

**HEALTH SERVICES RESEARCH  
PH.D. PROGRAM HANDBOOK**

**2019-2020**

**College of Health  
Sciences  
Old Dominion  
University**

## **INTRODUCTION**

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

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

Information in this Handbook provides the student with specific program requirements. The student should also refer to the University Catalog and the Office of Graduate Studies website for additional essential information.

## **MISSION STATEMENT**

The primary mission of the Ph.D. in Health Services Research is to develop leaders and problem solvers whose professional services will improve the health of the population not only in Eastern Virginia but also statewide, nationally, and internationally.

Health services researchers study health care quality and effectiveness, patient outcomes, access to care, health care costs and financing, primary and managed care, new technologies, and other critical topics.

## **GOALS**

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

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

In accomplishing these goals students in the program will develop the critical skills necessary to assemble and integrate qualitative and quantitative evidence applicable to problem formulation and policy analysis. They will be able to design viable programs, manage resources, and measure the effectiveness of service delivery to metropolitan area residents. Community needs will inform the direction and focus of programmatic approaches to research and policy.

## **OBJECTIVES**

The objectives of the Ph.D. program are to have students successfully complete the curriculum, complete yearly benchmarks (Scholarship, Academic, Service, Administration), and write and defend a dissertation that demonstrates a sophisticated knowledge of the topic area. By meeting these objectives, the student will be assisted in attaining positions of leadership and trust in the healthcare community.

## **ADMISSIONS**

### **1. Application Procedures**

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

<u>Entry Term</u>	<u>Application- International</u>	<u>Domestic</u>
Fall	February 1	March 1

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

The program director makes the final decision regarding admissions. The program director with the Admissions and Continuance Committee evaluates the graduate admissions index score, GRE score, graduate grade point average, applicant's goals statement, professional success and leadership potential as reflected by current employment, and the strength of the letters of recommendation. Chosen applicants will be interviewed by associated faculty and a research mentor must be identified prior to enrolling within the program.

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

### **2. Requirements**

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

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

1. Master's degree from a program that is accredited by an appropriate specialized accrediting agency or from an institution that is nationally accredited. Degrees such as M.D., J.D., and D.D.S. are also acceptable
2. Minimum grade point average (GPA) of 3.25 (on a 4.0 scale) overall for the master's degree
3. Acceptable results from the Graduate Record Examination (GRE)

4. For those whose native language is not English a TOEFL score of at least 550 for paper-based and 79 for internet-based tests
5. Three letters of reference from sources capable of commenting on the applicant's readiness and commitment for doctoral studies. At least one must be from an academic source and one from a professional source
6. Written statement of personal, academic, and professional goals indicating how the doctoral program will contribute to the achievement of these goals;
7. Fulfillment of prerequisite competency requirements.

Explanation of some of these requirements is further clarified below.

### **2.1. Equivalent of a Masters' Degree**

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

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

All requests for acceptance of a master's degree equivalent must be reviewed and approved by the program director and the Admissions and Continuance Committee.

### **2.2. Goals Statement**

The goals statement should be an accurate, concise explanation of the applicant's personal, academic, and professional objectives, and should reflect clearly how the doctorate in Health Services Research can assist in meeting those objectives. While the statement may refer to the applicant's past experience and training, it should focus primarily on current issues and the applicant's potential as a graduate of the doctoral program. The goals statement will be assessed on the basis of writing proficiency and content. The candidate should clearly outline their research interests in broad terms and in specific terms if applicable as this will be used to assist with the identification of a potential mentor.

### **2.3. Prerequisite Competencies**

Applicants must demonstrate competency in three areas as a prerequisite for admission to the Ph.D. in Health Services Research program. Since students may enter the program with a master's degree in a variety of disciplines, the prerequisite competencies assure a degree of experiential commonality among program enrollees and provide for them the necessary background to perform at an acceptable level within the degree curriculum. The prerequisite competency areas are: Statistics, and Research

Methods. A student may be admitted into the program with a course prerequisite deficiency; however, all course deficiencies must be made up before the student completes the program of study. Prerequisite requirements may not be used to fill core or concentration requirements.

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

## **ADVISING**

### **1. Preliminary Guidance**

Upon acceptance into the program, the program director provides initial and ongoing counseling concerning coursework and other areas of academic concern. Additional insight will be provided by the faculty research advisor in conjunction with the program director to develop a Program of Study and determine what courses should be transferred/substituted into the program. The faculty research advisor will be selected in conjunction with entrance into the program.

### **2. Faculty Research Advisor**

The program director, in consultation with the student, proposes a faculty member for appointment as the student's faculty research advisor. The faculty research advisor must be familiar with the policies and procedures of the program and must be willing to provide guidance to the student in all academic program decisions prior to an applicant being admitted to the program. He or she must be a regular member of the program faculty and certified for graduate instruction. The faculty research advisor and program director will assist the student in selecting the other members of the advisory committee. The advisory committee will consist of three members of which one must be the faculty research advisor. All advisory committee members must be approved by the program director.

The faculty research advisor is responsible for guiding and directing the student's program of study; assisting with the development, administration and grading of the candidacy examination; assisting the student in selecting a dissertation topic; and initiating all academic actions regarding the student. The faculty research advisor is responsible for counseling the student on academic matters and, in the case of academic deficiency, initiating recommendation to the program director and dean.

The faculty research advisor will assist students in the timely filing of applications for internships, candidacy exams, etc. with the program director.

The faculty research advisor continually evaluates the student's performance, may insist on more than the minimum scholastic requirements and may consider other factors when determining the student's continuance in the degree program. Periodically, the faculty advisor communicates the student's progress to the program director.

