UCSF Department of Epidemiology & Biostatistics

Epidemiology and Translational Science

PHOTO: MARK WOODING

Doctoral Student Handbook 2023-24

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Introduction

Welcome

We are pleased to welcome you to the University of California, San Francisco (UCSF) PhD program in Epidemiology and Translational Science (ETS). The program is housed in the Department of Epidemiology and Biostatistics (DEB) in the School of Medicine and is a joint effort with the university's Clinical and Translational Sciences Institute (CTSI). The ETS PhD program is designed to provide rigorous training in epidemiologic and biostatistical methods along with opportunities for practical experience in a wide variety of applied areas to enhance their classroom training. Because of its location in a School of Medicine on a Health Sciences Campus, the number and diversity of opportunities for training in clinical, basic and population health science areas are numerous. This model, integrating formal and applied training, is preparing a new generation of epidemiologists and translational scientists who we envision will transform both clinical practice and population health research.

About the Program

The Epidemiology and Translational Science PhD program offers high caliber training in quantitative research in clinical and population health. Epidemiology refers to the study of population differences in health, and students develop expertise in epidemiologic and biostatistical methods along with topical expertise in a specific domain of epidemiology. Skills developed include substantive expertise to pose clear, meaningful, and answerable questions on the determinants of health or disease (or outcomes among patient populations), alongside methodologic skills in study design, data science, analysis, interpretation, and professional skills on presenting and disseminating research findings. Research topics span the spectrum from discovery research on the fundamental drivers of disease, growth, or aging in humans to highly applied questions on how to improve delivery of care (e.g., implementation science). Research to remediate health inequalities is emphasized. Students learn to draw on research from basic biological mechanisms to social processes relevant to understand the drivers of health and population patterns of health.

The PhD Degree Program in Epidemiology and Translational Science typically entails a four to five-year course of study. The training prepares graduates to pursue independent research careers in epidemiology and translational science. Most incoming students have completed training at the master's level in a field relevant to the substance or methods of health research, such as epidemiology, public health, health policy, economics, computer science, or statistics. Occasionally, students without a research master's degree but with extensive prior research experience (e.g., research engaged clinicians) are also admitted.

Epidemiology serves as a key discipline, an "epicenter" in team science and in problem-based learning. Epidemiologists need expertise in rigorous research tools, along with an understanding of the determinants of population health and patterns of disease. This entails both relevant physiologic principles, the settings in which patterns of disease prevail, and the systems that shape prevention, treatment and recovery.

Mission and Objectives

The Epidemiology and Translational Science PhD program aims to prepare students with outstanding skills in research methods in the discipline of epidemiology. Students take coursework and complete mentored study in epidemiology, biostatistics, and a specific domain in which they become experts and write dissertations. Specific applied domains include epidemiologic methods, epidemiology of aging, neuroepidemiology, cancer epidemiology, reproductive or perinatal epidemiology, infectious disease epidemiology, social epidemiology, clinical epidemiology, and many other applied fields. Uniting all of these domains is a focus on methodologic rigor in study design and analysis, clarity of interpretation, and effort to link research to potential applications to improve public health or clinical care. Graduates are prepared to launch independent research careers in academic settings, or pursue epidemiology research and leadership roles in government, industry, or the non-profit sector.

The scientific mission of the DEB is to do outstanding clinical and population-based research across the full range of organization levels – from genes to society – often in collaboration with other disciplines, departments and institutions. The department works to guide the application of research findings in clinical practice and population health.

Department of Epidemiology and Biostatistics Education

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Mission Hall

DEB and the PhD program are housed in Mission Hall at UCSF's Mission Bay Campus. The first floor of Mission Hall is accessible to all students and contains classrooms, the student hub/study space, and the student services office.

The second-floor houses DEB and is designed with open-concept workstations. PhD students have dedicated workspace and access to the shared kitchen and printers. Students are asked to act and dress in accordance with the office space, speak quietly in public areas, and take phone calls and group conversations into the "focus" or "huddle" rooms.

All occupants of Mission Hall, including students, are required to display their UCSF badge at all times when entering the building, for security purposes.

Room Reservations in Mission Hall

To reserve conference rooms in Mission Hall for smaller meetings or the oral qualifying exam, email MH2-3Facilities@ucsf.edu with your request. Include the conference room number and desired date and time in your request. Please note that 2nd floor conference rooms are in the secured area and accessible to those with access to the 2nd floor. If you have attendees who do not have access to the 2nd floor, you will need to meet them and let them in.

To reserve classroom/seminar spaces in Mission Hall on the 1st and 2nd floors or in other buildings (e.g., for the oral qualifying exam, dissertation defenses, etc.), submit your request using the 25Live online submission system.

Faculty

DEB faculty are engaged in a broad variety of clinical research, epidemiologic studies, and methodologic activities that are described in the areas of concentration. Each area of concentration lists the DEB primary faculty and affiliated faculty with links to their personal UCSF profiles or other descriptive sites. The current list of DEB faculty and affiliated faculty can be found at: **https://epibiostat.ucsf.edu/faculty**.

Graduate (Academic) Advisors

A DEB faculty member will serve as your academic advisor during the 1st and 2nd years in the PhD program, henceforth known as a Graduate Advisor. Graduate Advisors offer guidance to help students clarify their research interests, prioritize training areas to match their goals, and identify important professional development strategies and provide oversight for the student's academic progress, e.g., coursework, professional conferences, identifying other faculty to meet with, possible funding opportunities.

Incoming students will be matched with a Graduate Advisor who has the relevant background to guide them during your first years in the program. You should meet with your Graduate Advisor at least once a quarter to discuss coursework and for general advice. Graduate Advisors are

important in helping you identify a research advisor if you do not already have one. In some cases, your Graduate Advisor may become your primary research advisor for your dissertation work, but this is not necessary.

Research (Dissertation) Advisor

During the first two years in the program, you will need to identify a UCSF faculty member to serve as your primary mentor for your dissertation work, henceforth known as a Research Advisor. This person may or may not be the same person as your Graduate Advisor. Your Research Advisor's role is to help you:

- Identify a dissertation topic, i.e., define a specific, manageable set of research questions which would coincide with the required 3 publishable papers to complete the PhD program.
- Identify other appropriate research committee members, i.e., individuals with appropriate expertise to oversee the dissertation research.
- Oversee dissertation research and help you to stay on track, solve problems, and think seriously about the substantive questions in your research area.
- Obtain funding to support your stipend and tuition.
- Plan for next stages of your career. This means considering professional development goals, thinking about post-doctoral programs or other next steps, meeting major researchers in the field, attending conferences, etc.

Part of the role as a student's Research Advisor is to help students protect time to complete training, e.g., attend classes and pursue his or her independent research project. Note that if your Research Advisor is outside of the DEB or is unfamiliar with the PhD program, you will be assigned a Graduate Advisor who will serve as an academic advisor regardless of your year in the program. If the Research Advisor is closely affiliated with the PhD program, they will also serve as the student's Graduate Advisor and help the student choose courses. When considering possible Research Advisors, discuss the pros and cons of alternative mentors with your Graduate Advisor. See Part 5 for more information on the dissertation and choosing a Research Advisor.

Because the PhD program is fairly small in the context of UCSF, many research advisors will not be familiar with programmatic rules. Feel free to ask the program leadership team if your advisor isn't sure.

ETS PhD Graduate Group

Faculty members of the graduate program are eligible if they have relevant expertise in epidemiology, biostatistics, or a closely aligned field relevant for training epidemiology PhD students. Criteria for inclusion into the Graduate Group per the bylaws are:

1. Educational credentials
2. A history of research published in epi or biostats journals
3. Track record of mentoring PhD students

4. Track record of commitment to rigorous quantitative epi or biostats research
5. Service to the PhD program – in-class teaching, mentoring, serving on admissions, recruitment, qualifying exam or other committees, or contributions to extracurricular training

Getting Your Bearings

Academic and Administrative Calendar

UCSF's academic calendar operates on the quarter system. The calendar is available at http://registrar.ucsf.edu/academic-calendar. Some courses taken in the PhD program, particularly those offered in fall quarter, are scheduled on slightly different academic calendars, which may result in different (sometimes earlier) start and end dates. Fall quarter courses typically start the Monday following the Labor Day holiday. Students should refer to course syllabi for specific course dates.

Diversity, Equity, and Inclusion

The Department of Epidemiology and Biostatistics (DEB) is committed to diversity in our workforce and among our professional collaborators and service providers; to equal and supportive inclusion of people from all backgrounds, regardless of race or ethnicity, age, ability status, socioeconomic status, immigration status, sex, sexual orientation, gender identity, and cis- or transgender status; and to developing and actively maintaining equitable policies to advance these goals. In our roles as educators and researchers, we are also committed to working toward equitable professional opportunities, respectful and inclusive research practices, and health equity for all patients and populations.

The DEB Committee on Diversity, Equity, Inclusion and Access (DEIA)'s mission is to promote and advance inclusion and community among DEB members by eliminating barriers and forging pathways to allow all department members to fully engage in their professional work. We respect and appreciate the diverse characteristics of each department member and we strive to foster an environment that enables all members to feel empowered, valued, respected and safe.

Our principles align with those promoted by UCSF, as expressed by our Office of Diversity and Outreach.

Housing

On-campus housing at UCSF is offered via competitive lottery. Campus Life Services provides information about living on campus at http://campuslifeservices.ucsf.edu/housing. Students are not guaranteed on-campus housing, and therefore are encouraged to explore off-campus housing options through non-university housing search methods.

The Graduate Division hosts a housing information listserv moderated by members of the Graduate Students' Association. Information and listserv instructions are at https://graduate.ucsf.edu/housing-and-commuting.

IT Security Requirements

All students must abide by campus wide technology requirements at UCSF. Students should review the Technology Introduction for Students which provides an overview of technology at UCSF.

The Technology Requirements for Students outlines computer requirements, software requirements, two-factor authentication, setting up your UCSF email, etc. Program staff will coordinate with the IT Field Services Health Desk and Library Tech Commons to assist you with set up of your computer prior to the start of program.

If you would like help with the technology setup process or have other IT questions, please contact the UCSF IT Service Desk. They are available 24 hours a day, 7 days a week by phone, email, and chat. The UCSF Library Tech Commons Help Desk is also staffed by UCSF IT Services and can provide one-on-one hands-on tech support for students.

MyAccess

MyAccess is a single sign-on service used for UCSF online systems and services, including the student portal, the financial aid portal, the Collaborative Learning Environment (CLE), wireless internet access, and the Virtual Private Network (VPN). MyAccess is available at https://myaccess.ucsf.edu. At matriculation, each student will receive instructions and a username and password for MyAccess.

MyAccess requires multi-factor authentication with Duo, which provides an extra layer of protection to ensure the security of logins beyond a password. Cyber-attacks are increasing, and the Duo application (available on Google Play and Apple Store) is an important way UCSF protects logins from misuse. Visit the Duo service page for more information and training. If you need help, please call the IT Service Desk at 415.514.4100, or chat with an agent at https://ucsf.service-now.com/ucsfit.

Statement of Legal Residence

To establish California residence, at least 366 days prior to the term for which you request classification as a California resident, you must have established a primary and permanent domicile in California and relinquished all ties to your past place(s) of residence. You also must be a U.S. citizen or permanent resident, or you must have an immigration status that allows you to establish California residence.

New students submit a Statement of Legal Residence in the “CA Residency” tab in the student portal. UCSF will review the Statement of Legal Residence information to determine new students' California residency for tuition purposes. Students will not be able to enroll in courses until they submit the Statement of Legal Residence.

Student Disability Services – Accommodations

Student Disability Services (SDS) is available to assist students in obtaining the services and accommodations they require to ensure equal access to all aspects of the UCSF experience. Early communication with the relevant administrators is critical to successful partnership in arranging accommodations. SDS will coordinate communications and procedures with students and the graduate faculty and programs.

Students are encouraged to register with SDS as soon as they accept admission into the program. Although students can start the registration process at any time, accommodations are not provided retroactively, so being timely in requesting accommodation is extremely important, especially at the beginning of the school year when SDS is particularly busy. Students are not eligible to receive accommodations until the registration process is complete.

Students granted accommodations must discuss their accommodation needs directly with the instructors in the classes in which they wish to apply the accommodation. Students are advised to discuss their approved accommodation needs with their instructors at the start of the quarter, or within a reasonable amount time in advance of a scheduled activity (exam, quiz, etc.). Ideally, students should make requests no less than two weeks before a scheduled activity. Requests made within 24 hours of a scheduled activity may be denied. Faculty are only able to make accommodations based on the letter provided by SDS.

Please visit the SDS website for more information including how to register and documentation guidelines.

Student Health and Counseling Services

UCSF Student Health and Counseling Services offers comprehensive primary care and nursing triage to all students, as well as mental health and wellness services and resources. Counseling and Psychiatry Services are available Monday-Friday, 8am-5pm, and students can make appointments by calling 415-476-1281. For after-hours support, including evenings and weekends, please call 415-476-1281 (option 2) to speak with a mental health clinician.

