



DOCTOR OF PUBLIC HEALTH  
HEALTH POLICY AND SOCIAL  
JUSTICE  
STUDENT HANDBOOK



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## Overview of the DrPH in Health Policy & Social Justice Program

The goal of the DrPH Program in Health Policy and Social Justice is for students to emerge from the program with a sound theoretical and practical foundation for critical scholarship in health disparities, cultural competency and social justice by studying important racial and ethnic, social class and gender differences within the larger social justice framework. Furthermore, students will gain the tools to develop, implement and evaluate health policies in both public and private health sectors. The program's placement in the Department of Health Management and Policy underscores our goal to prepare graduates to play strong professional roles in developing and implementing policies that improve public health by focusing on those who are most vulnerable.

Core competencies for providing public health service have been developed and promulgated by the Council on Linkages between Academia and Public Health Practice. A set of competencies with particular emphasis on Policy was established and was used in the development of the proposed DrPH in Health Policy and Social Justice. These Core competencies include the ability to:

1. Identify health system problems and health policy opportunities
2. Analyze structural, economic and political forces that affect the health of populations
3. Evaluate the social justice implications of policy formulation, analysis and implementation
4. Inform & educate leaders and policy makers about public health issues and opportunities
5. Develop policies and plans that support the health of the public
6. Apply sound health economics principles and methods to health policy analyses
7. Evaluate the quality of health services in terms of effectiveness, accessibility, patient- centered and societal outcomes
8. Research for new insights and innovative approaches to public health policy
9. Apply social justice and human rights principles when addressing health system and health policy problems and opportunities.
10. Conduct policy and health services research to improve health and health services in diverse populations
11. Develop public health policies and strategies based upon well articulated problem statements and an understanding of the values of the communities involved.
12. Use appropriate methods of policy analysis, economic evaluation, measurement and statistical approaches to reach sound and defensible conclusions
13. Disseminate findings, analyses and effective models to the lay public, leaders and policy makers across disciplines

**Program Management:** The DrPH in Health Policy and Social Justice will be supervised by the Program Director. The Associate Dean for Academic Affairs will provide School-level oversight through the auspices of the Educational Coordinating Committee, as is the case for all the School's degree programs.

**Management Principles:** The Health Policy and Social Justice doctoral curriculum affirms a Sanctuary-based management approach. This model creates a healthy organizational culture for learning and teaching. The Sanctuary Model is built on 7 commitments, which are fundamental to a trauma-informed environment. The Commitments and their corresponding goals are:

1. Commitment to nonviolence  
GOAL: Development of safety skills

2. Commitment to emotional intelligence  
GOAL: Development of emotional management skills
3. Commitment to social learning  
GOAL: Development of cognitive skills
4. Commitment to democracy  
GOAL: Development of social/political skills
5. Commitment to open communication  
GOAL: Development of trust, of flexible but firm boundaries
6. Commitment to social responsibility  
GOAL: Development of relationship skills
7. Commitment to growth and change  
GOAL: Ability to cope positively with change

**Advising Practices:** Each DrPH student will be paired with a faculty advisor. Advising will embrace the 7 commitments of the Sanctuary Model of Organizational Change and each faculty member and student will meet to define how these commitments will guide their interaction. After the advisor and/or supervising professor has been identified (generally by the start of year 2) the student will develop a set of goals and will review these on a monthly basis with his or her advisor. Each student will also develop a Plan of Study in consultation with his or her faculty advisor and this Plan will be reviewed with the Department Chair. The Plan of Study must be submitted to the Office of Research and Graduate Studies (form D-1).

**Teaching Practices:** Teaching practices will focus on the development of critical thinking and analytic skills. Case studies, team projects, Socratic discussions, student facilitation, individual and group synthesis [through journal writing] and shared dialogue, [consistent with principles of the Sanctuary Model] and consultations with experts in public health practice and policy will form the core of the teaching practices. Individual and group assessment by faculty and peers will also be utilized.

## **I. DEGREE REQUIREMENTS**

### **A. Course Work and Practicum**

Completion of the DrPH in Health Policy & Social Justice will require: (1) a minimum of 60 quarter credit hours of course work beyond the master's degree as prescribed by the program's curriculum; (2) a minimum cumulative grade point average of 3.3; (3) achieving a score of 80% on the doctoral comprehensive examination; (4) completing a doctoral proposal defense; (5) completing a dissertation of publishable quality; and (6) passing the final defense. A student in the DrPH degree program will have seven (7) calendar years from the date of initial registration to complete and successfully defend a dissertation.

**Course Work:** Students in the DrPH Program will be required to complete at least 60 quarter credits to satisfy degree requirements. All students must complete the School's doctoral core requirements, six Departmental Required DrPH Courses, four electives that can be taken in other Departments at the School or University, a practicum and a minimum of 18 credits of thesis research

**Practicum:** The practicum is one of the required courses and involves practical experience and/or focused independent work supervised by a faculty member to apply concepts and methods to understand, modify or develop health policy. The student will identify a health policy and/or social justice problem and analyze the problem through applying the appropriate complement of methods (see page 15 for further details).

