

2022-23

University of  
California, Irvine

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Ph.D. in Public  
Health  
Graduate  
Handbook

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Program in  
Public Health



<b>Table of Contents</b>	
Introduction .....	4
New Student Information .....	5
Entrance Requirements .....	5
Registration .....	5
Enrollment .....	5
Residency Requirements .....	5
International Students .....	5
Orientation .....	6
Housing .....	6
Health Insurance .....	6
Electronic ID .....	6
DUO Multi-Factor Authorization .....	6
Parking & Transportation .....	7
Campus Map .....	7
Statement of Legal Residence .....	7
Clear Provisional Admission by First Fall Quarter .....	7
International Students (as applicable) .....	7
Non-Resident/Out of State Residents (as applicable) .....	8
Administration & Staff .....	8
Ph.D. in Public Health Program .....	9
Program Objectives .....	9
Program Requirements .....	9
Degree Requirements .....	9
Concentration in Global Health .....	10
Learning Objectives .....	10
Course Requirements .....	10
Global Health Course Sequence .....	11
Concentration in Disease Prevention .....	12
Learning Objectives .....	12
Disease Prevention Course Requirements .....	12
Disease Prevention Course Sequence .....	13
Graduate Research Units: PubHlth 296, 299 298 .....	14
Elective Course Schedule .....	15
Course Waivers and Substitutions .....	17
Ph.D. Advancement to Candidacy .....	17
Dissertation .....	20

Dissertation Fees.....	22
Academic Requirements, Policies, & Procedures .....	22
Evaluation of Student Progress.....	22
Continuous Enrollment Policy .....	22
Normative and Maximum Time to Degree .....	22
Advisors .....	23
Department Chair.....	23
Faculty Advisor.....	23
Assistant Director of Graduate Affairs.....	23
Academic Probation & Disqualification.....	23
Enrolling in Excess Units .....	24
Graduate Assistantships .....	24
Graduate Student Researcher (GSR) .....	24
Teaching Assistantships .....	24
Academic Requirements for Teaching Assistantships .....	25
GSR Appointment Benefits.....	25
Teaching Requirement .....	25
Leave Guidelines .....	25
Academic Integrity.....	25
Academic Standards.....	25
Academic Honesty.....	26
Graduate Division's Policy and Procedures .....	26
Learn at UCI .....	27
University Library.....	27
Career Development Services .....	27
IT Services.....	28
Graduate & Postdoctoral Scholar Resource Center.....	28
Financial Support.....	28
Tuition & Housing.....	28
Financial Aid.....	28
Need-based Aid and Loans.....	29
Fellowships and Grants .....	29
Campus Employment.....	30
Safety & Security .....	30
Speech & Advocacy .....	30
Nondiscrimination Policy.....	30

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Disability Statement.....	30
Diversity Statement .....	30
Counseling Services .....	31
Grievances Policy .....	31
Student Involvement.....	31
Involvement in the Program in Public Health .....	32
Campus Organizations .....	32
Helpful Links.....	33
Comments & Suggestions .....	33

2022-2023 Ph.D. in Public Health Graduate Handbook  
Volume 1, Number 1

## 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 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.

This Handbook is revised annually in a collaborative process involving representatives from a number of campus offices and departments, including, but not limited to, Dean of Students; Student Accountability, Community Standards, and Academic Integrity; Housing and Residential Experience; Equal Employment Opportunity; Title IX and Student Discrimination; Student Access Services; Risk and Insurance Management; General Counsel, and Communications, taking into account ideas and suggestions from students, student organizations, faculty, staff, and University committees.

Neither the graduate catalog nor this handbook is a substitute for regular contact with your Faculty Mentor and the Assistant Director of Graduate Affairs. Additionally, we encourage you to be an active participant in the educational process through interaction with the public health faculty, staff, and fellow students. The more you will put into your education, the more you will get out of it; we can guarantee it.

## New Student Information

### Entrance Requirements

General requirements for admission to graduate study are established in the [UCI General Catalogue](#) in the section "Research and Graduate Studies" and in the Graduate Division bulletin "UCI Graduate Application for Admission."

### Registration

[Students can register for classes online](#) using their UCInetID. Prior to the first quarter, incoming PhD students will be able to register once they have been advised by email from Assistant Director of Graduate Affairs about course selection. For each subsequent quarter, students will be required to meet with their faculty mentor to discuss their course schedule for the next quarter. Students may utilize the Pre-Advancement Planner to facilitate discussions with their advisor each quarter to receive informal approval.

Courses can be dropped online through the end of second week without late fees. Students adding classes or changing units/grading options after the end of the second week of classes will be assessed a late registration fee. Students adding a class after second week will need to submit a request through the [Enrollment Exception Request System via WebReg](#). Drops after the second week of the quarter are only approved if there is a documented extenuating circumstance. The student must receive approval from both the instructor of the course and the Public Health Associate Dean of Academic Affairs, or designated signee. Each quarter, the campus performs a census of enrollment upon which state funding is based; therefore, we encourage students to enroll before the end of the second week of classes to ensure that the university receives full educational funding and to avoid late fees. Please note that your enrollment is tied to your employment and reducing units may impact your eligibility to work as a Teaching Assistant or Graduate Student Researcher.

### Enrollment

A minimum of 12 units of graduate or upper-division undergraduate coursework is required to be considered a full-time student. Upper division undergraduate course units may count as workload units for the purposes of being considered a full-time student, but ordinarily may not be used to fulfill degree requirements. Students receiving departmental merit funding (generally for new students only) must be enrolled full-time to receive the funding. Teaching Assistant and Graduate Student Researcher positions require full-time enrollment. Students not enrolled full-time may jeopardize their funding for other types of aid, including need-based financial aid and university fellowships.

### Residency Requirements

All degree-seeking students should complete a [Statement of Legal Residence \(SLR\)](#) immediately after submitting their [Statement of Intent to Register \(SIR\)](#). Official residence determinations are made only after the student's SLR is reviewed and any requested documentation is received by the University Registrar's office.

### International Students

Information about requesting a visa document, paying for a visa, paying the SEVIS fee, Social Security Numbers, and planning a trip to Irvine [can be found here](#).

#### **UCI International Center**

Location: G302 Student Center

Telephone: 949-824-7249

Website: <http://www.ic.uci.edu>

## Orientation

Incoming PhD students are asked to attend two orientations before the start of instruction. One of the orientations is the Campuswide New Graduate Student Orientation hosted by Graduate Division, which is usually held in the weeks prior to fall quarter starting as an asynchronous course on Canvas. The other orientation is specific to the Program in Public Health and is mandatory. This orientation, which is traditionally a few days prior to the first day of classes, introduces the program and provides an opportunity to meet faculty and fellow students. Initial advising from faculty mentors and the Assistant Director of Graduate Affairs usually occurs prior to orientation via email, and before the deadline to enroll and pay for classes.

## Housing

Information about [campus housing](#) options for graduate students can be found through UCI [Campus Housing](#). Newly admitted Ph.D. students are guaranteed an offer of housing. Students who accept this housing offer will be guaranteed placement in on-campus housing for the normal time to degree (NTTD) for their academic program. Students must maintain satisfactory academic standing to continue to qualify for the guarantee. Students must apply for graduate housing by May 1 and are advised to apply as early as possible to improve chances of securing on-campus housing. There are available waitlists if the deadline is missed. Though PhD students are not guaranteed housing, there are a wide variety of options in the area to suit the needs of students. [There are plenty of apartments available in Irvine and in the surrounding areas.](#)

## Health Insurance

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 students would prefer health insurance outside the university, [they may waive participation in UC SHIP](#). Fees for UC SHIP are automatically assessed to students' billing accounts unless students [successfully waive out](#) of the plan by the calendar deadlines.

## Electronic ID

The UCInetID is electronic identification used for many online services at UC Irvine. This should be activated as soon as you submit your Statement of Intent to Register so you can begin to receive university and program communications.

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. Services such as [Canvas](#), [UCI Google Drive](#), and [WebReg](#) require students to use their UCInetID and password in order to log in. It is for individual use only and passwords should not be shared. OIT offers [Sponsored UCInetIDs and Group UCInetIDs](#) for special situations.