Student Health Insurance

All registered students are automatically enrolled in the UC Student Health Insurance Plan (UC SHIP). If students have a health insurance plan that meets a minimum benefits level, they are eligible to waive the UC SHIP coverage. Students who have an approved health insurance fee waiver must notify the graduate affairs manager so that fee adjustments are accurately recorded.

Student ID

Student photo ID cards are required for daily access to campus buildings and activities. Student IDs are programmed with access into the upper floors of Mission Hall (via elevators and stairs), Mission Hall after hours, and student lounges and spaces across campus. The Office of the

Registrar provides more details regarding how to obtain an ID card.

In case of a lost or stolen ID card, the WeID website has replacement instructions. Students are responsible for costs associated with replacing their ID card.

Student Portal

The student portal provides access to important information, including fees, registration holds, grades, and course enrollments (i.e., study list filing).

Student Success and Wellness

Success in graduate school requires care and attention to all aspects of student life: health and wellness, community, career development, personal and professional relationships, and security and safety. UCSF is committed to providing a full range of resources and services to help students succeed. The Student Success website has information about these resources.

Registration and Course Enrollment

Registration

Students are required to pay fees and file a study list to be considered a registered student. The Office of the Registrar sends students an email notice when registration is open each quarter (approximately six weeks before the quarter begins). The Office of the Registrar provides detailed instructions about how to register with accompanying registration deadlines.

Full-Time Status

A load of eight to twelve units is considered full-time study for graduate students. Students may enroll in fewer than eight units and still be considered full-time depending on the kind of activity the student is engaged in during the quarter. A doctoral student who is preparing for the qualifying examination, for example, may be registered in a total of four units and be considered full-time because ample time must be devoted to preparation for the exam. A student engaged in writing the dissertation may register in only one course (i.e., EPI 299D) and still be considered full-time.

Part-Time Study

A student who is unable to pursue full-time study for reasons of occupation, family responsibilities, or health concerns may petition for classification as a part-time student.

- Classification as a part-time student is subject to approval by the program director and the dean of graduate studies.
- Part-time status is granted for a period of one academic year, subject to renewal each year prior to the fall quarter. An approved petition is required for each renewal.
- Part-time students cannot exceed a total of six units on the study list each quarter.
- Doctoral students in-candidacy may not be classified as part-time.

- Prior to advancement to candidacy, doctoral students who are classified as part-time will accrue time to the degree under the five-year allotment of degree policy at one-half the rate of full-time students for those quarters in which they were approved for part-time study.
- Fees for part-time students are reduced in accordance with UC policies on part-time study, i.e., one-half the educational fee and one-half the nonresident tuition.

Petitions for classification as a part-time student are available through the Office of the Registrar. The program director will review all petitions for part-time study and approve only if it is appropriate for the student.

Registration *in absentia*

Students whose research or study requires them to remain outside of California throughout the quarter may register *in absentia*. When students register *in absentia*, their registration and educational fees are reduced by 85%. In order to receive the fee reduction, students must file a registration in absentia application for **each quarter** *in absentia* by the beginning of each quarter. Also, to qualify for registration *in absentia*, students must have advanced to candidacy and must have passed the qualifying examination by the time the *in absentia* status would begin.

Students registered *in absentia* are expected to maintain regular meetings with their doctoral committee and program director, which at minimum should occur once every 6 months.

The graduate dean may grant *in absentia* registration status for **up to two years for doctoral students**. Longer periods may be granted at the discretion of the graduate dean.

The student health insurance fee is assessed for each quarter *in absentia*, unless a waiver for this fee has been granted by Student Health and Counseling; however, an annual student health waiver application fee will be charged. Further, the appropriate student government fee will be assessed each quarter students are registered *in absentia*.

Filing Fee Status

Filing Fee is an optional method of registration for the quarter in which a student plans to complete the degree. Filing fee status reduces registration fees to approximately one half of the student services fee. Students are eligible to apply for filing fee status if they have:

1. completed all requirements for the degree, with the exception of filing the dissertation;
2. completed a first draft of their dissertation and confirmed with all committee members that additional research is not necessary;
3. received no more than one incomplete grade; and
4. registered for at least three quarters after advancement to candidacy.

Students on filing fee status should not register or file a study list. They do not have access to UCSF facilities (including the UCSF Library) and are not eligible for student academic appointments (e.g., GSR, TA, or tutor).

Health insurance is not covered for students on filing fee status because they are no longer considered fully enrolled students. However, students may continue coverage in the UC SHIP by enrolling in the voluntary plan within the first 30 days of the quarter. Students should contact the insurance coordinator at Student Health and Counseling (415-476-1283) during the quarter **before** they go on filing fee status.

The filing fee application has details regarding the effects and costs of filing fee status and the application process. Students should provide the graduate student affairs officer with a copy of the filing fee application prior to submitting it to the Graduate Division.

Academic Residence

Six quarters in residence are required for the PhD degree. A student must register for a minimum of three quarters after advancing to candidacy, as part of the six-quarter residency requirement.

Moving Away from the San Francisco Bay Area (Program Petition Required)

Students are expected to be in residence in the Bay Area during their first two years of coursework and until all required educational assistantships are completed. Petitions to move out of the Bay Area (Appendix I) before these requirements are met will typically not be considered.

This petition must be reviewed and approved by the student's primary mentor and the PhD Program Director.

Filing a Study List

Each quarter, students enroll in courses by filing a study list by the posted deadlines and completing the TICR course survey. Students will be assessed a late fee of $50 if they do not meet the minimum enrollment requirement deadline. The graduate affairs officer will send students a registration reminder each quarter, and therefore any late fee incurred will not be paid by the program.

Students need to clear all holds in order to complete their study list filing. The student portal provides hold details, including contact information for the office that placed the hold.

Students must select the letter grade option for all core courses. Doctoral seminar year 1 must also be taken for a letter grade. Doctoral seminar years 2 and beyond may be taken for a letter grade or satisfactory/unsatisfactory (S/U); the student may decide.

Study List Changes

After study list filing opens, students can add courses, drop courses, and, for some courses, change the instructor, units, or grading option. Students can make these changes online on the "Study List" tab in the student portal until study list filing closes. Study list filing dates are here.

To change the study list after the study list filing period closes, students can initiate a request online on the "Study List" tab in the student portal. Requests will be routed electronically to the program manager and program director for approval.

Academic Residence

Doctoral students are required to spend six quarters in residence during their first two years in the program. In addition, students must register for a minimum of three quarters after advancement to candidacy.

Leave of Absence or Withdrawal

DEB follows the registration policies outlined by the Graduate Division about leaves of absence and withdrawal.

If students do not register, they must petition for either a leave of absence or a withdrawal. Students shall work with the program manager, the program director, and their academic advisor to ensure that any leave of absence is minimally disruptive to their academic progression. Students should be aware that leaves, other than those covered by Human Resource policies, must be approved by the program director and may impact funding opportunities.

A general leave of absence may be granted for up to one academic year and is subject to approval by the program director and the dean of the Graduate Division. After one year has passed, if students want to remain on leave, they must submit a request for an extended leave, which the program director must approve. Extensions are limited to no more than one additional academic year. No further extension can be granted, and students must return to registered status or forfeit their place in the program.

Academic or funding-related issues may not be grounds for a leave of absence and must be addressed in consultation with the program manager and the program director.

Students may request a leave of absence at any time but should have some idea of when they intend to return to graduate study. Approval of the petition for a leave of absence implies that the student will be readmitted to the graduate program. Students should petition for withdrawal if they have no intention of returning to UCSF.

PhD Student Leave Policy

Students should work with the program manager, advisors, and program director to ensure that

any leave of absence is minimally disruptive to their academic progression. Policies on Parental Leave, Medical/Family Leave, and Unpaid Leave are detailed in the Graduate Division's PhD Student Leaves Policy.

Readmission

DEB follows the registration policies outlined by the Graduate Division about readmission.

A student on leave of absence must petition for readmission in order to register again as a student. The petition for readmission is available online from the Office of the Registrar. Readmission requires the approval of the program director and the dean of the Graduate Division. The student must pay a non-refundable fee (as set by the Office of the Registrar) when filing the readmission form. Students must observe the registrar's deadlines for filing a petition for readmission.

International Travel Requirements for Students

The Student International Approval Form is required for any International UCSF-sponsored travel for work, study or conferences. Details are available in the International Travel Requirements for Students and Required Travel Approval Process for Students resource pages.

Finances and Funding

Student Fees

Student fees are updated annually by the Office of the Registrar. Fee payment is coordinated by the program manager and PhD program finance analyst.

California Residency and Nonresident Supplemental Tuition

In the first year, nonresident supplemental tuition is applied to students who are not residents of California, including international students. Students who are a U.S. citizen, permanent resident, or with an immigration status that allows the student to establish California residence are required to establish California residency as soon as possible in order to avoid paying the nonresident supplemental tuition beyond their first year of studies. Eligible students who fail to establish California residency during the first year of the program will be responsible for paying the nonresident supplemental tuition in subsequent years.

The annual nonresident tuition will be reduced to $0 for a maximum of three calendar years for any graduate academic doctoral students who advance to candidacy, including international students. Eligibility begins the first academic term following advancement to candidacy. Students who continue to be enrolled or who re-enroll after receiving reduced fees for three years will be charged full nonresident tuition.

Reduced Fee Enrollment for UCSF Employees

A regular status University of California employee who meets the admission requirements of the

University is eligible for a two-thirds reduction of both the Student Services Fee and Tuition when enrolled in regular session courses of up to **nine units or three courses** per quarter, whichever provides the greater benefit to the employee. Eligible students should review the policies and limitations of reduced fee enrollment and notify the program manager before applying for reduced fee enrollment.

Applications for reduced fee enrollment must be filed with the Office of the Registrar by the published deadline and before paying fees. A signature from Human Resources is required. The ETS program manager will remind students to complete and submit the reduced fee enrollment application on a quarterly/annual basis (quarterly for staff, annually for faculty).

PhD Student Funding

Every student in our program has been fully funded throughout the program, via a combination of work, fellowships, and independent grants to cover tuition/fees and an annual stipend. Our goal is to foster as much independent funding as possible and use the student support funds available to the program ensure there are no gaps in funding for any student. We expect students to work with us to identify funded research opportunities and pursue grants appropriate for their training and interests. We also nominate students for any appropriate competitive fellowships.

Academic Appointments

The ETS PhD program is considered a basic sciences PhD program and follows the policies and procedures outlined by the Graduate Division when students are appointed to academic appointments.

Students may have positions as graduate student researchers or similar roles with a faculty research team to cover tuition/fees and stipends. The expectation is that the work will enable the student to be fully involved in the group's research, typically culminating in authorship-level involvement in projects.

T32 Training Grants

PhD students are also eligible for additional training and funding support through two T32 training grants:

1. The Training in Epidemiology and Translational Research on Aging and Chronic Disease (TETRAC) training grant is for students whose research interests focus on chronic diseases and aging, including Alzheimer's disease and related disorders, cancer, musculoskeletal and cardio metabolic disorders.
2. The Data Science Training to Advance Behavioral and Social Science Expertise for Health Research (DaTABASE) training grant is for students whose research interests focus on advanced data analytics for health disparities research.

Graduate Division Internal Fellowships and Awards

The Graduate Division offers many internal fellowships and awards to eligible PhD students. Students are nominated for these annual awards each spring by the program leadership and faculty.

Extramural Fellowships and Grants

Students have previously been successful in applying for extramural fellowships and grants sponsored by professional organizations (e.g., American Heart Association, American Cancer Society) and fellowships from public and private research institutions (e.g., F31 and R36 grant mechanisms through the NIH).

Prior successful applications from PhD students can be found in the 'epi270' Box folder: Grant Writing & Funding Opportunities.

Professional Development Fund Sources

Professional development plays a key role in a student's doctoral training and career development. Whether through conference participation, attending outside workshops, or seeking additional training outside of UCSF, the opportunities are plentiful.

These opportunities may also come with a cost. There are several ways students can fund these opportunities. In no particular order, students should seek funds from their primary mentor, professional societies and conference scholarships, T32 training related expenses/travel, F31 institutional allowance, and more.

Seek funds through the above sources before applying for program funds (see next section below).

PhD Program Professional Development Funds

Small professional development grants are available for students to attend scientific conferences, outside training, or additional workshops. Support is available for participation in both in-person or virtual conferences. Note that UCSF travel guidance and policy is subject to change, so please be aware of current guidance at your time of travel. Submit the application for professional development funds to the Program Manager (Appendix II).

Each student is guaranteed $400 for the year but may request for up to $500 in funding. Funds for this academic year are available to use through June 2024. Unused funds do not roll over to following years. Funds are refreshed July 1 of each year.

