she is expected to bring to the students committee and the roll he/she will play in the students dissertation. Then the program director uses this statement to send a letter to Graduate School Dean requesting ad hoc status for the committee member(s) in question. The entire packet (ad hoc request form, CV of committee member, and letter of support from the program director) must be sent as one PDF file to Lori Naramore in the grad school.

3. After the committee approves the student’s proposal, the student will need to submit the **Admission to Candidacy** (Appendix p.33) form with IRB approval (if needed) and IRB Approval Letter is attached to this form

4. Request to **Change Graduate Study Committee** form (Appendix p.37); used if students need to make changes to their committee members after the initial approval from the grad school).

### Progress Meetings with Dissertation Committee

Each doctoral student with an approved dissertation proposal is required to meet with his or her dissertation research committee each term during which he or she has enrolled for dissertation research credits. The student will schedule a 1-hour meeting on a day and at a time when the committee chair and at least two additional committee members are available to attend. Participation via conference call is permitted. At this meeting the student will present an agenda which shall include an update of the following: 1) progress made since the previous meeting; 2) preliminary data; 3) problems or obstacles that have arisen and their possible solutions; 4) ways in which committee members or other UAB faculty or staff could facilitate completion of the research or dissertation; 5) goals for progress in the upcoming months.

Upon completion of the meeting, the student shall submit a summary report of the meeting to the Ph.D. program director within two weeks of the meeting. The essence of the report will be the “minutes” of the meeting. The report should include the date and time of the meeting and which committee members were present. The report can be written in outline format with bullets and submitted via
If the student fails to hold a meeting, or holds a meeting at which he/she fails to demonstrate progress or a clear plan for making progress, an Incomplete or Failing grade may be assigned for that academic term. The continuation of financial aid may be affected by such a grade. The advisor shall notify the Ph.D. program director if a student fails to hold a meeting, or if lack of progress is indicated at a meeting.

**Dissertation**

The dissertation must meet all the requirements of the University of Alabama at Birmingham Graduate School for doctoral-level dissertations. The Ph.D. thesis should follow the generally accepted format for doctoral theses, including an extensive introduction to the thesis topic which includes an updated literature review, a detailed materials and methods section, presentation of the results of the study, a brief discussion of these results, and specific conclusions. Each dissertation should include material equivalent to at least one manuscript that the doctoral committee considers suitable for publication in a nationally or internationally recognized journal.

The Epidemiology Program encourages a compilation of publishable papers with adequate literature review as a dissertation (i.e., paper-based approach). If a student writes a paper-based dissertation, the student is expected to be first author on all of the papers. Typically, the paper-based dissertation contains at least three papers, though the number of papers required for any specific project is at the discretion of the Doctoral Committee. The preprint/reprint option is intended for students who have related articles already published (reprint), accepted for publication, or under review (preprint).

**Public Defense**

A draft of the dissertation should be submitted to the doctoral committee before a final copy is prepared. For students preparing a non-traditional (paper-based) dissertation, the student should circulate the papers individually to committee members for their comments, rather than waiting until there is a draft of the complete dissertation. Doctoral committee members should provide the candidate with written comments and suggestions regarding each draft received. At least two weeks should be allowed for a faculty member to respond to any draft. The student should incorporate comments from all committee members into the dissertation.

Before scheduling a public defense of the dissertation, the student must obtain from each committee member a statement that the committee member has read the complete dissertation and gives their approval for a public defense. The
student is to provide documentation of this approval to the Ph.D. program director. This approval does not necessarily indicate that the committee member is prepared to sign the “Dissertation Approval Form”. The approval may be contingent on revisions or a question may arise during the public defense that the committee wants addressed in the dissertation.

Final defense deadlines are published by the UAB Graduate School. The defense must be publicized in information sources available to the general University of Alabama at Birmingham community. **At least two weeks** before the defense a memo announcing the defense is to be sent to the committee members, the Epidemiology Program Faculty and the Graduate School Dean. The memo should be prepared by the student and sent by the doctoral research committee chair. **Also at least two weeks** before the defense the student program manager is to prepare and distribute an announcement (for posting) of the defense to each department in the School.

The student is responsible for bringing two copies of the "**Dissertation Approval Form**" to the presentation. The forms may be obtained from the Graduate School. These forms are not available online for completion, but the Graduate School will prepare them for students who fill out and submit the **Approval Form Request** which is available online (and must be filled in online) at: [http://www.uab.edu/graduate/request-thesis-or-dissertation-approval-forms-theses-and-dissertations](http://www.uab.edu/graduate/request-thesis-or-dissertation-approval-forms-theses-and-dissertations)

All members of the doctoral committee should be present at the thesis defense although it can proceed with as few as four. Any of the audience members may question the candidate. It is at the discretion of the committee chair whether the committee will question the candidate at the same time as the other audience members, or whether there will be a closed session for only committee members and Epidemiology Faculty. When the questioning is finished, the doctoral committee will meet in private to decide whether or not the candidate has carried out a body of work and prepared a written document worthy of a Ph.D. in Epidemiology at the University of Alabama at Birmingham.

Two original copies of the Dissertation Approval Form will be signed by the research committee at the completion of a successful defense. The research committee chair is responsible for obtaining signatures. The doctoral committee may sign the thesis approval form immediately following the public defense, or require the candidate to make alterations in the document before signing. Once signed, the student is responsible for delivering these forms to the Graduate School along with the final version of the dissertation.