### **3. Change in Advisory Committee**

Changes must be made in advance of the candidacy examination. Informal substitutions for either the written or oral part of the candidacy examination are not permitted. Changes in the committee are permitted between the written and oral portions of the examination only with the written approval of the program director and the dean of the College. The examination must be scheduled at times when it is possible for all members of the committee to participate. Changes made in the advisory committee without prior approval are not recognized.

## **DEGREE REQUIREMENTS**

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

### **1. Program of Study**

The program of study provides structure and direction for the student's progress through the program. It consists of the detailed listing of courses/internship experiences the student will take in order to complete the program. The program of study must be agreed upon by the student, faculty research advisor and the program director.

### **2. Transfer of Credits**

Upon the recommendation of the student's faculty research advisor and the program director, students may also transfer up to twelve semester hours of graduate credit into the Ph.D. in Health Services Research program. Any courses taken at Old Dominion University prior to formal admission into the program must be approved by the program director if they are to count as part of the student's program of study.

Transfer of credits is not automatic. The following criteria are used in evaluating courses requested for transfer.

The courses must:

- a. Have been taken at an accredited institution subsequent to the award of the master's degree;
- b. Be bona fide graduate courses at the 600 level or above
- c. Be compatible with and contribute to the student's program of study

- d. Have been completed with a grade of "B" or better;
- e. Be acceptable toward a comparable degree at the institution which offered the courses;
- f. Not have been completed by correspondence nor by exemption through an examination; and
- g. Have been completed within eight years of the date of transfer. Transfer courses that reach the eight-year limit prior to the candidate's graduation must be revalidated by the university at which the student completed the coursework.
- h. Be in addition to the required credits acquired for the masters level degree.

These are minimal criteria. A course may not be approved even if it meets these criteria because a faculty research advisor or program director may feel the student does not have enough courses left to provide a defensible doctoral program. A student can substitute courses from other graduate work; however, these course credits must be made up through the addition of other courses.

### **3. Health Services Core (12 credit hours)**

Health Services Research core courses offer an important theoretical framework for the degree and an introduction to the development, delivery, and management of health services research. As a starting point for all students in the program, these courses help to develop a common frame of reference and focus to the program.

### **4. Research Skills**

Students must have successfully completed at least one research design and one statistics course as prerequisites for the program. In addition, all students must take six health services research courses as part of their program of study. **All students are required to complete 18 hours of core coursework in Health Services Research.** The program director determines the exact number of courses each student must take, considering the student's experience, previous academic training, and proposed program of study.

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

Under special circumstances, students, with permission of a faculty supervisor, may sign up for HLSC 898 Supervised Research. Prior to the semester in which the student enrolls in HLSC 898 the student and professor must prepare a detailed description of the work to be completed to included specific objectives and outcomes/deliverables.

## **5. Various Requirements to Complete Degree**

In addition to the Health Services core and research requirements, the following are required to complete the degree:

- (1) a candidacy examination; (2) approval of a dissertation proposal; (3) a successful oral defense of the dissertation; and (4) approval of final dissertation.

### **5.1 Program (Forty-eight Credit Hours)**

The faculty research advisor and program director develop individualized programs for students. The Health Services Research program requires 12 hours in a health services core area, 18 hours in the research core, and 12 credits of track-specific courses. Four, one-credit courses in colloquial work are offered in which students present their research agenda, work on systematic reviews, discuss administrative and tenure issues and discuss current topics of interest in health-related professions.

### **5.2 Internship (Three Credit Hours)**

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

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

<b><u>Internship Period</u></b>	<b><u>Application Deadline</u></b>
Fall Semester	June 1
Spring Semester	October 1
Summer	March 1

- a. **Activity Goals:** Internships must afford the following experiences for all students:
  1. Direct contact with agencies or organizations that address the special needs of pluralistic and diverse populations;
  2. Documented in day-to-day agency operations or field investigations of a significant health services problem;
  3. Attendance and participation in meetings in which important issues are addressed;
  4. Documented learning through combined research and action.



- b. **Establishment of Internship Sites:** Students will negotiate internship sites with their advisory committee. The advisory committee will also assure that a Ph.D. program faculty member is appointed as internship supervisor. (**Appendix -Form P4**).

In all instances, established internship sites must be registered in the program director's office and should include:

1. the name and address of the agency;
2. the agency contact person (name and phone number);
3. the ODU contact person (name and phone number);
4. the number of slots available; and
5. a brief description of the agency's offerings.

The program directors' offices serve as clearinghouses for internship placements both in terms of informing program personnel of available sites and of maintaining records of internship placements. The internship supervisor assigned to monitor the internship is responsible for all contacts with internship site administrators and student interns.

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

1. When the student, advisory committee, and internship supervisor have approved an internship site, the student submits an Application for Internship (**Appendix - P4**) to the program director's office prior to the start of the semester. The application must indicate the rationale for the proposed experience--the reason that the site was chosen and how it will benefit the student--and a description of the duties and responsibilities of the internship. Agencies must be registered in the program director's office before being considered as placement sites.
2. The internship supervisor works with the student and his/her advisory committee in effecting the placement. The student and internship supervisor make contact with the agency for placement approval.
3. The internship supervisor arranges meetings with the student and the appropriate agency personnel. At such conferences, internship requirements are explained to both the student and the agency representative. The internship supervisor must have at least one visit or conference call with each student's on-site supervisor, confirm the duties and responsibilities of the internship, meet with interns to discuss and evaluate experiences, and must assist the intern in the documentation of the internship experience.
4. Students must register for the internship under the course number HLSC 868

during the semester that the internship is done.