T32 trainees, please use your T32 training related expenses and travel funds for professional development opportunities and costs. F31 fellowship students, please use your F31 institutional allowance funds.

We have a departmental credit card to help students make purchases, but there may be the occasion that the students cover the initial cost of purchasing these items and then request reimbursement. We will have more information for you about how to pay for the costs upon approving your request. In all cases, a receipt will be required for all costs.

Graduate Division Travel Award

Students who plan to attend a professional conference while registered at UCSF may be eligible for travel funds through the Graduate Division Travel Award.

Publication Fees

The program does not provide funding for publication fees. Students have typically used their T32 or F31 funds to help cover the cost or seek funding support from the faculty mentor on the research project.

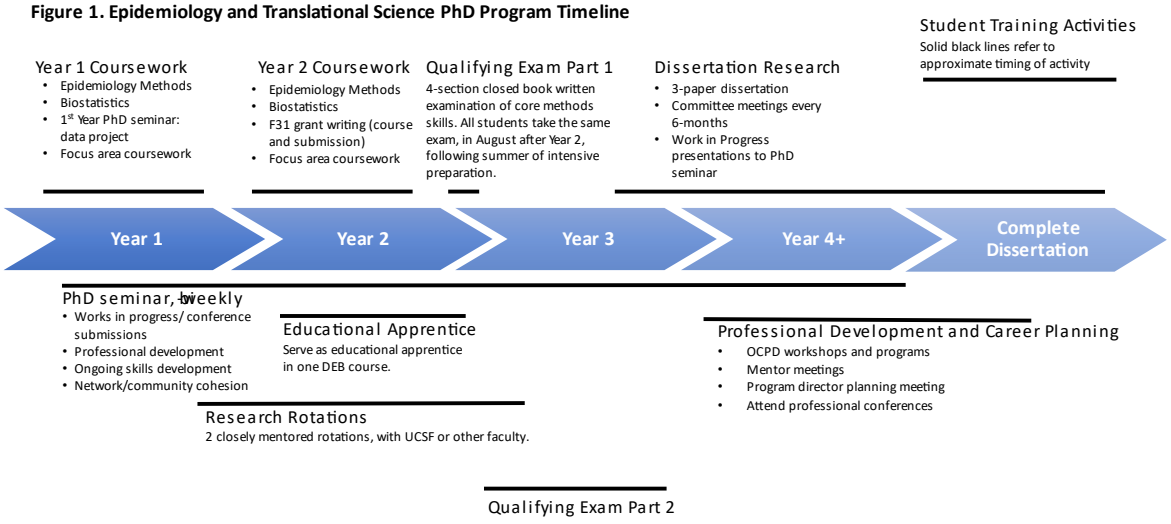
Tax Information

Refer to the Tax Information available on the Graduate Division website.

Progression through the Doctoral Program

The time needed to complete a PhD in ETS will vary, depending on your training and experience prior to enrolling in the PhD program and the time it takes to complete the dissertation research.

Figure 1. Epidemiology and Translational Science PhD Program Timeline



Students spend the first two years in residence at the Mission Bay Campus, completing coursework and engaging in research rotations and an educational apprenticeship with UCSF faculty. Part one of the qualifying examination is usually taken the summer between year 2 and year 3. Part two of the qualifying examination is typically taken during year three, after which the student advances to doctoral candidacy. Students spend the next two to three years focused on conducting their dissertation research and engaging in other research and professional activities. Thus, the time to completion of a PhD in ETS at UCSF for students entering with a master's degree or the equivalent is expected to be roughly 4-5 years.

Doctoral students work closely with teaching faculty, academic and research advisors, and program leaders to receive one-on-one mentoring as they progress through coursework, qualifying exams, and dissertation research and writing.

Individual Education Plan and Progress Report

To facilitate timely progress in the program, all students and their academic advisors are required to submit an Individual Education Plan and Progress Report annually (Appendix III). At the start of fall quarter, the program sends a report template to each student. The student completes the report with guidance from the academic advisor during fall quarter and submits it to the program by October 31.

Students who have advanced to candidacy complete the section of this report for the Candidacy Phase. The program manager documents the completion of program requirements and

maintains the student's files. Any deficiency or failure to meet the standards of the program are discussed with the student and confirmed in writing by the program director.

Unit Requirements

Students enroll in a minimum of eight units per quarter to be considered a full-time student prior to advancement to candidacy. During candidacy phase, students enroll in a minimum of one course per quarter to be considered a full-time student.

Students must complete a minimum of 48 units to meet academic residence and full-time student requirements.

Grading Policy

The PhD program adheres to the Graduate Division's grading policies. Information on course grading and optional grades is at https://graduate.ucsf.edu/courses-and-grading.

All required core courses including research rotations and educational apprenticeship must be taken for a letter grade, unless the course is graded only on a satisfactory/unsatisfactory (S/U) basis. Doctoral seminar year 2+ may be taken for letter grade or S/U.

Coursework

The doctoral program curriculum is designed to develop expertise in epidemiologic theory and methods, biostatistics, and a "third area" (i.e., not epidemiology or biostatistics) designated by you that is relevant to your research interests (e.g., demography, anthropology, oncology, behavioral science, virology). To accomplish this, students take a series of doctoral level courses during the first two years in the PhD program.

Core Curriculum

Expected courses include: 1) three quarters of advanced epidemiologic methods sequence, 2) a five-quarter intermediate to advanced biostatistics sequence, 3) topic specific epidemiology ("elective") courses and 4) a PhD Seminar throughout the program.

Epidemiologic Methods Sequence:

- EPI 203
- EPI 204
- EPI 207
- EPI 265
- EPI 268

Biostatistics Sequence:

- BIOSTAT 200
- BIOSTAT 208
- BIOSTAT 209

- BIOSTAT 210
- BIOSTAT 211
- BIOSTAT 215

Doctoral Seminar (EPI 270)

All ETS PhD students will meet for a two-hour seminar every other week which will include topics of importance in the practice of epidemiology, the opportunity to present and listen to students' works in-progress (WIP) research and will address professional development areas. Non-first year students will enroll in doctoral seminar for 1 unit and have the option of selecting the grading type (letter grade **or** S/U).

First year students will *additionally* meet on alternating weeks for a faculty-facilitated seminar emphasizing epidemiologic methods to supplement core coursework. During this first year, students will work through an applied data project from beginning to end over the course of the year. In other words, PhD seminar meets every week for first year students. First year students will enroll in doctoral seminar for 2 units for a letter grade.

Electives

In addition to the core curriculum, students tailor their coursework and choose electives that provide further depth of training in the methodology and content areas appropriate for their chosen field of study. Students may select electives from any department across UCSF, with the approval of their academic advisor and the program director. This list of approved electives listed in the General Catalog is not exhaustive. Additional courses offered in other UCSF departments, through the University of California Intercampus Exchange program at UC Berkeley, and the Stanford University-UCSF Exchange Program are routinely approved if the courses are aligned with the student's scientific goals.

GRAD 214: Responsible Conduct of Research

The Graduate Division coordinates an annual course, GRAD 214, entitled "Ethics and the Responsible Conduct of Research" (RCR). This course meets the NIH requirements for training in the Responsible Conduct of Research. This is a required class for all incoming PhD students in the basic sciences. Students will be required to attend three (3) of the six (6) 90-minute lectures in person; the other 3 may be attended remotely. In addition to the lectures, each program will set up an in-person faculty-led 90-minute discussion group in the same week as the monthly lecture. These classes are mandatory – no absences will be allowed unless the absence is pre-approved and for an event such as a death in the family.

Sample 4-year Plan of Study

Year 1		
Fall	**Winter**	**Spring**
BIOSTAT 200 — Biostat I (3) EPI 203 — Epi Methods I (4) EPI 204 — Clinical Epi (3) Epi 270 — PhD Seminar (2)	BIOSTAT 208 — Biostat II (3) EPI 207 — Epi Methods II (3) EPI 270 — PhD Seminar (2) GRAD 214 – Responsible Conduct of Research (1.5)	BIOSTAT 209 — Biostat III (3) EPI 265 — Epi Methods III (3) EPI 270 — PhD Seminar (2) GRAD 214 – Responsible Conduct of Research (1.5)
Year 2		
Fall	**Winter**	**Spring**
BIOSTAT 210 — Biostat IV (2) EPI 270 — PhD Seminar (1) EPI 297 — Research Team Rotation (4) Educational Apprenticeship	EPI 258 — Grant Writing (F31 preparation) (3) EPI 270 — PhD Seminar (1) BIOSTAT 211 – Mathematical Foundations of Biostatistics (2)	BIOSTAT 215 — Causal Inference (4) EPI 268 — Econometric Methods for Causal Inference (3) EPI 270 — PhD Seminar (1) EPI 297 — Research Team Rotation (4)
Year 3		
Fall	**Winter**	**Spring**
EPI 299D — Dissertation (8) EPI 270 — PhD Seminar (1)	EPI 299D — Dissertation (8) EPI 270 — PhD Seminar (1)	EPI 299D — Dissertation (8) EPI 270 — PhD Seminar (1)
Year 4		
Fall	**Winter**	**Spring**
EPI 299D — Dissertation (8) EPI 270 — PhD Seminar (1)	EPI 299D — Dissertation (8) EPI 270 — PhD Seminar (1)	EPI 299D — Dissertation (8) EPI 270 — PhD Seminar (1)

Intercampus Exchange Program, San Francisco Consortium, UCSF-Stanford Exchange

Students can take courses offered in other graduate programs at UCSF and other universities. All of the below programs require several levels of approvals on both campuses via a specific application, which may be found on each of the below program webpages. Begin the application and approval process as early as possible and alert the PhD program manager of your plans.

- The University of California Intercampus Exchange Program allows students to take courses at other UC campuses, such as UC Berkeley and UC Davis, while remaining registered on the home campus.
- Through the San Francisco Consortium, any regularly enrolled, full-time matriculated student at UCSF may register for courses offered by other member institutions, including San Francisco State University and UC Law San Francisco.
- The UCSF-Stanford Exchange allows UCSF students to cross-register for courses at Stanford University.

This is an excellent opportunity for students to tailor their scholarly experience by learning from researchers and educators on other campuses. Students are encouraged to explore these options.

Independent Study

Independent study provides an opportunity for advanced students to meet with a faculty mentor on study topics of special interest. Independent studies require a set of objectives and a method of evaluation.

Faculty mentors help develop a reading list related to the topic and meet approximately once a week with students to discuss the readings. The independent study also may involve a clearly defined data project or a developed plan for research study. As this is an *independent* study, the onus is on the students to guide the content and direction. Independent studies allow students to pursue specific research areas relevant to their dissertation, but outside of coursework and research rotations.

Students who wish to complete an independent study must submit a proposal describing the independent study to the program director for approval before enrolling using the online Independent Study Project Proposal Form (see Appendix IV). If approved, students should enroll in EPI 296 for up to four units with the faculty sponsoring the independent study (usually, independent studies are only one or two units, determined by student and faculty time commitment). When the independent study is complete, students write a summary of the independent study and submit it to the program director.

Research Rotations

Research Team Rotations provide extensive specialized experiential training with a specific deliverable (e.g., survey instrument, statistical plan, manuscript) which differentiates them from independent studies.

Students are required to complete two quarters of Research Team Rotations (four units each), similar to the Lab Rotation requirement in other established PhD Programs at UCSF (e.g., BMS, BMI and PSPG). The objectives of these Research Team Rotations are for students to have the opportunity to:

1) Apply concepts taught in formal classes;
2) Learn practical aspects of leading research projects and public health initiatives, including how to work within a research team or group;
3) Acquire exposure to areas of research other than your primary area and establish broader expertise and understanding of epidemiology;
4) Launch projects with potential for developing into dissertation research topics;
5) Decide on a Research Advisor, if not already identified.

Research Team Rotations insert you into active research teams at UCSF or affiliated institutions. Rotations outside of UCSF affiliates may be appropriate based on your goals and research interests, provided appropriate mentorship is available. You are apprenticed under a specific member of the research team (the Rotation Director), who manages and is responsible for your experience. The goal for the Rotation Director is to provide author-level involvement (i.e., participation in research at a level justifying future inclusion as an author on a subsequent publication) for the student, and to help define this involvement such that, at the end of the rotation, you are expected to have produced a specific deliverable.

The Research Team Rotations are intended to help you expand your breadth of expertise and are not intended to be extensions of work that you are already undertaking with a previously selected Research Advisor. Therefore, if you have already identified a primary Research Advisor for your dissertation work, you are strongly encouraged to pursue Research Team Rotations with two additional faculty or researchers, who are not your Research Advisor.

In contrast, if you have not yet identified a Research Advisor, you should pursue Research Team Rotations to help you identify a Research Advisor for your dissertation work. Research Team Rotations are most productive after completing the yearlong sequences in epidemiology methods and biostatistics, as described above.