Once the entire doctoral committee has signed the final copy of the dissertation, copies must be submitted to the Graduate School as per regulations and rules of the University of Alabama at Birmingham Graduate School. Within 10 days after the defense, the student should meet with the Graduate School staff to review formatting and style requirements. Tips for preparation of dissertations are available online.
Submission of the Dissertation
No later than 2 weeks (10 business days) following the public defense, the completed, final version of the committee-approved dissertation must be submitted (as a single PDF) for final review. Also submitted online are the UAB Publication Agreement, Survey of Earned Doctorates, and Graduate School Exit Survey. One copy of the signed approval form is submitted to the Graduate School office. Additional information concerning completing graduation requirements and the dissertation submission and publication process is available online at http://www.uab.edu/graduate/submitting-your-thesis-or-dissertation-to-the-graduate-school.

Students are encouraged to work closely with the Graduate School in all phases of dissertation preparation. The Graduate School offers seminars and courses that have been helpful to other students. Questions for the Graduate School should be addressed to the Graduate School Records Office.

Administrative Procedures

Director
Dr. Sadeep Shrestha is currently the Director of the Ph.D. program in Epidemiology.

PhD Program Committee
The director is advised by a committee. Currently, the committee members are Dr. Emily Levitan, Dr. Paul Muntner, and Dr. April Carson.

Acceptance
All applicants are reviewed by Dr. Shrestha and the PhD Admissions Committee. In order to be accepted into the PhD program one faculty member must agree to advise and mentor the student.

Appointment of an Academic Advisor
Each student is assigned an advisor when the student is accepted into the program. Assignments are based primarily on the areas of interest of the student and the faculty member. The student may request a change of advisor any time after the student has matriculated and interacted with the various faculty members.

The academic advisor is a full-time primary faculty member of the Epidemiology Program. The advisor assists the student in selecting a course schedule during the
first year of the student's program. The original academic advisor helps the student select a doctoral dissertation committee. The academic advisor may be a temporary arrangement. The student and academic advisor should confer about initial course work, and on any special projects, based on the student's previous experience, and the requirements of the graduate program.

1. Change of Academic Advisor. If it is necessary to change advisors, the student should obtain a "Change of Advisors Form" from the Office of Student and Academic Services (Appendix p. 38). The change of advisor form can also be found at: http://www.soph.uab.edu/students/studentforms.

2. When the form is completed and appropriately signed, it should be returned to the Office of Student and Academic Services for processing.

3. Research Advisor. The research advisor is the Chair of the Student's Dissertation Committee. This may be the student's Academic Advisor or a new advisor. The procedure for changing to a different research advisor is the same as for the change of academic advisor.

Registration
This School of Public Health Academic Calendar is available online at: http://www.soph.uab.edu/academics.

This schedule lists course information and gives full details on registration dates and procedures. Students should become familiar with this information to avoid unnecessary registration delays.

Full time students typically register for 9 to 15 hours of course credit per semester. Part-time students generally enroll for 6 hours per semester. Students should meet with their assigned advisor prior to registration to review academic progress and discuss course work for the upcoming term. An advisor’s approval is necessary for registration completion. The student must have a registration-permission hold lifted in the BlazerNet/Banner System prior to registration. This system requires students to directly contact their advisors prior to registering for courses. Once the advisor reviews the student’s academic plan for the term, the advisor notifies the appropriate person in the department (EPI Program Coordinator, Kimberly Hawkins King in Room 217C, ph: 975-9749) to issue the student a Registration Access Code or RAC number. A new RAC# is required to register for each academic term. Students will not be able to register without either written notification or direct communication from the advisor to release the RAC#.

Some courses may require the approval of the instructor and/or the Academic Dean. The UAB Class Schedule or BlazerNet will usually indicate when this is necessary. Students should pay particular attention to course-change updates found on the School of Public Health’s website under class schedule and on bulletin boards in the Ryals Building.

**Late Registration, Adding or Dropping a Course**
Students are expected to register during the normal registration period and only register for courses they intend to complete. Registering late and adding or dropping courses is possible, but only until the date specified in the UAB Class Schedule published each term.

Students who wish to add or drop a course must complete an add/drop form. The student’s advisor must approve any change in registration, including dropping and adding courses. In order to add and/or drop a course prior to the first day of classes, the student must complete an add/drop form and obtain the signature of the advisor. Students who wish to add courses after the first day of classes must have both the instructor’s signature and the advisor’s signature. The completed form, including all appropriate signatures, must be submitted to the Registrar’s Office for processing.

**Course Waiver**

A course waiver indicates that a course was completed at another institution or that the student had sufficient knowledge acquired from a similar course from another institution. In the case of “Core” courses, the core instructor must determine if the student can waive a course. Documentation regarding the waiver must be sent to the Office of Student and Academic Services. The deficit in credit hours due to course waivers must be made up by taking other courses, i.e., the total number of credits needed for graduation remains the same.

**Leave of Absence**

The student must abide by the Graduate School requirement of completing a graduate degree program within seven years of active enrollment.

However, leave of absence (form is in Appendix p. 39) may be granted under special circumstances. Leaves of absence are generally granted for a one-year period. Any student who does not obtain prior written approval for a leave of absence and fails to enroll for two consecutive semesters will be dropped as a student in the SOPH. A student who is dropped for not requesting leave or for not returning to school when the period of leave has expired may obtain an expedited readmission upon recommendation of the Epidemiology Program faculty, provided all supporting documentation is deemed adequate by the Program Director and the student’s Epidemiology Program advisor.