To activate your UCInetID, students need an ID number first. Applicants will be sent an ID number when they first apply to UCI. Students who have an ID number should [visit our website to activate the UCInetID](#). Date of birth and the last 4 digits of a Social Security Number are required. Students who do not have a social security number should enter all zeros, leave it blank, or use the identification number entered on the [UC Application](#).

Your **UCInetID@uci.edu** is your email address and should be used for all communications to and from the campus. If you are issued a Health Sciences email, **UCInetID@hs.uci.edu** because of your employment, please refrain from using the hs.uci.edu email address to prevent potential loss of data when your employment ends. It may be used for login credentials for your position.

## DUO Multi-Factor Authorization

Students will also need to register for Multi-factor Authorization using the DUO application that can be downloaded to their phone. Please visit the Offices of Information Technology IT Security website on steps to enroll in DUO for your main UCI accounts: <https://duo.oit.uci.edu/>. If you have a need, typically employment or

research related to access Health Sciences accounts, visit Health Sciences IT security on steps to enroll in DUO: <https://it.health.uci.edu/security/Duo-Two-Factor-Support.asp>

## Parking & Transportation

Transportation and Distribution Services (T&DS) provides a wide variety of resources for the UCI community including campus maps, parking information, and sustainable commute solutions for reducing greenhouse gas emissions and savings on travel costs.

A valid parking permit must be displayed at all times on the UC Irvine campus. Student permits are available online at [myCommute](#) by logging in with a UCInetID. All available zones and permit options will appear and may be purchased on a first-come-first-serve basis. Parking zones can be changed based on availability. In order to renew a current zone, simply purchase a new permit when a current permit is still valid. Student permits may be purchased using any major credit card.

### Parking & Transportation

Location: 200 Public Services Building

Telephone: 949-824-7275

Website: <http://www.parking.uci.edu>

## Campus Map

Nestled in the heart of Orange County, the University of California, Irvine is located in one of the safest large cities in the nation. UCI students, faculty and staff come together on the campus's 1,478 acres to be the driving force of innovation and discovery that benefits our community. Visitors can experience the vibrant campus life of 33,000+ students for themselves by using the 405 freeway or 73 tollway, or taking one of four OCTA bus routes that service our campus. [Click here for interactive Campus maps.](#)

## Statement of Legal Residence

It is important that you complete and submit the Statement of Legal Residence 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 email the UCI Residence Office or call 949-824-6129.

## Clear Provisional Admission by First Fall Quarter

If your admission letter from the Graduate Division stated that your admission is provisional because we need further documentation from you, 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 directly to the Graduate Student Affairs Office.

## International Students (as applicable)

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 request a visa document, you need to fill out a New Graduate Student Request document 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 Request Form will be sent to you by the department. Once you return the form to the department, the International Center will process the forms to aid you in applying for a student visa.



The International Center can be contacted at 949-824-7249. International students are eligible for the [Non-Residential Supplemental Tuition Remission Program](#). The initiative program provides NRST fellowship support to international PhD and MFA students in an effort to reduce costs on faculty grants and departmental funds.

Cohorts enrolling 2021 and beyond: NRST for years 2 and 3 for PhD and MFA students who are employed or on fellowships of equivalent levels that would typically generate remission (25% time for ASE or GSR, equivalent level for fellowship). If students do not advance by the end of year 3, students are subject to paying NRST out of pocket.

Students must also meet all other academic requirements for fellowship support (i.e. grades, GPA, etc.) in order to receive NRST support from this program. Your funding offer is based on the expectation that you will qualify for the NSRT Remission Program.

## Non-Resident/Out of State Residents (as applicable)

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. You will submit a "[Grad Petition for Resident Classification](#)."

There are certain guidelines on who is eligible for resident classification for tuition purposes. It is highly recommended that you review this before your first fall quarter to prepare the necessary documentation and submit your petition by the filing period before your fall quarter of your 2<sup>nd</sup> year. This is typically done during the summer. Late petitions are not accepted by the university. Your funding offer is based on your CA residency by your second year.

## Administration & Staff

### Director/Associate Dean of Academic Affairs

Scott Bartell  
Telephone: 949-824-5919

Email: [sbartell@uci.edu](mailto:sbartell@uci.edu)

### Co-Directors of Doctoral Studies

Annie Ro  
Telephone: 949-824-6185  
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David Timberlake  
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### Department Chair Department of Population Health and Disease Prevention

Lisa Grant Ludwig  
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### Interim Department Chair Department of Health, Society, and Behavior

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## Ph.D. in Public Health Program

### Program Objectives

The distinctive mission of the Ph.D. in Public Health is to train graduate students to conduct original research on the determinants of health status of populations, and the translation of such knowledge to improve strategies for preventing disease and disability. Graduates of the Ph.D. program will be prepared to lead independent and collaborative research careers in academic institutions, to teach at advanced levels of instruction, and to lead research efforts at agencies dedicated to public health at all levels of organization. Students enrolled in the Ph.D. in Public Health must concentrate in either Global Health or Disease Prevention.

Each research concentration has its own 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 development of a coordinated curriculum plan, initiation of research, and selection of the members of the dissertation committee.

### Program Requirements

1. A student must earn a total of 84 units in the courses specified below.
2. The university and the department must verify completion of degree requirements.
3. A grade of "B" or above is required in all courses where a letter grade is assigned.
4. Successful completion of the qualifying examination.

### Degree Requirements

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**.

## Concentration in Global Health

### Learning Objectives

The 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.

### Course Requirements

[Course descriptions can be found here in the UCI General Catalogue.](#)

#### Preparatory Model Requirements

<b>PubHlth 200</b>	Foundations of Public Health	4 units
<b>PubHlth 206B</b>	Intermediate Epidemiology	4 units
<b>PubHlth 207A</b>	Probability and Statistics in Public Health	4 units
<b>PubHlth 207B</b>	Analysis of Public Health Data Using Statistical Software	4 units
<b>PubHlth 283</b>	Geographic Information Systems for Public Health	4 units
<b>PubHlth 287</b>	Qualitative Research Methods in Public Health	4 units
<b>PubHlth 292</b>	Ethics and Responsible Conduct of Research in Public Health	4 units
<b>PubHlth 294</b>	Research Communication in Public Health	4 units
<b>PubHlth 297</b>	Research Design & Proposal Writing	4 units
<b>PubHlth 298</b>	Directed Studies in Public Health	2-8 units

#### Concentration Requirements

<b>PubHlth 213</b>	Epidemiology in Global Health	4 units
<b>PubHlth 280</b>	Global Burden of Disease	4 units
<b>PubHlth 286</b>	Advanced Geographic Information Systems & Spatial Epidemiology	4 units
<b>PubHlth 289</b>	Special Topics in Global Health and Disease Prevention	4 units

### Elective Module Requirements

<b>(See Elective Course Options Below)</b>	4 Risk Factors and Vulnerable Populations Cluster Courses	(16 units total)
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### Research Module Requirements

<b>PubHlth 296</b>	Doctoral Dissertation Research & Writing	(minimum 12 units)
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## Global Health Course Sequence

Students are recommended to take the following courses in the sequence below:

### Global Health

Quarter/Year	Fall Quarter	Winter Quarter	Spring Quarter
<b>Year 1</b>	PubHlth 200: Foundations	PubHlth 206B: Epi II	PubHlth 287: Qual Methods
	PubHlth 204: Biosats I	PubHlth 204B: Biostats II	PubHlth 292: Ethics***
	PubHlth 213: Epi in GH	PubHlth 289: Topics in GH	<b>Elective</b>
	(if needed) PubHlth 206A: Epi I**		
<b>Year 2</b>	PubHlth 280: Global Burden	PubHlth 283: GIS	PubHlth 286: GIS II
	<b>Elective</b>	<b>Elective</b>	PubHlth 294: Research Com***
	<b>Elective</b>	<b>Elective</b>	PubHlth 297: Research Des
			<b>Elective</b>
<b>Year 3</b>	PubHlth 296: Diss Research and Writing^	PubHlth 296: Diss Research and Writing^	PubHlth 296: Diss Research and Writing^
	PubHlth 298: Directed Studies	PubHlth 298: Directed Studies	PubHlth 298: Directed Studies
	<b>Elective(s)</b>	<b>Elective(s)</b>	<b>Elective</b>
<i>Qualifying Exam should be completed in Year 3</i>			
<b>Year 4</b>	PubHlth 296: Diss Research and Writing^	PubHlth 296: Diss Research and Writing^	PubHlth 296: Diss Research and Writing^
<i>Dissertation Research/Defense</i>			

**Year 5**PubHlth 296: Diss  
Research and Writing<sup>^</sup>PubHlth 296: Diss  
Research and Writing<sup>^</sup>PubHlth 296: Diss Research  
and Writing<sup>^</sup>*Dissertation Research/Defense*

\*Students are required to enroll in PubHlth 399 during any quarter serving as a TA. Instructions to enroll will be provided with appointment offer letter. Not all students will TA every quarter depending on funding availability or pedagogical training. It will be important to consult with your advisor on funding routinely. The minimum degree requirement is 2 quarters worth.