We encourage you to wait until at least spring of year one to begin Research Team Rotations. You are expected to complete both rotations before sitting for your qualifying examination, but if you submit an F31 or other training grant in year 2, this may not be feasible. In this case, it is acceptable to complete your second research rotation in year 3 of the program, after completing your qualifying examination. You must complete both research rotations prior to advancing to candidacy.

Examples of useful research products include, but are not limited to: 1) a research questionnaire or other data collection tool; 2) an operations manual chapter; 3) a set of research measurements from a wet lab or other setting; 4) an annotated set of statistical analyses/tables/figures; 5) an abstract for a research conference; and 6) a manuscript for submission to a peer-reviewed journal (a manuscript is the most common tool).

Students will submit their proposed research rotations using an online form (see next section: Research Rotation Approval Process). The proposal includes an overview of the project, the skills you will begin to master as part of the project, and a specific deliverable you are expecting to produce as a result of the rotation. The subject matter for each rotation is not prescribed by the PhD Program and would be determined by the Research Team (represented by the Rotation Director) and by you.

Previous student examples of Research Team Rotations include:

- Developing an analytic plan for an open label extension of a randomized-clinical trial that included the use of marginal structural models (at Genentech).
- Mapping health services outreach visits in Zambia using ArcGIS and QGIS to show differences in health services coverage between interventions vs. control districts (with UCSF faculty).
- Conducting a Genome Wide Association Study to identify polymorphisms associated with specific cancer phenotypes (with UCSF faculty).
- Developing a focus group guide and survey to collect information about diarrhea incidence & burden (with UCSF faculty).
- Learning how to conduct an interrupted time-series analysis using previously collected data (with UCSF faculty).
- Evaluating the link between diabetes and dementia in medical record data (at Kaiser Division of Research).
- Conducting survival analysis and calculating age-adjusted incidence densities using abstracted medical records data.
- Evaluating the efficacy of Topiramate among Alcohol Dependent Individuals with Posttraumatic Stress Disorders (PTSD) using biomarkers of recent alcohol consumption and self-report through timeline follow-back.
- Designing a baseline survey to understand study participant profiles to tailor telephone intervention tool and collect baseline data on diabetes measures.
- Summer rotation at WHO developing tools to assist countries with implementation of WHO systematic screening for Tuberculosis guidelines (at WHO).

At the conclusion of your rotation, students are expected to present on their rotation experience in doctoral seminar (EPI 270) at the end of the quarter or beginning of the following quarter.

Research Rotation Approval Process

In collaboration with the proposed rotation director, students should submit their proposed rotation via the online Research Rotation Proposal Form (Appendix V) at least four weeks before the start of the quarter for which students are proposing a rotation. All proposals will be

reviewed and approved by the program director. You may be asked to provide more details or clarify the goals of the Research Team Rotation before it is approved.

Academic Credit for Research Rotations (EPI 297)

You should enroll in EPI 297 for four units for a letter grade in the quarter in which you intend to do your Research Team Rotation. The instructor of record will be the PhD Program Director.

Students may complete a research rotation in the summer; however, students will defer enrollment for a summer rotation to the fall quarter. Students do not register for classes in the summer because the program does not pay summer quarter tuition. For students interested in conducting a research rotation outside of UCSF, the program recommends doing this the summer between the first and second year.

At the conclusion of your rotation, the program manager will reach out to the rotation director for a letter grade and feedback on the student's rotation participation.

Presentation in Doctoral Seminar

Work with faculty lead of that next quarter's seminar to sign up for 15-minute slot during an all-years seminar to present about your rotation. Provide a summary of the rotation, your goals and deliverables, what you did (i.e., preliminary results to share), what you learned, and next steps. It would be useful to describe also how you found the opportunity (if relevant) to give other students ideas.

Educational Apprenticeship

Students are required to participate in one educational apprenticeship (EA) in a DEB course. This experience must be complete before the student may advance to candidacy, typically completed in year two of the program. In most cases, students serve as an EA in a course they completed in the first second year. EAs help further students' skills in specific areas under the tutelage of experienced faculty, which in turn prepares them for future educational roles, including as faculty.

Course Preference Ranking and Course Assignments

In spring quarter each year, students receive a request to rank courses for which they are interested in being an EA for. Students are encouraged to rank courses where they have interest but may not yet feel mastery over the content. This should ensure an experience that will optimize your learning the material.

To be eligible to EA a course, students should have either taken the course or be confident in the material through other coursework or experience. If a student has not taken a course but still wants to support it because they feel they have sufficient background/experience, the student should describe this background/experience in the ranking sheet.

Earning Academic Credit for Educational Apprenticeship

Students must enroll in EPI 296 to get credit for their educational apprenticeship using the following details:

- Grading Option: letter grade
- Instructor: the name of the course director leading the course you are EAing in
- Units: the number of units of the course (i.e., EPI 203 = 4 units, BIOSTAT 214 = 3 units)

Evaluation of Educational Apprenticeship

At the conclusion of the educational apprenticeship, students submit an evaluation of their experience in the course and working with the course director. The faculty lead of the course also completes an evaluation of the EA.

Teaching Resources

The Office of Career and Professional Development (OCPD) offers the STEP-UP Introduction to Pedagogy course for graduate students and postdoctoral scholars planning to serve as teaching assistants or apply to faculty positions in the future. The STEP-UP course takes place once a year in late spring/early summer.

OCPD also maintains a helpful webpage of teaching resources and an archive of papers and discussion questions discussed in the Science Education Journal Club, which ran from 2015-2018.

Qualifying Examination

After completing required coursework, students prepare for and complete their qualifying examination in order to advance to candidacy. The qualifying examination has two parts: 1) a "Core" section that will assess mastery of core epidemiologic methods, and 2) a "Topical" section that will establish a level of expertise related to your anticipated research focus.

Per the UCSF Graduate Division, the purpose of the academic doctoral program is to prepare students to be professional in, and contribute to, their discipline. There are two key benchmarks en route to the doctoral degree. The first is to pass the qualifying examination. The second is to successfully complete the dissertation.

The objective of the qualifying examination is twofold: first is to determine that the student is able to undertake the work of the dissertation, and second is to assess the student's mastery of the factual information, the theoretical concepts, and the methodological approaches in their field.

The qualifying examination provides evidence that the student is able to:

- Critically read, understand, and evaluate current literature in the discipline;
- Integrate and synthesize ideas within the field;
- Demonstrate comprehensive knowledge of the literature in the field;

- Critically evaluate empirical evidence;
- Demonstrate a comprehensive understanding of methods critical to scholarship in the field; and
- Communicate clearly and effectively to specialist and non-specialist audiences.

Program Guidelines for the Qualifying Examination

To be eligible for the qualifying examination, the student must have completed all required core coursework, at least one research rotation, six quarters in residence, and have a cumulative grade point average of at least 3.0 in all courses taken in graduate standing.

QE Part 1: Core Epidemiologic Methods

Competencies

Part 1 of the QE is a closed-book exam covering the required core curriculum coursework, including the following core learning competencies:

1. study design and sampling
2. measurement and validity
3. bias e.g., confounding, selection bias, information bias and random error
4. statistical analysis, and
5. causal inference.

Timing

Standard timing for Part 1 of the qualifying examination will be in the summer quarter (June-August) after second year. A practice qualifying exam will be offered in early summer and the actual Part 1 qualifying exam will be taken in August.

Grading

The Core section of the exam is graded by at least two faculty members, masked to the identity of the students. To pass Part 1 of the QE, students must receive a score of “pass” on all sections of exam to pass the exam. If a student does not pass the Core section, they will have the opportunity to retake the exam in August of the following year with the next cohort. Students will not have the opportunity to take the exam more than twice; a third examination is not permitted, per Graduate Council policy.

We strongly encourage you to study with your classmates for the Core part of the qualifying examination, reviewing coursework and other materials. A practice version of the Core, based on the previous year’s exam, will be offered in June. The practice exam will not be graded.

Testing Accommodations for Qualifying Exam

Students with testing accommodations approved by Student Disability Services should reach out to the Program Manager in writing, as early as possible so the program can coordinate with the Student Disability Services team to plan ahead.

Preparing for Part 1 – Core

You should set aside protected time each week to review material in preparation for the QE, typically starting in the Winter quarter of the 2nd year. You are encouraged to develop review materials (e.g., study guides) independently or with others in your cohort who are also preparing to take the QE. The core competencies should guide you in identifying potential topics for the QE.

In previous years, students divided up the competencies and each prepared a study guide for a competency. The study guides were then used during group study sessions led by another student (not the student who prepared the study guide). The content from the core expected courses provides the material for Part 1 of the QE. Students have also taken practice exams in sittings that mirror the exam setting and prepared practice written exams for each other, which proved useful.

QE Part 2: Topic Specific Expertise and Preparation for Independent Research

For cohorts matriculating in Fall 2023 or earlier, there are two options for Part 2 of the QE. Option 1 is a topic-specific take-home exam. Option 2 is a dissertation prospectus and oral defense. Option 1 will be phased out starting with students matriculating in Fall 2024; all students matriculating in Fall 2024 or later will be required to submit a dissertation prospectus and defend their prospectus prior to advancing to candidacy.

Option 1 – Topical Take-Home Examination

Option 1 of the topic-specific component of the QE is an open book, take-home, four-question exam. Exam questions will be prepared by the student's QE committee (a committee of faculty that the student nominates). Each committee member will contribute one question, after discussion and review with the QE chair and the PhD Program Director about the level and appropriate purview of the questions.

Each committee member will grade the question they wrote (high pass, pass, revisions requested, fail). All QE members will also have the opportunity to make comments on all question responses, whether or not they contributed the question to ensure that the committee reaches consensus regarding whether the student passes the exam. These comments will be submitted to the QE chair who will communicate the grade to the student. To ensure fairness to all students, final review of the questions and the grades will rest with the PhD Program Director.

Faculty will provide word count limits for their respective questions. A typical word length for a question would be around 1,000-1,500 words, not including references. Students will have two weeks to complete the exam and may start at any point after passing the Core component of the QE or successful completion of the practice for the Core.

The student will be asked to rewrite any section of the topic-specific component of the exam marked as "revisions requested" or "fail." If the student receives a "revisions requested" or "fail"

on a section, they will have a week after receiving the mark to rewrite the failing sections to be resubmitted for grading (one additional week will be given for each question the student must retake).

The student will submit a point-by-point response to the first review, following the format of responding to a journal article review, along with a revised answer. These will be submitted to the PhD Program Director, the grading faculty, other committee members, and the QE chair; these individuals will make a final recommendation to the PhD Program Director if the exam is still deemed to be failing. If the student's response to a failed question on a Topic-specific component of the exam is again deemed failing, the student cannot continue in the program, subject to final review in accordance with the Policy on Student Progress.

Preparing for Part 2, Option 1 – Take-Home Examination

Students should meet with each QE Committee member and discuss dissertation research plans to identify potential topics for exam questions. Additionally, it is helpful for committee members to have a summary of the student's proposed dissertation work. Because our program is small, most faculty members have not served on many committees for PhD students. It is important that students remind the QE Committee members about deadlines for QE exam question submission deadlines and inform them about the QE process.

Usually, Part 2 questions will draw on content from classes recommended for the student's research area and/or content the student has pursued in working with faculty members. The material will address topics specific to the intended research area you have chosen. Reviewing relevant materials prior to taking Part 2 of the QE is recommended.

Option 2 – Dissertation Prospectus and Oral Qualifying Examination

Option 2 of the topic-specific QE is the preparation of the dissertation prospectus followed by an oral defense of the prospectus (the oral qualifying exam). Students matriculating in Fall 2023 or earlier may choose this option in lieu of the take-home examination. All students matriculating in Fall 2024 and later must prepare a dissertation prospectus and take the oral qualifying exam; the take-home examination (option 1) will no longer be offered starting with the Fall 2024 cohort.

The steps for Option 2 are outlined below.

Assembling the Committee

After passing Part 1 (the core epidemiologic methods exam), the student should begin to assemble their qualifying exam committee. In many cases, this will be the same as the dissertation committee. Remember that the qualifying exam committee must contain 4 members, whereas the dissertation committee must have a minimum of 3 members. More information on who may serve on this committee are detailed below.

The chair of the qualifying exam committee may not be the same person as your dissertation chair. Work with your primary mentor to identify committee members. When you reach out

potential committee members, make sure to communicate the approximate time commitment (review of your dissertation prospectus and participation in the oral qualifying exam) and your approximate timeline for when you are hoping to schedule your oral qualifying exam.

While you are not required to meet individually with committee members prior to the oral defense, it may be a good idea to do so to get their feedback as you prepare your dissertation prospectus.

