

**UCI** Population Health and  
Disease Prevention

Program in Public Health

# PhD in Public Health Graduate Handbook

Academic Year 2019-20

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## Introduction

On behalf of the faculty and staff of the Program in Public Health, it is our pleasure to welcome you to the Public Health Doctoral Program, here at the University of California, Irvine. You are beginning a rewarding and challenging educational experience designed to prepare you for a bright future in promoting and protecting the public's health.

The purpose of this handbook is to provide specific information on policies, procedures, and regulations pertaining to graduate study in the Program in Public Health. It provides detailed information on your opportunities and obligations regarding your public health education. These guidelines supplement the University of California, Irvine Graduate Catalog policies and procedures, which continue to serve as your official sources of reference for all matters pertaining to your matriculation and graduation. However, neither the graduate catalog nor this handbook are substitutes for regular contact with your both your Faculty Mentor, and the Public Health Graduate Academic Advisor. Additionally, we encourage you to be an active participant in the educational process. Interact with the public health faculty and staff. Seek out fellow students—including those outside your admission cohort, and those outside of your degree program—for advice, assistance, and support. Ask questions and seek answers. The more you will put into your education, the more you will get out of it, we can guarantee it.

## Contact Information

### Public Health Graduate Student Affairs Office

AIRB 2010  
(949) 824-7095  
[phgo@uci.edu](mailto:phgo@uci.edu)

### Public Health Mailing Address

653 East Peltason Ave.  
AIRB Suite 2010  
Irvine, CA 92697-3957

### Department Chair

Lisa Grant-Ludwig, Ph.D.  
AIRB 2085, [lgrant@uci.edu](mailto:lgrant@uci.edu)

### Director of Doctoral Studies

Tim Bruckner, Ph.D.  
AIRB 2046, [tim.bruckner@uci.edu](mailto:tim.bruckner@uci.edu)

### Director of Student Affairs

Stephanie Leonard  
AIRB 2011, [stephapl@uci.edu](mailto:stephapl@uci.edu)

### Graduate Academic Advisor

Malcolm Bourne  
AIRB 2071A, [m.bourne@uci.edu](mailto:m.bourne@uci.edu)  
(949) 824-7095

## Accreditation

The Program in Public Health is fully accredited by the Council on Education for Public Health (CEPH) and is a member of the Association of Schools and Programs of Public Health (ASPPH). CEPH accreditation was attained in October 2012 for a full term of five years. In 2017, we completed our self-study for reaccreditation and gained reaccreditation for a term of 7 years. More information on CEPH and the ASPPH can be found at [ceph.org](http://ceph.org) and [aspqh.org](http://aspqh.org) respectively. UC Irvine Public Health students are eligible to apply for prestigious ASPPH internships and fellowships while enrolled and post-graduation.

### Program Objectives

The Ph.D. in Public Health with concentrations in Global Health and Disease Prevention builds on the expertise of our faculty, the needs of the people of California, and student demand. Students who complete the research training program will create new knowledge through a deep understanding of the theoretical underpinnings of public health challenges, research methods, and their application to contemporary and emerging trends in public health. A distinctive feature of the Ph.D. in Public Health is the situation of dissertation research in the ecological framework that considers multi-level analysis for addressing public health questions. Both research concentrations integrate this feature, each with knowledge and creative activity modules that must be satisfied in partial fulfillment of the degree requirements.

Upon admission, each student has a faculty advisor, who will facilitate the student's responsibilities toward developing a coordinated curriculum plan, initiation of research, and selection of the members of the dissertation committee.

### Aims and Objectives of the Concentration in **Global Health**

The specific learning objectives of the concentration in Global Health are:

1. Demonstrate knowledge of the major theoretical underpinnings of advances in global health research.
2. Explain the relationship between theory and research methods focused on understanding the association of risk, vulnerability, and outcome in global health.
3. Compare and contrast the health status of different populations with respect to their burden of disease.
4. Formulate research hypotheses in the intersection of risk factors, vulnerable populations, and burden of disease.
5. Compose research proposals and conduct original research resulting in discoveries that contribute to improved understanding of risk factors and variations in disease burden in a population, and strategies to alleviate the burden at the global level.

## **Aims and Objectives of the Concentration in Disease Prevention**

The specific learning objectives of the concentration in Disease Prevention are:

1. Demonstrate knowledge of the major theoretical underpinnings of strategies for disease prevention.
2. Explain the relationship between theory and research methods focused on understanding the association of risk, behavior, and vulnerability with respect to disease pathways.
3. Compare and contrast biological, social, and policy strategies for health promotion and disease prevention.
4. Formulate research hypotheses in the intersection of health risk factors, health behavior, and health promotion and policies toward disease prevention
5. Compose research proposals and conduct original research resulting in discoveries that contribute to improved understanding of the role of behavior and health promotion strategies in mitigating the vulnerability to health risk factors in specific populations, with the goals of applying the knowledge to disease prevention.

## Getting Started at UC Irvine – New Graduate Student Checklist

This section is divided into two topics: Things you need to do before you can start taking classes in the fall and resources you can use before and after arriving at UC Irvine to get settled into graduate student life. If you need additional information, please refer to the departmental website <http://publichealth.uci.edu/>; graduate campus website [www.grad.uci.edu](http://www.grad.uci.edu); or visit our Student Affairs Office in AIRB 2010.

