

DOCTOR OF PHILOSOPHY IN PUBLIC AND POPULATION HEALTH LEADERSHIP HANDBOOK



BOISE STATE UNIVERSITY

COLLEGE OF HEALTH SCIENCE

School of Public and Population Health

2023 - 2024

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About This Handbook

The Doctor of Philosophy in Public and Population Health Leadership (PPHL) program is located within the School of Public and Population Health in the College of Health Sciences. The PPHL PhD program is governed by the [Boise State University Graduate College](#) and its established policies and procedures. This handbook complements the university's graduate catalog by providing details specific to the PPHL PhD program.

Section 1: Mission, Goals, Objectives, and Values

School of Public and Population Health

Mission

To strengthen and improve the health of all Idahoans and the communities where they live, work, and play through excellence in teaching, scholarship, and service.

Goals

Within this mission, we have three distinct goals. In priority order, these are:

1. To achieve the highest levels of excellence in student professional preparation and continuing education.
2. To positively impact the health and well-being of all Idahoans through collaborative leadership, applied research, service projects and partnerships.
3. To share findings from our work throughout the state, nationally, and internationally via peer-reviewed publications and presentations, as well as effectively communicating our work with the public.

Objectives

We will achieve our mission and goals/priorities by:

1. Preparing Idaho undergraduate, masters, and doctoral students to be effective public health practitioners, clinical providers, and researchers that understand the unique priorities, values, and needs of Idaho, as well as how to advance the health of all Idahoans in a manner that garners and enjoys the support of the communities they serve.
2. Providing accessible and relevant continuing education opportunities for all rural and urban Idaho public health practitioners, clinical providers, policymakers, leaders, and community members.
3. Increasing our participation in collaborative practitioner-researcher projects conducted in partnership with Idaho stakeholders focused on solving pressing public health and other relevant problems in a manner that:
 - a) Increases our overall number of activities and partnerships
 - b) Expands the geographic distribution of our activities and partnerships
 - c) Increases the proportion of Idaho residents positively impacted by our activities and partnerships
 - d) Shares these findings within Idaho communities and beyond
4. Increasing our participation in scholarship and research outside of Idaho that promises to inform our goal of advancing the health and well-being of all Idahoans.
5. Increasing the number of interdisciplinary projects and programs conducted with other units at Boise State University and other Idaho educational institutions.
6. Increasing the amount of scientific, peer-reviewed scholarship related to items 1-5 above.
7. Effectively sharing the peer-reviewed scholarship from Item 6 with the general public.

Values

We will pursue our mission, goals, and objectives as guided by the following values:

Dignity and Respect. We believe effective public health action begins with valuing every community member, treating everyone with respect, and developing solutions that consider and preserve the dignity of those we serve.

Engagement. We believe sustained engagement is central to effectively promoting the public's health and to the professional preparation of future public health and clinical providers – engaging challenging problems and engaging with anyone we serve in an open, authentic, and collaborative manner.

Opportunity. We believe all Idahoans deserve to start life with a strong foundation of health and to have access to viable pathways to living, working, and playing in communities, families, and workplaces that support their health and wellbeing throughout the lifespan.

Innovation. We believe that solving complex challenges demands an openness to new ideas, partners, and perspectives. Unique, collaborative partnerships fuel innovation throughout our teaching, research, and service.

Section 2: Program Overview

Program Description and Purpose

The PhD in Public and Population Health Leadership program has been designed with a focus on serving the unique public and population health needs of Idaho. While our existing Master's in public health degree provides graduates with entry to mid-level practice-focused skills, the PhD program will provide advanced training for those who intend to become upper-level leaders in public and population health, healthcare organizations, and as researchers in academic and practice settings.

The curriculum is tailored to provide future leaders in public and population health with the scientific knowledge and leadership skills needed to develop and implement strategies that elevate the health and wellbeing of Idahoans where they live, work, and play. Our goal is to foster the development of leaders who understand public and population health science, who appreciate the unique culture and perspectives of the communities they serve, who successfully communicate health information to the public, and who effectively engage communities and organizations in shaping a healthy future.

With this foundation, graduates will be equipped to lead efforts tailored to improve the health and wellbeing of citizens within the context of each community's core values and priorities. Although the program has been designed with the specific needs of Idaho, including Idaho's rural and frontier regions, graduates will possess transferable skills that will allow them to lead and engage in public and population health research and practice in a wide variety of other settings.

Graduates from the proposed PhD program will be qualified for a variety of leadership positions in public and population health and healthcare settings at the local, state, and federal levels, as well as health-focused non-profit organizations, universities and colleges.

Student Competencies

The PhD program is designed to generate these nine overarching student competencies:

1. Review and synthesize pertinent literature and formulate focused research questions that address identified knowledge gaps.
2. Conduct an analysis that identifies the root-cause determinants of health associated with a public health problem in a specific community that includes recommendations for effective community engagement, communications, policy, and practice within that community.
3. Design and implement a quantitative, qualitative, or mixed methods research study that investigates a public health problem and uniquely contributes to public health scientific knowledge.
4. Develop and implement a data analysis plan that (a) describes a public health problem, (b) identifies key risk and protective factors associated with the problem, (c) assess changes over time, and (d) evaluate the effectiveness of attempts to intervene.
5. Communicate research findings and recommendations for action to the scientific community and the community-at-large through peer-reviewed publications and presentations as well as other public health community audiences.
6. Design a multi-level intervention using a multidisciplinary, data-informed, systems-approach to address a public health problem.
7. Evaluate an organization's readiness to address a public health problem, including recommendations for enhancing operational readiness and sustaining organizational readiness over time.
8. Evaluate an organization's performance while attempting to address a public health problem, including providing an evaluation report/presentation that describes their performance and recommendations for future action.