Prepare the Dissertation Prospectus

The dissertation prospectus should be written in the format of an NIH grant with the following general components:

1. A specific aims page (1 page) where each of the three aims is one of the three dissertation papers.
2. The research strategy (6 pages) that includes the background/significance for each aim, the methodological innovations that will be used in the dissertation to answer the research questions, and the methods that will be used to address each aim, including the database(s) used, epidemiological and statistical results, potential problems in achieving each of the aims, and the anticipated results.
3. An appendix (< 1 page) outlining the timeline for achieving each of these aims.
4. Additional appendix materials as requested by the qualifying exam committee (e.g., specific instruments to be used, additional methodological details) may be included with no page limit.

The primary goal of the dissertation prospectus is to present a detailed plan to your committee outlining 3 well thought out research questions that are feasible given resources available to the student (e.g., data, time, equipment, etc.) that use rigorous epidemiological methods that rise to the standards of a doctoral dissertation in epidemiology. The dissertation prospectus should demonstrate to your committee that you are ready to embark on your dissertation research, and that you have a solid plan for achieving the work you propose.

For students who have or are preparing an F31 or F99 application, the format will be similar. However, remember that these are two separate documents that serve two separate purposes. In many cases, there will be differences between the two documents. For example, you may submit an F31/F99 that only has 2 aims, but 3 aims (one per dissertation paper) are required for the dissertation prospectus without exception. You may receive feedback from your committee during the preparation of your dissertation prospectus that changes some of the methods proposed in your F31/F99. Do not plan to submit your F31/F99 application to your committee without critically reviewing it and meeting, at a minimum, with your mentor (and ideally all committee members) to ensure that it meets the standards required for a dissertation prospectus and that it adequately describes the projects you are proposing for your dissertation work. The F31/F99 and dissertation prospectus do not need to describe the same projects.

While the program will not track preparation meetings that the student has with their mentor and qualifying exam committee, we strongly recommend meeting with each committee member prior to scheduling the oral qualifying exam.

Schedule and Take the Oral Qualifying Exam

Work with your primary mentor and qualifying exam committee chair to identify a general time during which you would like to schedule your oral qualifying exam. While you may schedule the oral qualifying exam at any time after passing Part 1 (the written exam), it is advantageous to ensure that, at a minimum, your mentor believes you are ready for the oral qualifying exam.

You must share a copy of your dissertation prospectus a minimum of three weeks prior to your exam date. You should send a Word version of your prospectus to all members of your committee, with the Program Director and Program Manager in copy. **Please include the date, time, and location of your oral qualifying exam in your email.** Your exam may be rescheduled if you do not meet this deadline, and you will not receive a reminder to submit your dissertation prospectus.

All members of the qualifying exam committee must be present at the exam. In the event one of the members cannot make it at the last minute, at the discretion of the oral qualifying exam chair, that committee member may share their comments and questions with the oral qualifying exam committee chair separately. If more than one qualifying exam committee is not present, the exam must be rescheduled. Committee members may participate remotely.

The oral qualifying exam is a **closed** exam, meaning that the only individuals present will be you and your committee members. Other students, faculty not on the committee, and any others are not permitted to be present during the oral qualifying exam.

You, the student, are responsible for scheduling your exam, including booking a room in Mission Hall or setting up Zoom links, sending calendar invites to your committee, and informing the program of your plans. The oral qualifying exam may be conducted remotely with permission of your qualifying exam committee chair. If you choose to have your exam via Zoom, please ensure you do a “test run” ahead of time, including ensuring that you have the break-out room function working for your committee’s deliberations.

Upon scheduling of the oral qualifying exam, you must submit an oral qualifying exam scheduling form (Appendix VI) for program records.

The oral qualifying exam should be scheduled for a 90-minute period and will include the following components:

1. A 30-minute presentation of your dissertation prospectus
2. A question-and-answer session with the committee
3. A closed deliberation by the committee in a closed session (without the student present) where they will decide the outcome of the exam (detailed below)

Questions that may be asked by your committee can be broad in scope. They may focus on the specific methods that you are proposing as they are applied to your specific research question, or they may be more theoretical. You should be prepared to answer questions related to the substantive area of focus of your dissertation, the methods proposed, the parent study/studies you are using and/or database(s), etc. You will not generally be sent questions ahead of time.

Potential outcomes of the oral qualifying exam include:

- **Pass:** no edits required to the prospectus (the committee may make suggestions for revisions, but the student does not need to revise their prospectus to advance to candidacy).
- **Pass with revisions:** the student must make edits to the prospectus and the chair of the dissertation must approve the revisions prior to advancing to candidacy.
- **Major revisions required:** the student must make edits to the prospectus and all members of the committee must review and approve the revised prospectus prior to advancing to candidacy.
- **Not pass:** the student must completely or substantially re-write their dissertation prospectus and must schedule a 2nd oral presentation. Students who do not pass their first oral dissertation defense will have the opportunity to attempt a second time. Additional attempts beyond the second attempt will be at the discretion of the dissertation prospectus committee and must be approved by the PhD program director. There is no minimum time requirement between attempts, but the second attempt should be within 6 months of the first attempt.

Upon completion of the oral defense, regardless of the outcome, a form must be submitted to the PhD program by the qualifying exam committee chair documenting the outcome and a summary of recommendations: Oral Qualifying Exam Chair Report and Summary (Appendix VII).

Schedule your First Committee Meeting

Upon passing Part 2, work with your dissertation committee to schedule your first dissertation committee meeting. The meeting should be scheduled within 6 months of the date you passed Part 2. Committee meetings are required at least every 6 months during the dissertation phase, and a dissertation committee meeting report form is required to be submitted to the program after each meeting.

Qualifying Exam Committee

Guidelines for the Qualifying Exam committee are the same for Option 1 and Option 2 of Part 2. You will propose a Qualifying Exam (QE) committee of four faculty who are members of the UCSF Academic Senate* after consultation with your Graduate Advisor:

1) Chair of the QE Committee	The faculty member designated the chair of the QE Committee must be a DEB faculty member and cannot be

	your Dissertation Committee chair. Your Dissertation Committee chair can be on the QE Committee as a member but cannot serve as the chair of the QE Committee. The chair of the QE Committee coordinates integration of results and submits the report on the qualifying examination to the program.
2) Epidemiologist	You can petition to include faculty who are not UCSF Academic Senate for the Epidemiologist or the Biostatistician members.
3) Biostatistician	
4) Outside Member	The "Outside Member" must be from outside of the ETS PhD graduate group.

*Academic senate membership is determined based on the faculty member's exact title (http://regents.universityofcalifornia.edu/governance/standing-orders/so1051.html). If you are uncertain whether a particular faculty member is an academic senate member the Program Manager should be able to tell you. If you wish to nominate one or more members who are not on the UCSF Academic Senate, you must secure approval from the program director; this will be accomplished using the online Application for Qualifying Exam. That application will be routed to the program director for review and approval.

The entire committee must review your QE materials and have input into the decision to pass you before a report is made to the Graduate Dean. In the case of a divided vote, individual members of the committee must state their reasons for the affirmative and/or negative votes. The matter is then referred to the Graduate Council for a final decision.

Qualifying Examination Chair and Dissertation Chair

The Graduate Division asks students to name their qualifying examination chair and their dissertation committee chair via the Application for Qualifying Exam and Application for Advancement to Candidacy, respectively. These committees may have the same membership, though they are not required to; however, the qualifying examination chair and the dissertation chair **cannot** be the same person.

The qualifying examination chair must hold a PhD or equivalent doctorate in epidemiology or another relevant field. The dissertation chair must have a PhD, MD, or equivalent doctorate. Typically, the research advisor will serve as the dissertation chair.

Proposed dissertation chairs without a PhD or equivalent doctorate degree (i.e., MD) may be allowed if they are actively engaged in research or hold another research degree. These proposals will require program director approval. If the dissertation chair holds an MD but not a research degree in epidemiology (e.g., PhD), all of the dissertation committee members must hold a PhD in epidemiology.

Application for Qualifying Examination

The Application for Qualifying Examination is available online in the student portal. This application is how students select their qualifying examination chair and other members of the qualifying exam committee. Once the application is submitted, it is routed to the program directors for approval.

Students must submit the Application for Qualifying Examination prior starting part 2 of the qualifying examination and have it approved by the Graduate Division at least two weeks before part 2 is administered. When the application is approved, the Graduate Division notifies both the student and the Program Manager via email that the proposed qualifying examination committee may administer the examination.

Report on Qualifying Examination

Upon passing the part 2 examination, the qualifying examination chair will collect signatures from committee members and transmit the signed Report on Qualifying Examination for Admission to Candidacy form either directly to the Graduate Division or to the Program Manager for processing.

When the Report on Qualifying Examination is received and the dean of the Graduate Division has confirmed the qualifying examination results, the student and the Program Manager are notified via email. If the qualifying examination is successfully completed and no deficiencies (such as incomplete grades) preempt processing, the next step is to complete the Application for Candidacy for the Degree of Doctor of Philosophy, which is submitted via the online student portal.

Advancement to Candidacy

Provided that students have no deficiencies as mentioned above, they may advance to candidacy. Students must be registered in the quarter in which they advance to candidacy.

Students should complete the Application for Candidacy for the Degree of Doctor of Philosophy online in the student portal. The application asks students to name their dissertation chair, other members of their dissertation committee, and the subject of investigation for the dissertation. As a reminder, the qualifying examination chair and dissertation chair **cannot** be the same person. The application is due no later than the first day of the term in which a student wishes to advance to candidacy. The UCSF Academic Calendar has relevant dates.

The $90 application for candidacy fee will be covered by the PhD program.

When a student has advanced to candidacy for a doctoral degree, they are considered a full-time student for the rest of their time as a graduate student, unless they are on an approved leave of absence. A maximum of three quarters leave is permitted.

At least three quarters in registered student status must elapse between advancement to candidacy and conferral of the degree.

Candidacy for the doctoral degree is considered "lapsed" when a student has not completed requirements for the degree within four years after advancement to candidacy. Leaves of absence count against this time. Upon lapse of candidacy, students must submit a petition for reinstatement, together with a recommendation from a program faculty member to either require or not require a new qualifying examination.

The Dissertation

The dissertation guidelines for the PhD in Epidemiology and Translational Science are consistent with and build on the dissertation guidelines from the UCSF Graduate Division. The dissertation is the final and most important step in the doctoral degree program. The dissertation should be a work of independent research that makes an original contribution to knowledge in the field of epidemiology and should be of sufficient depth and quality to be published.

Structure of the Dissertation

The dissertation is the final and most important step in a program for the doctoral degree. It should be a work of independent research, which makes an original contribution to knowledge in your academic discipline and should be of sufficient depth and quality to be published. Analyses for dissertation work should not have begun prior to the formation of the Dissertation Committee.

The goal for the dissertation is to have you conduct original epidemiologic/translational research that will produce publishable results. You are strongly encouraged to carry out primary data collection for at least one component of your dissertation research or seek involvement in a primary data collection initiative via a research rotation. You are expected to have had experience in all of the key phases of epidemiologic research (e.g., conceptualization of the question; critical review of the existing literature; preparation of a grant proposal; collection, management, and analysis of epidemiologic data; and writing of one or more manuscripts for publication) and you will have been tested on these essentials in your QE.

Given the approval of their Dissertation Committee, doctoral candidates will produce three (or more) publishable first authored articles based on their doctoral student research. If one or more of these papers has already been published before the dissertation is filed, the Graduate Division requires that all co-authors of the paper give written permission for the paper to be submitted as part of the dissertation. Research completed and scientific papers written before the student has entered the doctoral program cannot be used as a part of the PhD dissertation under any circumstances.

Choosing a Research (Dissertation) Advisor

This is a very important decision. Of course, you should choose someone with expertise in the

area you wish to pursue. But also, consider whether the faculty member can help you find funding, whether you admire his or her research, and whether you enjoy and respect him or her on a personal basis. Talk to other people who have trained with the faculty member, they can serve as great informational resources and provide insight about working with the faculty member.

Have a concrete conversation with your potential mentor about his or her expectations for frequency of meetings, your role in the group as a whole, and the mentor's level of excitement about the research you want to pursue. Be aware of common pitfalls in choosing an advisor: choosing faculty members who don't challenge you to do your best possible work; or choosing faculty members based solely on prominence and who may have less time to mentor students than more junior faculty members who are equally brilliant. It is important that students do not underestimate the significance of personality differences in determining whether they are compatible with the potential research advisor. Good mentors will consider how to accommodate the specific strengths and weaknesses of each student.

Dissertation Committee

A Dissertation Committee consists of at least three members of the Academic Senate nominated by you and approved by the Graduate Dean to oversee the research and unanimously approve the dissertation.

When forming a committee, you should consider the areas of expertise you will need to complete your proposed research and ask people who have expertise in those areas.

As with the qualifying examination committee, if the student wishes to nominate one or more members who are not on the UCSF Academic Senate, the student must secure approval from the program director.

Chair of the Dissertation Committee	The chair of the Dissertation Committee cannot be the chair of the QE Committee. Typically, your Research Advisor serves as the chair of the dissertation committee
Biostatistician	One of the members of the committee is a biostatistician.
"Outside Member"	One member must be "outside" the Graduate Group* in Epidemiology and Translational Science.