### Important Things to Do Before Classes Start in September

Activate Your UCInetID and Check Your Email

Though you may have had a UCInetID when you were an applicant, you need to activate your UCInetID as a student after you accept the offer of admission. Your UCInetID is a secure username and password that you use to gain access to your UCI email, registration, bill payment, and many more campus services. You may activate your UCInetID at <http://activate.uci.edu> by choosing the link for “Faculty, Staff, and Students.” Please check your UCI email as soon as you activate your UCInetID. There will be valuable emails sent to your UCI email account throughout the summer and going forward. Instructions for first accessing your UCI email are found at <https://www.oit.uci.edu/email>.

Submit a Statement of Legal Residence

It is important that you complete and submit the Statement of Legal Residence <https://www.reg.uci.edu/stlr/Welcome.do> as soon as possible. Establishing California residency is a key factor in determining whether or not you will need to pay non-resident supplemental tuition. If you need assistance in filling out the form or have questions about your residency status, please contact the UCI Residence Officer at [regres@uci.edu](mailto:regres@uci.edu) or by calling (949) 824-6124.

Clear Provisional Admission

If you received a letter from the Graduate Division stating that your admission is provisional, you must submit the missing documents before you can begin attending classes. The documents (usually final transcripts, degree confirmation, and/or letters of recommendation) can be submitted on of the following ways:

**Mail:** University of California, Irvine  
Graduate Division - Transcripts  
120 Aldrich Hall  
Irvine, CA 92697-3180

**Electronic Transcripts:** can be sent directly by the Registrar of your school to [gradtranscripts@uci.edu](mailto:gradtranscripts@uci.edu).

UC TB Screening and Immunization Requirements

It is the policy of the University of California that all new, incoming undergraduate and graduate students must obtain four required vaccines (or provide evidence of compliance) and complete a TB Risk Screening Questionnaire. Students are strongly encouraged to complete these health requirements prior to arrival on campus for the fall term. The final deadline for incoming graduate students to comply with these requirements is **Friday, October 25, 2019**. For further information go to <https://shc.uci.edu/new-student-information>.

UC SHIP – Student Health Insurance Plan

All graduate students are required to have health insurance while attending UC Irvine. The university provides medical, dental, and vision coverage through the [UC Student Health Insurance Plan](#) (UC SHIP). If you can show that you have another source of comparable health insurance from outside the university, you may apply to waive participation in UC SHIP. Fees for UC SHIP are automatically assessed to your billing account unless you successfully waive out of the plan. UC SHIP forms can be found at: [http://www.shs.uci.edu/Health\\_Insurance\\_Privacy/Insurance.aspx](http://www.shs.uci.edu/Health_Insurance_Privacy/Insurance.aspx)

Register for Classes

Use [Webreg](#) to enroll into classes. Graduate students are required to be enrolled full-time in at least 12 units. Please be sure to enroll into the recommended schedule of fall courses, depending on if you are in the Global Health or Disease Prevention concentration. Sample plans are located in this handbook for each student to follow. Register no later than **September 15<sup>th</sup>, 2019**.

Orientation

Incoming PhD students will be asked to attend two mandatory orientations before the start of instruction. One of the orientations is the [Campus-wide New Graduate Student Welcome and Orientation](#). In August you will receive an invitation with more information on how to register, and what you can expect from the orientation. The other orientation is specific to the Program in Public Health. It provides an introduction to the program and an opportunity to meet faculty, staff and fellow students.

Pay Your Tuition & Fees

Pay tuition and fees before **September 15th**. Fees **MUST BE PAID** on or before the established fee payment deadline. It is your responsibility to ensure that your fees are

paid on time, even when fees are being paid by the department. If your fees are not paid by the deadline, you will be dropped from all of your classes.

There are many ways to pay your fees:

- Online: use [ZotPay](#), a feature within ZotAccount. This debits your bank account.
- In-person: Central Cashier's Office 228 Aldrich Hall (UCI map #111)
- Mail: Make check payable to UC Regents and include your student ID number.

Mail to:

Cashiers Office  
228 Aldrich Hall  
Irvine, CA 92697-1975

Please note that UC, Irvine does not accept credit cards for payment of fees or tuition.

- Obtain a UCI Parking Permit (off-campus residents)

Parking permits can be purchased from the [Parking and Transportation Office](#). If you drive to campus, you must have a valid permit to park on campus. If you live on-campus, your housing community will provide you with a resident parking permit, valid in resident lots only.

- Obtain your UCI Student ID Card

Get your picture student ID made at [The Hill](#), UCI's bookstore. ID cards are used to check out library books, and to receive other UCI services. Don't forget to bring your UCI student ID card to the [Campuswide Graduate Student Welcome and Orientation](#).

- Mailboxes and Public Health Student Affairs

Mailboxes for PhD students are located in the mail room at Anteater Instruction and Research Building (AIRB), 2<sup>nd</sup> Floor. The majority of our staff and faculty have offices in AIRB, which is located here: <https://goo.gl/maps/Q4epaUZgHkD2>. You will periodically turn in forms to the Public Health Graduate Student Affairs Office and meet with the Graduate Academic Advisor at this location.

- Out of State Students

If you are from out of state and plan on driving while you are at UC, Irvine, you must get a California driver's license within 10 days of your arrival in California. To start the application and make an appointment visit the [DMV](#) website. The closest DMV offices to Irvine are located in Laguna Hills and Costa Mesa.



If you are relocating to California from another state, you will be asked to establish [California residency](#) after your first year. Keep all receipts from your move to validate when you began residency. For more information, refer to the [post-arrival checklist](#) on the UCI Graduate Division website.