#### Internship, Supervision and Evaluation

1. A minimum of 200 clock hours must be spent in the internship experience
  2. All approved interns are required to meet with the internship supervisor periodically during the internship period to share experiences and to critically evaluate their approaches to various assignments. The internship supervisor provides guidance in documenting the internship experience.
  3. After the student has completed the internship experience and all related documentation, the internship supervisor will assure the Student Intern Evaluation Form (**Appendix- Form P5**) is returned from the agency supervisor to rate the student's performance. The internship supervisor submits the student's grade (Pass/Fail) after consultation with the agency supervisor to the program director. If the student does not complete the internship during one semester, they will receive an Incomplete ("I") in the class for that semester and must continue to work with the internship Supervisor until the experience has been completed.
- d. **Internship Special Considerations:** In rare cases, to accommodate students whose employment responsibilities may prohibit leave time to meet the internship requirement, the following alternatives may be considered by the program director, faculty research advisor and student.
1. Work in an agency that operates during evening hours and weekends.
  2. Compress the 200-hour requirement into one or more blocks of full-time work. (For example, a student employed on an 12-month contract may use four weeks' vacation time to work full-time with an agency and make up the remaining 40 hours with the same agency during the ensuing semester).
  3. Assume new responsibilities within the agency of current employment which are in no way related to present employment. The student's full-time employer must certify in writing that the intern's responsibilities are different from those normally assumed on the regular job.
  4. Internship exchange--with the approval of agency heads and the program director, students may exchange jobs for the duration of the internship period.
  5. Field investigation--under very special circumstances, an intern may undertake a field investigation of a significant issue. The student must present a prospectus for the proposed investigation. The prospectus and the findings of the investigation must be approved by the student's internship supervisor, faculty

research advisor and the program director. The field investigation option is available only to students whose employment absolutely prohibits on-site experience.

The internship supervisor is responsible for grading of the intern in consultation with the agency supervisor, who evaluates the intern through completion of the Student Intern Evaluation Form (**APPENDIX Form P5**). The internship supervisor works closely with the advisory committee and certifies that all requirements of the internship have been met.

### **5.3 Candidacy Examination**

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

To be eligible to take the examination, the student must meet the appropriate program requirements, must have completed or be in the process of completing all coursework, must be recommended by his/her advisory committee, and must achieve at least a 3.0 GPA on all coursework taken within the program. When the student, in consultation with the faculty research advisor has determined that the examination should be taken, the student must complete an Application for Candidacy Examination (**Appendix A, Form P6**), secure the signature of the faculty research advisor, and submit the form to the program director no later than **September 10** of the **Fall** semester, **February 10** of the **Spring** semester, and **April 10** for the **Summer** session. The program director verifies the student's eligibility for the candidacy examination and submits the form to the dean of the College. The examination is usually scheduled for the first week of November (Fall Semester), the last week of March (Spring Semester), and the last week of July (Summer Semester). Postponement of the examination after permission has been granted must have the written approval of all signatories who approved the original schedule.

The examination is comprehensive in nature and consists of written and oral components. The written section consists of a grant application proposal. The oral examination extends over a period of approximately one and one-half hours and permits an in-depth discussion of the written topics and other related materials. All parts of the examination are graded pass/fail.

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

The program director is fully responsible for arranging the candidacy examination. This includes scheduling the examination, administering the examination, tallying the results, and reporting the outcome to the student, and the Office of the Registrar. The students will be notified immediately following the outcome of the oral examination regarding the results of the written examination and oral examination.

A student must pass all written and oral portions of the examinations to continue in the program. During

the oral examination, the faculty research advisor must be present and must render a judgment on the student's performance. The examination may not be reported as being passed if there is more than one dissenting vote. Candidacy examinations cannot be passed conditionally. Successful completion of the examination cannot be contingent upon other factors such as additional coursework, the preparation of extra research papers, etc.

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

#### **5.4 The Dissertation Committee**

After the candidacy examination has been passed and a dissertation topic approved, the advisory committee's responsibilities are complete. Refinement and final approval of the dissertation topic is the first responsibility of the dissertation committee. This new committee is formed to supervise the dissertation research and is approved in writing by the program director and the dean of the College with the submission of **D2 Form: Appointment of Doctoral Dissertation Committee**. Faculty who agree to serve on a dissertation committee understand that they are committed to serve until the dissertation is completed. Replacement of the dissertation committee chair or any other substantial change in the composition of the dissertation committee initiated by the student requires that the reconstituted dissertation committee re-evaluate and re-approve the dissertation prospectus.

Within the traditional one research project dissertation, the dissertation committee may not be officially formed until: (1) all coursework is completed; and (2) the candidacy examination has been successfully completed. If a student pursues a three-article dissertation, then the committee may be formulated earlier within the student's studies in order to prepare a plan of research.

The committee chair must be full-time Old Dominion University faculty, be certified for graduate instruction at the appropriate level, and be an authority in the field of specialization of the proposed dissertation. Faculty who hold adjunct appointments in connection with their research positions at affiliated institutions that are specifically designated by memoranda of understanding, such as the Jefferson Laboratory, may serve as committee chair.

The committee should have at least three Old Dominion University faculty who are certified for graduate instruction at the appropriate level; one faculty must be from outside the major department/school. Committee membership may be extended to a non-University person with special knowledge of the dissertation subject area. Voting privileges can be provided such specialists upon the recommendation of the chair and approval of the graduate program director and the college dean or his or her designee. No more than one-third of the committee's membership can be individuals external to the University. Adjunct and/or emeriti Old Dominion University faculty who are certified for graduate instruction at the appropriate level may be appointed as voting members of the committee upon the recommendation of the chair of the dissertation committee and approval of the graduate program director and the college dean or his or her designee. External, adjunct, and/or emeriti faculty may serve in the role of committee co-chair with the approval of the graduate program director and the dean or his or her designee.