Students who wish to return to school within five years from the drop date may do so under the following conditions: the student wishes to return to the same department, degree, and track he or she was in at the time of withdrawal from the program, the student completes an application for readmission form (obtain from Office of Student and Academic Services), and the student obtains the appropriate signatures of approval.

**Length of doctoral studies**
As mentioned previously, all full-time Ph.D. students should complete their course requirements within the second year of enrollment. Additionally students should complete their written qualifying exams following their second year and oral qualifying exam in the third or fourth year of the PhD program. The Graduate School imposes a 7-year limit to complete the doctoral degree. Any extension of the 7-year deadline must be approved, in writing, by the student's advisor, the Epidemiology Program Director, the Chair of the Department of Epidemiology, and the Dean of the Graduate School. Extensions will not be granted without good cause. The most generally accepted reasons for extensions are health-related.

Program Completion

The candidate is responsible for meeting deadlines for graduation. Candidates must be in good academic standing prior to graduation, with no temporary grades, (I, N, or Q) on their transcripts. Graduation deadline dates are included in the *School of Public Health Academic Calendar* and the candidate must be recommended for the doctoral degree to the Graduate School Dean by the graduate study committee and the graduate program director. This recommendation must be received no later than 20 days before the end of the term in which the candidate is expected to complete all degree requirements. Students must be registered for at least three semester hours of graduate work in the semester during which degree requirements are completed.

Application for Degree

To begin the process, the candidate must submit the application for degree form to the Program Coordinator by the deadline date. Some of these requirements, along with a brief explanation, follow:

- **Application for Degree** is a form that must be completed by the candidate and turned in to the Graduate School before the end of the second week of the semester of expected graduation. This form is available in the Appendix p.31 and online [http://www.soph.uab.edu/students/studentforms](http://www.soph.uab.edu/students/studentforms). There is a $50 fee. If, for any reason, graduation does not take place as expected, then the student must fill out another application form and pay the diploma order fee.

- **Abstract of Dissertation** must be approved by the research committee chair and program director and submitted online via ProQuest using this address: [http://www.etdadmin.com/cgi-bin/school?siteld=134](http://www.etdadmin.com/cgi-bin/school?siteld=134) *Survey of Earned Doctorates* is distributed by the Graduate School and is completed by the candidate.

- **Publishing Your Dissertation** Appropriate copyright contract forms must be completed by the candidate. Other forms as required by the graduate school may be necessary and the student is responsible for completing these forms. The graduating student is also requested to complete an anonymous "Exit Interview" questionnaire at this time.
**Award of degree**

Upon approval of the Graduate School Dean and payment of outstanding financial obligations to the university, the candidate will receive the degree of doctor of philosophy. Diplomas are issued at the end of each semester. Degrees are formally awarded at commencement exercises in December and June.

**Summary of Procedures for Earning the PhD**

- Project acceptability form (student to director to chair)
- Appointment of Graduate Study Committee (student to program director to grad dean)
- Oral Qualifying Examination [presentation of proposal]/Admission to Candidacy
  a. scheduling (student)
  b. memo inviting committee members at least 14 days prior (student)
  c. student brings forms to admission to candidacy signature and approval
  d. student submits signed admission to candidacy form request and IRB approval request together to department program manager for submission to the graduate school
- Application for Degree (candidate)
- Defense of dissertation
  a. scheduling (student)
  b. approval to defend (student to committee [memo or email] to director)
  c. at least 10-14 days prior to the defense, email/post announcement in each department in school (program manager)
  d. student brings dissertation approval forms (2 original copies) to examination
    o chair is responsible for obtaining signatures
    o student delivers signed forms and dissertation to graduate school
- Provide Graduate School with one copy of the dissertation (candidate)
- Provide Graduate School with two originals of corrected (if necessary) dissertation on 100% rag bond paper (candidate)
- Provide Department with one copy of dissertation on 100% rag bond paper (candidate)
- Payment of appropriate fees (candidate)
- Turn in completed Survey of Earned Doctorate and forms (candidate)
- Send Graduate School all final papers (department)

**Funding**

There are a variety of sources of funding for PhD students in Epidemiology. Currently the Program has a number of Graduate School fellowships. These fellowships generally provide a stipend (the amount of which varies over time) and full tuition. The fellowships are for one year. They can sometimes be renewed; however students are urged to seek their own support. Students should ask their advisor for assistance in this process. They may seek employment working on a
funded project (often one which could lead to a dissertation topic) or their own grant funding.

International students are eligible to receive EPI Department fellowships and assistantships/stipends once committed to enrolling in our PhD-EPI program. However, international students are not eligible to receive Named Scholarships awarded by the School of Public Health during their first year of enrollment. International students are eligible to apply for scholarships before the start of their second year as they will be returning students.

Additional Comments

Revision of Policies

The Faculty of the Epidemiology Program reserves the right to make revisions in policies at any time. However, when changes in requirements are made, current students will have the option of selecting the requirements under which they matriculated or the new policy.

Doctoral Progress Review

The Epidemiology Faculty, headed by the Program Director, review every doctoral student’s progress every year. Specifically, they are charged with the following:
   a) evaluating the progress of each student on a yearly basis.
   b) identifying students not making satisfactory progress.
   c) recommending actions to be taken for students not making satisfactory progress toward their degree.