9. Lead public health organizations and research teams as they identify public health problems and conduct and implement research-based solutions.

Curriculum Overview

Course Title	Credits
MPH 504: Applied Epidemiology	2
MPH 506: Applied Statistics in Public Health	2
MPH 540: Epidemiology and Biostatistics II	3
MPH 542: Epidemiology and Biostatistics III, or PPHL 612: Advanced Qualitative Research Methods	3
PPHL 610: Research Methods I	3
PPHL 611: Research Methods II	3
PPHL 630: Determinants of Health I: Theoretical Background	3
PPHL 631: Determinants of Health II: Application	3
PPHL 620: Advanced Systems Analysis and Problem Solving	3
PPHL 635: Health Policy Analysis	3
PPHL 621: Organizational Leadership in Public Health	3
PPHL 640: Evaluating Program, Policy and Organizational Performance	3
PPHL 670: Scientific Writing and Proposal Development	3
Cognate Courses	9
PPHL 691: Doctoral Comprehensive Examination	1
PPHL 689: Dissertation Proposal	2
PPHL 693: Doctoral Dissertation	<u>18</u>
Total Credit Hours	67

Section 3: Admission Requirements and Application Procedures

PhD Program Admission Requirements

Once applicants have been accepted to Boise State Graduate College, they can become candidates for admission to the PhD program. The following are taken into consideration when making program admission decisions:

- Applicants' knowledge and/or experience related to public health or health care. Evidence of this kind of knowledge may include:
 1. Completion of substantial graduate coursework in health science or a closely related field (e.g., public health, biology, nursing, education, psychology, social work, sociology, etc.), or
 2. A history of public health or health-related work or volunteer experience.
- All the following:
 1. A master's degree in public health or related field from a regionally accredited U.S. college or university or a degree from a non-U.S. institution of higher education that is judged equivalent to a U.S. master's degree by the International Admissions office. Applicants can request an exception to this requirement. Refer to request for an exception to the regionally accredited institution requirement for admission.
 2. A cumulative GPA of at least a 3.00 (on a 4-point scale) for all graduate work.
 3. [Official transcripts from all colleges attended.](#)
 4. A 500-word statement explaining educational and career background and future objectives.
 5. A current résumé or curriculum vitae.
 6. Two letters of recommendation.
 7. An interview with the PhD program director.
 8. For international applicants, a TOEFL score of at least 80 on the internet-based exam/550 on the paper-based exam or an IELTS score of at least 6.5.

Application Deadlines

Priority Deadline: January 15th

Final Deadline: May 15th

To be among the *first* group of applicants considered for fall start, the PhD program must receive **both** prospective students' completed application materials and notice of their acceptance to Boise State Graduate College by January 15th. If openings remain after all January 15th applicants have been considered, applications received between January 15th and May 15th will be considered for program admission.

NOTE: The PPHL PhD program only accepts applicants for a **fall semester start**.

Application Process

Students must complete the following steps before the program deadline.

1. Apply to [Boise State Graduate College](#)
2. Gather Required Documentation
 - a) Official transcripts from all colleges attended.

Domestic Transcripts

You must request official transcripts from each educational institution you have attended beyond high school. (There is no need to request any from Boise State.) There are three ways official transcripts may be submitted. The educational institution can mail them directly to Boise State Graduate College using the below address:

Mailing Address:

Boise State University
Graduate College
1910 University Drive
Boise, ID 83725-1110

An approved transcript service provider (listed below) may email them directly to the following address as a secure PDF: gradcoll@boisestate.edu.

- Credentials eScript-Safe (formerly known as Script-Safe International)
- Credential Solutions Transcripts Network and Transcripts Plus
- National Student Clearinghouse
- Parchment Exchange (formerly known as Docufide and Avow Systems)

Or, an institution may fax them to Boise State Graduate College at 208-426-2789. At this time, Boise State University cannot count transcripts faxed from outside the United States as official.

To be considered official, a faxed transcript must:

- Be sent directly to the Graduate College from the institution,
- Be considered an official transcript. (It cannot be stamped as *Unofficial* or *Student Copy*.)
- Have a fax header line showing the institution name, fax number, date and time of transmission, and the number of pages,
- Be accompanied by a cover sheet that shows the following:
 - Current Date
 - Name of the institution sending the fax.
 - Sender's name, fax number, and phone number
 - Your name
 - Your Boise State Student ID number or the last four digits of your social security number
 - Description of the document being faxed (e.g., *Official Transcript*)
 - Number of Pages

International Transcripts

International applicants must submit transcripts to Boise State's international admissions office. Visit the [international admissions page that covers submission of international transcripts](#).

For more information and frequently asked question about transcripts, please visit: [Graduate Admission FAQ](#).

- b) A 500-word statement explaining educational and career background and future objectives.
- c) A current résumé or curriculum vitae.

d) Two letters of recommendation.

Who should provide letters of recommendation? Recommendation providers are individuals who complete and submit a recommendation on your behalf. They should be people with whom you have worked closely. They should have the knowledge to comment on your ability to succeed in graduate school and/or the public health profession (e.g., former professors, employers, volunteer coordinators, etc.).

How should my recommendation providers submit their letters? Recommendations are requested electronically after you enter your recommendation providers' names and contact information into the online graduate application.

To check your application status:

- A. Log in to your application at [Boise Graduate College's application page](#).
- B. Click on your submitted graduate application.
- C. Click **Home** in the menu on the left-hand side of the screen.

The page that appears will show your application's status.