The dissertation and the final oral defense of the dissertation must have the majority approval of the dissertation committee.

### **5.5 Dissertation Proposal**

The dissertation topic selected shall represent a major research project/area which focuses on an issue directly related to health services research, offers new or unique insights, and is multidisciplinary in approach. The dissertation proposal should show that the student has technical mastery of research skills, and is capable of doing independent, mature, and scholarly work that will be a significant contribution to knowledge and practice. The dissertation proposal must demonstrate that the final dissertation will meet the standards and quality of mature, scholarly, independent investigation as well as demonstrate competence in writing and using the methods and tools of research. The traditional dissertation proposal consists of the first three chapters of the dissertation in their entirety, while the Three Article Dissertation consists of Chapters 1 and 2, and any subsequent “article” written as part of the three article dissertation (see additional rules regarding the Three Article Dissertation below).

### **Guidelines for the Three Article Dissertation (TAD) Format**

The TAD format involves an introduction, literature summary, three or more full-length manuscripts (publishable) and summarizing sections. Mandatory TAD guidelines are listed below:

1. The dissertation should have a coherent topic with an introduction (Chapter 1 which is similar to the traditional dissertation) presenting the general theme of the dissertation research, a concise literature summary which directly supports the dissertation research, three or more full-length manuscripts, and a conclusion summarizing and integrating the major findings.
2. The student should be primary author given the discipline on at least 2 of the published or publishable works which result from the dissertation.
3. In order to fulfill the dissertation requirements, 2 papers should at least be in a publishable format for a designated journal approved by the Committee.
4. If an article(s) is multi-authored, clear justification or clarification of the contributions of the other authors in relationship to the research project should be provided. Issues of clarification should include origins of the conceptualization and design, the collection of data, analysis and interpretation of the data, and other significant areas of contribution. The student must be involved with every aspect of studies included in the dissertation.

A study which was not executed during the course of the dissertation, and was not approved by the Committee, may not serve as Article I, II, or III for the TAD format.

The nature of the study will dictate the format and nature of each of the articles. The specific TAD format may vary and should be discussed with the student’s Committee. The following represents an example of how the TAD may be formatted.

Sample Format: You should conduct three or more independent or interdependent studies which evolve around a central theme. The three experiment areas should all be within your desired area of interest and approved by your Committee. Each study will be reported independently in a journal submission format and combined with an introduction, concise literature summary, and overall summary, which would support the overall theme of the dissertation.

The dissertation format would be the following:

- a) Introduction: This chapter would introduce the core topics within the dissertation, discuss the nature of the problem, include an explanation of the theory to be tested, and identify the purposes/aims, hypotheses, operational definitions, assumptions, limitations and delimitations for each study.
- b) Literature Summary: This chapter should provide a concise review of the most pertinent evidence to support the theme of the dissertation. When applicable this chapter should be prepared for publication in a peer-reviewed journal. In some instances, generating a systematic review based on the theme of the dissertation may provide an effective means to synthesize the evidence related to a specific topic. \*If publishable, this could be considered as one of the three original full-length manuscripts.
- c) Article I\*: Is a complete article with introduction, methods, results, discussion, and conclusions for Study A and prepared in a format which can be easily adapted for publication in an identified journal.
- d) Article II\*: Again, this is a complete and independent article with introduction, methods, results, discussion, and conclusions for Study B.
- e) Article III: This third article is also an independent write-up for Study C.
- f) Summary: This chapter should provide a synthesis of the three completed studies, which would include general discussion, conclusions, applications, and ideas for future research. Within this section it may be helpful to revisit the hypotheses from the Introduction.

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

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

Approval of the dissertation proposal is NOT a pro forma activity and the student is cautioned never to

regard it as such. Although students are required to register for dissertation credits upon completion of the candidacy examination, no formal work beyond the proposal should begin until the proposal has been approved by the dissertation committee which is signified by completing **D2: Appointment of Doctoral Dissertation Committee**.

### **5.6 Proposal Defense**

The proposal defense involves the presentation of the materials related to the dissertation and is conducted in the presence of the dissertation committee and is an open invitation to others. Traditionally, the student presents the dissertation within a 30-45 minutes timeframe, and this is followed by questions from the dissertation committee and audience. Once the dissertation committee agrees that all relevant questions have been asked, the doctoral student and any attendees are dismissed to allow for dissertation committee discussion. If the dissertation committee believes that the student has successfully prepared the relevant chapters and is able to successfully answer all questions, then the student is allowed to proceed forward with the dissertation. The **D3- Result of Doctoral Examination or Requirement** updated and filed.

### **5.7 Advancement to Candidacy**

Admission to candidacy is a formal step which occurs after the student has (1) completed formal coursework; (2) passed the candidacy examination in all its parts; and (3) obtained approval of the dissertation topic (per the University guidelines). The dissertation committee may also require that the proposal be successfully passed as well. The Request for Advancement to Candidacy should be initiated by the student at this point and culminates with submission of the form **D9- Advancement to Candidacy**. Students must be continuously enrolled at the university until all program requirements have been satisfied.

### **5.8 Final Dissertation**

The final dissertation must be approved by the dissertation chairperson and the dissertation committee prior to the student completing the oral defense. It is also required that the dissertation committee initially approve the results section of the dissertation prior to the student formulating the discussion section. The discussion section should then be reviewed and preliminarily approved by all committee members prior to the oral defense. An electronic copy of the dissertation in its final form and a copy of the Dissertation Defense Announcement (Power Point slide) are provided to the graduate program director. Announcements will be electronically from the graduate program director to the College of Health Sciences faculty, Health Services Research doctoral students, and additional individuals interested in attending. The research advisor is in charge of securing a location for the defense.