## B. Plan of Study

Students are expected to be actively involved in planning, implementing and evaluating their program of study. It is strongly recommended that students meet regularly with their advisor and/or or supervising professor to determine goals and objectives to ensure that their course work, research and dissertation proceed at a reasonable pace. A plan of study incorporating course work should be developed. An initial plan of study (form D1) is developed based on advising sessions and, after approval from the DrPH Program Director, is filed with the School's Office of Academic Affairs and Drexel University Office of Graduate Studies for approval. The plan of study is reviewed and revised as needed upon affiliation with a supervising professor and annually thereafter. This worksheet can be used by the student to complete the University Plan of Study form (form D1) which needs to approved by the DrPH Program Director and filed with the School's Office of Academic Affairs and Drexel University Office of Graduate Studies by the end of the 3<sup>rd</sup> quarter as a DrPH student. Plan of Study Worksheets and University Plan of Study forms should be revised when plans change substantively. The Department will monitor courses students register for against the Plan of Study Worksheet.

The table below lists important forms and due dates throughout the DrPH program.

<b>Important Dates/Forms for DrPH Program</b>		
University Forms can also be found at: <a href="http://www.drexel.edu/provost/graduatestudies/forms/index.html">http://www.drexel.edu/provost/graduatestudies/forms/index.html</a>		
<b>Form</b>	<b>Title</b>	<b>Due Date</b>
	<b>Plan of Study Worksheet</b>	End of 1st term
<b>D-1</b>	<b>DrPH Plan of Study and Supervising Professor Appointment</b>	Due by end of 3 <sup>rd</sup> quarter as DrPH student
<b>D-2</b>	<b>Doctoral Candidacy Examination Report</b>	Due within 48 hours of candidacy determination.
<b>D-2A</b>	<b>Doctoral Candidacy Examination Member Report</b>	Due within 48 hours of candidacy determination.
<b>D-3</b>	<b>Dissertation Advisory Committee Appointment</b>	Due within 6 months of successful completion of candidacy exam.
<b>D-3A</b>	<b>Dissertation Proposal</b>	Submitted with or shortly after form D-3A.
<b>D-3B</b>	<b>Annual Review of Doctoral Candidates</b>	Annually filed
<b>D-4</b>	<b>DrPH Final Oral Defense Committee Appointment &amp; Schedule</b>	Due at least 4 weeks prior to final defense.
<b>D-5</b>	<b>Report of the DrPH Final Oral Defense Committee</b>	Due within 48 hours of defense.

## C. Comprehensive Examination

The Comprehensive Examination will be taken after completion of all required first year coursework. The examination is a two-component examination to test attainment of competencies from required coursework. Responsibility for developing and grading the exam lies with the HMP DrPH/HPSJ Comprehensive Examination Committee, comprised of Departmental faculty, which will be assembled under the supervision of the Program Director.

### Timing of Exam

A student will become eligible for examination upon approval successful completion (B+ or better grade point average) of all 1st year required coursework. The exam will be offered by the department during the Summer Term.

### Format of Exam

The exam will consist of two separate components. The first component will be an in-class, closed book session. The second portion will be an open book session. Students will pick up the questions for the second component of the exam after completing the in-class component. Students may review their written exams after they are graded, but the exam papers themselves will remain in divisional files. It will not be permissible for students to photocopy their exams.

### Content of Exam

**Component one:** is a general exam requiring the ability to describe and define key concepts related to biostatistics, epidemiology, health disparities, health economics, social justice and issues of race, class and gender, and to then apply these concepts to health policy situations and problems. Component One is taken at the School of Public Health and is monitored by DrPH Director and/or designee. Eight hours are allocated for completion of the first section, which has two sections:

Section 1: Short answer/essay questions targeting concepts and knowledge, requiring definitions and descriptions from the examination areas mentioned above. The student will select 12 of 15 questions to answer.

Section 2: Five essay questions - corresponding to the areas of

- Health Disparities
- Public Health Law and Policy in Social Justice
- Health Economics
- Research Design
- Uses of Health Survey Data and Information

The essay question will require integration and application of concepts and principles in order to substantively address a specific issue or health policy challenge. The student will select one of 2 essays in each of the 5 areas above to answer.

**Component two:** is a specialty exam requiring the student to answer a question developed with their advisor and approved by the DrPH Director. The exam question should be designed to allow the student to apply the key concepts learned through coursework to an area of interest to the student. The topic may be closely related to the

student's proposed area of research; however the question should be much broader than a dissertation question. Students will have 4 days following completion of the in-class portion to complete the take-home question. The student's response to the take-home question will have a 25-30 page limit (excluding references), 12-point font Times New Roman, 1-inch margins, double spaced.

### Grading of Exam

- a. Grading will be completed by all faculty within the requested time period
- b. Each component of the exam will count equally for the final exam grade. Component 1 grading will be done in a "blind" fashion, i.e., no student names will appear on exam responses and will involve a minimum of two faculty readers. Component 2 will be graded by the student's faculty advisor and one additional faculty reader. Graders are free to seek other faculty opinions on any answers they are grading. In cases where there is disagreement between the faculty grades where one of the grades is a "1" the DrPH Director will identify faculty as additional readers.
- c. All grading will be based on a four point scale. Only the number grades will be recorded; no plus or minus signs. The general definitions of the grades will be as follows:
  4. Excellent; clearly superior; exceeds expectations.
  3. Competent; covers the relevant material in a reasonable and professional manner.
  2. Adequate but marginal.
  1. Clearly inadequate. Fail

Any doctoral student who receives 2/3 or more grades of 4 (out of all possible grades) will pass the exam with distinction. Any doctoral student who receives 25 to 45 percent of grades of 2 (out of all possible grades) will have passed the exam but with areas of demonstrated weakness. Any doctoral student who receives 45 percent or more of combined 1 and 2 grades (out of all possible grades) must retake the examination. If a doctoral student receives 45 percent or more of combined 1 and 2 grades on the retest, the student will fail the comprehensive exam.