Travel Funds

The Department encourages PhD students to present their research at national conferences. Funds (up to $500) are available to reimburse travel expenses for students to attend conferences. This research should be epidemiological in nature. To be eligible for these funds, students must provide a request to the Department Chair (Dr. Arnett) and PhD program director (Dr. Shrestha) by e-mail prior to submitting the abstract for review. This request should include the name of the conference, location (city, state) and the abstract being submitted. The Department Chair will review this request and provide a response to the student within 30 days.

Student Questions and Problems

If students have questions or problems, they are urged to address them first to their advisor. If the advisor is not available, the student may contact the Program Director's office.

Foreign Student Questions and Problems – immigration, federal and
state taxation, and UAB policies questions can be answered through International Recruitment and Student Services. They also serve as a resource center to promote international understanding and awareness on campus and in the community. They are housed at the Smolian International House, 1600 10th Av S.

**Grievances and Appeals**

If a student has a grievance, it is recommended that the student discuss it with the individual with whom they have the grievance. If this is not appropriate or the student does not feel comfortable doing this, the sequence of persons to be approached are as follows: the faculty advisor, the Chairman, and, if necessary, the Dean of the Graduate School or the Dean for Academic Affairs of the School of Public Health (whichever is appropriate).

A detailed description of the student's rights and responsibilities are laid out in Direction, the UAB Graduate Student Handbook. This describes conduct and grievances as well as the procedures. The handbook is available at the UAB Graduate School. The School of Public Health has an Honor Code with which all students should be familiar. Copies of the Honor Code are distributed at orientation each fall; copies may be obtained from the Office of Student and Academic Services throughout the year.
Epidemiology Faculty

**Affuso, Olivia**, Associate Professor, MS (Georgia State University), PhD (University of North Carolina at Chapel Hill); Research Interest – Applied epidemiology for the prevention of obesity and chronic disease through physical activity and nutrition, food security, health disparities, and design of obesity randomized controlled trials.

**Aissani, Brahim**, Research Assistant Professor, PhD, (University P. & M. Curie.Paris VI); Research Interest – Genetic epidemiology of infection, obesity.

**Akinyemiju, Tomi**, Assistant Professor, MS (Michigan State University), PhD (University of Michigan Ann Arbor); Research interests: Cancer epidemiology, racial and socio-economic disparities and the application of molecular epidemiology to understanding disparities in cancer.

**Arnett, Donna**, Professor and Chair, MSPH (University of South Florida), PhD (University of North Carolina Chapel Hill); Special interests: Cardiovascular genetic epidemiology.

**Aslibekyan, Stella**, Assistant Professor; MS (Harvard School of Public Health), PhD (Brown Univ.); Special interests: cardiovascular disease, statistical genetics, nutritional epidemiology.

**Carson, April**, Assistant Professor, MSPH in Epidemiology (University of North Carolina at Chapel Hill), PhD in Epidemiology (University of North Carolina at Chapel Hill); Research Interests: Health disparities in cardiovascular disease and diabetes

**Chamot, Eric**, Associate Professor, MD, MSc (Switzerland), PhD (Tulane University); Special interests: Screening, Viral hepatitis, HIV/AIDS, STD’s.

**Griffin, Russell L.**, Assistant Professor, MSPH in Epidemiology (University of Alabama at Birmingham), PhD in Epidemiology (University of Alabama at Birmingham); Special interests: epidemiological methodology; injury epidemiology of motor vehicle collision related injuries; risk factors for community-acquired sepsis; health and safety among commercial long-haul truck drivers.

**Hidalgo, Bertha**, Assistant Professor, MSPH Biostatistics/Epidemiology (University of Southern California), PhD Epidemiology (University of Alabama at Birmingham); Special interests: nutrition, obesity, heart disease

**Howard, Virginia**, Professor; MSPH (University of North Carolina), PhD (Medical University of South Carolina Charleston); Research interests: Stroke symptoms and associated risk factors, life-course exposure to the stroke belt geographic region, and risk factors for outcomes following carotid endarterectomy and carotid stenting.
Irvin, Ryan, Assistant Professor, MS in Biostatistics (Medical University of South Carolina, Charleston), PhD in Epidemiology (University of Alabama at Birmingham); Pharmacogenetics of antihypertensive treatment with a focus on genetic risk for incident diabetes mellitus due to thiazide diuretic treatment and treatment resistant hypertension.

Jolly, Pauline, Professor, PhD in Science Education (Louisiana State University), MPH and PhD in Immunology and Infectious Diseases (Johns Hopkins University); Special interests: HIV immunopathogenesis, STIs and other infectious diseases, Immune and health effects of aflatoxin.

Levitan, Emily, Associate Professor, S.M. and Sc.D. in Epidemiology (Harvard School of Public Health); Research interests: the relationship between diet, lifestyle, and cardiovascular diseases and the application of epidemiologic and statistical methods to address public health questions

McGwin, Gerald, Professor and Vice Chair, MS (Harvard University), PhD (University of Alabama at Birmingham); Special Interest: Injury Epidemiology, Epidemiologic Methods, Ophthalmic epidemiology.

Muntner, Paul, Professor and Vice Chair, MHS (Johns Hopkins University), PhD (Johns Hopkins University); Special interests: Renal disease epidemiology, Cardiovascular epidemiology.

Perry, Rodney T., Research Assistant Professor, PhD (University of Alabama at Birmingham); Special interests: Population and molecular genetics, Neuroepidemiology.

Sathiakumar, Nalini, Professor, MD (Madras Medical College, India), MSPH & DrPH (University of Alabama at Birmingham); Special interests: Environmental and occupational epidemiology, Pediatric epidemiology.