After the oral defense, the final dissertation must be approved by the chairperson and all members of the dissertation committee, the program director, and the Dean. Deadlines for submission of the dissertation and forms are outlined on the website of the Graduate School.

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

The oral dissertation defense is scheduled by the chair of the dissertation committee, who synchronizes

the schedules of the candidate, committee members, program director, and Dean or dean's representative, publishes announcements of the defense in the appropriate university news media, and communicates to appropriate members of the university community. The oral defense is open to the university community and all interested members are encouraged to attend.

The defense is chaired by the dissertation committee chair, acting as moderator, ruling on questions of procedure and protocol that may arise during the defense. The aim of the defense is to explore with the candidate the research methodologies employed in conducting the study, findings and conclusions revealed by the study, and contributions the study is expected to offer in decision-making processes. In this way, the candidate and examiners reach a more extensive insight into the candidate's research area.

During the oral defense, all members of the dissertation committee must be present and must render a judgment on the candidate's performance. Students are encouraged to participate in at least one dissertation defense prior to their own. This would include reading the dissertation and asking cogent questions during the defense.

Majority approval by the dissertation committee, and the program director constitutes successful completion of the defense of the dissertation and is so reported by the dissertation chairperson to the dean of the College. This examination should not be taken lightly. The student is expected to be an expert in his or her area of inquiry and is required to respond appropriately to probing questions that are asked during the oral defense. Any final revisions deemed necessary by the dissertation committee must be made after the defense. In case of failure, the dissertation committee may recommend that the candidate be dropped or allowed one additional chance to re-work the dissertation and/or repeat the oral examination.

The dissertation document should be ready for final review at least 4 weeks prior to the end of the semester in which it is defended. After successfully completing the oral examination, and making final revisions approved by the dissertation chair, the program director, and a representative from the dean's office, the candidate the student must upload the document to Blackboard for screening prior to uploading the dissertation to ProQuest. Official forms are sent electronically to the Registrar's office. Print copies of the dissertation is optional at an additional fee.

The student may also copyright his/her dissertation. The abstract will be published in Dissertation Abstracts International.

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

### **5.10 Certification for Graduation**

Certification for graduation is a formal process which must be initiated by the student. The student must file a formal application with the Office of Registrar and in accordance with deadlines established by that office. If the application is not filed, there is no assurance that the degree will be granted when earned even though all other requirements have been fulfilled. Information can be found online.



<http://www.odu.edu/ao/registrar/graduation/index.shtml>. A student must be formally registered for the semester in which the degree is to be conferred, either in dissertation credit hours or in HLSC 999.

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

Students are encouraged to participate in graduation exercises where they will be hooded and congratulated by top officials of the university. Information about graduation commencement are available on the University website.

Students may rent or purchase their academic garb for graduation. The hood must be purchased and ordered ahead of time. Purchase or order can be made in ODU Bookstore.

### **FINANCIAL AID**

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

Grants, fellowships, and assistantships may be available. University funding affects fellowship and assistantship amounts; establishment of need and academic promise affect some grant amounts. Tuition is waived for graduate assistants at the doctorate level. Fellowships are available for students with only the dissertation remaining. This funding is available for up to 1-year.

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

In addition to the financial aid offered by the university, graduate students may be eligible for aid administered by other agencies. For information about part-time employment, scholarships, and student loans, contact the Office of Student Financial Aid, Old Dominion University, Norfolk, 121 Rollins Hall, Norfolk, Virginia, 23529-8576, or call (757) 683-3683, or check the University website (<https://www.odu.edu/admission/financial-aid/prospective-students/applying-for-aid>).

## **COURSES**

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

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

### **2. Course List**

The Health Services Research PhD has 60 academic credit hours of course work beyond the Masters' Degree. The program of study consists of 12 hours of Health Services core courses and 18 hours of Research core courses. Colloquium courses include 4 credit hours, and the remaining courses are determined by the Program Director and the research advisor in consultation with the student. Twelve (12) hours of dissertation credits are required to complete the program. The Program of Study for the PhD in Health Services Research is contained in appendix E. A minimum of two semesters of full-time study is required of students in the program to meet university residency requirements. Course descriptions for the PhD in Health Services Research can be found in University Catalog.

#### **Health Services Core (12 Hours)**

HLSC 776 Global Health (online)  
HLSC 801 Introduction to Health Services and Health Care Systems  
HLSC 809 Multidisciplinary Approaches to Health Services  
HLSC 814 Theory in the Health Sciences

#### **Research Core (18 Hours)**

HLSC 810 Research Design and Application  
HLSC 811 Quantitative Research Methods in Health Care  
HLSC 812 Qualitative Research Methods  
HLSC 813 Measurement of Health Phenomena  
HLSC 746 Epidemiology (online)  
HLSC 873 Development of Grants and Contracts in Health Professions

**Choose 1 of 2 tracks (12 credits from either track)**

**Track 1: Health Administration & Policy (HAP)**

HLSC 702 Health Management  
HLSC 864 Health Economics & Policy  
HLSC 872 Policy and Politics of Health  
HLSC 868 Internship in Health Services  
HLSC 874 Administration in Health Services

**Track 2: Applied Health Research (AHR)**

HLSC 785 Global Health Research  
HLSC 804 Methods of Program Evaluation  
HLSC 815 Applied Decision Analysis  
HLSC 861 Advanced Quantitative Methods  
HLSC 898 Supervised Research

**Electives (Choose any 2-3 credits - list not all-inclusive)**

HLSC 706 Leadership  
HLSC 778 Global Environmental Health  
HLSC 805 Interprofessional Study Abroad in Global Health  
Electives may be chosen from other tracks

**Colloquium (4 hours);** HLSC 889 Colloquium I, HLSC 890 Colloquium II, HLSC 891 Colloquium III, HLSC 892 Colloquium IV

**Dissertation (12 hours)**

**Total Credit Hours 60-61**

**3. Course Descriptions (Also see University Catalog)**

**HLSC 702. Health Management. 3 Credits.**

This seminar will provide students with an understanding of health care organizations and effective management. Particular attention will be given to the issues of access, cost and quality.