### Exam Remediation

Students with a Conditional Pass (25 to 45 percent of grades of 2) will sit for a retest of questions in areas of demonstrated weakness. Students who fail the exam (45 percent or more of combined 1 and 2 grades) will have one opportunity to retake the entire exam.

Students must pass both components before proceeding on to the development of a dissertation proposal. If the event that remediation is required, a meeting will take place between the student and the DrPH Program Director to develop a remediation plan. During this meeting, the student and Program Director will discuss the examination and formulate a plan for remediation to be conducted after a period of no less than one academic quarter and no more than one calendar year. A second failure of a remediated component(s) will result in dismissal from the program.

The DrPH Comprehensive Exam is offered during the Summer Term. Results are reported within 8 weeks of the examination date. After successful completion of the comprehensive exam, the student becomes a doctoral candidate – Forms D-2 and D-2 A must be

filed with the Office of Research and Graduate Studies.

#### **D. Dissertation Proposal**

After passing the comprehensive examination, the student works to develop a dissertation proposal. The dissertation proposal will detail a scholarly project that is highly relevant to policy analysis and/or health policy development, with emphasis on promoting social justice in public health practice. Dissertations may emerge from the student's practical work experience, ongoing research with faculty and fellow students, or may consist of a separate line of investigation. Students will develop a proposal for dissertation research in consultation with their advisor or supervising professor and with involvement and/or consultation from other interested faculty. The proposal should provide evidence about the feasibility of the research and include a discussion of ethical procedures, if the research involves human subjects. The student's advisor or supervising professor reviews the student's proposal, provides feedback, and determines whether the proposal is sufficiently developed for the student to move on to the Proposal Defense.

#### **E. Dissertation Advisory Committee**

After developing the proposal, the student selects a Dissertation Advisory Committee of five members in accordance with University guidelines. One member must be from a SPH Department other than Health Management and Policy and one member must be from outside the School. The Associate Vice Provost for Graduate Studies approves the composition of the committee.

After the supervising professor has reviewed the proposal draft, the student is encouraged to share the proposal with other Committee members to gain feedback and incorporate suggestions made. After the final draft of the proposal is approved by the supervising professor (or advisor), the proposal will be submitted to committee members.

#### **F. Proposal Defense**

The Proposal Defense is a formal Committee review of the candidate's dissertation proposal. This session is an oral presentation of the proposal conducted by the Dissertation Advisory Committee and chaired by the student's supervising professor to assess the student's general knowledge and research capacity. The defense is therefore not limited to the proposal, but the proposal provides the context. The Proposal Defense will begin with a presentation by the student about his/her research. Following the student's presentation, the committee members will ask questions. Immediately following the review, the committee will meet privately to evaluate the success or failure of the student by consensus. A successful defense implies that the student's research and his/her capacity to conduct the research are affirmed by the Dissertation Advisory Committee. The student will be informed of the committee's decision immediately following the confabulation. The results of the examination are filed with the DrPH program. It is expected that if the student performs poorly on the defense, the committee may recommend a reexamination. If the student is permitted a retake of the proposal defense, this must be completed within 6 months.

#### **G. Conducting Research and Writing Dissertation**

Students must register for a minimum of 12 dissertation research credits towards the DrPH degree. Students should meet with their supervising professors and Committee regularly

while conducting their research. Upon completing analyses, the student should use the Drexel University dissertation format to prepare a draft of the dissertation. That information can be found in the Thesis manual, which can be found at <http://www.library.drexel.edu/services/thesis/thesismanual.pdf>. The doctoral student and supervising professor are responsible for conforming to the university format requirements.

## **H. Reviewing Dissertation**

After the supervising professor or advisor has reviewed the dissertation draft, the student will give the draft to the other Committee members, discuss the dissertation with them, and incorporate suggestions made. After the final draft of the dissertation is approved by the chair, the dissertation will be submitted to committee members. Within 3 weeks, committee members will decide whether the dissertation is ready for a final defense. All committee members must agree that the dissertation meets the scholarly expectation as a noteworthy contribution to knowledge before the final defense can be held. At the point that this agreement is reached, permission for a final defense date is requested from the Associate Vice Provost for Graduate Studies at least four weeks prior to the defense date (form D-4).

## **I. Final Defense**

Oral defense of the dissertation is the final step for the doctoral degree. The student's committee chair will be the chair of the final defense examination. The final defense will begin with a brief presentation by the student about the research area and questions. Following the student's presentation, the committee members will ask questions to assess the student's judgment and scholarship. Immediately following the examination, the committee will meet privately to evaluate the success or failure of the student by a closed ballot. The closed ballot will be administered prior to the discussion of the candidate's performance. The range of decisions following the final defense are: (1) Unconditional Pass - all members vote "unconditional pass" on the first ballot; (2) Conditional Pass - the required condition(s) decided by consensus; and (3) Failure - a majority of the committee decides that the student has failed the examination. If the student fails the final defense, the committee may recommend a reexamination. If the student is permitted a reexamination, he or she must be reexamined within 6 months. The student will be informed of the committee's decision immediately following the vote. Results of the Committee's decision should be forwarded to the Office of Research and Graduate Studies (form D-5).