\*\*Students who have not yet taken a course in Introductory Epidemiology need to enroll in PubHlth 206A.

\*\*\* Courses are offered every other year.

<sup>^</sup> Students may not enroll in PubHlth 296 until they have passed the qualifying exam

**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. Students should follow the degree requirements for the year they entered the program. If there are changes to course offering or degree requirements that impact cohort/program, students will be notified as soon as possible.**

The Doctoral Program may offer seminars and lectures in Professionalization, Grant-Writing, CV building, and other topics that are of specific interest to doctoral students. These courses will be promoted to students throughout the academic year, and some may be offered for 1 unit.

## Concentration in Disease Prevention

### Learning Objectives

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 individual-level, 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.

### Disease Prevention Course Requirements

[Course descriptions can be found here in the UCI General Catalogue.](#)

#### Preparatory Model Requirements

<b>PubHlth 200</b>	Foundations of Public Health	4 units
<b>PubHlth 206B</b>	Intermediate Epidemiology	4 units
<b>PubHlth 207A</b>	Probability and Statistics in Public Health	4 units

<b>PubHlth 207B</b>	Analysis of Public Health Data Using Statistical Software	4 units
<b>PubHlth 283</b>	Geographic Information Systems for Public Health	4 units
<b>PubHlth 287</b>	Qualitative Research Methods in Public Health	4 units
<b>PubHlth 292</b>	Ethics and Responsible Conduct of Research in Public Health	4 units
<b>PubHlth 294</b>	Research Communication in Public Health	4 units
<b>PubHlth 297</b>	Research Design & Proposal Writing	4 units
<b>PubHlth 298</b>	Directed Studies in Public Health	2-8 units

### Concentration Requirements

<b>PubHlth 208</b>	Advances in Social Epidemiology	4 units
<b>PubHlth 244</b>	Health Behavior Theory	4 units
<b>PubHlth 245</b>	Health Promotion Planning	4 units
<b>PubHlth 246</b>	Social Research Methods	4 units

### Elective Module Requirements

<b>(See Elective Course Options Below)</b>	4 Risk Factors and Vulnerable Populations Cluster Courses	(16 units total)
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### Research Module Requirements

<b>PubHlth 296</b>	Doctoral Dissertation Research & Writing	(minimum 12 units)
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## Disease Prevention Course Sequence

Students are recommended to take the following courses in the sequence below:

### Disease Prevention

Quarter/Year	Fall Quarter	Winter Quarter	Spring Quarter
<b>Year 1</b>	PubHlth 200: Foundations	PubHlth 206B: Epi II	PubHlth 287: Qual Methods
	PubHlth 204: Biosats I	PubHlth 204B: Biostats II	PubHlth 292: Ethics***
	PubHlth 244: Heath Beh	PubHlth 245: Health Planning	<b>Elective</b>
	(if needed) PubHlth 206A: Epi I**		

<b>Year 2</b>	PubHlth 208: Social Epi	PubHlth 246: Social RM	PubHlth 294: Research Com***
	<b>Elective</b>	PubHlth 283: GIS	PubHlth 297: Research Des
	<b>Elective</b>	<b>Elective</b>	<b>Elective</b>
<b>Year 3</b>	PubHlth 296: Diss Research and Writing^	PubHlth 296: Diss Research and Writing^	PubHlth 296: Diss Research and Writing^
	PubHlth 298: Directed Studies	PubHlth 298: Directed Studies	PubHlth 298: Directed Studies
	<b>Elective(s)</b>	<b>Elective(s)</b>	<b>Elective</b>
<i>Qualifying Exam should be completed in Year 3</i>			
<b>Year 4</b>	PubHlth 296: Diss Research and Writing^	PubHlth 296: Diss Research and Writing^	PubHlth 296: Diss Research and Writing^
<i>Dissertation Research/Defense</i>			
<b>Year 5</b>	PubHlth 296: Diss Research and Writing^	PubHlth 296: Diss Research and Writing^	PubHlth 296: Diss Research and Writing^
<i>Dissertation Research/Defense</i>			

\*Student are required to enroll in PubHlth 399 during any quarter serving as a TA. Instructions to enroll will be provided with appointment offer letter. Not all students will TA every quarter depending on funding availability or pedagogical training. It will be important to consult with your advisor on funding routinely. The minimum degree requirement is 2 quarters worth.

\*\*Students who have not yet taken a course in Introductory Epidemiology need to enroll in PubHlth 206A.

\*\*\* Courses are offered every other year.

^ Students may not enroll in PubHlth 296 until they have passed the qualifying exam

**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. Students should follow the degree requirements for the year they entered the program. If there are changes to course offering or degree requirements that impact cohort/program, students will be notified as soon as possible.**

The Doctoral Program may offer seminars and lectures in Professionalization, Grant-Writing, CV building, and other topics that are of specific interest to doctoral students. These courses will be promoted to students throughout the academic year, and some may be offered for 1 unit.

## Graduate Research Units: PubHlth 296, 299 298

Students are required to have at least one-quarter worth of PubHlth 298 under the guidance of Public Health faculty; typically, the student's faculty advisor. Each student interested in working with a specific faculty member for research credit must have the faculty write a plan of work and expectations. Students will have the opportunity to comment on the work plan, and both student and faculty must sign to acknowledge the

agreement. A copy of the Graduate Research Units Form must be filed with the Public Health Student Affairs Office no later than the second week of the academic quarter requested. Student and faculty must retain personal copies and meet as needed to revise if necessary.

**PUBHLTH 296.** Doctoral Dissertation Research and Writing

1-12 Units. Dissertation research with Public Health faculty. Prerequisite: Advancement to candidacy. Grading Option: Satisfactory/unsatisfactory only. Repeatability: May be taken for credit for 12 units. Restriction: Graduate students only.

**PUBHLTH 298.** Directed Studies in Public Health.

2-8 Units. Directed study with Public Health faculty. Repeatability: May be repeated for credit unlimited times. Restriction: Graduate students only.

**PUBHLTH 299.** Independent Study in Public Health.

2-8 Units. Independent research with Public Health faculty. Repeatability: May be repeated for credit unlimited times. Restriction: Graduate students only.

## Elective Course Schedule

Note: The following Public Health electives are usually offered during the listed quarters, although additional electives may be offered or a similar course in the same topic. Official course schedule and availability may change from year to year.

Fall Quarter	Winter Quarter	Spring Quarter
PubHlth 209: Methods of Demographic Analysis	PubHlth 210: Theory-Driven Secondary Data Analysis	PubHlth 206C: Advanced Epidemiologic Methods
PubHlth 213: Epidemiology in Global Health	PubHlth 264: Introduction to Environmental Health Science	PubHlth 222: Health Policy & Management
PubHlth 242: Theories of Health Communication	PubHlth 250: Health Status & Care Disparities	PubHlth 247: Program Evaluation
PubHlth 280: Global Burden of Disease		PubHlth 248: Fundamentals of Maternal & Child Health

*Special Topics Courses may not be offered each quarter and are subject to change and availability.*

Students are also eligible to take electives outside of Public Health that have been approved to meet degree requirements. These courses do not require any special waivers. However, you may experience major restrictions when trying to enroll. In those cases, contact the instructor directly teaching the course and ask permission to add the course. The Graduate Affairs/instructor of the teaching department will be able to help you enroll. Reference the approved list below.