□ International Students

All international students must secure a visa before coming to the United States to study at UC Irvine. The most common student visa is an F1, but there are other kinds of visas available. If you already have a valid visa that allows you to study in a degree-earning program, then we would recommend that you check with the International Center to see if you should continue on that same visa or switch to an F1. There are distinct advantages to each kind of visa and the International Center can best advise you given your particular situation. If you do need to secure an F1 visa, you need to fill out an I-20/DS-2019 Request for New Graduate Students and return it to the department as soon as you are admitted to ensure that your documents arrive on time for you to begin school in late September. The department will send the Request form to you. Once you return the form to the department, the International Center will process the forms to aid you in applying for a student visa. For more information about this process, please contact:

*International Center*  
(949) 824-7249  
<http://www.ic.uci.edu/>

## **Resources for Public Health Graduate Students**

### **Departmental Computer and Printer for Graduate Student Use**

If you need to print a document for class or in your role as a TA/Reader, there is a computer and a printer in AIRB 2020 – Kitchen that is available for your use. This printer is for Public Health graduate student use only, so please do not give out the password to other students. If the printer runs out of paper or there is something wrong with the computer, please email our Graduate Advisor at [bournem@uci.edu](mailto:bournem@uci.edu).

### **Doctoral Student Office Space**

Each doctoral student should consult with his or her faculty advisor to see if individual office or desk space is available. There is space available in SE II for the office hours of Teaching Assistants.

### **Housing**

Information about campus housing options for graduate students can be found at <http://www.housing.uci.edu/grad/index.html>. PhD students are eligible for the Graduate Housing Guarantee and must apply by May 1. If you prefer not to live on campus, there are plenty of apartments in Irvine and the surrounding areas, and local homeowners around the campus often rent out rooms to students. Housing Outreach Services provides rental listings for students looking to live off-campus at <http://www.housing.uci.edu/och/>.

### **Graduate Resource Center**

The Graduate Resource Center (GRC) is dedicated to supporting the academic and professional success of all UC Irvine graduate students. The GRC offers a wide range of workshops and programs designed to support professional and career development, the preparation of grant and fellowship funding applications, wellness and work-life balance, writing tutorial services, and mentoring. Individual and group study space is available. One of their most popular workshops is the Dissertation Boot Camp, an intensive weekend writing opportunity for students in the writing stage of their dissertation. The Boot Camp helps writers overcome blocks, develop skills, and make significant progress in a short period.

The GRC is open: Monday through Thursday from 9AM - 7PM, Fridays from 9AM - 5PM and is located on the third floor of the Gateway Study Center - in between the Langson Library and the Cross-Cultural Center, directly across from Aldrich Hall. The main entrance is located at the rear of the building (facing Aldrich Park). Click here for a [map](#) to the GRC.

*The Graduate Resource Center*  
[GRC@uci.edu](mailto:GRC@uci.edu)  
<http://www.grad.uci.edu/services/grc/>  
(949)824-3849

## **Career Advising**

The [UCI Division of Career Pathways](#) (DCP) has a dedicated career advisor for graduate students, though you are welcome to see any of the career advisors for assistance. The DCP also offers mock interviews on camera, resume/CV assistance, and workshops on the job search process for academic and non-academic positions. Drop-in career advising is also available every week in the Graduate Resource Center (check the [GRC](#) website for current hours).

*Division of Career Pathways (D.C.P.)*  
100 Student Services 1  
(949) 824-6881  
[career@uci.edu](mailto:career@uci.edu)  
<http://career.uci.edu/>

## **Additional Campus Resources**

### *Counseling Center*

Main Office: across Ring Road from Starbucks, in Student Services 1  
203 Student Services 1

Counseling Center Annex: in Student Center, 4th floor directly across from elevator.  
4th Floor Student Center

<https://counseling.uci.edu>

Phone: (949) 824-6457

Hours: M–F: 8:00 a.m. to 5:00 p.m.

### ***S.O.A.R. - Student Outreach and Retention Center***

106 Gateway Study Center  
(949) 824-5762  
[soaring@uci.edu](mailto:soaring@uci.edu)  
<https://soar.uci.edu>

(949) 824-7494

[dsc@uci.edu](mailto:dsc@uci.edu)

<https://dsc.uci.edu>

### ***Cross-Cultural Center***

103 Gateway  
(949) 824-7215  
<http://ccc.uci.edu/>

### ***Veteran Services Center***

G304 Student Center

(949) 824-3500

[veteran@uci.edu](mailto:veteran@uci.edu)

<http://www.veteran.uci.edu>

***Disability Service Center***  
100 Disability Services Center Bldg. #313

***UCI Lesbian, Gay, Bisexual,  
Transgender Resource Center***  
G301 Student Center

(949) 824-3277  
[lgbtrc@uci.edu](mailto:lgbtrc@uci.edu)  
<https://lgbtrc.uci.edu/>

Hector Perez  
232 Science Library  
(949) 824-6957  
[perezhr@uci.edu](mailto:perezhr@uci.edu)

*Public Health Librarian*

## Academic Policies and Procedures

Each student should become familiar with the descriptions of [Academic Policies](#) and [Graduate Degrees](#) in the Graduate Division section of the UCI General Catalogue. A graduate student is expected to complete satisfactorily at least 12 units of academic credit applicable to the graduate program in each regular academic quarter and satisfy all requirements of the academic program according to a schedule approved by the Director of Graduate Study. Only grades A, A-, B+, B, and S represent satisfactory scholarship and may be applied toward advanced degree requirements. However, a UCI course in which a grade of B- is earned may be accepted one time only, via a formal petition process, in partial satisfaction of the degree requirements if the student has a grade point average of at least 3.0 in all courses applicable to the degree. Graduate students may not apply courses graded Pass/Not Pass toward any degree or satisfactory progress requirements. A grade point average below the B level (3.0 on a 4.0 scale) is not satisfactory, and a student whose grade point average is below that level is subject to academic disqualification.