## **J. Final Draft of Dissertation**

The final draft of the dissertation should not be prepared until the student has passed the final defense. It is not unusual for some modifications to the dissertation to be required by the committee as a result of the defense. The chair will be responsible for ensuring that any changes recommended by the committee are carried out. Other committee members may make final approval of the dissertation contingent upon their review and approval of the revisions. The Dissertation Approval Form finalizes the approval of the final dissertation, whether single "book form" manuscript or 3-paper option (see section L). Signatures are required from the committee, graduate advisor, and department chair.

## **K. Three-Paper Option**

An allowable alternative to the traditional dissertation is the three-paper option. The

papers as a collection should form a product which is a meaningful contribution to the field, and should be linked with a substantial introduction and a conclusion that provide context and background for the described work. Each paper should stand on its own merit, and in addition, the papers together should embody a recognizable unifying theme.

### Proposal

The dissertation proposal includes an overview of the central theme, a review of the literature (including gaps), and justification for and an overview of the empirical studies proposed under the theme. This should be followed by detailed methodology for at least one of the empirical studies and general methodology for the other two.

### Format

Although no required page length is specified, it is understood that, taken together, the papers should contain as much substantive information as is usually expected in a dissertation. As a result, the length of the papers may exceed the guidelines followed by some journals or, alternatively, some of the material may be presented in annexes. At least two of the three manuscripts must be based upon empirical research conducted by the student. The third manuscript may be non-empirical (e.g., a comprehensive literature review or a theoretical policy paper).

Materials submitted to the candidate's committee to comprise the 3-paper dissertation option are to include:

- Chapter 1: Introduction (a comprehensive review of the pertinent background literature for the major project content)
- Chapter 2 thru n: Results presented in manuscript form (each chapter would therefore have the typical manuscript format of an introduction/literature review, materials & methods, results, and discussion)
- Chapter n + 1: Discussion (overall summary of conclusions and interpretation of the data with integration of new observations into the existing body of knowledge. Synthesis – how the three or more papers fit into an overall theme.
- References: In this format, each manuscript (*vis a vis*, chapter would have its own reference section rather than a composite reference section of the conclusion of the document.

### Guidelines

The student must present to the Dissertation Advisory Committee publishable quality manuscripts which will together represent a substantial and coherent contribution to knowledge. Once a manuscript (*vis a vis*, chapter) is completed, the candidate, with the approval of his/her chair, sends it to his/her committee members for review. DrPH/HPSJ candidates are encouraged to submit the manuscripts based on their dissertation research as they are completed. Each individual manuscript is revised based on committee member feedback and re-sent to all committee members for final approval before the student may

submit it to a peer-reviewed journal.

Dissertation Advisory Committees may require additional documentation to assess the student's work (e.g., extended methods section). This additional work should be part of the integrating documents and not the individual articles which should be of publishable length and content. Exception may be sought to substitute an alternate product for one of the papers (e.g., DVD, website, educational pamphlet). The exception process will include approvals by the student's Dissertation Committee and the Head Graduate Adviser.

In general, the student should be the sole or primary author of any published material to be included. Co-authored material may be included only if the student has made a primary contribution, in terms of both research and writing, and that the nature of the contribution is clearly defined and indicated in the introduction or preface of the dissertation.

The student must provide evidence that at least one of the manuscripts is under review by a peer-reviewed journal as a requirement for Committee signoff on the Dissertation Approval Form.

## II. CURRICULUM

Courses included in the Health Policy & Social Justice DrPH curriculum systematically build competencies outlined above. The table below shows a typical sequence of courses over a three-year period.

<b>DrPH: Health Policy and Social Justice Curriculum Matrix</b>		
<b>YEAR 1</b>		
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>PBHL 620</b> Intermediate Biostatistics	<b>PBHL 615</b> Historical Perspectives on Gender, Race, Ethnicity and Class	<b>PBHL 617</b> Health Disparities
<b>PBHL 630</b> Intermediate Epidemiology	<b>PBHL 632</b> Applied Survey Research in Epidemiology	<b>PBHL 802</b> Health and Human Rights
<b>PBHL 852</b> Introduction to Health Economics	<b>PBHL 651</b> Legal Aspects of Public Health	<b>Elective</b>
<b>YEAR 2</b>		
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>PBHL 618</b> History of Contemporary Developments in Social Justice	<b>PBHL 822</b> Practicum (3-6 credits)	<b>PBHL 999</b> Thesis Research and Guidance
<b>PBHL 851</b> Health Systems Policy Analysis	<b>Elective</b> (if taking < 6 Practicum credits)	
<b>Elective</b>	<b>Elective</b>	<b>Elective</b>
<b>YEAR 3</b>		
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>PBHL 999</b> Thesis Research and Guidance	<b>PBHL 999</b> Thesis Research and Guidance	<b>PBHL 999</b> Thesis Research and Guidance

## **Health Policy & Social Justice DrPH Program – Three-year / 60 credit sequence**

School doctoral core courses and Departmental required courses are described briefly below.