Shrestha, Sadeep, Associate Professor, MHS in Infectious disease/Genetic Epidemiology (Johns Hopkins University), PhD in Genetic Epidemiology (Johns Hopkins University), MS (Biotechnology) from Kreiger School of Arts and Sciences, Johns Hopkins; Research interests: Studying the interplay of human genetics with behavioral and environmental factors in the natural history, pathogenesis and outcomes of HIV/AIDS and other infectious diseases

Skibola, Christine, Professor, MS, PhD Public Health, Environmental Health Sciences (University of California Berkeley); Special interests: genetic and environmental risk factors of lymphoma.

Waterbor, John W., Associate Professor, MS, MD (Pennsylvania), DrPH (University of Alabama at Birmingham); Special interests: Cancer epidemiology and control, Injury epidemiology.

Wilson, Craig M., Professor, Professor MD (University of Wisconsin), Director of the Sparkman Center for Global Health; Special Interests: Malaria, geographic
medicines, pediatric infections disease.

Wright, Nicole C., Assistant Professor, MPH & PhD (University of Arizona); Special interests: osteoporosis and fractures; Multiple Sclerosis

Yun, Huifeng, Research Assistant Professor, MSc & PhD (University of Alabama at Birmingham); Special interests: pharmacoepidemiology and pharmacovigilance

Jie Zhang, Assistant Professor, MSPH (University of Kentucky), PhD (University of Alabama at Birmingham); Special interests: pharmacoepidemiology, rheumatoid arthritis, osteoporosis and lupus.
APPENDIX

All forms in the Appendix can also be found online: http://www.soph.uab.edu/students/studentforms.
Before continuing, please read the following instructions for submitting a Graduate Study Committee Letter.

- Be sure to use the approved Graduate Study Committee Letter. **Substitute forms will not be accepted.**

- Be sure to use the faculty member’s full and professional name. **Initials and partial names will not be accepted.**

- Check the Graduate School Faculty Website (http://www.uab.edu/graduate/faculty/gradfaclist) for faculty members with approved graduate faculty status. If the faculty members are listed on this page, begin completing your Graduate Study Committee Letter.

- If a faculty member is not listed on this website, Graduate Faculty status must be obtained prior to that person being listed on this Graduate Study Committee recommendation form.

Committee members will need one of the three approved Graduate Faculty appointments—full Graduate Faculty, AdHoc or Adjunct. Click here to review the definitions of the graduate faculty appointments.

- To obtain **full Graduate Faculty**, the faculty members should submit the Graduate Faculty Appointment form (http://www.uab.edu/graduate/images/acrobat/forms/gradfac/facdata.pdf), current CV and recommendation letter from the program director.

- To obtain an **Ad Hoc** faculty appointment, the student’s department should submit a current CV and memo from the program director requesting this status.

- To obtain an **Adjunct** faculty appointment, the student’s department should submit a current CV and memo from the program director requesting this status.
MEMORANDUM
MUST BE TYPED

TO: Graduate School     Date: _______________

FROM: ______________________________  ___________________________
      (Program Director’s Name)    (Signature)

SUBJECT: Graduate Committee for ________________________________________

I would like to request the following Graduate Study Committee be appointed for
__________________________________________ who is enrolled in the
graduate program and is working toward the degree of ____________________________________.

The Graduate Study Committee will be

___________________________________________

__________________, Chair

Name       Blazer ID         Department/Program

Enter Advisor/Mentor only if different from Committee Chair

                  , Advisor

Name       Blazer ID         Department/Program

Last    First   MI   Dept.   Blazer ID   Email Address

Last    First   MI   Dept.   Blazer ID   Email Address

Last    First   MI   Dept.   Blazer ID   Email Address

Last    First   MI   Dept.   Blazer ID   Email Address

Last    First   MI   Dept.   Blazer ID   Email Address

Last    First   MI   Dept.   Blazer ID   Email Address

Check one: ______ Plan I    ______ Plan II

Thesis/Dissertation    Nonthesis

TITLE: ____________________________________________

Blazer ID __________________

Email Address ______________________________________________________________________

By means of this memorandum, I am asking the above named faculty members to serve as the Graduate Student Committee for ________________.

Thank you for undertaking this important Graduate School activity.

Dean, UAB Graduate School
Application for Doctoral Degree:

Please carefully follow the below Instructions for submitting an application for degree for a doctoral graduate program.

- All applications for degree must be typed.
- All applications for degree must be hand-delivered or sent as an email attachment (mcjones@uab.edu). We cannot accept faxed applications for degree.
- All applications for degree must arrive at the Graduate School with all required signatures (advisor, program director, etc). Check with your department as some programs may require the form to be submitted directly to the department (i.e. School of Education).
- You must be registered for graduate level courses in the semester in which you apply for graduation.
- The graduation fee ($50 for first time application; $25 for reorder applications) will be added to your student account within 2-3 weeks after receipt of your application for degree. Please do not submit a check with this form.
- The Graduate School’s deadline for submitting the application for degree can be found at: http://www.uab.edu/graduate/deadline-dates#graduation. However, always check with your graduate program as some programs have earlier deadline dates and slightly different procedures.
- Additional information for completing a doctoral degree can be found at: http://www.uab.edu/graduate/area-3/completing-a-graduate-degree
- Additional information for Dissertation requirements can be found at: http://www.uab.edu/graduate/theses-and-dissertations-at-uab

If you have any questions about submitting the application for degree, please contact Marla Jones (mcjones@uab.edu).