You may have additional Dissertation Committee members if they add relevant expertise to your committee.

Faculty from UC Berkeley (or other universities) can be appointed to serve on Dissertation Committees at UCSF or serve as the outside member but cannot chair such committees (unless they concurrently hold an adjunct appointment at UCSF and have been approved by the UCSF Graduate Division to chair Dissertation Committees).

The Graduate Division assigns to your Dissertation Committee the ultimate authority to

determine what constitutes an acceptable dissertation and to certify that you have successfully completed that task. As a result, some doctoral students may conduct analyses of previously collected data for one or more components of your dissertation. In instances when you use previously collected data in your dissertations, you may be asked to demonstrate your proficiency in field methods, for example by writing a summary of your fieldwork-related activities during the two “Research Team Rotations.”

Working with the Dissertation Committee

The role of the Dissertation Committee is to oversee the development of the dissertation. They should give you feedback and guidance throughout the process, although the most interaction will typically be with the Dissertation Committee chair (your Research Advisor).
We recommend that you prepare a dissertation prospectus and meet in person with all dissertation members to solicit their input, feedback, and ensure that all parties are in agreement with regard to your proposed research path.

The committee must approve and confirm that the dissertation research satisfactorily fulfills the requirements of the PhD. This may be more than simply “publishable research”, but rather constitutes high-quality independent research per the assessment of the committee. During your first committee meeting, you should review your plans for all 3 papers and ensure that all committee members approve.

If one or more papers is published before completion of the dissertation, you should decide with your committee members whether the published version should be in the dissertation or a different version. Typically, in the course of the research, you may have done much more work than is manifest in the published paper, and you may wish to show that work in your dissertation paper.

Although committee members may be more or less involved in each paper, they must all sign off on each paper.

When you submit a dissertation to the Graduate Division which has been signed by all members of the committee, it is a guarantee that all requirements for the degree program have been met and that the degree may be conferred.

Dissertation Committee Meeting Frequency and Form

Students should meet with their committee, at a minimum, once every six months. Following the committee meeting, students will submit a progress report via the online Dissertation Committee Meeting Form (Appendix VIII).

Committee members are key resources for you in the future – they often provide references and resources later in your career. For them to be able to do this, it helps if they know you reasonably well, and have discussed your science in some depth.

Submission to a Peer-reviewed Journal

The student must submit at least one paper to a peer-reviewed journal before the dissertation is complete and can be filed with the Graduate Division. Of course, it is great if the papers are further along, but this is a minimum.

Acceptable journals must have an independent editorial board and subject submissions to rigorous peer review. The student must send a notification of manuscript submission or publication to the program manager prior to submitting the dissertation to the Graduate Division.

Requirements if Research is Collaborative

In some cases, the student has done all of the work for the dissertation independently; in this era of team science, however, portions of the dissertation result from collaborative research. In all dissertations containing collaborative results, the dissertation should indicate concisely who contributed to the work and how, and the candidate must be the first author.

A chapter containing multi-authored, published work must include a complete reference of the publication and a brief description of the candidate's and the collaborators' contributions. For work that is not published but that resulted from multiple researchers, the contributors must be named, and respective attributions made clearly. Please refer to Graduate Division guidelines on how to cite collaborative research in the final formatting of the dissertation.

Requirements if Research is Already Published

Individual chapters can comprise the content of published articles, as long as the student also writes a comprehensive introduction. Although the text can be the same, using journal reprints as a chapter is not permissible. The published article must appear in the body of the dissertation with the pages consecutively numbered. Furthermore, the figures and accompanying figure legends must be integrated into the main body of each chapter, preferably following the first mention of the given figure and not clustered at the end of the chapter. Research and scientific papers completed by the student before entering the doctoral program cannot be used as a part of the dissertation under any circumstances. The Graduate Division guidelines discuss using previously published materials.

Ethical Review/Institutional Review Board (IRB) Approvals

All research involving human subjects, including analyses of previously collected data, must be approved (or declared exempt) in writing by the UCSF Human Research Protection Program (HRPP) in order to be included in a dissertation, regardless of which or how many other such committees elsewhere have previously approved the research. If research is based in another country/with other collaborators, local IRB is also required. Receipt of IRB should be clearly stated in each research chapter.

Writing Quality

The final dissertation must be clearly, logically, and carefully written. The doctoral committee

may ask for re-writes after their review and/or after the dissertation defense. Any dissertation that varies significantly from the Graduate Division guidelines or is not neat, proofread, and readable is subject to required stylistic revision before acceptance by the University (see Filing/Submitting the Dissertation section below).

Dissertation Defense

The Dissertation Defense is required for all students beginning with the cohort that entered in Fall 2017 and for all cohorts following. Students are expected to present their dissertation research findings to their committee for approval. The Dissertation Defense should be held prior to graduation; it is a prerequisite for graduating and the title page should not be signed prior to completion of the Dissertation Defense. The Dissertation Defense is open to the University community and the public.

Attendance

The student must be present in-person at the Dissertation Defense, although exceptions may be possible in extraordinary situations (e.g., global infectious pandemic).

All Dissertation Committee members must be present at the Dissertation Defense; remote participation for committee members is acceptable.

Scheduling

Students should schedule the date of their Dissertation Defense when they have had drafts of all chapters of their dissertation reviewed by their and the committee agrees that the student is ready to progress toward graduation.

Students should begin the process of scheduling the presentation at least eight weeks in advance to coordinate schedules of the dissertation committee members. The presentation should be scheduled at least three weeks before the initial submission of the manuscript to the Graduate Division, keeping in mind the ProQuest quarterly deadline. This allows time for the student to incorporate required revisions by the dissertation committee and address required formatting revisions by the Graduate Division.

The public presentation should be scheduled for 1.5 hours (5 minutes for introductions, 45 minutes for presentation, 20 minutes for questions, 15 minutes for committee deliberation). When the date/time for the Dissertation Defense is settled with your committee, email the Program Manager with the details and they will provide next steps.

Leading Up to the Defense

At earlier stages of research, students are expected to present their work at “work-in-progress” (WIPs) sessions of the PhD seminar.

All committee members should receive copies of all 3 manuscripts compiled into one single file being submitted for the dissertation at least 2 weeks to prior to the Dissertation Defense.

Day of the Defense

- Each student will have 45 minutes to orally present their dissertation, written project, including the background, methods, results, discussion, and conclusions.
- After the formal presentation, the committee will be allowed to ask questions in a round robin fashion. After the committee's questions have been addressed, other attendees are invited to ask questions.
- At the completion of questioning, the committee will leave the room to discuss the student's performance and ultimately decide if the body of work satisfactorily meets the requirements for a PhD.
- The Committee invites the student into the room privately to deliver one of the following outcomes:
    - (a) Pass without modification to written dissertation
    - (b) Pass with minor modifications to the written dissertation to be completed before filing the dissertation; the dissertation is effectively approved.
        - After the defense, the student will send a brief summary of requested changes and timeline to all committee members, who will have 48 hours to clarify their requested changes.
    - (c) Pass with moderate modifications to the written dissertation to be completed and approved by the committee before filing the dissertation.
        - After the defense, the student will send a brief summary of requested changes and timeline to all committee members, who will have 48 hours to clarify their requested changes.
    - (d) Failure of Initial Attempt with modifications to the written dissertation, and/or request additional investigations, which must be within the scope of the approved research proposal and re-present.
        - After the defense, the student will send a brief summary of requested changes and timeline to all committee members, who will have 48 hours to clarify their requested changes.

The Sign-off

The doctoral committee signs off on the dissertation only when the student has adequately addressed feedback from the committee and all of the necessary revisions are completed to the committee's satisfaction. The committee's signatures confirm that no further edits are required, and the doctoral degree is ready to be conferred.

Students initiate the process for electronically collecting signatures from their committee members for the title page. When all members of the committee have signed off on the title page, students may then submit the final dissertation to the UCSF Graduate Division.

Filing/Submitting the Dissertation

The final step is submitting the dissertation to the Graduate Division through ProQuest. Each dissertation is deposited in the UCSF Library and becomes an official and permanent record available for use by other scholars and the public.

The Graduate Division provides clear guidelines to support students through the submission process:

- Electronic Thesis and Dissertation Process and Checklist
- Dissertation guidelines and submission deadlines
- Formatting guidelines
- Content guidelines
- Additional things to consider (including Requests for Delayed Publishing/Embargo)
- Final steps
- Frequently asked questions

Getting It Done

During the dissertation years, without the structure of coursework, students may find it challenging to manage their time and maintain consistent progress on their dissertation. It is recommended that students form a support structure that includes other students in the dissertation phase and set up routine meetings to discuss progress and barriers. Also, routine meetings with the research advisor are usually very helpful to ensure that students are making timely progress.

Students are encouraged to present a Works in Progress (WIP) session in doctoral seminar once each year. The goal is for students to remain engaged with the program by sharing updates on their research with other students, and to get feedback on progress and potential barriers encountered during the dissertation phase.

The UCSF Student Health & Counseling Services (SHCS) provides many resources for students during this critical period of their PhD career. Students may find help through an SHCS in-person workshop that primarily focuses on mental and emotional barriers before, during, and after the qualifying examination, as well as strategies for completing the dissertation.

Graduation and Program End

Graduation Application

Students are required to apply for graduation during their last term at UCSF, preferably early in the term. Students can find the graduation application in the Student Portal (navigate to Study List & Grades > Graduation Application). The Graduation Application will only be visible to students after they advance to candidacy.

Required Surveys

PhD students must complete the Survey of Earned Doctorates on the website of the National Opinion Research Center/National Science Foundation. Taking the survey is a two-part process. First, students must register and provide a valid email address, and then they will be sent a confirmation email with their PIN and password to access the survey. When registering, *students must be sure to use UC San Francisco as the institution name on the web form*. When students have completed the online survey, a notification will be sent automatically to the Graduate Division.

PhD students must also complete the "Doctoral Exit Survey" online. The survey link is manually sent to your UCSF email account upon submitting your dissertation to ProQuest - please be patient for this to arrive as your submission may be in a queue (this may take a few weeks if you submit far in advance of the deadline). Once completed, you will not need to send the Graduate Division Dean's Office your results as we will automatically be notified.

Graduate Division Commencement Ceremony

The Graduate Division holds a commencement ceremony once each year in mid-May. Students will receive an invitation to participate in a commencement ceremony relative to their expected graduation term. Students do not need to have submitted their dissertation before participating in the commencement ceremony. If students plan to graduate in the summer term, they may participate in the May commencement ceremony.

Planning for After Graduation

We recommend that you have a very candid and concrete conversation with your Research Advisor regarding your professional plans after graduation at least a year before graduating. For example, if you will graduate in June 2025, then sometime in Spring 2024, you should talk with your advisor about possible next steps.

If you plan to pursue a typical academic path, you will most likely seek a post-doc. Post-doctoral fellowships are sometimes perceived as a delay before applying for faculty positions; however, post-doctoral years can often be intellectually stimulating and provide an invaluable launching pad for a successful faculty career.

Talk with your Research Advisor about possible post-doc opportunities, and how to position yourself to be most competitive. Submitting your papers is a very high priority. Post-doc reviewers will want to see that you have strong ideas and the technical skills to implement those ideas. Depending on the post-doc, you may be asked to demonstrate that you have gained some level of intellectual independence while under the guidance of your mentors. Consider this when planning your dissertation manuscripts (or other publications). The Office of Career and Professional Development offers more information academic jobs.

Students can search for potential post-doc opportunities through individual postings at academic institutions, NIH post-doctoral fellowships, US Agency for International Development (USAID) post-doctoral fellowship programs, etc.

Another resource is the career exploration program, Making INformed Decisions (MIND). MIND is designed with the busy schedules of students and postdocs in mind. Their structured program helps trainees maximize their learning about career(s) of interest, while minimizing the time spent away from research responsibilities. MIND is an application based program with applications typically opening in January with programming taking place during spring quarter.

Although there are countless other tracks for scientists with your doctorate-level epidemiological training -- including work in the private sector, for federal or local governments or Non-Governmental Organizations (NGOs), or as staff scientists in various environments – the faculty members students typically speak with, will all have pursued some flavor of an academic faculty career (that's why they are faculty). You should not be surprised when faculty members circle back around encouraging you to pursue an academic career! Talk to your Research Advisor honestly about other options, other people you could talk with to learn more about other options, and the pros and cons of doing a post-doc if you are ambivalent about academia. UCSF has several resources for locating non-academic job opportunities.

A resource for determining which scientific career path may be the best fit for your specific skills and interests is available at myIDP.

Degree Conferral and Diploma

Following the end of the student's graduation term on the UCSF academic calendar, the Office of the Registrar will begin the process of verifying degree completion. Diplomas will be available eight to twelve weeks after the end of the term. The Office of the Registrar's website provides details on how to obtain your diploma.