### **A. School Doctoral Core Courses**

#### **PBHL 620: Intermediate Biostatistics (3 credits)**

Intermediate Biostatistics is a required course for the Master of Public Health (MPH) program of study, concentration in Epidemiology and in Biostatistics. It covers topics in epidemiological statistics, nonparametric statistics, consulting skills, choices of techniques, and data cleaning.

#### **PBHL 630: Intermediate Epidemiology (3 credits)**

Intermediate Epidemiology is a required course for the Master of Public Health (MPH) program of study, concentration in Epidemiology and in Biostatistics. This course expands basic methods used in epidemiologic thinking and research.

#### **PBHL 632: Applied Survey Research in Epidemiology (3 credits)**

This course addresses theoretical and practical aspects to the conduct of survey research in human populations. Practical requirements for research proposal development are covered.

#### **PBHL 802: Health and Human Rights (3 credits)**

Health and wellbeing are intricately associated with fundamental human rights. This course examines direct links between public health policies, political circumstances, and social and economic conditions and their affects on health of individuals and populations using the human rights framework.

### **B. Departmental Required Courses**

#### **PBHL 615: Historical Perspectives on Gender, Race, Ethnicity and Class (3 credits)**

This course explores the history of concepts of gender, race, ethnicity and social class and probes the biology, sociology and constructed meanings of these deeply situated ideas.

#### **PBHL 617: Health Disparities (3 credits)**

This course explores racial and ethnic disparities in health status and access to health and examines interventions to eliminate them. Students learn to define and describe racial, ethnic and gender-related disparities, discuss underlying mechanisms, think critically about existing research on health disparities and develop proposals for reducing them.

#### **PBHL 618: Historical and Contemporary Developments in Social Justice (3 credits)**

This course will cover direct and indirect links between public health policies, political circumstances, social and economic conditions and effects on the health of individuals and populations using the human rights framework.

#### **PBHL 651: Legal Aspects of Public Health (3 credits)**

This course will cover legal and policy issues in the implementation of public health programs. It will emphasize underlying themes that frame these efforts. While legal material will be covered, the course does not assume prior knowledge of the legal system,

and basic legal concepts and foundations of the regulatory process will be explained.

**PBHL 851: Health Systems Policy Analysis: Comparative Health Systems (3 credits)**

This course examines alternative approaches to the organization, delivery and financing of health services (both healthcare and public health) in national health systems, and to the reform of existing systems. Areas of focus include comparison of the structural components and reform history of a variety of health systems globally.

**PBHL 852: Introduction to Health Economics (3 credits)**

This course examines issues in US health policy and social justice from an economic perspective. It is intended to provide the student with an understanding of healthcare economics in terms of the uniqueness of the market for health services in the United States. Through lectures, readings, individual inquiry and graded tasks/ assignments students will be prepared to employ an economic framework to questions of prices, costs and behaviors in health policy and social justice.

**Choice of 1 elective from each category:**

**Category 1: Law and Social Justice**

The student will chose a course that provides distinct, specialized training in the leadership skills, tools and techniques needed to undertake effective advocacy related to public health.

**Category 2: Research Methods**

The student will chose a course that provides more advanced training in quantitative and/or and qualitative research for undertaking evaluation in health and social justice policy and interventions.

**Category 3: Health Policy**

The student will chose a course that provides a rigorous foundation in law, regulation or understanding political underpinnings relative to a specific health care policy or policy area

**Category 4: Health Management**

The student will choose a course that explores the organization, financing and/or administrative management of health and social justice related firms and agencies.

**C. Practicum**

The current practicum is configured as 3-6 credit required course (PBHL 822) that involves supervised practical experience applying concepts and methods to problems/issues in health policy and social justice. The practicum is designed to increase DrPH competencies.

The practicum includes three major elements that must constitute the practicum experience:

1. Breadth of Practice Experience
  - a. Supervised Hours: 240 hours in health policy and social justice practice

or in applied HPSJ research

- b. Role: Internship or professional staff position
- c. Supervisor: Supervised by a DrPH and/or HMP Program faculty member with mentoring from a community preceptor
- d. Context: The project may be based in a community site, the student's workplace, or collaboration with a faculty member in their applied research

Waiver: In consideration of the following, Practice Experience prior to entering the DrPH/HPSJ Program may result in full or partial waiver of this component based on:

- i. Practice experience includes a MPH degree from a SPH with a MPH practice component as well as other practice experience during or after the master's degree.
- ii. Students without prior practice experience must submit, in writing, a request for waiver of "Breadth of Practice Experience." This request should include detailed information documenting the practical experience, deliverable(s) and relation to DrPH studies and/or discipline. This request is reviewed by the DrPH Program Director with a decision back to the student.

## 2. Depth of Practice Experience

- a. Supervised Hours: 120 hours working on a project and/or focused research area linked to the student's interests, of which 30 hours involve direct faculty supervision.
- b. Role: Internship, professional staff position or student mentee
- c. Supervisor: Supervised by a DrPH and/or HMP Program faculty member
- d. Context: The project and/or focused research may be: (1) based in a community site or the student's workplace; (2) collaboration with a faculty member; or (3) course-based Special Studies with a DrPH and/or HMP Program faculty member. The student must provide a brief proposal to DrPH Program Director that describes learning objectives and planned deliverables to be approved by the advisor and DrPH Program Director.