Selection Process

Step	What Happens	When it Happens
Review of Applications	Applications received by January 15th are considered.	January 16 th – May 15 th
	Applications received after January 15 th but before May 15 th are considered only if space remains in the program.	May 16 th – June/July
Applicant Recommendations are sent to Boise State Graduate College	The PhD selection committee submits its recommendations to Boise State Graduate College for approval and processing.	On-going from January 16 th until the program is filled.
Decision Notification	The Dean of Boise State Graduate College reviews the PhD selection committee's recommendations. The Graduate College then notifies students of acceptance status.	2-4 weeks after application deadline

Section 4: Academic Advising and Mentoring

Preliminary Academic Advising

The PhD program director will be students' primary academic advisor until they form their dissertation committee. Students will work with the PhD director to develop an approved plan of study during their first semester in the program. When registering for later semesters, the plan of study will ensure students sign up for the courses necessary to graduate on time.

With the assistance of the PhD director, each student will select 9 credit hours in cognate courses. Cognate courses are meant to help students develop a specific area of expertise within public and population health. For example, students may choose to take cognate courses in occupational health or children's health.

If changes are needed, students can make an appointment with the program director to update the plan of study. Additionally, the PhD program director will be able to help answer any questions students have about the requirements of the program and of Boise State University.

Dissertation Committee

Students will establish a dissertation committee responsible for mentoring them through the dissertation process. The committee must be comprised of:

1. A minimum of three, but no more than five graduate faculty members in the School of Public and Population Health. One of which will serve as the student's dissertation chair.
2. Additionally, the student may select one member of choice to participate in the committee that is not part of SPPH.

Section 5: Example Plans of Study

The PPHL PhD program includes cohort-based course work taken early in the program, followed by individual dissertation research. Plans of Study that lay out the traditional course schedules for both full- and part-time students are shown below.

Plan of Study for Full-Time Students

PhD in Public and Population Health Leadership – Full Time Plan of Study			
Fall	Credits	Spring	Credits
Year 1			
MPH 504: Applied Epidemiology (1 st 7wks)	2	MPH 540: Epidemiology and Statistics II	3
MPH 506: Applied Statistic in Public Health (2nd 7wks)	2		
PPHL 610: Research Methods I	3	PPHL 611: Research Methods II	3
PPHL 630: Determinants of Health I: Theoretical Background	3	PPHL 631: Determinants of Health II: Application	3
PPHL 620: Advanced Systems Analysis and Problem-Solving	3	PPHL 621: Organizational Leadership in Public Health	3
Year 2			
MPH 542: Epidemiology and Statistics III, <i>or</i> PPHL 612: Advanced Qualitative Research Methods	3	PPHL 635: Health Policy Analysis	3
PPHL 640: Evaluating Program, Policy, and Organizational Performance	3	Cognate Course	3
Cognate Course	3	Cognate Course	3
PPHL 670: Scientific Writing and Proposal Development	3	PPHL 689: Dissertation Proposal/Defense	2
PPHL 691: Comprehensive Examination	1		
Year 3			
PPHL 693: Dissertation Research	9	PPHL 693: Dissertation Research	9
Total Credit Hours			67

Plan of Study for Part-Time Students

Proposed PhD in Public and Population Health Leadership - Part Time Plan of Study			
Fall	Credits	Spring	Credits
Year 1			
MPH 504: Applied Epidemiology (1 st 7wks)	2	MPH 540: Epidemiology and Statistics II	3
MPH 506: Applied Statistic in Public Health (2nd 7wks)	2	PPHL 631: Determinants of Health II: Application	3
PPHL 630: Determinants of Health I: Theoretical Background	3		
Year 2			
PPHL 610: Research Methods I	3	PPHL 611: Research Methods II	3
PPHL 620: Advanced Systems Analysis and Problem-Solving	3	PPHL 621: Organizational Leadership in Public Health	3
Year 3			
PPHL 640: Evaluating Program, Policy, and Organizational Performance	3	PPHL 635: Health Policy Analysis	3
MPH 542: Epidemiology and Statistics III, or PPHL 612: Advanced Qualitative Research Methods	3	Cognate Course	3
		PPHL 691: Comprehensive Examination	1
Year 4			
PPHL 670: Scientific Writing and Proposal Development	3	PPHL 689: Dissertation Proposal/Defense (1 st 7wks)	2
Cognate Course	3	PPHL 693: Dissertation Research (2nd 7wks)	3
		Cognate Course	3
Year 5			
PPHL 693: Dissertation Research	8	PPHL 693: Dissertation Research	8
Total Credit Hours			67

Duration of Graduate Study

For full-time students, most students will complete the degree in three years and for part-time students, most will complete it in five years. Per Boise State University Policy, all requirements for a PhD degree (including transfer courses) must be started and completed within a period of no more than ten (10) years. This period includes summers and any semesters in which the doctoral student is not enrolled. It must encompass all courses and requirements applied to the degree, including transfer courses.

Section 6: Doctoral Candidacy and the Comprehensive Exam

Admission to Doctoral Candidacy

Admission to candidacy is a critically important process required of all students enrolled in a PhD program. The candidacy process serves as the official review by the Graduate College of a student's plan of study. This official review allows the Graduate College to identify degree requirements and graduate regulations that may have been overlooked or misinterpreted. If left undetected and uncorrected for too long, these shortcomings can delay progress toward a graduate degree.

The candidacy process also helps the Graduate College update the Academic Advisement Report (AAR), which is used for the final degree or certificate audit conducted by the Registrar's Office prior to graduation, and enables the university to fulfill its obligations to accrediting organizations. Because of the importance of the candidacy process, if a graduate student has not been admitted to candidacy, they cannot participate in a final oral examination or apply for graduation.