UCSF Email Access after Graduating

Students will lose access to their UCSF email six months after the end of the graduation term, or after employment separation from the university. Email forwarding is not available, and students may not receive prior notice or warning of email deactivation. Graduates are eligible to establish a UCSF Alumni email account.

Policies and Procedures

Policy on Student Progress: Requirements, Notification, Remediation, and Review

1. Criteria for satisfactory academic progress

The policy regarding satisfactory academic progress in the Epidemiology and Translational Science PhD program is as follows:

First- and Second-Year Students
First- and second-year students meet with their graduate advisers once a quarter. Student progress is assessed at the end of the year on the basis of course grades and rotation reports, plus additional comments from course directors and advisers about students who might be struggling.

Second-year students who have completed all required coursework and have a cumulative GPA of 3.0, are eligible to take and must pass a two-part qualifying examination (QE) starting in June (at the end of spring quarter). Part I of the QE will assess mastery of core epidemiological methods, and Part II will establish a level of expertise related to the student's area of concentration.

Students who pass Part I of the QE may then take Part II, which will ensure they are prepared for their dissertation work. Students may start Part II of the exam at any point after successfully completing Part I of the QE. The chair of the QE committee shall report the results of the qualifying exam, upon successful (passing grade) completion of Parts I and II, to the Graduate Division via the Report on Qualifying Examination form. Provided that the student's QE results have been confirmed by the graduate admissions dean and that all requirements have been met, the student may then advance to PhD candidacy. Students who do not pass the qualifying exam may retake the exam the following year.

Third-Year Students and Beyond
Students will select a dissertation adviser and nominate faculty for the dissertation committee consisting of at least three faculty Academic Senate members within one academic year of passing their qualifying exam. The goal of the dissertation is for the PhD candidate to have conducted original epidemiologic/translational research that will produce publishable results. With dissertation committee oversight, the doctoral candidate is required to produce three (or more) publishable first-authored articles subject to the approval of the dissertation committee. The student should expect to meet with the committee, at a minimum, once every 6 months. At least one paper should be submitted to a peer-reviewed journal by the time of dissertation completion. The role of the dissertation committee and the research adviser (committee chair) is to oversee the development of the dissertation. The dissertation committee supports students with feedback and guidance throughout the process with the most interaction expected to be between the student and adviser/committee chair. In addition to completing the dissertation, students are expected to complete all PhD degree requirements within two years of having

completed the qualifying exam.

Unsatisfactory progress indicators may include, but are not limited to:

- Falling below a 3.0 GPA
- Failing grades in any course
- Unsatisfactory work in the research group (rotation or dissertation, as reported by the PI or dissertation adviser)
- Unprofessional conduct in the research group (rotation or dissertation, as reported by the PI or dissertation adviser)
- Failing the qualifying exam the first time
- Disciplinary problems and other conduct and professionalism infractions that fall within the scope of UCSF's Code of Conduct.

2. Process by which failing students will be notified and remediated

Students whose progress is unsatisfactory (according to one or more of the criteria listed above) will be notified and will meet with the adviser and the program director to develop an individualized remediation plan to address the deficiencies. This meeting results in a memorandum of understanding that clearly outlines specific steps and associated deadlines that the student must fulfill in order to receive a satisfactory report. The report is then signed by the following parties: the student, the PhD dissertation adviser (or graduate adviser if no PhD thesis advisor has been chosen) and the program director. At this point, the report is filed in the student's academic file within the program and the assistant dean for graduate programs is notified.

Should a student be unable to fulfill the expectations according to the timeline outlined in the letter, the student will be subject to dismissal from the program. The process for in-depth review of a student's eligibility for dismissal will follow the UCSF Divisional Procedure for Student Grievance in Academic Affairs, section 4.0, and will be conducted by the following in-depth ETS PhD Program Ad-hoc Committee:

- Student's adviser and/or dissertation committee chair
- Program director
- One uninvolved DEB faculty member
- One PhD Program Steering Committee member selected by the program director

Policy on Academic Misconduct

The DEB education programs emphasize the importance of social justice and equity through a code of ethical behavior and academic honesty. The faculty and students work together to create a learning environment that values academic honesty, protects the integrity of an individual's work, and enhances the integrity of DEB education programs.

Definition of Academic Dishonesty and Misconduct

1. **Cheating:**
    - Fraud, deceit, or dishonesty in an academic assignment; using or attempting to use materials that are not authorized; or colluding with others to do so.
    - Copying or attempting to copy from others on an exam or on an assignment.
    - Communicating answers with another person during an exam.
    - Pre-programming an electronic medium to contain answers or other unauthorized information for exams.
    - Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
    - Allowing others to do an assignment or portion of an assignment.
    - Submission of the same assignment for more than one course without prior approval of all the instructors involved.
    - Collaborating on an exam or assignment with any other person without prior approval from the instructor.
    - Taking an exam for another person or having someone take an exam in place of the student.

2. **Plagiarism:** An author's work is his/her property and must be respected by documentation. Plagiarism refers to the use of another's ideas or words without proper attribution or credit and includes: copying of passages from works of others (e.g., books, articles, films, graphics, websites or other electronic sources) into a student's homework, essay, term paper, examination, qualifying papers, or class project without proper citation or acknowledgment; the use of the views, opinions, or insights of others without acknowledgment; and paraphrasing of a person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment or proper citation.

3. **False information and representation, fabrication, or alteration of information:** Furnishing false information in the context of an academic assignment. Fabricating or altering information or data and presenting it as legitimate. Providing false or misleading information to an instructor or any other University official.

4. **Theft or damage of intellectual property:** Sabotaging or stealing another person's assignment, book, paper, notes, experiment, project, electronic hardware or software. Improper access to, or electronically interfering with, the property of another person or

the University via computer or other means. Obtaining a copy of an exam or assignment prior to its approved release by the instructor.

5. **Distribution or sharing of lecture notes or exam items/information to provide undue advantage to others or for commercial purposes:** Selling, distributing, website posting, texting, emailing, or publishing course lecture notes, handouts, readers, recordings, exam items, confidential or other information provided by faculty to give advantage to others or for any commercial purpose, without the express written permission of the faculty.

6. **Research and practice**: All students are expected to conform to all relevant Institutional Review Board guidelines as well as acceptable ethical practices.

The list above is not comprehensive. Other acts not explicitly outlined within each section above, but fitting the spirit of the code, will also be considered if allegations of academic misconduct are made.

More information can be found in the UCSF Code of Conduct and Integrity of Research.

The DEB faculty and administration will respond to alleged acts of academic misconduct in a respectful and supportive manner that emphasizes fairness, timeliness, due process, and transparency. The process for notification and remediation of academic misconduct will follow the steps outlined above in the Policy on Student Progress.

Appendix I: Moving Away from SF Bay Area Petition

Complete the online Moving Away from SF Bay Area petition. The following pages show the information requested in the online form and will be helpful in your planning. The Program Director, Program Manager, and the Primary Mentor will receive a copy of the submitted responses.

Note: Students are typically expected to be in residence in the Bay Area during their first two years of coursework and until all required educational assistantships are completed. Petitions to move out of the Bay Area before these requirements are met will typically not be considered.

Student's Name:
What year did you enter the PhD program?

Primary mentor's name:
Primary mentor's email:

Have you completed all coursework requirements? __ Yes __ No
Have you completed your educational apprentice requirement? __ Yes __ No

Please list the course(s) and term(s) (quarter/year) during which you completed your educational apprenticeship:

Have you advanced to candidacy? __ Yes __ No

- If Yes, date of advancing to candidacy:
- If No, anticipated date of advancing to candidacy:

Anticipate date of graduation (Quarter, Year):

Answer the question below only if you have not completed all coursework requirements and/or have not completed your teaching requirements.

Please explain why you are requesting exceptional approval to relocate prior to completing your required coursework and/or your educational apprenticeship requirement. Describe your plan for completing your in-residence degree requirements.

This petition must be approved by your primary mentor and the PhD program director. You will receive an email notification with the outcome of this petition.

Appendix II: Application for Professional Development Funds

Small professional development grants are available for students to attend scientific conferences, outside training, or additional workshops. Support is available for participation in both in-person or virtual conferences. Note that UCSF travel guidance and policy is subject to change, so please be aware of current guidance at your time of travel.

Each student is guaranteed $400 for the year but may request for up to $500 in funding. Funds for this academic year are available to use through June 2024. Unused funds do not roll over to following years.

T32 trainees, please use your T32 training related expenses funds for professional development opportunities and costs. F31 fellowship students, please use your F31 institutional allowance funds.

We have a departmental credit card to help students make purchases, but there may be the occasion that the students cover the initial cost of purchasing these items and then request reimbursement. We will have more information for you about how to pay for the costs upon approving your request. In all cases, a receipt will be required for all costs.

Complete this form and return to the Program Manager.

Student Information

Full Name: _____ Date: _____

Advisor: _____

Email: _____

Application

Please describe the project/event and how it will benefit you professionally.

Budget

Amount requested (not to exceed $500): _____ Need by: _____

Item	*Cost*	*Description*

Please any list additional sources of funding:

Other Notes/Comments

Appendix III: ETS PhD Individual Education Plan and Progress Report

This form is intended to help the program and students keep track of their progress on research and career goals during the PhD program. We highly encourage you seek input from your primary mentor where needed when you complete this report.

For more information, refer to the Office of Career and Professional Development's Using an Individual Development Plan (IDP): For Students, Postdocs, and Faculty. For an online, more in-depth, skills assessment and career planning tool, go to myidp.sciencecareers.org.

Student and Advisors Information

Student Name:	
ORCID number / link:	
NCBI My Bibliography link:	

Primary Mentor:	

Submission Date

Every year, complete or update this form by the assigned deadline and submit the form and an updated CV to Eva Wong-Moy.

Submission date:
Academic quarter:
Academic year:

Setting Goals

Reflect on your career goals and review your current CV to help you identify areas for development and skill-building as you set your goals for your time in the PhD program.

Describe your career and research goals:

Describe how the knowledge, skills, experiences, and relationships you gain during your PhD will help you obtain your goals:

Course Planning

Use your career and research goals to inform your course plans:

Core courses have been filled in for you. Plan your electives, research rotations and teaching residencies and add them to the table (mark them as blue).

If you have advanced to candidacy and do not plan to take any more courses, please skip this section.

Year 1 - Course Plan		
Fall Quarter Y1		
	Course	**Units**
1.	BIOSTAT 200: Biostatistical Methods for Clinical Research I	3
2.	EPI 203: Epidemiologic Methods I	4
3.	EPI 204: Clinical Epidemiology	3
4.	EPI 270: Doctoral Seminar (1 unit) + EPI 297: Independent Study (1 unit)	2
Winter Quarter Y1		
1.	BIOSTAT 208: Biostatistical Methods II	3
2.	EPI 207: Epidemiologic Methods II	3
3.	EPI 270: Doctoral Seminar (1 unit) + EPI 297: Independent Study (1 unit)	2
4.		
Spring Quarter Y1		
1.	BIOSTAT 209: Biostatistical Methods III	3
2.	EPI 265: Epidemiologic Methods III (odd years 2023, 2025, 2027…) or EPI 268: Econometric Methods for Causal Inference (even years 2024, 2026, 2028…)	3
3.	EPI 270: Doctoral Seminar (1 unit) + EPI 297: Independent Study (1 unit)	2
4.		

Year 2 - Course Plan		
Fall Quarter Y2		
	Course	**Units**
1.	BIOSTAT 210: Biostatistical Methods IV	2
2.	EPI 270: Doctoral Seminar	1
3.		
4.		
Winter Quarter Y2		
1.	BIOSTAT 211: Mathematical Foundations of Biostatistics for Epidemiologists	2
2.	EPI 258: Grant Writing (F31 preparation)	3
3.	EPI 270: Doctoral Seminar	1
4.		
Spring Quarter Y2		
1.	BIOSTAT 215: Advanced Approaches to the Analysis of Observational Data	4
2.	EPI 265: Epidemiologic Methods III (odd years 2023, 2025, 2027…) or EPI 268: Econometric Methods for Causal Inference (even years 2024, 2026, 2028…)	3
3.	EPI 270: Doctoral Seminar	1
4.		

Research Rotations Plan

Keeping your research goals and your funding needs in mind, map out your research rotations:

Mapping out your rotations here is aimed at helping you think ahead to what rotation projects could help you work toward your career goals or identify who you might want to work with.

Even if you have completed Research Rotations and Teaching Residencies, please enter them here.

	Proposed Rotation Director	Desired Skills, Experiences to Gain	Quarter/Year
Research Rotation #1			
1.			
Research Rotation #2			
2.			

Educational Apprenticeship

Keeping your research and career goals in mind, make a plan for your educational apprenticeship position:

Each spring, Clair Dunne will send a preferences/ranking spreadsheet for the following academic year. PhD students are required to apprentice in one course prior to advancing to candidacy.