A graduate student who has not demonstrated satisfactory academic progress is not eligible for any academic appointment such as Reader, Tutor, Graduate Student Researcher, Teaching Associate, or Teaching Assistant, and may not hold a fellowship or other award, which is based upon academic merit.

### Registration and Enrollment

Registration for classes occurs online at <http://www.reg.uci.edu/registrar/soc/webreg.html> using your UCInetID and password. Be sure to familiarize yourself with the course requirements below, as it is ultimately your responsibility to choose courses that will satisfy those requirements.

**Late registration: Students adding classes or changing units/grading options after the end of the second week of classes will be assessed a late registration fee.** Each quarter, the campus performs a census of enrollment upon which state funding is based. Please enroll before the end of the second week of classes to ensure that the university receives full-funding for your education and to avoid late fees. If you want to add or drop a class after second week, you will need to submit a request through the Enrollment Exception Request System. Drops after week 2 are only approved if there is an extenuating, documented circumstance. The student must gain approval from both the Instructor of the course, as well as the Department. A \$3 transaction fee may also be charged by the Office of the Registrar for each late add, drop, or change of courses.

### Full-time Enrollment

A minimum of 12 units of graduate coursework is required to be considered a full-time student. Teaching Assistant and Graduate Student Researcher positions at 25% time or more require full-

time enrollment. Students not enrolled full-time will jeopardize their funding for other types of aid, including need-based financial aid and university fellowships.

### **Campus Employment while Enrolled**

The Graduate Division restricts all on-campus employment for graduate students (including staff employment) to 50% or less time (i.e., up to 20 hours per week) while enrolled full-time during the academic year. On-campus summer appointments may be up to 100% time. Exceptions to this policy are only granted in exceptional circumstances, and rarely approved by the university. Limitations to on-campus employment for graduate students are explained in further detail on page 33 of Graduate Policies and Procedures.

Whereas off-campus employment is not prohibited, students are strongly encouraged to limit their total employment on- and off-campus to 50% or less time in order to preserve sufficient time for coursework and research. Departmental funding is contingent on timely progress towards completion of the degree program, so scholarly activity should remain the top priority.

### **Advising**

Each incoming graduate student will have a Faculty Advisor (FA) based on mutual research interests. The FA will guide the student in developing research plans and help the student meet the program's requirement regarding substantial knowledge of the topic area. All PhD students are required to meet with their FA at least once per quarter, but most students benefit from weekly or bimonthly meetings to discuss research interests, proposal ideas, study design, data collection and analysis, dissertation writing, and publication. For advising on your degree progress, you can schedule an appointment with the Public Health Graduate Student Affairs Office at any time. A UCI FA will serve as the student's primary FA throughout the duration of the doctoral program. For this reason, it is expected that students who had previous FAs during their undergraduate or graduate study transition to a lead UCI FA starting in the first quarter of doctoral study.

The graduate school experience is about more than just academics. Pursuing a graduate degree while managing work, family, and a social life is not easy and you may feel overwhelmed at times. The good news is that the faculty and staff of the Program in Public Health are committed to your success as a student and a future public health academic or professional. Your advisors can often help you address issues of school/life/work balance, career goals, long-term educational goals, getting involved in the university, and much more. Our Graduate Student Affairs Office can also help with these issues, and provide information about campus resources or identify Public Health faculty and staff who may be able to provide assistance.

### **Academic Honesty**

It is essential that all members of the academic community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work. Students are urged to

become familiar with the UCI Academic Senate Policies on Academic Honesty, available at the [Academic Senate website](#) and in the *Catalogue's* Appendix. The policies apply equally to electronic media and print, and involve text, images, and ideas.

## Course Waivers

Courses taken toward a graduate degree at another institution cannot be transferred for credit toward a Ph.D. at UCI. However, up to two course requirements may be waived if a similar course was taken at another institution. The [General Petition](#) should be used for all requests for waivers of coursework. To obtain a waiver, the student should submit a full description of the course including a syllabus and a copy of the student's transcripts along with the [General Petition](#) to the Public Health Student Affairs Office in AIRB 2010 for review and approval.

## Normative and Maximum Time to Degree

In accordance with the policies of the Graduate Council, the Program in Public Health has set normative and maximum times to degree for the PhD in Public Health. The normative time is the average or expected amount of time it will take a student to complete the degree, and the maximum time is the most amount of time we can allow students to complete the degree. *Please note that departmental funding for your studies is not guaranteed beyond the time frame promised in your admission letter, and that students who have not exceeded the normative time to degree have priority for continued funding. Quarters spent on formally approved Leave of Absence (e.g., parental or medical leave) do not count towards normative or maximum time to degree.*

Prior Education Level	Enrollment Status	Normative Time	Maximum Time
Bachelor's & Master's Degree	Full-Time	18 quarters, 6 years	24 quarters, 8 years

## Advancement to Candidacy

Advancement to doctoral candidacy is contingent on passing both parts of the qualifying examination, as judged by the Doctoral Dissertation Committee (DDC). The dissertation proposal must be at a level of quality such that its execution will advance knowledge and have the potential to yield original peer-reviewed publications. A committee of five faculty members, with four of them holding formal appointments in Public Health, will guide advancement to candidacy. Each student will suggest members for a Doctoral Dissertation Committee (DDC), subject to approval by the Doctoral Director. Students should plan to participate in the Qualifying Examination by the beginning of the third year of the program. Emeritus Professors may serve on Graduate Candidacy Committees. Any exceptions to these membership requirements for the committee must be approved by the Dean of Graduate Division.