**HLSC 706. Leadership in Complex Systems and Organizations. 3 Credits.**

This course will focus on the leadership that comprises two types: informal and formal leadership. Competencies will include communication, knowledge of health care environment, leadership, professionalism, and business skills.

**HLSC 746. Epidemiology. 3 Credits.**

This course examines epidemiology as a method for viewing inborn community health problems and as a body of knowledge derived from this method. Skills in using epidemiology as a method and as knowledge to solve community health problems will be included.

**HLSC 776. Global Health. 3 Credits.**

This course will introduce the student to the political, social, cultural and ethical issues involved in disease prevention and health promotion globally. Specific emphasis will be on incidence/prevalence, morbidity/mortality, and identified health problems in specific regions and countries. This course will also identify international health prerogatives aimed at improving health status through education and intervention.

**HLSC 785. Issues and Opportunities in Global Health Research. 2 Credits.**

This course focuses on global health research with an emphasis on cultural, political and economic influences on health in various regions and provides students opportunities to engage in inter-professional teamwork to brainstorm problem-based issues and establish research proposals.

**HLSC 801 Introduction to Health Services: 3 hours; 3 credits.**

This course focuses on the complexities and strategies that are useful in assessing issues related to public health, healthy people/communities and health care delivery in traditional and nontraditional settings, public and private health care regulation and responsibility.

**HLSC 809. Multidisciplinary Approaches to Health Services Research: 3 hours; 3 credits.**

This course examines health services trends and issues, coalition building, multidisciplinary theory, and application of research from an administrative, educational and public health perspective.

**HLSC 805. Interprofessional Study Abroad on Global Health. 1-3 Credits.**

This study abroad service-learning course will introduce the student to the political, social, cultural, and ethical issues involved in prevention and health promotion globally. Students will travel another country and learn the incidence/prevalence, morbidity/mortality, and identified public health problems in specific regions and countries.

**HLSC 810 Research Design and Application. 3 hours; 3 credits.**

This course explores the advantages/disadvantages and uses of non-experimental, quasi-experimental, and experimental designs in health-related research with application to management, education and public health issues.

**HLSC 811. Quantitative Research Methods in Health Care. 3 hours; 3 credits**

This course addresses the applied approach to selection and application of bivariate and multivariate statistical techniques in health services research with an emphasis on handling large data sets and the use of a computer for manipulation of quantitative data.

**HLSC 812. Qualitative Research Methods. 3 Credits.**

An exploration of qualitative research methods including participant observation, ethnography and the generation of grounded theory. Individual interviews and focus group methods will be covered and historical, content analysis, phenomenological and montage approaches will also be discussed. Health related examples of published research in a variety of fields will be utilized to exemplify the methods.

**FOUN 814. Qualitative Research Design in Education 3 hours; 3 credits**

This course explores qualitative research methods with an emphasis on participant observation, the generation of grounded theory as well as interviews, focus groups, historical and phenomenological studies, and mixed methods.

**HLSC 813 Measurement of Health Phenomena** 3 hours; 3 credits.

This course is an overview of measurement theory with emphasis on the development, testing and refinement of norm and criterion-referenced data collection instruments for health-related research.

**HLSC 814 Theory in the Health Sciences.** 3 hours; 3 credits.

This course discusses major theories in Health Services and the research that supports them, *by* examining the standards for evaluation of theories *and* discussing selected theories from the sciences and health sciences.

**HLSC 815 Decision Analysis.** 3 hours; 3 credits.

This course teaches students the art and science of decision-making and covers expected utility theory, decision tree analysis, cost benefit analysis, and the psychological aspects of the decision-making process in the context of health policy research.

**HLSC 864 Health Economics & Policy.** 3 hours; 3 credits.

This course describes the application of economic tools to analyze the operation of markets for health care and insurance with an emphasis on the complexities of economics unique to health care

**HLSC 868 Internship in Health Services.** 3 credits Available for pass/fail grading only

This course includes supervised work experience in private as well as public agencies. Requirements include completing a research project that is publishable or presentable at a professional conference.

**HLSC 872 Policy and Politics of Health** 3 hours; 3 credits.

This course introduces the student to the policy process and background research necessary for policy implementation strategies. It enables the student to develop systematic, analytical frameworks for understanding health and health care policy issues in policy making.

**HLSC 873 Development of Grants and Contracts in the Health Professions** 3 hours; 3 credits.

Designed as a “hand-on” approach in effective grantsmanship, this course will guide the student from the identification of potential funding sources through proposal development. Highlights include program planning, nonprofit status, governmental/foundation corporate trends, local resources and grants administration.

**HLSC 874 Administration in Health Services** 3 hours; 3 credits.

This course introduces the resource management and organizational theory pertaining to the delivery of health care and the education of health professionals.