	Course	Course Instructor	Quarter/Year
1.			

Qualifying Exam Committee

If you have not yet advanced to candidacy, please suggest ideas for your committee.

You will propose a Qualifying Exam (QE) committee of four faculty members after consultation with your Graduate Advisor:

1) Chair of the QE Committee	The faculty member designated the chair of the QE Committee must be a UCSF Academic Senate member, a DEB faculty member, and cannot be your Dissertation Committee chair. Your Dissertation Committee chair can be on the QE Committee as a member but cannot serve as the chair of the QE Committee. The chair of the QE Committee coordinates integration of results and convenes a group discussion, if needed.
2) Epidemiologist	You can petition to include faculty who are not UCSF Academic Senate for the Epidemiologist or the Biostatistician members, but the chair and the "Outside Member" must be on the UCSF Academic Senate.
3) Biostatistician	
4) Outside Member	The "Outside Member" must be a UCSF Academic Senate member who is not considered core DEB faculty.

Qualifying Exam Committee				
	Proposed Member	**Role**	**Degree**	**Institution**
1.		Chair		
2.		Epidemiologist		
3.		Biostatistician		
4.		Outside Member		

Dissertation Committee

If you have not yet advanced to candidacy, please suggest ideas for your committees.

A Dissertation Committee consists of at least three members of the Academic Senate nominated by you and approved by the Graduate Dean to oversee the research and unanimously approve the dissertation:

Chair of the Dissertation Committee	The chair of the Dissertation Committee cannot be the chair of the QE Committee. Typically, your Research Advisor serves as the chair of the dissertation committee
Biostatistician	One of the members of the committee is usually a biostatistician.
"Outside Member"	One member must be a UCSF Academic Senate member who is "outside" the Graduate Group* in Epidemiology and Translational Science.

*Refer to the Student Handbook for Graduate Group membership details.

You may have additional Dissertation Committee members if they add relevant expertise to your committee.

Dissertation Committee				
	Proposed Member	**Role**	**Degree**	**Institution**
1.		Chair		
2.		Biostatistician		
3.		Outside Member		

Dissertation Plans

In a few sentences, describe your dissertation project or ideas for your dissertation:

Research and career goals for the year

Research Goals (e.g., new skills, grants, publications, dissertation pieces)			
	Goals	**Action Items**	**Proposed Completion Date**
1.			
2.			
3.			

Career Goals (e.g., conferences, internships, teaching residencies, networking events)			
	Goals	**Action Items**	**Proposed Completion Date**
1.			
2.			
3.			

Annual Achievements and Productivity Measures

What achievement in the last year are you most proud of? Toot your own horn!

Complete or update this table annually before you start a new academic year. This is to measure your achievements and monitor the productivity over the past year. Data to fill in this table can be collected from your CV or biosketch. Add other prominent achievements as new row to the table.

	Measure	Quantity in each year of the program				
		Y1	Y2	Y3	Y4	Y5
Publications						
1.	Papers published in peer-reviewed journals					
2.	Manuscripts submitted in peer-reviewed journals					
3.	Manuscripts under development					
Research Funding						
4.	Grant proposals funded					
5.	Grant proposals submitted / under review					
Awards						
6.	Scholarships, fellowships, or awards					
Presentations						
7.	Conference Presentations (posters, abstracts, sessions, etc.)					
8.	Speeches or talks given at UCSF or other institutes					
Networking						
9.	"Informational interviews" with people in careers you find attractive					
10.	Professional societies that you joined					

Candidacy Phase

This section is intended to help students who have advanced to candidacy, to map out and keep track of their progress on their research and career goals during the research phase of the PhD program. Students should continue to meet at least twice a year with their dissertation committee, and at the beginning of each school year complete this report.

Dissertation submission and other key dates

Target dissertation submission date:
Planned defense date:
Planned graduation quarter:

Research Progress and Timeline

IRB

Date of submission to IRB:
Date of IRB approval:
IRB Approval #:
If IRB approval has not been secured, please describe plan and timeline:

Research Status Update

Please summarize the current state of your research (overall and by paper):
Overall:
Paper 1:
Paper 2:
Paper 3:

Please describe any challenges you are having (with data collection, research setting, communication with dissertation committee, etc.):

Please describe plans for addressing these challenges:

Is there anything the PhD Program team can do to help support your progress at this stage in your research?

Appendix IV: Independent Study Project Proposal Form

Complete the online Independent Study Project Proposal form. The following pages show the information requested in the online form and will be helpful in your planning. The Program Director and Program Manager will receive a copy of the submitted responses. When approved, the independent study faculty mentor will receive the submitted responses as well.

The success of an independent study project/activity is related to careful planning, the amount of time devoted to the study project, and the quality of mentorship received. It is the student's responsibility to work closely with a faculty mentor to develop a thorough plan for undertaking and completing an independent study/activity. The faculty mentor should have expertise in the area of the study project and also be willing to provide supervision and mentoring and evaluate the student performance at completion.

Typically, independent study projects range from 1-4 units, with a one-unit project involving approximately 40 hours, a two-unit project involving 80 hours, a three-unit project involving 120 hours, and a four-unit project involving 160 over the course of a 10-week quarter. You must have completed sufficient course work in the proposed area of study.

Please use this form to submit your proposed study project. In collaboration with your faculty mentor, complete the independent study proposal form and submit at least four weeks before the start of the quarter for which you are proposing to conduct the work. Your proposal will be reviewed and approved by the program director.

Submission Date (MM/DD/YY):

Your Name: Your answer

What academic term are you proposing for this independent study project? Your answer

Proposed Faculty Mentor: Your answer
(Indicate the faculty mentor with whom you will be conducting the independent study project.)

Number of units requested: Your answer

Describe the goals, rational, and proposed outcome for this Independent Study Project:
Your answer

What topics and skills will you master during the Independent Study Project?
Your answer

What is the Time Commitment of this Independent Study Project? How many hours/weeks will you spend and for what duration? Your answer

How often will you meet with your faculty mentor? Your answer

Is there an Identified Reading List for this Independent Study?
☐Yes
☐No
If yes, please write the major Readings for this Independent Study
Your answer

As part of this Independent Study, are you required to participate in any of the following? Check all that apply:
☐Seminars
☐Journal Clubs
☐Group Meetings
Other:

Describe the evaluation and grading criteria, including expected deliverables (e.g., papers, presentations, etc.):
Your answer

Name any participating non-UCSF organizations or individuals, and provide a brief description of their role and an official letter of support from these organizations or individuals:
Your answer

Appendix V: Research Rotation Proposal Form

Complete the online Research Rotation Proposal Form. The following pages show the information requested in the online form and will be helpful in your discussions with your proposed rotation director.

Research Team Rotations provide extensive specialized experiential training with a specific deliverable (e.g., survey instrument, statistical plan, manuscript) which differentiates them from independent studies. You should enroll in EPI 297 for four units for the quarter in which you intend to do your Research Team Rotation. You are required to complete two quarters of Research Team Rotations (four units each),similar to the Lab Rotation requirement in other established PhD Programs at UCSF(e.g., BMS, BMI and PSPG). The objectives of these Research Team Rotations are for you to have the opportunity to:

1. Apply concepts taught in formal classes;
2. Learn practical aspects of leading research projects and public health initiatives ,including how to work within a research team or group;
3. Acquire exposure to areas of research other than your primary area and establish broader expertise and understanding of epidemiology;
4. Launch projects with potential for developing into dissertation research topics;
5. Decide on a Research Advisor, if not already identified.

At least two Research Team Rotations are required. They are intended to help you expand your breadth of expertise and are not intended to be extensions of work that you are already undertaking with a previously selected Research Advisor. Fill out this Research Team Rotation proposal form, in collaboration with the Rotation Director. The proposed rotation will be reviewed by that quarter's doctoral seminar faculty lead. You may be asked to provide more details or clarify the goals of the Research Team Rotation before it is approved.

- Your Name (Last Name, First Name)
- What quarter will the rotation begin?
- Rotation Director Name (Last Name, First Name)
- Rotation Director Email Address
- Title of the project
- Provide a brief description of why this rotation is of interest to you.
- Provide a paragraph or so describing the project overall and the tasks related to the project.
- What is the specific "deliverable" related to the project?
    - (Examples include: 1) a research questionnaire or other data collection tool; 2) an operations manual chapter; 3) a set of research measurements from a wet lab or other setting; 4) an annotated set of statistical analyses/tables/figures; 5) an abstract for a research conference; and 6) a manuscript for submission to a peer-reviewed journal (a manuscript is the most common tool).)
- What are the topics and skills you will master, or at least start to master, during the

rotation?

- What is the time commitment of the rotation? How many hours/weeks will you spend and for what duration?
- How often will you meet with the rotation director?
- Will you have a workspace in the rotation director's group? (yes, no, other)
- What is the expectation about how much time you will spend there?
- Is there a specified reading list? (yes, no, other)
- What is on the reading list?
- Are there other activities, e.g., seminars, journal clubs, group meetings, in which you will participate? If so, what are they? (yes, no, other)
- What are the other activities?

Appendix VI: Oral Qualifying Exam Scheduling Form

To be submitted via the online Oral Qualifying Exam Scheduling Form when the exam is scheduled. A copy of this response will be provided to you and sent to the Program Manager for program records.

Student Name:
Student Email Address:
Qualifying Examination Chair:
Qualifying Examination Chair Email Address:

Date:
Time:

Will the Oral Qualifying Examination be in-person, fully remote, or hybrid?

- If in-person: Do you have a room reserved? Yes/Not Yet
    - If Yes: What is the location?
    - Not Yet: Refer to Student Handbook section on Room Reservations in Mission Hall. Follow up with the Program Manager when your room is reserved.
- If remote: Provide the Zoom link from your Zoom account here
- If hybrid: Questions for in-person and fully remote will appear

Have you submitted your Application for Qualifying Exam yet? Yes / not yet

- If not yet is selected, the form will display the following message: Submit your Application for Qualifying Exam in the Student Portal at least 2 weeks before your oral qualifying exam. We recommend you do this **now** while it's fresh on your mind!

Appendix VII: Oral Qualifying Exam Chair Report and Summary

To be submitted via the online Oral Qualifying Exam Chair Report and Summary by the Qualifying Examination Chair following the oral qualifying examination.

Thank you for chairing this qualifying examination committee for one of our ETS PhD students. The below report should be completed following the student's oral qualifying examination summarizing the outcome of the exam and a summary of recommendations. You. the Program Director, and the Program Manager will receive a copy of the submitted responses.

Student Full Name
Your Full Name
Your Email Address
Date of Oral Qualifying Examination (Format: mm/dd/yyyy)

What is the outcome of the oral qualifying examination?

- **Pass**: no edits required to the prospectus (the committee may make suggestions for revisions, but the student does not need to revise their prospectus to advance to candidacy).
- **Pass with revisions**: the student must make edits to the prospectus and the chair of the dissertation must approve the revisions prior to advancing to candidacy.
- **Major revisions required**: the student must make edits to the prospectus and all members of the committee must review and approve the revised prospectus prior to advancing to candidacy.
- **Not pass**: the student must completely or substantially re-write their dissertation prospectus and must schedule a 2nd oral presentation. This should be an extremely rare outcome and would require justification from the committee. Students who do not pass their first oral dissertation defense will have the opportunity to attempt a second time. Additional attempts beyond the second attempt will be at the discretion of the dissertation prospectus committee and must be approved by the PhD program director. There is no minimum time requirement between attempts, but they should be within 6 months of each other.

If pass with revisions, major revisions required, or not pass is selected: Please provide comments on what was discussed with the student with regard to the revisions that need to be made for the prospectus to be acceptable.

If pass is selected: Thank you again for chairing this committee. Given this student passed their oral qualifying exam, if you haven't already, please complete the Report on Qualifying Examination for Admission to Candidacy and submit it either directly to the Graduate Division at graduate.division@ucsf.edu or back to eva.wong-moy@ucsf.edu and she will submit it.

Please provide any further recommendations or comments that the program should be aware of.

Appendix VIII: Dissertation Committee Meeting Form

To be submitted via the online Dissertation Committee Meeting Form after each committee meeting, due at least every 6 months. The Program Director, Program Manager, and the Primary Mentor will receive a copy of the submitted responses.

Student Name:
Student Email:
Primary Mentor:
Primary Mentor Email:

Committee meeting date:
Subject or title of thesis:

Title and summary of progress on dissertation papers:
Paper 1:
Paper 2:
Paper 3:

Students are required to submit at least one paper to a peer-reviewed journal before the dissertation is complete. Have any of the above papers been submitted to a peer-reviewed journal? Note: we do not require the paper be accepted for publication but submitted at minimum. Y/N

- If yes, Please provide confirmation of your submission by uploading a file here that shows proof of submission and journal name. This can be a screenshot or email confirmation you received following submission.

Goals and accomplishments planned for next committee meeting:

Any anticipated barriers to meeting these goals?