Comprehensive Examination

A doctoral student may be admitted to candidacy if they are in regular status, have passed the comprehensive examination, and have completed a set of courses sufficient to satisfy at least one-half (1/2) of the total credit requirement with individual course grades of B or better and a program GPA of at least 3.00 (computed for the set of courses). A doctoral student must be in regular status and registered for at least one credit of 691 Doctoral Comprehensive Examination during the semester or term of the first attempt at the comprehensive examination, and the examination must be administered in time to process and submit the grade when grade reports are due in the Office of the Registrar.

Doctoral students must pass a comprehensive examination that assesses:

- depth and breadth of knowledge in the major field of study and in one or more related disciplines, and
- readiness to undertake dissertation research.

If a doctoral student passes the comprehensive examination, a grade of pass (P) is submitted for the 691 credit(s). If the doctoral student fails the comprehensive examination, then the program follows the procedure described in Failure of the Comprehensive Examination (below).

Failure of the Comprehensive Examination

Failure of the comprehensive examination is documented by submission of a *Report of Failure of a Comprehensive Examination* form to the Graduate College and by submitting the appropriate grade for 691 Doctoral Comprehensive Examination. A comprehensive examination that is failed on the first attempt can be repeated once, but only if a second attempt is requested and approved by the program. Any request for a second attempt must be in writing to the graduate program coordinator and must be made within five (5) working days after the doctoral student has been notified of the failure. If a second attempt is not requested, or if a request is made but not approved by the program, then a grade of fail (F) is assigned to the 691 credit(s) and the doctoral student is dismissed from the program and Boise State University by the Graduate College. If the request is approved by the program, then the second attempt must occur within twelve (12) months after the first attempt, and an incomplete grade (I) is assigned to the 691 credit(s) until the result of the second attempt is known. If a second attempt is not made within twelve (12) months after the first attempt, or if the second attempt is failed, then a grade of fail (F) is assigned to the 691 credit(s) and the doctoral student is dismissed from the program and Boise State University by the Graduate College. Any extension to the twelve-month limit on the second attempt must be appealed using a *Graduate Appeal Form*, and must be approved by the graduate program coordinator and by the Dean of the Graduate College.

Application for Admission to Candidacy

Graduate students apply for admission to candidacy by submitting an [Application for Admission to Candidacy](#) (AAC) form and submit it to their dissertation committee for approval, and then to the Graduate College. For more information, go to the Boise State Graduate College's [Application for Admission to Candidacy Instructions](#) page.

Section 7: Dissertation Proposal and Defense

Dissertation Proposal, Defense and Approval

A dissertation proposal must be approved in advance of the dissertation research by the supervisory committee. The dissertation proposal presents the background derived from a review of the literature, objectives, scope, research methods and time lines of the dissertation research. Substantive work done prior to the appointment of the supervisory committee or work represented by credit other than 689 Dissertation Proposal or 693 Dissertation (such as 596 Independent Study and 696 Directed Research) is not acceptable for the dissertation under any conditions.

The dissertation proposal should include the following components:

- An introduction outlining the theoretical foundations and the most significant supportive literature
- A statement of the problem
- At least three specific aims of the study
- The proposed research methods, and
- A timeline for completing the project

The proposal draft must be distributed to the chairperson of the dissertation committee at least three weeks before the formal research proposal. Other committee members must receive the proposal draft at least two weeks before the formal research proposal. Students will be expected to present their formal research proposal to their dissertation committee in executive (not public) session.

Section 8: Dissertation Research and Defense

The Dissertation

Original research at the doctoral level is documented by a dissertation that is written in clear and effective English that embodies the results of their original scholarly research. A dissertation is characterized by a clearly stated proposition or hypothesis that is investigated using analysis and synthesis of data or other scholarly evidence. The dissertation must demonstrate mastery of the relevant literature and the doctoral student's ability to independently and successfully address a substantial intellectual problem with concepts and methods that are accepted in the major field of study.

PhD students will format their dissertation using the Three Journal Article Format. The dissertation is one study, but with unique theoretical implications, adequate independent or dependent variables or sufficient data to support three separate articles.

Using this format, the dissertation would be organized in the following manner:

- a. **Introduction:** This describes the purpose and nature of each of the three articles. If the articles do not allow for a comprehensive review of literature, the literature review can be included in this introduction.
- b. **Article I:** This article should represent the primary finding for the study. This is a complete article with introduction, methods, results, and conclusions for presenting the primary findings of the dissertation. This will be written within the guidelines for the identified journal targeted for publication.
- c. **Articles II & III:** The remaining articles could represent secondary analyses of data collected during the dissertation study. These articles will also stand as two complete articles with introductions, methods, results, and conclusions sections. These will also be written within the guidelines for the identified journal targeted for publication.
- d. **Summary:** A concluding section should include a general discussion, conclusion, applications, and ideas for future research that comes from the three or more articles. An appendix containing the previously written dissertation proposal will also be included.

Registering for Dissertation Credit

Doctoral students must register for at least one (1) credit of 693 Dissertation in any semester or session in which they are engaged in dissertation activity, including the semester or session of the final oral examination, regardless of the number of 693 Dissertation credits that have already accumulated. Doctoral students cannot undertake the final oral examination unless enough 693 Dissertation credit has been accumulated to meet the degree requirement for such credit. Doctoral students are not required to register for 693 Dissertation credit in the semester or session subsequent to the semester or session in which the Graduate College receives the format review copy of the dissertation and the *Final Reading Approval* pages signed by each member of the supervisory committee and the Graduate College representative. Doctoral students must submit the format review copy and the signed *Final Reading Approval* pages to the Graduate College no later than the last day of the final exam week of the semester or session. Failure to meet this deadline will require the doctoral student to register for at least one credit of 693 Dissertation in the subsequent semester or session.