## 3. Optional Depth of Practice Experience – Independent Study course with Advisor/Supervising Professor

- a. Completion and submission of: abstract to a conference; a case (report) for Special Studies class; either a manuscript or dissertation research grant. Assessment of completion will translate to the Supervising Professor's grading of student performance for PBHL 822.
- b. In lieu of (a.) above in the event that the Supervising Professor is not the student's advisor – a written Executive Summary must be submitted to advisor by the end of the term examination. The Executive Summary constitutes the student's evaluation of the experience through a formal assessment of learning objectives and their fulfillment in completing the practicum course

## PROGRAM OF STUDY

Drexel University School of Public Health Department of Health Management and Policy DrPH Health Policy and Social Justice <b>PROGRAM OF STUDY</b>			
COURSEWORK		CREDITS	TOTAL CREDITS
Required School Doctoral Core Courses	<b>PBHL 620</b> Intermediate Biostatistics	3	12
	<b>PBHL 630</b> Intermediate Epidemiology	3	
	<b>PBHL 632</b> Applied Survey Research in Epidemiology	3	
	<b>PBHL 802</b> Health and Human Rights	3	
Required Departmental Core Courses	<b>PBHL 615</b> Historical Perspectives on Gender, Race, Ethnicity and Class	3	18
	<b>PBHL 617</b> Health Disparities	3	
	<b>PBHL 618</b> Historical and Contemporary Developments in Social Justice	3	
	<b>PBHL 651</b> Legal Aspects of Public Health	3	
	<b>PBHL 851</b> Health Systems Policy Analysis	3	
	<b>PBHL 852</b> Introduction to Health Economics	3	
Practicum	<b>PBHL 822</b> Practicum	3-6	3-6
Electives		3	Minimum 12 credits
	<b>Select a total of 4 graduate-level courses from the School or</b>	3	
	<b>University per elective categories (see section B, Departmental Required Courses). Advisor approval is required.</b>	3	
		3	
Dissertation	<b>PBHL 999</b> Thesis Research and Guidance	1-9	Minimum 12 credits
	<b>PBHL 999</b> Thesis Research and Guidance	1-9	
	<b>PBHL 999</b> Thesis Research and Guidance	1-9	

**DrPH students are also expected to attend or participate in the following activities:**

- Public Health Grand Rounds
- Department Seminars DrPH
- Doctoral Seminars
- Journal Clubs

### III. ACADEMIC POLICIES

#### Academic Advising

Advising Practices Each DrPH student will be paired with a faculty advisor. Advising will embrace the commitments of the Sanctuary Model and each faculty member and student will meet to define how these commitments will guide their interaction. Each student will develop a set of goals and will review these on a regular basis with his or her advisor. Each student will also develop a Plan of Study in consultation with his or her faculty advisor and this Plan will be reviewed with the DrPH Program Director. The Plan of Study must be submitted to the Office of Research and Graduate Studies (form D-1).

In order to ensure timely and correct completion of the curriculum, students should consult regularly with their academic advisor. Academic advisors serve to provide career advice, are well-connected with public health resources locally, nationally, and internationally, and are excellent sounding boards for advice on educational and professional matters. Entering students are paired with an HMP faculty member whose research areas are consonant with the student's interests. The academic advisor will usually remain with the student and serve as the student's supervising professor for their dissertation work. However, students are permitted to change advisors. Request for an advisor change should be made to the DrPH Program Director. If a change approved by the DrPH Program Director is made after a supervising professor form has been filed with the University, a new form must be submitted.

#### Course Registration

Students in the DrPH in Health Policy & Social Justice program will be registered for classes by the Academic Coordinator. All students will be encouraged to communicate with their advisors and/or the Program Director prior to the start of classes. If an alternate course plan for the first term is devised and approved by the Program Director, the Academic Coordinator should be notified at least two weeks prior to the start of classes. Once a Plan of Study Worksheet is filed with the Department students can register for courses themselves through the DrexelOne portal

<https://one.drexel.edu/cp/home/displaylogin>. Students can find current and upcoming University academic calendars at: <http://www.drexel.edu/provost/calendars/quarter/>.

#### Letter Grade Definitions, Point Equivalency, and Credit

**A:** The student has exceeded the required standards and expectations of academic performance. A letter grade of "A" carries four (4.0) grade points. Performance at the "A" letter grade level is indicative of exemplary achievement of course objectives. A designation of **A+** can be given at the instructor's discretion to acknowledge students of highest distinction – however the A+ grade still carries four (4.0) grade points.

**A-:** The student has met the required standards and expectations of academic performance slightly below the exceptional level. A letter grade of "A-" carries 3.7 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.

**B+:** The student has met the required standards and expectations of academic performance slightly above the satisfactory level. A letter grade of “B+” carries 3.3 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.

**B:** The student has met the required standards and expectations of academic performance at a satisfactory level. Performance at this level is indicative of good academic work with command of factual knowledge. The student’s critical analysis and synthesis skills are appropriate but not exceptional. A letter grade of B carries three (3.0) grade points.

**B-:** The student has met the required standards and expectations of academic performance slightly below the satisfactory level. A letter grade of “B-” carries 2.7 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.