## Ph.D. in Public Health

### Risk Factors & Vulnerable Populations Elective 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 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

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

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

*This list includes courses that do not require any additional general petition paperwork and have been pre-approved to meet the degree requirements.*

PubHlth 206C	Advanced Epidemiologic Methods
PubHlth 208	Advances in Social Epidemiology**
PubHlth 209	Methods of Demographic Analysis
PubHlth 213	Epidemiology of Global Health*
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 Theory**
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 277A	Target Organ Toxicology I
PubHlth 277B	Target Organ Toxicology II
PubHlth 278	Industrial Toxicology
PubHlth 279	Special Topics in Environmental & Occupational Health
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	Special Topics in Public Health (Global Health Law and Policy, Obesity Epidemiology, Theory Driven Data Analysis)
PubHlth 290	Obesity Epidemiology
PubHlth 290	Theory Driven Data Analysis

Sociol 230A	Race and Ethnicity
Sociol 239	Special Topics: Inequality and Health
Sociol 269	Special Topics: Social Demography
Sociol 289	Special Topic

## Course Waivers and Substitutions

Students may request a course waiver or substitution for degree requirements in consultation with the Assistant Director of Graduate Affairs and the faculty advisor. A Graduate Division General Petition Form, initiated by PH Graduate Student Affairs, is necessary along with a copy of the course syllabus and student transcript. A student may use the general petition form to waive/substitute up to 3 courses. Any more will require a special exception request and a formal memo.

### Waiver of Coursework

Graduate courses taken toward a graduate degree at another institution cannot be transferred for credit toward a Ph.D. degree at UCI. However, a course requirement may be waived if a similar course was taken at another institution. Waived courses reduce the number of courses required to fulfill the Ph.D. degree.

### Course Substitution

A student who has taken relevant graduate courses at UCI may petition to have a specific course certified as equivalent to one that satisfies UCI requirements, either a core or an elective requirement. The petition should describe the two courses and the student's prior course work. The program provides an extensive list for elective options and more courses may be added in the future, so the course substitution is an uncommon request but can be considered to help students achieve their academic goals.

## Ph.D. Advancement to Candidacy

Advancement assesses the ability and level of preparation for creative and original scientific investigation for students' own dissertation projects. Students in the Ph.D. in Public Health should plan to advance during the third year in the program (individual students' timelines may vary according to research activities, advisor discussions, and/or personal issues).

Students may petition to advance after completing the requirements in the Preparatory and the Concentration modules, and before completing the requirements in the Research module. Exceptions may be granted to proceed with the advancement if a few required courses are in progress or planned. With the recommendation of the faculty research advisors, the Assistant Director of Graduate Affairs must approve progress before students proceed with advancement. It is recommended that students plan to meet with the Assistant Director of Graduate Affairs at least 3 months before the advancement oral defense is scheduled to take place. This is to allow time for reviewing coursework, forming the advancement committee, and completion any necessary paperwork.

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 oral defense. **The "Ph.D. Form I - Advancement to Candidacy" form is available from the Graduate Division website as a DocuSign and must be initiated by the Assistant Director of Graduate Affairs after initial advising. Students may not initiate Graduate Division DocuSign forms.** 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 will need to pay the [Graduate Division Candidacy Payment](#) (\$90) and attach a receipt to the PhD Form. Advancement to Candidacy is not official until it has been approved by the UC Irvine Graduate Dean, who reviews the advancement form after a successful research proposal defense. While the Program highly recommends that students advance to candidacy in their third year, University regulations state that students must advance to candidacy formally at least one quarter prior to graduation. 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. Students must advance to candidacy towards their Ph.D. in order to be employed as a Teaching Assistant/Associate beyond 12 quarters. See section on Graduate Student Assistantships for more information.

To complete and submit the Ph.D. Form I, students must pay a [required fee of \\$90](#) online. (<https://grad.uci.edu/current-students/student->

[forms/https://secure.touchnet.net/C21570\\_ustores/web/store\\_main.jsp?STOREID=319&SINGLESTORE=true](https://secure.touchnet.net/C21570_ustores/web/store_main.jsp?STOREID=319&SINGLESTORE=true)) Once the required fees have been paid, the students will receive an electronic receipt. Please upload the receipt via the attachment icon to the Ph.D. Form I DocuSign initiated by Assistant Director of Graduate Affairs. Without proof of payments, the form is considered incomplete and will not be processed by Graduate Division. Students should check their unofficial transcripts online to make sure that their advancement has been processed.

Be mindful of the deadline dates to submit all advancement paperwork to Graduate Division.

### ***Qualifying Exam Components***

#### **Part I: Written Research Proposal**

While completing required coursework, students are expected to develop, in consultation with their faculty research advisor/chair, a topic for their dissertation research proposal. Many PhD Students choose the “three paper” option, where they develop three stand-alone research questions that are each one chapter in the dissertation and eventually turn into peer-reviewed manuscripts. The written proposal is meant to introduce the research questions and propose research activities and methodologies to address them. There is no standard template for the written research proposal; this must be determined and agreed upon by the students’ advisor/chair. Some advisors opt to follow the same format as the Research Strategy component of an National Institutes of Health (NIH) **Predoctoral Individual National Research Service Award (F-31) application** (see samples here: <https://www.niaid.nih.gov/grants-contracts/three-new-f31-sample-applications>), along with Specific Aims. Please note that an F31 proposal submission to NIH is not required in the PhD program. The NIH specifies expectations of the proposal content:

“Applicants must describe a well-defined research project (typically hypothesis-driven) that is well-suited to his/her stage of career development. The applicant should describe the background leading to the proposed research, the significance of the research, the research approach (design and methods) for achieving the Specific Aims, the rationale for the proposed approach, potential pitfalls, and expected/alternative outcomes of the proposed studies. It is beneficial to include pertinent preliminary data to demonstrate feasibility.”

Other advisors may have their own preferred format for dissertation proposals. Generally, the proposal should include an overview of the research topic, rationale/significance of the research questions, a clear statement of the research questions, corresponding hypotheses, a scientific approach detailing the methods and activities for each of the research questions, and any preliminary data analyses. Students should confirm the specific components and length of the proposal with their chair. Proposed laboratory protocols, survey instruments, computer code, figures, and/or other helpful documentation may be attached to the proposal as appendices, at the discretion of the student and the chair. During the preparation of the proposal, students may consult with the candidacy committee, other faculty, students, and resources as needed.

Requests from committee members regarding the format and content of the proposal must be judicious and follow relevant Graduate Division policies including that “the student must be given adequate notice of the content, form and time of the examination... [and] given an opportunity to comment upon the selected procedures.” Disagreements among the candidacy committee members about the format and content of the proposal should be resolved by the committee chair with input from the Director of the Doctoral Program if necessary.

At least two weeks before the scheduled oral defense, the student shall submit to the Chair and candidacy committee members a dissertation research proposal.

#### **Part II: Oral Defense**

The second part is an oral defense of the student's dissertation research proposal before the same committee. Through the written proposal and the oral presentation, a committee of five faculty members

evaluates each student's ability to identify and articulate clear research hypotheses for a dissertation topic based upon familiarity with relevant literature, to propose study designs, analytical methods, and/or critical experiments to prove or to disprove the hypotheses, and to interpret study results with a level of sophistication that indicates awareness of methodological limitations. The committee members will determine the students' approval for candidacy considering both the written report as well as the student's performance in the oral defense.

The oral defense will be scheduled for a three-hour period with all the committee members present. There is customarily a "public" hour with departmental faculty, graduate students, and any other interested persons, during which the student will deliver an oral presentation on the dissertation research proposal, using audiovisual aids as appropriate (e.g. PowerPoint slides), followed by questions from the attendees. After the presentation, the defense continues with the student and members of the candidacy committee only. Although the defense may be completed in less than three hours, it is critical that the student has sufficient time to respond to every question and concern raised by the candidacy committee. The student should be prepared to defend and explain the hypothesis, methods, anticipated results, and limitations of the proposed research project. It is not expected that preliminary data will be presented to support the hypothesis, but if available, such data should be presented in sufficient detail.