Defense/Final Oral Examination

Doctoral students must pass an oral examination that rigorously and deeply investigates their ability to describe and defend all aspects of the dissertation research in both a public setting and in a private conference with the defense committee.

The final oral examination for a PhD student (also called a defense) must consist of three sequential parts in which the student presents and defends the dissertation research:

- a public presentation
- a public question and answer session, and
- a private question and answer session with the defense committee

The final oral examination should occur no later than the date specified in the academic calendar. This date is set to allow time for final revision and processing of the dissertation so that if the final oral examination is passed, the doctoral student will have a reasonable chance for graduation in the same semester or session. Announcement of the public presentation to the university community is required and should precede the presentation by at least two (2) weeks.

Students will not be allowed to defend their dissertations until they have at least one first-authored publication accepted for review (not necessarily accepted for publication), substantively based on their PhD dissertation, in a peer-reviewed journal by the time of the dissertation defense. Note that this required publication does not necessarily need to be one of the three articles generated through the journal article format dissertation format.

The defense committee must include the entire supervisory committee, plus a nonvoting Graduate Faculty Representative (GFR), nominated by the student and approved by the Dean of the Graduate College. At the request of the PhD program, the Dean of the Graduate College may appoint an additional voting member to the defense committee known as the external examiner. The external examiner may be from the university or from outside the university but cannot be a member of the graduate program responsible for the PhD degree. The result of a final oral examination can only be reported as pass or fail.

The determination of pass or fail is by a vote of the voting members of the defense committee with a simple majority determining the outcome unless the graduate program requires a unanimous vote for pass. If a tie vote occurs, then the doctoral student is considered to have failed the final oral examination. A result of pass is immediately documented by the signatures of the voting members of the defense committee on the *Defense Committee Approval* form that is to be bound with the paper copies of the thesis. A result of failure is immediately documented on a *Report of Failure of a Final Oral Examination* form that is submitted to the Graduate College by the GFR.

Dissertation Grading

All 693 Dissertation credits are graded in-progress (IP) until a final grade of either pass (P) or fail (F) is assigned by the academic unit responsible for the program. A grade of pass (P) is assigned to all 693 credits if the final oral examination is passed, and a grade of fail (F) is assigned to all 693 credits if the student fails the final oral examination.

Failure of the Final Oral Examination

Failure of a final oral examination (any attempt by a PhD student) is documented by submission of a *Report of Failure of a Final Oral Examination* form to the Graduate College and by submitting the appropriate grade for 693 Dissertation. A final oral examination that is failed on the first attempt can be repeated once, but only if the doctoral student requests a second attempt and it is approved by the graduate

program. The request for a second attempt must be in writing to the Graduate Program Coordinator and must be made within five (5) working days after the doctoral student is notified of their failure.

If a second attempt is not requested, or if a request is made but not approved by the program, then a grade of fail (F) is assigned to all 693 credits and the doctoral student is dismissed from the program and Boise State by the Graduate College. If the request is approved by the graduate program, then the second attempt must occur within twelve (12) months after the first attempt, and IP grades are maintained for all 693 credits until the result of the second attempt is known. If the doctoral student does not make a second attempt within twelve (12) months after the first attempt, or if the doctoral student fails the second attempt, then a grade of fail (F) is assigned to all 693 credits and the doctoral student is dismissed from the program and Boise State by the Graduate College.

Any extension of the twelve-month limit on the repeat attempt must be appealed using a *Graduate Appeal Form*, and must be approved by the graduate program coordinator, and by the Dean of the Graduate College.

Final Reading Approval

Any modifications that are required by the defense committee should be completed before the revised dissertation is submitted to the chair of the dissertation committee for final reading approval.

Final Dissertation Approvals and Procedures

A grade of pass (P) in all 693 credits is not sufficient to satisfy the dissertation requirement for a PhD degree and does not clear a doctoral student for graduation. A dissertation that has been successfully defended by the doctoral student at the final oral examination must also:

1. Be granted final reading approval by the major advisor (chair of the supervisory committee)
2. Include an *Access Agreement for a Thesis or Dissertation* form describing conditions for archiving and publishing the dissertation through ScholarWorks
3. Include a page that contains the research protocol number and a statement that the protocol has been approved by the appropriate Office of Research Compliance (ORC) committee – Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC)
4. Pass the format review of the Graduate College, and
5. Be approved by the Dean of the Graduate College

Electronic Submission of the Dissertation

The thesis or dissertation and supporting documentation is submitted electronically to the Graduate College for a format review, including any corrections that are required by the Graduate College. The format review is guided by detailed requirements and procedures described in the *Thesis and Dissertation Guide*, with support from the *Thesis/Dissertation Formatting Checklist*. A thesis or dissertation that does not conform to the standards and guidelines will be returned by the Graduate College to the graduate student for corrections.

The issues addressed in the standards and guidelines ensure that the thesis or dissertation is complete in terms of the components required by the Graduate College, that the final version meets technical publication standards (e.g., minimum margins for binding purposes), and that certain legal requirements involving copyright are given proper attention. An official format review cannot be initiated until the chair of the dissertation committee has granted final reading approval of the thesis or dissertation. However, the Graduate College will provide preliminary advice on request.

Graduate students with questions about any aspect of the format review are encouraged to contact the Graduate Student Success Center, at Riverfront Hall, Room 318, online boisestate.edu/graduatecollege-success/, or by phone (208) 426-1026.

Final Version

After a thesis or dissertation has passed the format review, a graduate student submits the final version as an electronic file to the Graduate College for review by the Dean of the Graduate College (or designee) before the deadline published in the academic calendar. The thesis or dissertation requirement of a graduate degree program is not considered satisfied until the final version has been approved by the Dean of the Graduate College.