Students are required to submit the Advancement to Candidacy Forms (to the Public Health Graduate Student Affairs Officer) at least three weeks before the scheduled advancement

meeting. The **[“PhD Form 1- Advancement to Candidacy PhD Degree”](#)** form is available from the Graduate Division website, and must be filled out by the student and turned in to Graduate Student Affairs Office for review. The forms list the proposed committee members and establish whether a “Conflict of Interest” exists. Failure to get prior approval of committee membership may result in a delay in advancement to candidacy. Students who pass both parts of the qualifying examination are eligible to apply to the Graduate Division for formal advancement to candidacy. Advancement to Candidacy is not official until it has been approved by the Graduate Dean, who reviews the advancement form after a successful research proposal defense. Students must advance to candidacy formally at least one quarter prior to graduation, and should check their unofficial transcripts online to make sure that their advancement has been processed.

According to University and Program regulations, all Ph.D. students must advance to candidacy no later than the end of their fifth year of study, adjusted for any approved leaves of absence that the student may have taken.

### **Qualifying Examination**

The qualifying examination consists of two parts. The first part is submission of a written research proposal to a Candidacy Committee of five faculty members consisting of four members with formal appointments in Public Health, and an external member. The second part is a public presentation and oral defense of the student's dissertation research proposal before the same committee. Advancement to doctoral candidacy is contingent on passing both parts of the qualifying examination, as judged by the Candidacy Committee. The dissertation proposal must be at a level of quality such that its execution will advance knowledge and have the potential to yield original peer-reviewed publications. Students who fail the written part cannot proceed to the oral part of the qualifying exam. Students must submit a detailed research proposal to the Advancement Committee at least two weeks prior to the oral defense. Advancement to doctoral candidacy is contingent on passing the qualifying examination. Students who fail the examination after the second attempt must implement a remediation plan. Failure after a third attempt is subject to disqualification from the Program. We expect students to undertake the qualifying examination by the beginning of their third year in the program. Complete guidelines for the qualifying examination are available on the Public Health website.

### **Dissertation**

Ph.D. students are required to complete a dissertation based on original research. The dissertation is the culmination of years of study, and is typically composed of chapters describing discrete research projects or topics within the dissertation theme. One typical structure consists of a background chapter describing the research problem and previous studies, followed by 3 or more original research chapters (each of which has been or could be published as a peer-reviewed journal manuscript) and a concluding summary chapter. However, dissertation traditions vary by discipline so each student should discuss expectations with his or her research advisor. Dissertations must be written using very specific formatting, described in detail in the UCI Thesis and Dissertation Manual (available at <http://etd.lib.uci.edu/>). Students must submit the complete draft of the dissertation to their Doctoral Dissertation Committee (DDC) at least four weeks before the dissertation defense. The DDC will consist of five University of California

Academic Senate faculty members, four of whom must have faculty appointments in the Program in Public Health (as per UCI Academic Senate Regulation 920). The dissertation defense will consist of a public seminar, followed by a closed conference of the candidate and the DDC. If the DDC determines that the dissertation is unsatisfactory, Ph.D. candidates must make necessary revisions. The DDC may also require that the dissertation defense be repeated in whole or part.

After approval by the DDC, the dissertation must be submitted to the UCI Libraries. Students are responsible for ensuring that all formatting requirements are satisfied, as the library may reject dissertation submissions that do not conform to those requirements.

***Public Health Librarian***

Hector Perez  
232 Science Library  
(949) 824-6957  
perezhr@uci.edu

**Teaching Requirement**

Students enrolled in the Ph.D. in Public Health are required to serve as Teaching Assistants in public health courses for two quarters during their graduate study. Teaching is an important component of graduate training, as it helps graduate students learn how to communicate effectively about their field of knowledge. In addition, teaching experience is valuable to those planning for a career in academia. Graduate students with comparable prior teaching experience (e.g., through postgraduate degrees earned at UC Irvine or other comparable institution) may request a waiver of the teaching requirement.

**Evaluation of Student Progress**

Doctoral students will be evaluated annually in the spring quarter for progress towards the degree. Students are asked to fill out a form listing their teaching, research, and professional activities for the current academic year, with the Faculty Advisor completing the form with comments and an overall remark indicating whether continuation towards the degree is recommended.

**Academic Probation and Disqualification**

Students may be placed on academic probation for unsatisfactory progress toward the completion of degree requirements. Unsatisfactory progress may include, but not be limited to the following:

- 1) Cumulative GPA falling below a 3.0;
- 2) earning a B- or lower in a course required for the Ph.D. in Public Health;
- 3) failure to complete courses or examinations satisfactorily within the period of time specified by the graduate program;
- 4) failure to pass a required examination in two attempts.



The Doctoral Director or Graduate Student Affairs Officer may initiate procedures to place the student on academic probation. In such cases the student typically will receive written notice of the deficiencies and a deadline for remedying these deficiencies (i.e., for completing specific degree requirements). Failure to meet this deadline can result in a petition to the Dean of Graduate Division to terminate the student from graduate study in the Program.

## **Financial Support**

As a department, we are committed to helping our students find ways to fund their graduate education. The Graduate Student Affairs Office can answer general questions about how the aid process works and is happy to provide you with information on where to look for funding. To help you in your search for financial support, we have provided the following information and resources:

### *Sources of Funding for PhD Students*

The tuition and fee structure of the campuses of the University of California is established by the Board of Regents and is subject to change at any time. Students should be prepared upon admission to estimate the extent of financial obligation they will incur over the course of their graduate training. Common sources of support for students include teaching assistantships and research assistantships.