The student should also be prepared to respond to questions based on knowledge obtained through the required courses, seminars and reading from the Ph.D. concentration area, and the subject area from which the proposal topic was chosen. The oral defense will cover areas that are both directly and tangentially related to the proposal topic. When the advancement committee is finished with its questions, the student is excused from the room while the committee deliberates. Each advancement committee member must decide whether to **pass, fail, or postpone for up to 30 days**. Committee members who decide to pass or fail should sign *PhD Form I* before leaving the examination meeting. The form will be prepared as a DocuSign document initiated by the Assistant Director of Graduate Affairs. If any committee member recommends postponement or fail, the student must be informed of the reason(s) and any steps that should be taken to remedy the proposal or examination performance. Within 30 days of the oral defense, each candidacy committee member must sign *PhD Form I* with a pass or fail determination, and the form must be submitted to the Graduate Council via the Graduate Dean. If the candidacy committee members **unanimously** agree that the result is a pass, the student is eligible to advance to degree candidacy.

The committee chair will oversee the administration of every aspect of the examination and arbitrate problems. The Chair will also ensure that *PhD Form I* is completed and submitted to the Department's Graduate Student Affairs Office within 30 days of the oral presentation, for filing in the student's academic dossier and reporting to the Graduate Dean, whether or not the student passes the exam. Questions about the qualifying exam should be addressed to the Directors of the PhD in Public Health.

### ***Retaking the Qualifying Exam***

In accordance with Academic Senate policy, a graduate student shall have the option of taking a second qualifying in the event of unsatisfactory performance on the first attempt. The Director of the Doctoral Program may approve changes in membership of candidacy committee for the second exam, but a majority of the original candidacy committee members must be retained unless there is a substantial change in the dissertation topic. A student whose performance on the second attempt is also unsatisfactory, or who does not undertake a second examination within a reasonable period of time, is subject to academic disqualification. A third examination may be given only with the approval of the Director of Doctoral Program in Public Health and the Graduate Dean.

### ***Candidacy Committee***

The Candidacy Committee is comprised of five faculty who are voting members of the University of California Academic Senate. Nonvoting Senate members or faculty holding professorial titles at other Universities will be considered on an exception-only basis. Candidacy committee members need not necessarily be from the Irvine Division, but a majority and not all must hold primary or joint appointments in the student's department. If the student is not affiliated with an individual department, a majority of the committee must hold either primary or joint appointments with the

academic unit\* granting the doctoral degree. The external member cannot have any affiliation with Public Health (e.g., no courtesy appointment, no split appointment, no joint without salary appointment)

The majority of members in Public Health may represent multiple departments including Health, Society, and Behavior; Population and Disease Prevention; Epidemiology and Biostatistics, Environmental and Occupational Health in the Program in Public Health *only for students who will earn the Public Health, Ph.D. degree*. Each student will suggest members for a Doctoral Dissertation Committee (DDC), subject to approval by the faculty advisor. Any exceptions to these membership requirements for the committee must be approved by the Dean of Graduate Division.

CANDIDACY COMMITTEE - From UCI senate regulations 905-935

- **Chair**
  - Primary or joint appointment in student's department/academic unit
  - Voting member of senate
  - NO EXCEPTIONS
- **General Members**
  - 1<sup>st</sup> and 2<sup>nd</sup> members must have primary/joint appointment in student's department/academic unit
  - 3<sup>rd</sup> member can be UC senate (not necessarily from Irvine) or below by exception
    - Non-voting SENATE, faculty from other universities, non-senate faculty with equivalent scholarly standing BY EXCEPTION ONLY
  - Majority of committee (including chair and outside member) must hold primary/joint appointment in student's department/academic unit
- **Outside member**
  - Must be from Irvine division
  - May NOT hold primary OR JOINT appointment in student's department/academic unit
  - Represents "faculty at large"
  - Serves as unbiased independent judge
  - NO EXCEPTIONS

Details on the permissible composition of the advancement committee can be found in [Graduate Division's Policies and Procedures Handbook](#).

## Dissertation

Ph.D. students are required to complete a dissertation based on original research. The dissertation is the culmination of years of study, and most students opt for the "three paper" format, which is 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 empirical 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/dissertation chair.

Students may petition to prepare for their final defense after completing all the degree requirements. With the recommendation of the faculty research advisors, the Assistant Director of Graduate Affairs must approve all completed degree work before students proceed with the dissertation defense. It is recommended that students plan to meet with the Assistant Director of Graduate Affairs. at least 3 months before the oral defense is scheduled to take place. This is to allow time for reviewing coursework, reviewing the doctoral committee, and completion of any necessary paperwork.



Dissertations must be written using very specific formatting, described in detail in the [UCI Thesis and Dissertation Manual](#) from the UCI Libraries. Students should submit the complete draft of the dissertation to their Doctoral Committee at least two to four weeks before the dissertation defense.

The oral dissertation defense is the student's opportunity to present their dissertation findings to the public and their dissertation committee. The defense is usually three hours and customarily follows the following format: in the first "public" hour, the student presents the empirical results of their research questions and receives questions from the audience. Members of the UCI Public Health, campus, and larger communities are invited to attend this portion of the defense. After the public portion, the student meets privately with the committee members, who ask additional, in-depth questions about the research project.

After the oral defense, committee members are required to sign **the Ph.D. II Form** initiated by the Assistant Director of Graduate Affairs giving their approval for the student's degree completion. If the committee has comments and suggestions for improvement, the Ph.D. candidates must make necessary revisions to the written dissertation document before submitting the final version to Graduate Division as part of their degree completion. The committee may also require that the dissertation defense be repeated in whole or part.

As part of the PhD II Form submission, the student will [submit the final dissertation to the UCI Libraries](#). The Library provides resources on formatting and pre-submission critiques. Students will attach a copy of the email confirmation from ProQuest of the final submission. In addition, students will also complete 2 surveys and will attach the completion message to the **Ph.D. II Form**. The Ph.D. II Form must be submitted to Graduate Division by the filing fee deadline per the quarter expected to graduate.

**Doctoral Committee:** A committee of a minimum three University of California Academic Senate faculty members, majority of whom must have faculty appointments in the Program in Public Health. The Doctoral Committee usually consists of the *same members, but fewer*, of the Candidacy Committee. Major changes to the committee membership require consultation with the Faculty Advisor/Chair and the Assistant Director of Graduate Affairs and require an advanced exception memo to Graduate Division prior to final defense.

DOCTORAL COMMITTEE - From UCI senate regulations 920

- **Chair**
  - Hold primary of joint academic appointment in academic unit supervising the doctoral program
  - No exceptions
- **General Members**
  - At least 2 voting members of UC academic Senate (not necessarily Irvine)
  - Equivalent standing members by exception only
  - Majority should be affiliated with the program/unit (faculty in EOH, DEB, PHDP, HSB)
  - At least one member must hold primary appointment in the student's department/academic unit

After approval by the Doctoral Committee, 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.

Students are required to meet with the Assistant Director of Graduate Affairs in Public Health Graduate Student Affairs Officer at least three weeks before the scheduled final defense meeting to discuss final degree paperwork and the final degree audit. **The "[Ph.D. Dissertation Checklist /](#)**

**[Final Degree Paperwork](#)**” form is available from the Graduate Division website as a DocuSign and must be initiated by the Assistant Director of Graduate Affairs after initial advising. *Students may not initiate Graduate Division DocuSign forms.*

It is important to note that there are limitations on employment if a student has not advanced in the time expected. Teaching Assistant/Associate appointments may not exceed 12 quarters prior to advancement to candidacy. Students must advance to candidacy towards their Ph.D. in order to be employed as a Teaching Assistant/Associate beyond 12 quarters. Teaching Assistant/Associate appointments cannot exceed 18 quarters total per student

## Dissertation Fees

There are no fees to complete your dissertation. However, should you need additional time to complete necessary revisions without enrollment of courses, you may petition to go on filing fees.