The final version includes a page that contains the research protocol number and a statement that the protocol has been approved by the appropriate Office of Research Compliance (ORC) committee – Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC), if required. Refer to the responsible conduct of research for additional guidance.

1. An *Access Agreement for a Thesis or Dissertation or Embargo Request for a Thesis or Dissertation* form must be submitted. Because a thesis or dissertation is a significant contribution to a discipline, the Graduate College requires that all theses and dissertations be archived and made publicly accessible. This is done through ScholarWorks, a digital university repository overseen by Albertsons Library. The conditions for public access to a thesis or dissertation may vary depending on a variety of circumstances. Approval by the Graduate College of an access agreement or embargo request is a graduation requirement for all students who complete a thesis or dissertation as part of a graduate degree program.

2. Archival, bound paper copies of the thesis or dissertation can be ordered, as required by the department and for personal use. The Graduate College provides an electronic process for a student to order paper copies. The name used on a thesis or dissertation must match the author's name as it appears on official Boise State University records.

Section 9: Preparing for Graduation

Applying for Graduation

When a graduate student nears completion of the requirements for a graduate degree or certificate program, they must apply for graduation and pay the required graduation fee. This initiates a final audit of a graduate student's academic records by the Registrar's Office and reserves an official embossed diploma or certificate. To apply for graduation and pay the graduation fee, log on to [myBoiseState.edu](https://myboisestate.edu) in the Student Center and choose the Apply for Graduation option from the dropdown box under Academics. This process should be completed no later than the deadline published in the academic calendar for the semester or summer session in which a graduate student intends to complete the degree or certificate requirements. The month of the expected date of graduation is May for spring semester completions, August for summer session completions, and December for fall semester completions. If the expected date of graduation is missed twice, a graduate student is placed on inactive status by the Registrar's Office and the graduate student is required to contact the Registrar's Office before attempting to establish a new graduation date.

Candidates for graduate degrees are eligible to participate in commencement if cleared to do so by the Registrar's Office. Graduate students in graduate certificate programs are not eligible to participate in commencement unless they are also candidates for graduate degrees and have been cleared for participation by the Registrar's Office. Diplomas and certificates are mailed after satisfactory completion of a final degree audit of all program requirements by the Registrar's Office.

A comprehensive list of graduate forms and instructions for completing each may be found on the [Boise State Graduate College forms](#) page.

Section 10: Important Dates and Deadlines

For more information: <https://www.boisestate.edu/registrar/boise-state-academic-calendars/>

General Candidacy, Graduation, and Final Dissertation Submission Deadlines

Step	Activity	Timeline/Due Date (dates to be updated August 2023)	
1	Application for Admission to Candidacy (AAC)	The AAC is a form all graduate students submit before applying for graduation. It can be submitted as early as when ½ of the credit requirements for the degree have been completed or as late as the deadline below. More .	
		To graduate inthe AAC is due . . .
		December 2022	April 4, 2022
		May 2023	October 31, 2022
		Summer 2023	March 1, 2023
2	Application for Graduation	Due the 1st Friday of the semester you plan to graduate.	
		To graduate inthis is due . . .
		December 2022	August 26, 2022
		May 2023	January 13, 2023
		Summer 2023	May 26, 2023
3	Dissertation Submitted to Graduate College	Must be completed by the end of the 9th week of fall semester or the 12th week of spring semester.	
		To graduate inthe defense deadline is . . .
		December 2022	October 21, 2022
		May 2023	March 10, 2023
		Summer 2023	June 23, 2023

Detailed Dissertation Process Milestones/Deadlines

What Needs to Be Done	Deadline	Where/How Submitted
Approval of a Dissertation Chair	Full-Time Students - No later than end of the first year. Part-Time Students - No later than end of the second year.	Coordinate with PhD Director in person and via email.
Appointment of Supervisory Committee	Full-Time Students - No later than the fall of the second year. Part-Time Students - No later than the fall of the third year.	Appointment of Supervisory Committee *Must be approved by PhD Director prior to submission via email or in person.
Develop dissertation proposal	Full-Time Students - No later than spring of the second year. Part-Time Students -No later than spring of the third year.	
Distribute proposal to committee	To chair, a minimum of 3 weeks prior to oral dissertation defense date. To committee, a minimum of 2 weeks prior to oral dissertation defense date.	To committee via email after dissertation chair has approved it for distribution
Oral proposal defense to committee, including oral defense presentation	End of the sem. in which the dissertation proposal is developed (or the beginning of the next semester)	In person
Application to Admission to Candidacy	After proposal is approved by the committee	Application for Admission to Candidacy
Complete study and written dissertation document		
Defense Attendance Confirmed	At least 4 weeks prior to the defense date, However, the earlier the better.	Use Google Calendar or Doodle to invite committee to a meeting.
Distribute dissertation to committee	To chair, a minimum of 3 weeks prior to oral dissertation defense date. To committee, a minimum of 2 weeks prior to oral dissertation defense date.	To committee via email after dissertation chair has approved it for distribution.
Graduate Defense Notification Form	2 weeks prior to oral dissertation defense date	Graduate Defense Notification Form
Final Dissertation Defense	7-8 weeks prior to the end of sem. See Graduate Student Success Center for deadlines.	In person