**C+:** The student has met the required standards and expectations of academic performance slightly above the marginally acceptable level. A letter grade of “C+” carries 2.3 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.

## **Adding/Dropping/Withdrawing**

Adding a course:

During the pre-enrollment period through the end of the second week of classes for the term, students may add courses that are free from restrictions/permissions, upon notification of the DrPH Program Director and Academic Coordinator. Instructor or academic unit approval is conditional on class size limitations. Regardless of when a student adds a course, the student is responsible for meeting all course requirements as mandated by the specific course syllabus.

Dropping a course:

Courses may only be dropped during the “drop period” lasting from the beginning of the enrollment period through the end of the second week of the quarter. Dropping a course results in the course being removed from the student’s academic record without a “W” appearing on the transcript—specifically, neither the course nor the grade of “W” appears on the student’s transcript.

Withdrawing from a course:

Students may withdraw from a course during the “withdrawal period” lasting from the beginning of the third week through the end of the sixth week of the quarter.

Withdrawing from a course causes both the name of the course and the grade of “W” to appear on the student’s transcript.

Before withdrawing from a course, students should consult with the instructor. All students must obtain their advisor’s written authorization before withdrawing from courses. Written authorization is obtained once the instructor has signed the “ENROLL/WITHDRAW” form available from Student Administrative Services’ web page.

More detailed information on the above policies are available at <http://www.drexel.edu/provost/graduatestudies/policies/index.html>

## **A. Incompletes**

At the sole discretion of the instructor a grade of Incomplete (INC) may be assigned to a course where, 1) the instructor judges the student to have a legitimate reason to request the Incomplete grade, 2) the student has successfully completed more than 70% of course work at the time of request, and 3) the student has the ability to pass the course upon successful completion of the course requirements.

The student and instructor must complete and file with the SPH Office of Academic Affairs, an Incomplete Contract stipulating all work to be completed and the deadline for such completion.

A term grade of "F" will be assigned if contractually assigned work is not completed by the agreed upon deadline which is a maximum of one calendar year. If the student is unable to comply with the Incomplete Contract, he or she may avoid a final grade of "F" by submitting a new contract for approval by the course instructor. Otherwise, an "F" will be recorded and the student may be required to repeat the course for credit.

A student with two or more incomplete grades will not be allowed to register for additional courses without permission from the Associate Dean for Academic Affairs.

## **IV. DREXEL UNIVERSITY POLICIES**

### **A. Disability Policy:**

Students with disabilities requesting accommodations and services at Drexel University need to present a current accommodation verification letter ("AVL") to faculty before accommodations can be made. AVL's are issued by the Office of Disability Resources ("ODR"). For additional information, contact the ODR at <http://www.drexel.edu/oed/disabilityResources/Overview>, 3201 Arch Street., Ste. 210, Philadelphia, PA 19104, V 215.895.1401, or TTY 215.895.2299.

### **B. Academic Integrity**

Drexel University is committed to a learning environment that embraces academic honesty. In order to protect members of our community from results of dishonest conduct, the University has adopted policies to deal with cases of academic dishonesty. Please read, understand, and follow the "Academic Honesty Policy" as written in the Official Student Handbook.

As detailed in the Drexel University Student Handbook, plagiarism, cheating, forgery or other forms of academic misconduct are not tolerated at this institution and if allegations of misconduct related to academic integrity are upheld, a student may be expelled from the school. It is the responsibility of each student to ensure that his/her study and participation in the academic process is so conducted that there can be no question concerning his/her integrity. All assignments, unless clearly designated group projects, are expected to be the work of the individual student. Any use of ideas, data or wording of another person must include explicit acknowledgement of the source. Failure to give such credit is plagiarism. Any alteration/fabrication of data or inaccurate reporting of actual participation in an assignment are examples of academic misconduct. Any violations of the above will be dealt with utilizing the procedures outlined in the University Student Handbook which is available online at [http://drexel.edu/studentaffairs/community\\_standards/studentHandbook/](http://drexel.edu/studentaffairs/community_standards/studentHandbook/).

Turnitin: Some courses may use Turnitin to submit written assignments. Faculty can also use Turnitin at their discretion to evaluate any student writing submitted, including dissertation proposals and dissertations.

### **C. Leave of Absence**

Graduate students wishing to take a leave of absence from the University (for reasons of 1) military service, 2) serious illness 3) parental leave or 4) another reason deemed adequate for interrupting graduate studies) should seek advice from their departmental graduate advisors and supervising professors (if any). Graduate students must submit a request in writing with the approval of their departmental Graduate Advisor and Supervising Professor (if there is one) to the Office of Graduate Studies. The Associate Vice Provost for Graduate Studies will give the final approval. The leave cannot exceed one year. Leave of absence request forms may be obtained online.

Any financial obligations incurred are not waived by a leave of absence. Students who are receiving stipends will have these suspended during their leaves. Continuous registration requirements will not apply while the student is on approved leave.

Furthermore, a leave of absence does not extend the time limits allowed for completion of degree. Students on F-1 or J-1 visas must consult with the Office of International Student and Scholar Services before requesting a leave.

At least 30 days prior to the conclusion of a leave of absence, the student must submit a written request to the Supervising Professor (if there is one) and the program graduate advisor stating his/her desire to renew the leave for another period or the intent to be reinstated. If renewal is requested, it must then be endorsed and submitted to the Associate Vice Provost for Graduate Studies for final approval.