Students who have completed all requirements for and are ready for the formal submission of their thesis or dissertation, or the final, formal examination, may petition for a filing fee quarter. The Filing Fee (\$188) may be paid in lieu of registration for one academic quarter or summer during the student’s entire graduate career, irrespective of how many graduate programs students enroll in. Students applying for Filing Fee status must be registered in the preceding academic session. For more information on filing fee status, please contact the Assistant Director of Graduate Affairs review the [Filing Fee Petition](#) and the filing fee petition paperwork at least one quarter prior to your filing fee quarter.

Be mindful of the [filing deadline dates](#) to submit all advancement paperwork to Graduate Division.

## Academic Requirements, Policies, & Procedures

### Evaluation of Student Progress

Doctoral students will conduct annual self-evaluations with their advisors in the spring quarter for progress towards the degree. Students will fill out a Graduate Division Individual Development Plan (IDP) 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. This form is meant to be a guide to help with planning and goal setting between the student and the advisor.

### Continuous Enrollment Policy

For fall, winter, and spring quarters, enrollment in:

- 12.0 units or more is considered full-time status
- 0.5 – 8.0 units is considered half-time status

### 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

## Advisors

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 professional. Your advisors can address issues of school/life/work balance, career goals, long-term educational goals, getting involved in the university, and much more. The best place to start if you need help is with [Graduate Student Affairs](#). They can provide you with information about campus resources or identify Public Health faculty and staff who can answer your questions about life during and after graduate school.

### [UCI Graduate Division](#)

Office: 120 Aldrich Hall  
 Telephone: 949-824-4611  
 Email: [grad@uci.edu](mailto:grad@uci.edu)

## Department Chair

The Department Chair is a faculty member who serves as the academic leader and administrative head of the department. The Chair should be receptive to questions, complaints, and suggestions from members of the department, both faculty and staff personnel, and from students, and should take appropriate action on them.

## Faculty Advisor

Each PhD student is assigned to a Faculty Advisor (Mentor) upon admission into the program. Your Faculty Advisor will advise you on broader educational and career goals and assist with the selection of core and elective courses each quarter. They are the primary source of administrative and research information during your PhD program. Most faculty advisors act as the candidacy and dissertation committee chairs. In this role, they will assist in assembling dissertation committees and guide student dissertation progress. If students wish to change from originally assigned Faculty Advisor, they must first locate another faculty member in the departments of Population Health Disease Prevention or Health, Society, and Behavior who is willing to act as their new Faculty Advisor. They can formalize the change after notifying their original advisor, the Assistant Director of Graduate Affairs, and the Doctoral Director. We recommend that any advisor switching occurs before the student starts their candidacy advancement process.

## Assistant Director of Graduate Affairs

The Assistant Director of Graduate Affairs tracks degree progress, serves as graduate advisor to students about program requirements, assigns teaching assistant and reader positions, and refers questions to other staff, faculty, or campus services.

## Academic Probation & 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. An overall grade point average below 3.0;
2. Failure to complete courses or examinations satisfactorily within the period of time specified by the graduate program;
3. Failure to pass a required examination in two attempts.



The Director of Academic Affairs or Assistant Director of Graduate Affairs 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 to terminate the student from graduate study in the program.

## Enrolling in Excess Units

If you wish to enroll in more than 16 units per quarter, you must obtain advance approval from your Faculty Advisor and the Assistant Director of Graduate Affairs. To start the process, please email both together with a request. Your faculty mentor will discuss with you the appropriateness of your plan and make sure you understand the rigorousness of taking excess units. The petition only needs to be filled out once, even if you enroll in excess units over multiple consecutive quarters. If your cumulative GPA falls below a 3.0, you will not be allowed to enroll in excess units in any subsequent quarters until you have returned to good academic standing. Students will be informed if their schedules need to be changed as a result of poor grades from the previous quarter. You will be notified of the results of your petition by email if the petition is not approved. If your petition is approved, the Assistant Director of Graduate Affairs will increase the maximum unit in WebReg to allow you to enroll in additional units/courses.

## Graduate Assistantships

Many academic units offer research assistantships to outstanding graduate students, either as Graduate Student Researchers (GSRs) or Graduate Student Assistant Researchers (GSARs). During the academic year, GSRs and GSARs may be appointed for a maximum of half-time service (220 hours/quarter). Registration as a full-time student (12 units) is required, and students must meet academic eligibility requirements for grades, GPA and satisfactory progress. The duration and extent of such appointments vary by academic unit. Students should contact their departments for further information. Additional information, policies, and responsibilities on academic appointments and graduate student employment can be found in the Graduate Policies and Procedure Handbook from Graduate Division.

## Graduate Student Researcher (GSR)

An academically qualified and registered graduate student, enrolled full-time, who performs research related to their degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator. The Graduate Student Researcher may or may not collaborate in the publication of said research.

Please visit [Important Information for GSRs](#) and updates regarding GSR [rights](#) & [FAQs](#).

## Teaching Assistantships

Graduate students in Public Health Doctoral Program are eligible for teaching assistantships in the Program in Public Health, or the School of Biological Sciences if their units are not able to fill all of their teaching assistantship positions with their own graduate students.

Students who serve as TAs for Public Health courses must enroll in PH399 units for the respective quarter and complete the pedagogical assignment. The pedagogical assignment is required to receive PH399 course credit and is separate from the student's TA activities, which are considered part of their employment.

Teaching Assistant/Associate appointments may not exceed 12 quarters prior to advancement to candidacy. Students must advance to candidacy towards their Ph.D. in order to be employed as a Teaching Assistant/Associate beyond 12 quarters. Teaching Assistant/Associate appointments cannot exceed 18 quarters total per student. Any quarter in which the student is appointed and compensated, at any amount/rate or percent time, is counted toward this maximum. This policy applies irrespective of whether a student enrolls in more than one academic program. **Under no circumstances will a 19th quarter exception be granted.**

## Academic Requirements for Teaching Assistantships

- A minimum GPA of 3.0
- Satisfactory academic progress towards degree objective
- A letter grade of C, S, or above in all courses completed in the last three quarters
- No more than two (2) Incomplete grades (except where stricter school policies apply) in the last three quarters

## GSR Appointment Benefits

### Payment of Fees/Tuition (Remission)

Campus policy regarding GSR/GSAR fee and tuition remission applies to all students employed in the GSR/GSAR series with an appointment of at least 25% time for the entire quarter. Each eligible student's total assessed fees/tuition (and non-resident supplemental tuition, if applicable), must be paid as a condition of their GSR/GSAR appointment. Charges are to be debited directly to applicable extramural awards or other funding source(s) paying the student's salary when the student registers each quarter.

Please refer to Registrar's site for the [Schedule of Fees/Tuition](#).

## 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.

## Leave Guidelines

An academic leave of absence (LOA) is intended to cover the temporary interruption of the student's academic program. The reason(s) for requesting a LOA must be consistent with University policy and guidelines, and with the guidelines of the student's academic program. Students who are considering an academic leave of absence should consult with the Graduate Advisor.

## Academic Integrity

### Academic Standards

The following excerpt is taken from the UCI General Catalogue on Scholastic Requirements for Graduate Students:

A graduate student is expected to make satisfactory progress toward an approved academic objective, as defined by the faculty of the program in accordance with policies of the Graduate Council, to maintain a satisfactory grade point average for all work undertaken while enrolled in graduate study, and to maintain academic progress within the required time to degree as established by the respective academic program. Satisfactory progress is determined on the basis of both the recent academic record and overall performance. A graduate student normally is expected to complete satisfactorily at least eight units of academic credit applicable to the graduate program in each regular academic session (unless on an approved leave of absence), and satisfy all requirements of the academic program according to an approved schedule. For a graduate student, only the grades A+, 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, 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 student's academic progress ordinarily is evaluated on the basis of the academic record, time-to-degree, and the professional judgment of the faculty. A few weeks after the end of a quarter, an updated copy of each enrolled student's permanent academic record is available from the Registrar. This record lists all UCI courses for which a graduate student was enrolled (including courses taken through the Intercampus Exchange Program), the grades assigned, and the cumulative grade point average. This record also includes formal candidacy for an advanced degree, degrees conferred, certain examinations passed, unit credit accepted from other institutions, and other important academic information.