Note: The Doctoral of Nursing Practice (DNP) application for degree can be found at http://www.uab.edu/nursing/home/nursing-quicklinks/catalogs/115-frontdoor/prospective-student/443-current-student-forms
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
APPLICATION FOR DEGREE – DOCTORAL DEGREE

You will be billed for the $50 graduation fee or the $25 reorder fee. Your diploma cannot be mailed if you owe any fees to UAB.

Date of Application

Degree for which you are applying (EDD, DRPH, DSc, DPT, PhD)

Indicate month you expect to receive degree; enter year

Type your name above as you wish it to appear on your diploma

Banner Student Number

Street Address

City, State, ZIP

UAB Email Address

(Your diploma will be mailed to this address. If you change your address, you must notify the Graduate School).

Graduate Program

Dissertation Title:

Mentor/Advisor: ____________________________

Chair of Committee if other than mentor/advisor: ____________________________

Courses enrolled in for the semester of graduation:

<table>
<thead>
<tr>
<th>Sem/Year</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Hours Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transfer of credit from another institution:

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Sem/Year</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Hours Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Courses with grades of I, N, or O to be removed:

<table>
<thead>
<tr>
<th>Sem/Year</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Hours Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes

Applicant’s Signature: ____________________________

APPROVALS:

Advisor ____________________________ Date

Graduate Program Director ____________________________ Date

Department Coordinator (School of Public Health) ____________________________ Date
Admission to Candidacy

Application for Admission to Candidacy—Doctoral

**MUST BE RECEIVED BEFORE YOU CAN REGISTER
FOR DISSERTATION RESEARCH HOURS**

Complete the following form, supplying all necessary information.

Use the name you are registered under with UAB.

Provide the address where you receive official UAB mail.

Under Dates of Passing Qualifying Exams, list the dates you passed the written or oral examinations in these subjects. If no exam was given, put NA in the blank(s).

Under Major Subject, list the name of your graduate program.

Under Minor Subject, list any minor specialties you are pursuing. Put NA in the blank if you have no minor subjects.

If a Foreign Language or Other Tool of Research is required by your degree program, list it here. Otherwise, put NA in the blank.

List the two most recent degrees you have been granted, along with the university name(s) and date(s) of degree conferral.

If your research involves the use of human subjects, a copy your Institutional Review Board (IRB) approval form must be attached to the Admission to Candidacy form. Your name must appear on the form, either as the principal investigator or as an investigator participant. This approval must be kept current for the duration of your research. If you have questions about this requirement or about the status of your IRB approval, contact the IRB office (934-3789).

If your research involves the use of animal subjects, a copy of your Institutional Animal Care and Use Committee (IACUC) approval form must be attached to the Admission to Candidacy form. The animal project number that applies to your research must appear on the form. This approval must be kept current for the duration of your research. If you have questions about the status of your IACUC approval, contact the IACUC office (934-7847 or 934-7692).

Be sure to sign the form, and obtain the signatures of your Graduate Study Committee and Graduate Program Director.

The Graduate Dean's is the last signature and will be obtained by the Graduate School.

If you have questions about this form or the requirements for graduation, contact the Graduate School Office at 934-0656.

Updated 1/08/09
GRADUATE SCHOOL
UNIVERSITY OF ALABAMA AT BIRMINGHAM

APPLICATION FOR ADMISSION TO CANDIDACY FOR THE DEGREE OF DOCTOR OF PUBLIC HEALTH

Name ______________________ Email ______________________ Date ______________________

Mailing Address ___________________________________________ Blazer ID ______________________

I hereby petition the Graduate Dean to be admitted to candidacy for the degree of Doctor of Public Health.

Dissertation Subject __________________________________________

I hold the following degrees:

<table>
<thead>
<tr>
<th>Degree Granted</th>
<th>Granted by</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_____ Yes   _____ No    Project involves human subjects. ____________________________

_____ Yes   _____ No    Project involves animal subjects. If yes, attach approval or exemption.

(signature of candidate)

SUPERVISORY COMMITTEE: We, the undersigned, certify that the above named student has passed his/her qualifying examination for the degree of Doctor of Public Health. We approve the dissertation subject. We recommend the applicant to the Graduate Dean for admission to candidacy for the degree.

We, the undersigned, record our dissenting.

________________________________________

Program Director/Department Chair (date)

Approved by the Graduate Dean (date)
Admission to Candidacy
Research Compliance Verification Form

**Instructions**
Complete this form, including all applicable forms and the signatures of the student, the student’s advisor, and the Graduate Program Director. For research approval forms, contact the Institutional Review Board (IRB) (http://www.uab.edu/irb or 934-3789), or the Institutional Animal Care and Use Committee (IACUC) (http://www.uab.edu/iacuc or 934-7692).