**HLSC 889 Colloquium I** Lecture 1 hour; 1 credit. Grading: Pass/Fail.

**HLSC 890 Colloquium II** Lecture 1 hour; 1 credit. Grading: Pass/Fail.

**HLSC 891 Colloquium III** Lecture 1 hour; 1 credit. Grading: Pass/Fail.

**HLTH 892. Colloquium IV** Lecture 1 hour; 1 credit. Grading: Pass/Fail.

**HLSC 895 Topics in Health Sciences** 3 hours; 3 credits

This course provides a group of advanced students with an opportunity to study special topics of interest to health services researchers.

**HLSC 897 Independent Study. 1-3 Credits**

Individualized study selected by the student in collaboration with a faculty member. Area of study to be supervised and approved by a faculty member with the approval of the graduate program director. Prerequisites: Admission to Health Services PhD program and permission of graduate program director is required.

**HLSC 898 Supervised Research. 3 hours; 3 credits**

Supervised research on a specialized topic. Permission of the Instructor is required.

**HLSC 899 Dissertation. 1-12 credits.**

Available for pass/fail only.

**APPENDICES**

**Appendix A – Program Forms**

**P1 – Program of Study**

**P2 – Curriculum Plan**

**P3 – Registration for Internship Site**

**P4- Application for Internship**

**P5 – Student Intern Evaluation**

**P6 – Request for Permission to Take PhD Candidacy Examinations**

**Appendix B –Course Listing**

**P1  
PROGRAM OF STUDY**

Must be completed within first 21 hours. Any changes must be approved by all signatures.

**STUDENT INFORMATION**

Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Degree: \_\_\_\_\_ Concentration/Track: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

**COMMITTEE MEMBERS**

**FACULTY RESEARCH**

1. \_\_\_\_\_, Advisor

2. \_\_\_\_\_

3. \_\_\_\_\_

**DISSERTATION COMMITTEE**

1. \_\_\_\_\_, Chair

2. \_\_\_\_\_

3. \_\_\_\_\_

**APPROVAL OF STUDY PLAN**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Research Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT DATES**

Date Admitted: \_\_\_\_\_

Type of Admission: \_\_\_\_\_ Provision/Regular: \_\_\_\_\_

Admission Conditions: \_\_\_\_\_

Date Passed Candidacy Exam: \_\_\_\_\_ Proposed Date: \_\_\_\_\_

Date Dissertation Proposal Defense Passed: \_\_\_\_\_

Date Dissertation Defense Passed: \_\_\_\_\_

Semester/Year of Graduation: \_\_\_\_\_ Eight Year Limit: \_\_\_\_\_

**P1**  
**PROGRAM OF STUDY – PART II**

Name: \_\_\_\_\_ UIN: \_\_\_\_\_

**Prerequisite Courses (if none required, write N/A)**

Date:

HEALTH DELIVERY SYSTEMS

RESEARCH

STATISTICS

**Health Services Core Courses (12 Credit Hours):**

Date/Grade:

1. HLSC 801 (Intro to H.S.)

3. HLSC 814 (Theory in H.S.)

Date/Grade:

2. HLSC 809 (Multidisciplinary Approaches)

4. HLSC 776 (Global Health)

**Research Core Courses (18 Credit Hours)**

Date/Grade:

1. HLSC 810 (Hlth Rsch Design)

3. HLSC 813 (Msrmt. Hlth Phen)

5. HLSC 846 (Epidemiology)

Date/Grade:

2. HLSC 812 (Qualitative Research Methods)

4. HLSC 811 (Quant. Rsch. Mthd)

6. HLSC 873 (Grants & Contracts)

**Track Concentration (12 Credit Hours)**

Date/Grade:

1. HLSC 702 (Hlth Management)

3. HLSC 864 (Hlth Economics  
and Policy)

5. HLSC 872 (Policy & Politics  
of Hlth)

7. HLSC 874 (Administration in  
Hlth Svces)

9. HLSC 798 (Supervised Research)

Date/Grade:

2. HLSC 785 (Global Hlth Research)

4. HLSC 804 (Program Evaluation)

6. HLSC 815 (Appl'd Decision Analysis)

8. HLSC 861 (Adv. Quantitative Methods)

**Elective Courses (12 Credit Hours):**

Date/Grade:

1. HLSC 889 (Colloquium I)

3. HLSC 891 (Colloquium III)

Date/Grade:

2. HLSC 890 (Colloquium II)

4. HLSC 892 (Colloquium IV)

**Dissertation (12 Credit Hours)**



**P4**  
**APPLICATION FOR INTERNSHIP**

Name \_\_\_\_\_ UIN \_\_\_\_\_

I hereby apply for an internship placement in the following area:

\_\_\_\_\_ Health Services (specify) \_\_\_\_\_

\_\_\_\_\_ Research (specify) \_\_\_\_\_

\_\_\_\_\_ Health Policy (specify) \_\_\_\_\_

during the \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Briefly describe the rationale of this internship, why the site was selected, the benefits expected, and a description of duties and responsibilities on the back of this form. (Attach additional sheet if needed)

I wish to intern at the following site:

Agency Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

I certify that I have completed at least 33 credit hours of coursework within the program.

\_\_\_\_\_  
Student \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Advisory Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

APPROVAL: Program Director \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Internship Site is registered

\_\_\_\_\_ Registration Form sent to agency on: \_\_\_\_\_  
Date \_\_\_\_\_

Internship site must be approved and registered before placement of interns.

**P5**  
**STUDENT INTERN EVALUATION**

Name \_\_\_\_\_ UIN \_\_\_\_\_

Agency Contact Person \_\_\_\_\_

Agency Name and Address

\_\_\_\_\_  
\_\_\_\_\_

Attached is a performance evaluation of the student's intern experience in your agency. The primary focus of your evaluation should be on the gains in knowledge and ability to carry out assignments. Please submit this information within one week after the student completes the internship with your agency.