Complete the Defense Committee Approval form	During the defense meeting	Defense Committee Approval Form
Submit your dissertation to the Graduate College for the Final Reading Approval	Approximately 5-6 weeks prior to the end of sem. See Graduate College website for specific deadlines.	Final Reading Approval Form
Upload your final dissertation to ScholarWorks	Approximately 5-6 weeks prior to the end of the semester. Please see Graduate College website for specific deadlines.	Boise State ScholarWorks page
Complete the Access Agreement Form	Approximately 5-6 weeks prior to the end of the semester. Please see Graduate College website for specific deadlines.	Access Agreement Form (Requires sign in)
Complete the Approval Page for E-copy	Approximately 5-6 weeks prior to the end of the semester. Please see Graduate College website for specific deadlines.	Approval Page for Electronic Copy

Section 11: Program Policies

Academic Standards

The PhD program expects students to earn grades of B or better in their coursework. A grade of B- or below in a single course will result in academic probation. A grade lower than a B in a second course will result in temporary dismissal from the program/certificate. Retaking a class in which a student earned a grade lower than a B will neither remove a student from academic probation, nor lead to early reinstatement in the program. Temporary dismissals are typically for one semester. Repeatedly earning a grade of lower than a B can result in permanent dismissal from the program.

Plagiarism and Cheating

Cheating and plagiarism in any form are unacceptable. All student work must represent its author's own ideas, concepts, and current understanding.

Cheating includes:

- Buying or using another person's work i.e., work not composed by the student.
- Copying from another paper, project, or examination before, during, or after the assignment is given.
- Use of crib notes or other means of information retrieval from computers, calculators, or notes without permission of the instructor.
- Collaboration on take-home examinations when such collaboration is expressly prohibited by the course instructor.
- Allowing another to substitute for taking an examination.

A student who has cheated will be assigned a course grade of F, be excluded from the course, and be referred to the dean of students for disciplinary action. (Common examples of such action include academic probation, suspension, and expulsion from the university.)

Plagiarism includes:

- Failing to give credit for ideas, statement of facts, or conclusions derived from another author.
- Failing to use quotation marks when quoting directly from another author whether the quote is a paragraph, a sentence, or a part thereof.
- Copying and pasting substantial information from an internet site and presenting the information as your own.
- Submitting a paper purchased from a "research" or term paper service.
- Renaming a friend's paper and turning it in as your own or taking a paper from "house files" and turning it in as your own work.

A student who plagiarizes material will be assigned a course grade of F, be excluded from the course, and be referred to the dean of students for disciplinary action. Common examples of such disciplinary action include academic probation, suspension, and expulsion from the university.

To avoid even the appearance of plagiarism, the program recommends:

- **Erring on the side of caution.** If you are not sure whether you should cite a source, do it. Over-citing is much safer than under-citing. For example, if the information coming from one source constitutes an entire written paragraph, cite that source at the beginning and the end of the

paragraph. Be sure to indicate that all the information in the paragraph was developed by the source.

- **Checking relevant sources to determine how and how often you should cite your sources.** For example, the APA Publication Manual includes an entire section on plagiarism and how to avoid it.
- **Asking your instructors.** We are always happy to help clarify when and how sources are to be cited.

Dress Code

Students' appearance should be professional whenever having direct contact with community members or the people we serve.

Financial Aid, Assistantships, and Scholarship Opportunities

The PhD program offers limited graduate assistantships with competitive stipends and fee waivers during the academic year. For questions about PhD graduate assistantships, contact SPPH_PhDInfo@boisestate.edu.

Students may also qualify for loans through the [Financial Aid Office](#). A limited number of scholarships are also available. More information on funding graduate school can be found [Boise State Graduate College's tuition and funding page](#).

Policy: Grades of I (Incomplete)

According to university regulations, a grade of I (Incomplete) can be given when a student's work has been satisfactory up to the last three weeks of the semester. The student has one year to complete the work assigned by their instructor. If the work is not completed by that time, the student will receive a failing grade.

A contract will be written between the student and the instructor that will include the conditions for satisfying the Incomplete. That contract and any exams to be completed will be retained in the student's file in the PhD director's office.

Extension of the Graduate Study Clock

Students whose coursework exceeds the limit of 10 years for a PhD, must submit a formal request for an extension to the director of the PhD program. This request must include an explanation for the delay in completing the program as well as the student's plan to complete all requirements within the requested extension period. After consultation with faculty, the program director may recommend a waiver to the graduate dean. If the dean approves the request for extension, the program may require one or more of the following additional degree requirements:

- Submission of a paper discussing major new developments in the PhD core areas in which the outdated course(s) was/were taken.
- Revalidation of the course(s) through an oral exam, written exam, or by repeating the course(s).

Disciplinary Removal from a Course or Program

Students are referred to the [Boise State University Graduate Catalog](#) for policies relating to dismissal actions. All students have the right to appeal any dismissal action.

Appeals Process

Any complaint or problem the student has regarding work or behavior in class should immediately be brought to the attention of the instructor for prompt resolution. If satisfactory resolution cannot be obtained after consulting with the course instructor, the complainant should bring their concern to the PhD program director.

If a satisfactory resolution is not obtained after consultation with the program director, the complainant may contact the Graduate College (graduatecollege@boisestate.edu). They may also follow the procedures outlined in Boise State's [Academic Grievance Policy \(Policy 3140\)](#).

Complaints, problems, or concerns regarding the PhD program should be brought to the attention of the Program Director or the [Dean of the College of Health Sciences](#).

Previously Applied Courses

Students who have completed a master's degree from a regionally accredited U.S. institution or non-U.S. institution, if approved by the graduate program coordinator, Graduate College, and the registrar, may be applied to meet the credit requirement of a PhD degree at Boise State University.

This is known as dual application and is subject to the following stipulations:

1. The dual application of credit must be consistent with those policies of the PhD program that may limit or preclude such dual application.
2. The dual application of credit must be approved by the graduate program coordinator and by the Graduate College.
3. All duration of graduate study constraints imposed by the Graduate College that govern the applicability of the credit must be met.