If you are awarded a grant from the government, it may be reduced if you accept a stipend or payment from UCI after your government award has been established. Therefore, if you receive a government grant and are offered an additional award (which may include employment), please check your status with the Financial Aid Office before you accept. Accepting a fellowship or stipend without checking on your financial aid status may result in your receiving a bill from Financial Aid.

Please note: Graduate students may not receive financial support while on Leave of Absence or Filing Fee.

### *Fellowships and Grants*

Fellowships and grants are awards that do not have to be paid back. The award can be institutional (offered by the university or by the Program in Public Health) or "portable" (external funding offered by an organization or agency). Many deadlines for fellowships and grants occur early in the academic year, so it is important to prepare your materials in advance and apply early. For departmental grants, the Graduate Student Affairs Officer will notify you of any deadlines and application procedures. Foreign students are eligible for fellowships and grants.

### *Teaching and Research Assistantships*

[Teaching](#) and [research](#) assistantships are paid positions that support UCI faculty with their undergraduate teaching and principal research responsibilities. Positions are available during the regular academic year and in the summer. At UCI, the most commonly paid assistantship

positions are: Teaching Assistant (aka TA), Reader, and Graduate Student Researcher (aka GSR or RA). Teaching Assistant positions are assigned on a quarterly basis by the department. For GSR positions, students should make arrangements with faculty individually. Teaching Assistant and Graduate Student Researcher positions require full-time enrollment. Under certain circumstances, doctoral students may be eligible to teach undergraduate courses.

Ph.D. students may apply for or receive up to 12 quarters of support as a teaching assistant or associate before advancing to candidacy for the PhD, provided that they maintain good academic progress and have established a record of satisfactory service as a teaching assistant. University policy specifies that students who have received more than two incompletes (I) in the past three quarters may be considered ineligible for a teaching assistant position; incompletes should be avoided or cleared up as quickly as possible to avoid this potential threat to continued employment as a teaching assistant. Graduate Division's current policy is a maximum of 6 additional quarters of teaching assistant/associate employment after advancement, for a total of 18.

### ***Other Fellowships and Sources of Research Support***

In addition to applying for any University-administered fellowships, students are encouraged to apply for extramural fellowships and research awards. The UCI Graduate Division maintains a computerized database on funding sources that can be accessed by graduate students. Students are also strongly encouraged to talk to their faculty advisors about possible sources of funding. We also suggest that students visit this page on Financing your Degree from the Association of Schools and Programs of Public Health: <http://www.aspph.org/study/financing-your-degree/>

Two grant opportunities of particular relevance to most doctoral students in Public Health include the NIH F31 Research Award and the NSF Graduate Research Fellowship Program. If you plan to submit applications to these or to other agencies, please contact Public Health grants administration staff (Sharon Suh or Warda Bzeih) at least 3 weeks in advance of the application deadline. Failure to contact grants administration staff at least 3 weeks in advance of the application deadline may result in your application not being submitted to the funding agency. In addition, students are encouraged to work closely with their faculty advisor on the entire application process.

### ***Support for Research and Conference-Related Travel***

Participation in professional meetings and conferences is an important aspect of one's development as a professional, and students are strongly encouraged to consult with their faculty advisors about relevant opportunities for involvement. The Program receives a limited amount of funding each year from the Graduate Division to help defray the costs of attending professional meetings and conferences. Because the total allocation is modest, we must impose firm limits on the size of individual awards to students. Students must submit original receipts and a completed travel reimbursement request form to the Graduate Student Affairs Officer in order to be considered for travel-related reimbursements. The Request form can be obtained from the Graduate Student Affairs Officer, and reimbursement forms can be found at the Business Office. Final decisions on travel reimbursements are made by the Doctoral Director.

## Degree Requirements

A main feature of the Ph.D. in Public Health is the situation of dissertation research in an ecological framework that considers multi-level analysis of public health questions. We integrate this feature in the two concentrations, each with knowledge modules and creative activity. All Ph.D. students are required to complete a minimum of 84 quarter-units, dependent on the chosen concentration in either Global Health or Disease Prevention.

### GLOBAL HEALTH REQUIREMENTS

#### I. PH.D. in PUBLIC HEALTH – GLOBAL HEALTH

##### a. *PREPARATORY MODULE REQUIREMENTS*

- PubHlth 200: Foundations of Public Health
- PubHlth 206B: Intermediate Epidemiology
- PubHlth 207A: Probability and Statistics in Public Health
- PubHlth 207B: Analysis of Public Health Data Using Statistical Software
- PubHlth 283: Geographic Information Systems
- PubHlth 287: Qualitative Research Methods
- PubHlth 292: Ethics and Responsible Conduct of Research
- PubHlth 294: Research Communication
- PubHlth 297: Research Design
- PubHlth 298: Directed Research

##### b. *CONCENTRATION MODULE REQUIREMENTS – GLOBAL HEALTH*

- PubHlth 213: Epidemiology of Global Health
- PubHlth 280: Global Burden of Disease
- PubHlth 286: Advanced Geographic Info Systems & Spatial Epidemiology
- PubHlth 289: Special Topics in Global Health

##### c. *ELECTIVE MODULE REQUIREMENTS*

- Four Risk Factors and Vulnerable Populations Cluster Courses (16 units total)

##### d. *RESEARCH MODULE REQUIREMENTS*

- Public Health 296: Dissertation Research (minimum 12 units)

#### II. PROGRAM REQUIREMENTS

- A student must earn a total of 84 units in the courses specified above.
- The university and the department must verify completion of degree requirements.
- A grade of “B” or above is required in all courses where a letter grade is assigned.