<table>
<thead>
<tr>
<th><strong>Human Subjects</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Alabama at Birmingham defines a human subject as not only a living human being, but also human tissue, blood samples, pathology or diagnostic specimens, study of medical records, observation of public behavior, and all questionnaires or surveys.</td>
</tr>
<tr>
<td>Does the research proposed by the student involve human subjects? _____ Yes (continue below) _____ No</td>
</tr>
<tr>
<td>This research is: Approved __________ Date __________________</td>
</tr>
<tr>
<td>IRB Protocol No. __________________________</td>
</tr>
<tr>
<td>Attach a copy of your IRB approval. Your own name must appear on the original approval or on an attached amendment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Animal Subjects</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Alabama at Birmingham defines a laboratory animal as any vertebrate animal (e.g., traditional laboratory animals, farm animals, wildlife, and aquatic animals) and certain higher invertebrate animals used in research, teaching, or testing at UAB or sponsored through UAB but conducted off-site (i.e., field research or at collaborating institutions, etc.).</td>
</tr>
<tr>
<td>Does the research proposed by the student involve animal subjects? _____ Yes (continue below) _____ No</td>
</tr>
<tr>
<td>This research is: Approved __________ Date __________________</td>
</tr>
<tr>
<td>IACUC Protocol No. __________________________</td>
</tr>
<tr>
<td>Attach a copy of your IACUC Notice of Approval, showing your research subject and the animal project number. If your own name does not appear on the Notice of Approval, take this form to the IACUC office for verification of approval.</td>
</tr>
<tr>
<td>The IACUC office verifies that ____________________________ is covered under the attached approval.</td>
</tr>
<tr>
<td>(name of candidate)</td>
</tr>
<tr>
<td>Signature of IACUC representative __________________________ Date: __________________</td>
</tr>
</tbody>
</table>

**NOTE:** The student’s advisor, the student, and the Graduate Program Director agree that no research will be initiated until an application is submitted for review and approved by the appropriate review boards (IRB and/or IACUC) if the proposed thesis or dissertation project requires approval. If approval already exists, this student’s name must be added to the existing protocol before candidacy will be approved by the Graduate School. It is the responsibility of the student’s advisor and the student to comply with federal and UAB regulations associated with this research. Documentation of continuous, appropriate approval will be required before degree conferral; all required IRB and/or IACUC approvals must be current at the time final versions of theses or dissertations are submitted to the Graduate School.

| Student’s Signature __________________________ Dept. __________ Date __________________ |
| Signature of Student’s Advisor __________________________ Dept. __________ Date __________________ |
| Graduate Program Director __________________________ Dept. __________ Date __________________ |

Updated 10/31/08
Recommendation for Appointment to Graduate Faculty:

RECOMMENDATION FOR APPOINTMENT TO GRADUATE FACULTY

(PLEASE TYPE)

This form, along with a letter of nomination and a current CV, should be sent via email (as a single PDF attachment) to naramor3@uab.edu (see complete submission instructions at http://www.uab.edu/graduate/gradfaclist

Type of status being sought: (Click here to see a explanation of categories.)

<table>
<thead>
<tr>
<th>Full Graduate Faculty</th>
<th>Ad Hoc</th>
<th>Adjunct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Faculty Member:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last, First, Middle Initial</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School/Department making the request: ____________________________________________________________

Contact person within the department (Other than applicant): Date of request __________

Name: __________________________ Email: __________________________

(Person to whom approval verification or questions will be addressed)*

For Full Graduate Faculty recommendation, complete only this additional section:

Faculty member signature ____________________________

Employee I.D. or Blazer I.D.: ____________________________

Division Director (if applicable): ____________________________ Date: __________

Department Chair: ____________________________ Date: __________

For Ad Hoc or Adjunct recommendation, complete only this additional section:

Supply at least ONE of the following identifiers:

(Necessary for accurate identification for entry into Banner)

1) Appointee’s address (if it does not appear on the attached C.V.)

   Street Address: ____________________________

   City ____________________________ State __________

2) Phone number (if it does not appear on the attached C.V.) ____________________________

3) Appointee’s birth month and day: ____/ ____

   * See attached note for approval and Comments/Limitations:
Request to Change Graduate Study Committee

To: Dr. Bryan D. Noe, Graduate School Dean

This is to request a change in the graduate study committee for the following student:

Student Name: (Please type)  Student Blazer ID

In the following program:

Members to be DELETED from the committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Blazer ID</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Members to be ADDED to the committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Blazer ID</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for change:


Program Director:

Signature:  Email address  Date

May be typed if sent as an attachment from the program director’s UAB email address to Lori Naramore: naramor3@uab.edu or it may be hand signed and delivered to the graduate school as a paper form.

Approval: Bryan D. Noe, Dean  Date:  


Change of Advisor request:

UAB SCHOOL OF PUBLIC HEALTH
CHANGE OF ADVISOR REQUEST FORM

Date of Request: ______________________

Student Name: ___________________________ Student Number: ___________________________

Student Address: ______________________________________ City/State/Zip: ___________________

I understand that it is my responsibility to obtain the signatures of my current and new advisor as well as the Department Chair or Designee and assure that this form is delivered to the Office of Student and Academic Services for processing. I also understand that the change is not official until all signatures and approvals have been obtained.

_________________________________________  ____________________________________
Signature of Student      Date

PLEASE CONSIDER THIS A REQUEST FOR CHANGE OF ADVISOR

FROM: __________________________  ___________________________
      Current Advisor Name                 Current Advisor Signature

TO: ___________________________________  ___________________________
     New Advisor Name                   New Advisor Signature

APPROVALS:

______________________________________ _____________________________________
DEPARTMENT CHAIR OR DESIGNEE          ACADEMIC AFFAIRS DEAN

PLEASE RETURN TO
Office of Student and Academic Services
RPHB 130

* Copies: OSAS (Original) * Department * Student

REV 10/24/07
Leave of Absence Request:

UAB SCHOOL OF PUBLIC HEALTH

**LEAVE OF ABSENCE**

**REQUEST FORM**

Leave of Absence requests MUST be submitted prior to the term of the leave request

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student Number:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Address:</th>
<th>City/State/Zip:</th>
</tr>
</thead>
</table>

- U.S. Citizen
- International

<table>
<thead>
<tr>
<th>Please provide your:</th>
<th>DEGREE:</th>
<th>DEPARTMENT:</th>
<th>TRACK:</th>
</tr>
</thead>
</table>

A leave of absence request may be submitted for one semester at a time. If an extension is needed, you must complete another leave request form. Leave of absence requests will be not be approved beyond one semester unless an emergency or extenuating circumstances can be proven. If a leave of absence is approved, it is still the student’s responsibility to complete his or her degree requirements in the time period allotted (maximum of 5 years for master’s students and a maximum of seven years for doctoral students). International students are required to complete their degree in seven (7) semesters including annual vacations.