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.

## Academic Honesty

The following excerpt from Graduate Policies and Procedures explains the university's position on academic honesty. We **strongly** recommend that you familiarize yourself with the academic dishonesty policies and procedures. The policies apply equally to electronic media and print, and involve text, images, and ideas. The policy in its entirety can be found here.

The consequences of failing to uphold the academic honesty policy are published in the *UCI General Catalogue*, [and are also available here](#).

Students are expected to become familiar with this policy. Students who fail to uphold their fundamental academic obligation are subject to consequences that might range from lowering a grade to campus-wide sanctions, up to and including dismissal. Examples of conduct that fall under the aegis of the policy on academic honesty include, but are not limited to, plagiarism, cheating, stealing of exams, falsifying the record of their work, or collusion in such dishonest activities. When faculty suspect academic dishonesty, they need to follow due process guidelines and investigate their suspicions promptly and fairly. Minimally, due process requires that suspected students be given clear and prompt notice of the suspicion and the opportunity to confront or rebut the evidence that gave rise to the suspicion. Some procedures for implementing the policy can also be found in the UC-UCI document *Policies Applying to Campus Activities, Organizations, and Students*.

## Graduate Division's Policy and Procedures

This handbook should be referenced in conjunction with Graduate Division's Policy and Procedures. Graduate Education is subject to the oversight of the Graduate Council, a standing committee of the Academic Senate, Irvine Division, charged with reviewing and regulating graduate education. The Graduate Council sets policies and standards for admission to graduate student status; defines eligibility for fellowships and assistantships; establishes policies relating to graduate degrees; approves changes in degree requirements; establishes procedural rules for graduate study; sets policy for satisfactory academic progress, graduate student course loads, transfers of academic credit, part-time study, and leaves of absence.

Academic requirements and standards for students, time to degree policies, eligibility for funding and other campus resources, and all other academic aspects of graduate education are the purview of the Graduate Council. Please refer to [Graduate Policies and Procedures](#) for all policies relating to graduate education.

## Learn at UCI

### University Library

The [UCI Libraries website](#) is a great place to start to learn about the range of services that we offer, specific [services and resources available during COVID-19](#) curtailments, and our overall [phased reopening plan](#). Highlights include:

- [Reservable study space](#), in the Science Library Multimedia Resources Center and Libraries Gateway Study Center, including a variety of seating options (individual study rooms, computer workstations, socially distanced seating at tables and carrels).
- Increased access to digital library resources for those studying remotely or unable to visit the Libraries.
- [Curbside delivery and pick-up options](#) at Langson Library for some physical materials that cannot be accessed in a digital format.
- Remote assistance from expert librarians by [chat, email](#), or scheduled in-depth [Research Consultations](#).
- [Remote reference and digitization of Special Collections and Archives materials](#).

You are encouraged to contact [your Subject Librarian](#) for assistance if you encounter any challenges accessing the resources that you need for teaching, learning, or research.

#### Public Health Librarian

**Hector Perez**

Office: 232 Science Library

Telephone: 949-824-6957

Email: [perezhr@uci.edu](mailto:perezhr@uci.edu)

### Career Development Services

There are multiple career development resources available at UCI. The academic department and Student Affairs Office frequently shares unsolicited job listings to students and helps arrange talks from local public health agencies and private companies.

The UCI Division of Career Pathways has a dedicated career advisor for graduate students, though you are welcome to see any of the career advisors for assistance. The Career Center also offers mock interviews on camera, resume assistance, and workshops on the job search process.

#### Graduate Career Educator

**Lauren Lyon**

Office: 100 Student Services 1

Telephone: 949-824-6881

Email: [lauren.lyon@uci.edu](mailto:lauren.lyon@uci.edu)

For pedagogical training, the [Division of Teaching Excellence and Innovation](#) offers certification, teaching assistant training, ad fellowships. DTEI holds events and workshops and resources to help cultivate equitable learning environments.

#### Director, Graduate Student and Postdoctoral Scholar Instructional Development

**Daniel Mann**

Office: AIRB 3000

Telephone: 949-824-0117

Email: [dmann@uci.edu](mailto:dmann@uci.edu)

## IT Services

Not having the right equipment to access your coursework can make them even more difficult. To help alleviate the challenge of securing appropriate computer equipment for remote learning, [UCI has secured a number of laptops for free loan](#) during each quarter to students who don't have access to key remote learning tools.

Internet access is available throughout the campus and in on-campus housing. All devices need to be registered to connect to the internet. Review OIT's resources on [UCI Mobile Access](#). For those living in some on-campus, your computer network and cable television is supported via OIT's [Residential Network Services](#).

## Graduate & Postdoctoral Scholar Resource Center

The [GPSRC](#) offers workshops and programs designed to support professional development; writing support; communication; preparation of grant and fellowship funding applications; wellness and work-life balance; mentoring and much more! Programs are open to all domestic and international Graduate Students and Postdoctoral Scholars, free of cost.

Students may schedule [1-1 appointments](#) with writing consultants to review academic writing (publications, dissertation/thesis, conference papers, etc.), funding applications including grants and fellowships and job application materials. [Certificate programs](#) are offered through out the years to help students improve communication and mentoring skills.

### Graduate and Postdoctoral Scholar Resource Center

Office: 3100 Gateway Study Center

Telephone: 949-824-2207

Email: [gpsrc@uci.edu](mailto:gpsrc@uci.edu)

## Financial Support

### Tuition & Housing

All tuition, fees, and charges are subject to change without notice, and the University may impose additional tuition and fees. Consult the [University Registrar's website](#) for the most up-to-date information. Graduate student tuition [information about tuition can be found here](#).

More than 14,000 students choose to live on campus to take advantage of award-winning facilities, access to convenient campus resources. [Housing information can be found here](#).

### Financial Aid

Graduate students seeking information about receiving financial support are strongly encouraged to speak with the academic departments or professional school to which they have applied and/or been admitted. To be considered for the specific federal loan programs listed below, all **domestic** (e.g., non-foreign) graduate students must complete the [Free Application for Federal Student Aid \(FAFSA\)](#).

### [Financial Aid Counselor](#)

**Maria Noblejas**

Office: 102 Aldrich Hall

Telephone: 949-824-0290

Email: [rcardon1@uci.edu](mailto:rcardon1@uci.edu)

## Need-based Aid and Loans

Need-based aid and loans can come from private organizations or from the government. Banks can provide private loans and organizations may offer need-based scholarships for exceptional students. Applicants wishing to receive need-based aid (including government aid and/or federally subsidized loans) must fill out a FAFSA form. You must fill out the [FAFSA](#) by the California priority deadline to receive full consideration for many forms of aid, including scholarships and UCI Grants. It is strongly recommend that you fill out a FAFSA even if you do not think you are eligible for aid. International students will not be able to complete the online FAFSA, but should inquire with the department and our Financial Aid Officer after admission. While international students are not eligible for federal financial aid, they may be eligible for certain types of university fellowship funding, departmental awards, and/or employment as a teaching assistant or graduate student researcher.

## 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.

We also suggest that [students visit this page](#) on financing your degree from the Association of Schools and Programs of Public Health.

Two federally-funded grant opportunities of relevance to many 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 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.

PhD students are eligible to apply for prestigious Association of Schools and Programs of Public Health (ASPPH) internships and fellowships while enrolled and post-graduation. Start an ASPPH Fellowship application [here](#) and sign up for ASPPH's weekly newsletter [here](#).

UCI Grad Division offers many fellowships to doctoral students to their education and research. Visit the website for a complete list: <https://grad.uci.edu/funding/current-fellowships/>Support for Research & Conference-Related Travel.

UC President's Dissertation Year Fellowship allots five (5) fellowships each year. This program is designed to identify doctoral candidates who have been educationally or economically disadvantaged or whose research or planned career director focuses on problems related to disadvantaged segments of society. More information can be found on the UCI Grad Division website noted above.