- Successful completion of the qualifying examination.

### Sample study plan for the Ph.D. in Public Health - **Global Health**

Quarter/Year	Fall Quarter	Winter Quarter	Spring Quarter
<b>Year 1</b>	PubHlth 200	PubHlth 206B	PubHlth 207B
	PubHlth 289	PubHlth 207A	PubHlth 213
	PubHlth 298*	PubHlth 283	PubHlth 287
*Students who have not yet taken a course in <b>Introductory Epidemiology</b> need to enroll in <b>PubHlth 206A</b> instead.			
<b>Year 2</b>	PubHlth 280	PubHlth 292	PubHlth 286
	PubHlth 297	Elective	PubHlth 294
	Elective	Elective	Elective
<b>Year 3</b>	PubHlth 296	PubHlth 296	PubHlth 296
	PubHlth 399	PubHlth 399	PubHlth 399
<b>Qualifying Examination</b>			
<b>Year 4</b>	Dissertation Research/Defense		
<b>Year 5</b>	Dissertation Research/Defense		

Note: Official course schedule and availability may change from year to year. Enrolled students should inquire with the Public Health Student Affairs Office for the most current degree requirements and course offerings.

## **DISEASE PREVENTION REQUIREMENTS**

### **I. PH.D. in PUBLIC HEALTH – DISEASE PREVENTION**

#### **a. PREPARATORY MODULE REQUIREMENTS**

- PubHlth 200: Foundations of Public Health
- PubHlth 206B: Intermediate Epidemiology
- PubHlth 207A: Probability and Statistics in Public Health
- PubHlth 207B: Analysis of Public Health Data Using Statistical Software
- PubHlth 283: Geographic Information Systems
- PubHlth 287: Qualitative Research Methods
- PubHlth 292: Ethics and Responsible Conduct of Research
- PubHlth 294: Research Communication
- PubHlth 297: Research Design
- PubHlth 298: Directed Research

**b. CONCENTRATION MODULE REQUIREMENTS – DISEASE PREVENTION**

- PubHlth 208: Social Epidemiology
- PubHlth 244: Health Behavior
- PubHlth 245: Health Promotion Planning
- PubHlth 246: Social Research Methods

**c. ELECTIVE MODULE REQUIREMENTS**

- Four Risk Factors and Vulnerable Populations Cluster Courses (16 units total)

**d. RESEARCH MODULE REQUIREMENTS**

- Public Health 296: Dissertation Research (minimum 12 units)

**II. PROGRAM REQUIREMENTS**

- A student must earn a total of 84 units in the courses specified above.
- The university and the department must verify completion of degree requirements.
- A grade of “B” or above is required in all courses where a letter grade is assigned.
- Successful completion of the qualifying examination.

**Sample study plan for the Ph.D. in Public Health - Disease Prevention**

Quarter/Year	Fall Quarter	Winter Quarter	Spring Quarter
<b>Year 1</b>	PubHlth 200	PubHlth 207A	PubHlth 207B
	PubHlth 244	PubHlth 245	PubHlth 287
	PubHlth 298	PubHlth 246	Elective
<b>Year 2</b>	PubHlth 208	PubHlth 206B	PubHlth 294
	PubHlth 297	PubHlth 283	Elective
	Elective*	PubHlth 292	Elective
*Students who have not yet taken a course in <b>Introductory Epidemiology</b> need to enroll in <b>PubHlth 206A</b> as well.			
<b>Year 3</b>	PubHlth 296	PubHlth 296	PubHlth 296
	PubHlth 399	PubHlth 399	PubHlth 399
<b>Qualifying Examination</b>			
<b>Year 4</b>	Dissertation Research/Defense		
<b>Year 5</b>	Dissertation Research/Defense		

Note: Official course schedule and availability may change from year to year. Enrolled students should inquire with the Public Health Student Affairs Office for the most current degree requirements and course offerings.

**Ph.D. in Public Health Elective Module Requirement  
2019-2020 Risk Factors & Vulnerable Populations Course Option List**

BATS 210A	Introduction to Clinical Epidemiology
BATS 253	Disparities in Health and Health Care

Chic/Lat 210A	Cultural & Historical Precedents for Latinos & Medical Care I
Chic/Lat 210B	Cultural & Historical Precedents for Latinos & Medical Care II
Chic/Lat 211A	Latinos/Latinas and Medical Care: Contemporary Issues I
Chic/Lat 211B	Latinos/Latinas and Medical Care: Contemporary Issues II

Crm/Law C219	Hate Crimes
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EHS 202	Principles of Environmental Toxicology
EHS 203	Psychosocial Occupational Epidemiology
EHS 294	Occupational Health Psychology

Epidem 201	Cancer Epidemiology
Epidem 202	Genetic Epidemiology
Epidem 205	Environmental Epidemiology
Epidem 215	Introduction to Statistical Genetics
Epidem 232	Chronic Disease Epidemiology and Prevention
Epidem 244	Toxic Chemicals in Environment

EarthSS 200	Global Physical Climatology
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MolBio 205	Molecular Virology
MolBio 215	Integrative Immunology
MolBio 218	Clinical Cancer

PsyBeh P258	Health Psychology
PsyBeh P273	Biobeh. Aspects of Health & Illness
PsyBeh P274	The Psychobiology of Stress