<table>
<thead>
<tr>
<th>LEAVE OF ABSENCE TO BEGIN:</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM OF RE-ENROLLMENT:</td>
<td>Semester</td>
<td>Year</td>
</tr>
<tr>
<td>Medical Leave</td>
<td>Family Emergency</td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REASON FOR REQUEST:</th>
</tr>
</thead>
</table>

I understand that if this request for leave of absence is approved, I am not to engage in any work toward completion of my degree.

<table>
<thead>
<tr>
<th>Signature of Student</th>
<th>Date</th>
</tr>
</thead>
</table>

*********************************************************************************

**APPROVALS:** Change is not official until approvals have been obtained.

**DEPARTMENT PROGRAM COORDINATOR**

**ADVISOR**

**DEPARTMENT CHAIR OR DESIGNEE**

**ACADEMIC AFFAIRS DEAN**

**GRADUATE SCHOOL DEAN**

*********************************************************************************

PLEASE RETURN TO:

Office of Student and Academic Services
RPHB 130

You will receive notification when request has been processed.

*Copies:* Graduate School (Original) * OSAS * Department * Student
# Epidemiology PhD Course Planning Sheet

### CURRICULUM PLANNING SHEET

Epidemiology PhD  Fall 2014

At least 24 credit hours must be earned in doctoral level didactic epidemiology courses or advanced biostatistics courses. Any biostatistics course beyond BST 621/622 except BST 626 (SAS) and BST 655 (Categorical Data Analysis) is considered an advanced biostatistics course.

At total of at least 60 credit hours must be completed for the PhD-EPI degree. Students receiving a PhD are required to complete a 37 hour, self-paced online course entitled "Overview of Public Health" by the end of their second semester. Students with prior public health education (coursework in each of the public health core disciplines) or experience (5 years in public health) may be waived from this requirement by permission of the Associate Dean.

### Course Availability Key:
- † Indicates course taught every even calendar year
- ≠ Indicates course taught every odd calendar year
- ± Indicates course may or may not be taught (check with the program manager for course availability)

### Course Name | Term/Year Taken | Credit Hours | Grade
--- | --- | --- | ---
BST 621: Statistical Methods I | X | 3 |  
BST 622: Statistical Methods II | X | 3 |  
EPI 703: Grant Proposal Writing | X | 3 |  
EPI 704: Advanced Epidemiologic Methods | X | 3 |  
EPI 710: Analysis of Case-Control Studies | X | 3 |  
EPI 720: Analysis of Follow-Up Studies | X | 3 |  
EPI 713: Cancer Epidemiology and Control | X | 3 |  
EPI 717: HIV/AIDS and STDs | X | 3 |  
EPI 711: Genetic Epidemiology | X | 4 |  
EPI 711L: Genetic Epidemiology Lab | X | 4 |  
EPI 781: Special Topics in Epidemiology | X | 3 |  
EPI 788: Principles & Methods in Molecular Epidemiology | X | 4 |  
BST 665: Survival Analysis | X | 3 |  
BST 666: General Linear Models | X | 3 |  
BST 640: Nonparametric Methods (offered on demand/as needed) | 3 |  
BST 660: Applied Multivariate Analysis (offered on demand/as needed) | 3 |  
BST 661: Structural Equation Modeling (offered on demand/as needed) | 3 |  
BST 670: Sampling Methods (offered on demand by 25 students) | X | 3 |  
BST 671: Meta Analysis (offered as needed) | X | 3 |  
BST 723: Theory of Linear Models (Fall/odd years) | X | 3 |  
BST 736: Advanced Inference (Spring/even years) | X | 3 |  
BST 740: Bayesian Analysis (Fall/even years) | X | 3 |  
BST 750: Stochastic Modeling (offered as needed) | 3 |  
BST 760: Generalized Linear and Mixed Models | X | 3 |  
ENH 722: Integrated Biomedical Science III | X | 3 |  
HB 714: Survey Research Methods | X | 3 |  
HCO 711: Child Health and Development | X | 3 |  
HCO 700: Biology of Disease | X | 3 |  
HCO 703: Intro to Pathology Research | X | 3 |  
EPI 790: Doctoral Seminar in Epidemiology | X | 3 |  
EPI 798: Doctoral-Level Directed Research | X | 3 |  
EPI 799: Dissertation Research | X | 3 |  
GRD 717: Principles of Scientific Integrity | X | 3 |  
HCO 670: Social and Ethical Issues in Public Health | X | 3 |  

At least one (1) course related to research ethics and scientific integrity. (Does not count toward the required 24 credit hours of didactic coursework.)

Electives (with advisor's approval and in some cases, also approval of instructor) - to complete total hours required for degree.

### Minimum Total Credit Hours for Degree

| 60 |

### Student Signature/Date

Advisor Signature/Date

---