Duration of Graduate Study

For full-time students, the degree will be completed in three years and for part-time students, it will be completed in five years. Per Boise State University Policy, all requirements for a PhD degree (including transfer courses) must be started and completed within a single continuous interval of no more than ten (10) years. This single continuous interval includes summers and any semesters in which the doctoral student is not enrolled. In addition, it must encompass all courses applied to the degree, including transfer courses.

Graduate Catalog

The [Boise State University Graduate Catalog](#) is published early every fall semester. It contains important information including academic schedules and deadlines for exams, theses, projects, and more. You are responsible for meeting all deadlines as described in any catalog year. Thus, it is important to read the parts of the graduate catalog that apply to your program. It is also a good idea to keep all graduate catalogs from your tenure at Boise State University. As a rule of thumb, you should follow the curriculum published in the catalog for your first year of attendance. However, a student may elect to graduate under the curriculum of any academic year during which they are enrolled in the PhD program.

Graduate students that are enrolled in graduate degree or certificate programs may choose to meet the program requirements as defined in any annual edition of the *Boise State University Graduate Catalog* in effect after the graduate student has been admitted to the program by the Graduate College. The program requirements specified therein will be used by the Graduate College to evaluate the *Application for Admission to Candidacy (AAC)* form, and by the Registrar's Office for the final degree or certificate audit. Graduate students may select any edition of the catalog, provided that the catalog was published and was valid while they were enrolled at Boise State University and provided that the catalog is no older than seven academic years at the time of graduation

Section 12: Links to Student Support Services

In this program, you are important to us, and we want you to succeed. Going to school can be tough and sometimes it's hard to know where to go for assistance. Boise State University, the graduate school, and our graduate program are committed to helping every student get what they need to do well in school. As such, here is a reminder about some resources that may help.

The Dean of Students Office provides [Support for Students](#) and they have a lot of experience with providing students a hand up when we face life's challenges. They have financial, food, and legal assistance plus connections to more on-campus and off-campus resources. They are located in the [old Campus School](#) behind the ILC.

Social support, having someone to talk things through is also important to our health. The Counseling Center, [NORCO Building](#), has great people to talk to and your information is confidential.

A wealth of academic support resources can also be found on the [Graduate College](#) website.

Finally, please don't hesitate to reach out to me, your PhD Program Director, or any member of our department if you need support or assistance related to accessing these resources. I can be reached at dougmyers@boisestate.edu.

Other Links to Campus Student Support Services

<p><u>Student Basic Needs Support</u></p> <ul style="list-style-type: none">● Basic Needs Support Services<ul style="list-style-type: none">○ Food Assistance○ Financial Assistance○ Legal Assistance● Find Help Idaho <p><u>Physical and Mental Health Support</u></p> <ul style="list-style-type: none">● Gender Equity Center● Health Services● Counseling Services● Wellness Services● Student Rec Center <p><u>Safety</u></p> <ul style="list-style-type: none">● Campus Security and Police Information● Resources for Sexual Assault, Domestic Violence, Dating Violence, and Stalking <p><u>Get Involved</u></p> <ul style="list-style-type: none">● Graduate Student Association● Student Involvement and Leadership Center<ul style="list-style-type: none">○ Clubs and Organizations● Outdoor Program Trips● Intramural and Club Sports	<p><u>Academic, Employment, and Other Support</u></p> <ul style="list-style-type: none">● Albertsons Library<ul style="list-style-type: none">○ Research Support● Career Center<ul style="list-style-type: none">○ Handshake● Children's Center● Computer Services<ul style="list-style-type: none">○ Public Computers and Kiosks● Educational Access Center● Student Diversity and Inclusion● Veteran Services● Graduate Student Success Center● Writing Center <p><u>Relevant Offices</u></p> <ul style="list-style-type: none">● Academic Affairs● Financial Aid and Scholarships● Office of the Registrar● Office of Information Technology● Research and Economic Development● Student Affairs● Student Financial Services
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BOISE STATE UNIVERSITY

Academic Calendar 2023-2024

(To be updated August 2023)

Fall 2023

August 22–December 16, 2023

Classes Begin	August 23, 2023
Labor Day (no classes)	September 5, 2023
Thanksgiving Holiday (no classes)	November 21-27, 2023
Classes End Prior to Final Exams	December 9, 2023
Finals Week	December 12-16, 2023
Commencement	December 17, 2023

Spring 2024

January 9–May 5, 2024

Classes Begin	January 9, 2024
Dr. Martin Luther King Jr. Day (no classes)	Jan 16, 2024
Presidents’ Day (no classes)	Feb 20, 2024
Spring Break (no classes)	March 20-24, 2024
Classes End Prior to Final Exams	April 28, 2024
Finals Week	May 1-5, 2024
Commencement	May 6, 2024

Summer 2024

May 8–August 13, 2024

Registration Begins for summer 2022	February 21, 2024
Memorial Day (no classes)	May 29, 2024
Juneteenth (no classes)	June 19, 2024
Independence Day (no classes)	July 4, 2024

Summer Session	Classes Begin	Classes End
1st 3-week	May 8, 2024	May 28, 2024
2nd 3-week	July 24, 2024	August 13, 2024
1st 5-week	May 30, 2024	July 2, 2024
2nd 5-week	July 3, 2024	August 6, 2024
1st 7-week	May 8, 2024	June 25, 2024
2nd 7-week	June 26, 2024	August 13, 2024
10-week	May 30, 2024	August 6, 2024
14-week	May 8, 2024	August 13, 2024

For a detailed academic calendar that includes all sessions and policy deadlines, visit boisestate.edu/registrar/boise-state-academic-calendars

Campus Map