RETURN TO: Graduate Program Director  
Ph.D. in Health Services Research Program  
College of Health Sciences  
Old Dominion University  
Norfolk, Virginia 23529

Thank you.

DATE RECEIVED \_\_\_\_\_ Program Director \_\_\_\_\_

\*\*\*\*\*

**P5**  
**STUDENT INTERN EVALUATION – Part II**

Student Name: \_\_\_\_\_

I. The student has completed the 200-hour internship?    Yes \_\_\_\_\_ No \_\_\_\_\_

Dates of Internship: From: \_\_\_\_\_ To: \_\_\_\_\_

Comments

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II. The student submitted a written Intern Summary Report?    Yes \_\_\_\_\_ No \_\_\_\_\_

Comments

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III. Please rate student using the following scale:

5 = Superior    4 = Good    3 = Average    2 = Fair    1 = Poor    0 = No criteria to evaluate

<b>A. Ability to work with Specific Community Program through an Agency or Institution.</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
1. Understanding of purpose and function of agency.						
2. Ability to use agency policies and procedures efficiently.						
3. Ability to plan, organize, and use time effectively.						
4. Knowledge of and use of community resources.						

**P5**  
**STUDENT INTERN EVALUATION – Part III**

III. Please rate student using the following scale (cont.):

5 = Superior    4 = Good    3 = Average    2 = Fair    1 = Poor    0 = No criteria to evaluate

<b>B. Development of Skills</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
1. Ability to obtain pertinent information when needed.						
2. Ability to distinguish relevant from irrelevant materials.						
3. Ability to plan new course of action.						
4. Ability to relate and apply knowledge of specialized area to problem or agency function.						
5. Ability to communicate with staff and others.						
6. Ability to obtain relevant facts from materials.						
7. Ability to record pertinent facts.						
8. Ability to write and summarize reports.						
9. Ability to give oral reports.						
<b>C. Knowledge of Supervisory Responsibilities</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
1. Preparation for conference.						
2. Understanding and use of supervisory relationship.						
3. Participation in evaluations.						
<b>D. Capacity for Professional Development</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
1. Ability to integrate theory and practice.						
2. Demonstration of continuous learning.						
3. Ability to focus on problems and needs of agency or institution.						
4. Ability to focus on problems and needs of agency or institution.						
5. Ability to approach a problem professionally.						
6. Promptness.						
7. Dependability.						

**P5**  
**STUDENT INTERN EVALUATION – Part IV**

Additional Comments

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\_\_\_\_\_  
Signature of Agency Supervisor

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Date

P6  
**REQUEST FOR PERMISSION TO TAKE THE Ph.D.  
CANDIDACY EXAMINATIONS**

**1. REQUEST**

I hereby request permission to take the Ph.D. Candidacy Examination for the:

\_\_\_\_\_

Title of Degree Program

I certify that I am registered for at least one credit hour during the semester in which the examination will be given.

I certify that I have properly disclosed all intellectual property (e.g. patentable inventions or copyrightable work) to the Office of Research.

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Name typed or printed

\_\_\_\_\_

UIN Number

**2. APPROVAL: ADVISORY COMMITTEE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Advisory Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean / College

\_\_\_\_\_  
Date

All Graduate related forms can be found here: <https://www.odu.edu/graduateschool/forms>

Specific forms related to the doctoral program include:

G1: Transfer of Credits <https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g1-evaluation-transfer-credits.pdf>

G2: Notice of Change of Status <https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g2-notice-of-change-of-status.pdf>

G3: Revalidation of out of date graduate credit  
<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g3-re-validation-of-out-of-date-graduate-credit.pdf>

G4: GPDs recommendation for reinstatement from suspension  
<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g4-gpds-recommendation-for-reinstatement.pdf>

G5: Student Appeal Request Form <https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g5-student-appeal-request-form.pdf>

G6: Request for GPA Adjustment Following Separation  
<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g6-request-for-gpa-adjustment-after-separation.pdf>

G7: Request for GPA Adjust Following Change of Program  
<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/graduate-financial-assistance-app.pdf>

G8: Notice of Student Separation or Dismissal from Program  
<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g8-notice-of-dismissal-from-program.pdf>

G9: Graduate Assistant Responsibilities Agreement  
<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g9-graduate-assistant-responsibilities-agreement-112017.pdf>

G10: Graduate Assistant Performance Evaluation  
<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g10-graduate-assistant-performance-evaluation-112017.pdf>

D1: Appointment of Doctoral Advisory Committee  
<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d1-appointment-of-doctoral-advisory-committee.pdf>

D2: Appointment of Doctoral Dissertation Committee  
<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d2-appointment-of-doctoral-dissertation-committee.pdf>

D3: Result of Doctoral Examination or Requirement

<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d3-result-of-doctoral-examination-or-request.pdf>

D4: Doctoral Candidates 1-Hour Full-Time Notification

<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d4-doctoral-candidates-1-hour-full-time-notification.pdf>

D5: Doctoral Dissertation Acceptance and Processing

<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d5-doctoral-dissertation-acceptance-and-processing.pdf>

D7: Leave of Absence from Doctoral Program

<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d7-leave-of-absence-from-doctoral-program.pdf>

D8: Exception of Time Limits Allowed to Complete Doctoral Program

<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d8-exception-to-time-limits-allowed-to-complete-doctoral-degree.pdf>

D9: Advancement to Candidacy <https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/D9-advancement-to-candidacy.pdf>