PubHlth 206C	Advanced Epidemiologic Methods
PubHlth 208	Social Epidemiology**
PubHlth 209	Methods of Demographic Analysis
PubHlth 213	Epidemiology of Global Health*
PubHlth 214	Surveillance Systems
PubHlth 222	Health Policy and Management
PubHlth 223	Risk Communication
PubHlth 241	Environmental Policy and Global Sustainability
PubHlth 242	Theories of Health Communication
PubHlth 244	Health Behavior**
PubHlth 245	Health Promotion Planning**
PubHlth 246	Social Research Methods**
PubHlth 247	Program Evaluation
PubHlth 248	Maternal and Child Health
PubHlth 250	Health Status and Care Disparities
PubHlth 259	Special Topics in Social and Behavioral Health Sciences
PubHlth 260	Human Exposure Modeling
PubHlth 264	Introduction to Environmental Health Science
PubHlth 269	Air Pollution, Climate, and Health
PubHlth 270	Human Exposure to Environmental Contaminates
PubHlth 277A	Target Organ Toxicology I
PubHlth 277B	Target Organ Toxicology II
PubHlth 278	Industrial Toxicology
PubHlth 279	Graduate Human Exposure Modeling
PubHlth 280	Global Burden of Disease*
PubHlth 281	Infectious Diseases Epidemiology
PubHlth 286	Advanced GIS for and Spatial Epidemiology*
PubHlth 289	Special Topics in Global Health*
PubHlth 290	Global Health Law and Policy
PubHlth 290	Obesity Epidemiology
PubHlth 290	Theory Driven Data Analysis

Sociol 230A	Race and Ethnicity
Sociol 239	Inequality and Health
Sociol 269	Sociology/Demography of Health
Sociol 289	Sociology of the Body

\*Counts as a cluster course for Disease Prevention Students only

\*\*Counts as a cluster course for Global Health Students only.

### **Additional requirements for all Ph.D. in Public Health Students**

1. Students enrolled in the Ph.D. in Public Health are required to serve as Teaching Assistants in public health courses for two quarters during their graduate study. Graduate students with comparable prior teaching experience (e.g., through postgraduate degrees earned at UC Irvine or other comparable institution) may request a waiver of the teaching requirement.
2. Advancement to doctoral candidacy is contingent on passing both parts of the qualifying examination, as judged by the Doctoral Dissertation Committee (DDC). The dissertation proposal must be at a level of quality such that its execution will advance knowledge and have the potential to yield original peer-reviewed publications. A committee of five faculty members will guide advancement to candidacy. Each student will suggest members for a Doctoral Dissertation Committee (DDC), subject to approval by the Doctoral Director. Students should plan to participate in the Qualifying Examination by the beginning of the third year of the program. The Graduate Candidacy Committee must consist of five members, one of whom shall be a faculty member from an academic unit other than Public Health. Emeritus Professors may serve on Graduate Candidacy Committees. Any exceptions to these membership requirements for the committee must be approved by the Dean of Graduate Division.

## Getting Involved with the University and the Program in Public Health

As a graduate student in the Program in Public Health, there are numerous opportunities available for you to become involved in the university and in your home department. We know that many of you were active in community service and school organizations at your undergraduate institutions, and we hope that you will continue to do so here at UC Irvine. This guide lists just a few of the opportunities you will have to get involved and give something back to your fellow students, staff, faculty, and community.

### PhD Graduate Student Representative

This student is elected by the PhD students each fall to represent all doctoral students in the program. While we welcome feedback on our program from all students, the PhD Graduate Student Representative can bring an issue to the attention of faculty and staff if a student does not want to convey his or her opinion directly. He/she will represent the Ph.D. students and attends monthly faculty meetings.

### Public Health Association

The Public Health Association (PHA) was organized by to promote awareness of public health issues on our campus and the community and educate its members about educational and career opportunities in the field. The graduate students have a separate division of the organization with its own officers.

### Health Justice and Advocates

The goal of HJA at UCI is to take action in order to impact health and justice-related public policy at the state and national level. To find out about current HJ&A events, please visit:

<https://www.facebook.com/HJAUCI/>

### Associated Graduate Students

The Associated Graduate Students ([AGS](#)) is the recognized graduate student government at UCI. AGS plans social activities, advocates for graduate students in campus planning and policy, and re-negotiates the GSHIP insurance plan annually. All graduate students in good standing are eligible to sit on AGS committees. The Council, the legislative arm of AGS, also has one seat available for every 100 students in each school. If you are interested in becoming a council member, visit the [AGS website](#). The GSHIP council might be an especially informative experience for those considering careers in Health Policy and Management.

## Graduate Students' Rights and Responsibilities

It is the responsibility of the student to know and follow the regulations and requirements for maintaining good academic standing and for making satisfactory progress towards the degree. The UCI General Catalogue (available online only) contains all of the detailed information you need to plan your academic career here. Please obtain a copy and read it carefully. UC Irvine has a number of policies concerning graduate studies. These can be found in the UC Irvine 2019-20 General Catalogue, which is available as on the web in HTML at <http://catalogue.uci.edu/>. The Graduate Division describes campus-wide graduate program policies in the catalogue at (<http://catalogue.uci.edu/graduatedivision/#text>). Please also become familiar with the [Graduate Students' Rights and Responsibilities](#), as set by the UCI Graduate Council.



## **Non-Discrimination Policy**

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy\*, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Inquiries regarding the University's student-related nondiscrimination policies may be directed to: Kirsten K. Quanbeck, Director, Office of Equal Opportunity and Diversity, 4500 Berkeley Place, Irvine, CA 92697-1130; Phone: (949) 824-5594; e-mail: [eod@uci.edu](mailto:eod@uci.edu)

\*Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

The information in this publication can be made available in alternative formats for people with disabilities, upon request. Requests should be directed to the Disability Services Center, telephone (949) 824-7494 (voice); 824-6272 (TDD). The campus and all buildings are accessible by wheelchair.