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. To begin the application process, students must complete the academic travel request fellowship form and obtain approval by the Doctoral Director. The form will be submitted to the Assistant Director of Graduate Affairs. Once the request has been reviewed, students will receive a fellowship disbursement for the approved amount. Students are not required to submit original receipts after travel but should maintain them for



good travel practice. The request form can be obtained from the Graduate Student Affairs Officer and final decisions on academic conference travel are made by the Doctoral Director.

## Campus Employment

The Graduate Division restricts all on-campus employment for graduate students (including staff employment) to 50% or less time while enrolled full-time. Employment includes Teaching Assistantships and Graduate Student Research positions. Students enrolled part-time are allowed to work 25% time or less. Exceptions to this policy are rarely approved by the university. Limitations to on-campus employment for graduate students are explained in further detail in the [Graduate Policies and Procedures handbook](#). Students who are career employees at the University of California and are interested in applying for the Employee Reduced Fee Program [should pay special attention to the employment limitations](#).

Your funding may be contingent on employment and helps fund tuition/fee remission with salary. You may also wish to pursue outside part-time or full-time employment to help pay for school. If you wish to work full-time, we strongly encourage you to attend school part-time to ensure that you have adequate time to study for your classes. To search for jobs on- or off-campus, we recommend that you try ZotLink, the job listings database of the UCI Career Center. You must be a current student and have a UCInetID login to search the database. On-campus jobs are conveniently located and may be more willing to accommodate your course schedule. There are also a number of off-campus public health-related organizations and businesses in Orange County that may be able to provide you with employment opportunities.

## Safety & Security

### Speech & Advocacy

The University is committed to assuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly, and worship. [Please read the full policy here](#).

### Nondiscrimination Policy

The University is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All groups operating under the authority of The Regents, including administration, faculty, student governments, University-owned residence halls, and programs sponsored by the University or any campus, are governed by this policy of nondiscrimination. The intent of the University's policy on nondiscrimination is to reflect fully the spirit of the law. In carrying out this Policy, the University also shall be sensitive to the existence of past and continuing societal discrimination. [Please read the full policy here](#).

### Disability Statement

The University of California, Irvine, is committed to providing a barrier-free environment for learning and an electronic environment that is accessible to everyone, including individuals with disabilities. If you have a disability and feel you need accommodations in this program or a course, please contact the [Disability Services Center](#) (DSC). DSC approved accommodations will be provided for students who present a Faculty Notification Letter from the DSC.

### Diversity Statement

The University of California, Irvine, 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, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

## Counseling Services

The [Counseling Center](#) is the primary counseling and mental health agency for UC Irvine students. The Center strives to assist students with their academic success by developing dimensions of well-being. The Counseling Center provides short term time limited individual, couples, group and family counseling. The Center also assists students with urgent care and some psychological testing. Psychiatric evaluation and intervention are available on a limited basis for students concurrently seen in therapy. A wide range of workshops and courses related to interpersonal and developmental issues including cross cultural interaction, intimacy and friendships, interpersonal communication, and coping and resiliency are offered annually.

In addition, the Counseling Center provides support to the University community through crisis intervention, training regarding mental health issues, and outreach and consultation services. The Center's services are available and free of charge to currently registered students. Students with chronic and severe mental health issues needing long term and extensive services are referred to other appropriate community providers.

Unique to the Program in Public Health, students have access to Student Support Manager, **Miguel Huerta**, who can provide direction to students seeking counseling services and help to navigate the Counseling Center. We recommend that students connect with Miguel to receive school support and guidance in addition to accessing the Counseling Center.

**Miguel Huerta:** [mahuert3@uci.edu](mailto:mahuert3@uci.edu)

### [Counseling Center](#)

Office: 203 Student Services 1

Telephone: 949-824-6457

Website: <https://counseling.uci.edu/>

## Grievances Policy

The organizations listed below assist in resolving disputes within the University community:

- Office of Graduate Studies: gives guidance on formal and informal methods of resolving conflicts.
- UCI Ombudsman: independently, objectively, and confidentially assists in mediating and resolving conflicts.
- UCI Mediation Program: a volunteer program for dispute resolution, facilitated through the Ombudsman Office.
- UAW (International Union, United Automobile, Aerospace and Agricultural Implement Workers of America [UAW] AFL-CIO and its Local Union 2865) represents UCI graduate students that have teaching assistantship, reader, or tutor appointments (whether or not they are members of the union).
- UCI Dean of Students: investigates allegations of physical abuse, threats of violence, or conduct that threatens the health or safety of any person or university property.

Problems relating to academic policies should be resolved at the level of the academic unit where possible. If this is not possible, such problems should be addressed in accordance with the Student Academic Grievance Procedures.

## Student Involvement

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 contribute 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.

## Involvement in the Program in Public Health

### Faculty Meetings

The students in the PhD in Public Health nominate one doctoral student to act as their representative and attend the HSB and PHDP faculty meetings. Here, the rep will discuss any issues or concerns to the department Chair and faculty. It is crucial that students have their voice heard at these meetings to maintain open communication between students and faculty. This position is for the academic year and will generally have a nomination/election process at the start of fall quarter.

### Graduate Representative

This student is elected by the graduate students each fall to represent all graduate students (MPH, MS) in the program. While we welcome feedback on our program from all students, the Graduate Representative can bring an issue to the attention of faculty and staff if a student does not want to convey their opinion directly. The Graduate Representative represents the students as the student member of the Graduate Committee, which oversees Public Health graduate programs, and attends monthly faculty meetings. This student also assists the department in coordinating visits from colloquium speakers, if funds allow. This position is for the academic year and will generally have a nomination/election process at the start of fall quarter.

## Campus Organizations

### Graduate Public Health Association

The Public Health Association (PHA) was organized by students in our undergraduate majors to promote awareness of public health issues on our campus and in the community and to educate its members about educational and career opportunities in our field. There is a Graduate Student section of the PHA with its own officers and activities. [More information can be found here.](#)

### Health Justice & 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 this link.](#)

### SIPHERS (Students at Irvine Public Health Emergency Response and Surveillance)

Members of SIPHERS work closely with the Orange County Health Care Agency to provide assistance to the agency during surge periods such as outbreaks. The students periodically visit the agency during the school year to train with agency employees and attend seminars.

### 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, [please send an email here.](#) The GSHIP council is an especially informative experience for those considering careers in Health Policy and Management.

### DECADE

The Diverse Educational Community and Doctoral Experience (DECADE) collaborates with the Office of Inclusive Excellence to create a warm and inclusive climate within the University of California, Irvine. DECADE is a multi-departmental collaborative that includes faculty, staff, students, and even alumni—all committed to facilitating a sense of belonging for all UCI students.

The Program in Public Health has a school-based council to help gather students to discuss school-specific issue and resources for the disciplines. For more information, contact [DECADE@uci.edu](mailto:DECADE@uci.edu).

## Helpful Links

- [Program in Public Health Administrators and Staff](#)
- [Graduate Department Administrators and Staff](#)
- [UC/UCI Student Policy Manual \(section 170.00\): fees \(including refund schedules\), privacy policies, disclosure of information, "time to degree" policies](#)
- [UCI Associated Graduate Students: the official representative body for all graduate students and professional students at UC Irvine](#)
- [UCI Catalogue Appendix: information on access to, and release of, student records](#)
- [UCI Disability Services Center: information and assistance for students with disabilities](#)
- [UCI Graduate Policies and Procedures: information on academic policies and related administrative procedures, including but not limited to:](#)
  - academic appointments and graduate student employment
  - academic standards
  - examinations
  - leave of absence/part-time enrollment
  - residency issues
  - transfer of credit
- [UCI Health and Wellness Services](#)
- [UCI International Center: information and assistance for international students, faculty, and visiting researchers](#)
- [UCI Office of Equal Opportunity and Diversity: policies and procedures regarding discrimination, retaliation and sexual harassment](#)

## Comments & Suggestions

Thank you for reading the PhD Student Handbook. Our goal is to make this Handbook informative and easy to use. We would appreciate any comments or suggestions that will help us to enhance this Handbook.