### **D. Maintenance of Matriculation**

All matriculated School of Public Health students are required to be registered each quarter in order to continue to be degree candidates, unless they have requested and have received permission for a formal leave of absence. For DrPH/HPSJ students, this policy may be waived (contingent with Graduate Office approval) after all non-dissertation research courses have been successfully completed and the student has successfully defended his/her dissertation proposal.

Matriculated students who fail to register for a quarter and have not obtained a prior leave of absence will be subject to termination of their matriculated status and may be administratively withdrawn and dropped from the rolls of the School of Public Health. Reinstatement to matriculated status for students who are administratively withdrawn will require petition to, and action by, the Admissions Committee. Such students will be treated as new applicants requesting admission with advanced standing. They will be required to file a new application and pay the application fee again.

## **E. Grievance Policies and Procedures**

The School of Public Health encourages open student-faculty communication and discussion to affect a satisfactory solution to problems relating to academic matters. Academic issues should be discussed with the faculty member, program director and/or department Chair. If the issue is not solved at these levels, the student may seek help or advice informally by contacting the Assistant Dean for Student Affairs of the School of Public Health. The student may speak to the Assistant Dean for Student Affairs confidentially and informally, without filing a complaint. If no complaint is filed, no record will be kept. Further consideration may be pursued through the Drexel University Academic Appeals Process as outlined in the Drexel University Handbook.

To submit a formal complaint, the student must address a letter to the Associate Dean for Academic Affairs and the Dean, stating the specific complaint. The Dean will review the complaint, gather supporting material and render a decision within 10 days from receipt of the letter.

## **F. Voluntary withdrawal from the program**

Students who wish to withdraw from the program should do so in consultation with their advisor, the Program Director and the Assistant Dean for Academic Affairs. Students must then submit a letter of intent to withdraw to the Assistant Dean for Academic Affairs and complete an exit interview with the Assistant Dean for Academic Affairs.

## **G. Probation/Dismissal**

A student may be placed on probation or dismissed from the DrPH program due to academic misconduct, a GPA falling below a 3.0 (note that a 3.3 or above GPA is required for graduation), or unsatisfactory completion of the comprehensive exam or dissertation. Remediation is at the discretion of the DrPH Director and faculty advisor. For additional information on probation or dismissal, see the Drexel University SPH Handbook.

## **H. Time Limits**

A student has a total of seven years from initial enrollment to completion of dissertation to satisfy requirements for the DrPH degree. Exceptions may be made in the case of an approved, extended leave of absence (see above).

# **V. GRADUATION**

## **Graduation Requirements**

The following conditions must be met in order for a student to receive a degree:

- An Application for Degree must be filed no later than deadlines specified.
- A completion form must be filed with the Office of Graduate Studies before the first day of final exam week for the term a student plans to graduate.
- Specific course requirements must be completed for the program or major in which the student is enrolled.
- A grade point average of 3.3 or higher must be achieved for all coursework undertaken at Drexel University.

- A student must be matriculated in his or her school or college (*registered for at least 1 credit*) during the term in which he or she completes the requirements.
- All grades for required courses must be submitted. No student will be approved for a degree while an unreported grade for a required course remains on his or her record.
- A doctoral student must receive final approval for graduation from the Office of Graduate Studies.
- Students must satisfy all financial obligations to the University.
- If for any reason a student does not meet all requirements for graduation two days before commencement, he or she cannot graduate until the term in which all requirements are met.
- If a student completes all requirements for graduation in any term other than the spring term, the degree will be awarded in the term in which the requirements are met. All financial obligations to the University must be met before the student receives his or her diploma.

Form	Due
Application for Degree Form	No later than deadline specified in academic calendar.
Completion Form	Form must be filed with the Office of Graduate Studies before the first day of final exam week for the term a student plans to graduate.

## VI. FELLOWSHIPS, SCHOLARSHIPS, AND FINANCIAL ASSISTANCE

### A. Department Scholarships

At the discretion of the Drexel University Provost and/or HMP Department, full-tuition scholarships may be made available to highly qualified applicants.

### B. Research Assistantships Scholarships

The Department may also have Research Assistantship Scholarships available that are associated with extramurally funded research projects. These cover all tuition and fees as well as provide a stipend. Students offered these opportunities commit to working on a specific research project and typically will work to develop their dissertation on a topic closely related to the funded research project. The number of Research Assistantship Scholarships available each year depends on department research funding.

### C. University Teaching Assistantships

University TA positions may also be available for 2<sup>nd</sup> year (or higher) students. These positions provide a stipend and cover full tuition and fees. As a University TA, students will be asked to assist faculty members with grading homework assignments and exams, holding office hours for students, or teaching/facilitating courses. University TAs will work as TAs in at least one course per term.

#### **D. Other TA Opportunities**

Students who are not University TAs may also be given opportunities to work as TAs on a course-by-course basis (for hourly compensation).

#### **E. Other Financial Assistance**

The Financial Aid office can also assist students in finding the resources necessary to attend Drexel University. The Financial Aid office assists students in seeking and applying for grants, scholarships and loans to help meet their educational costs.

Drexel University awards financial aid funds to students through numerous loan, scholarship, and grant programs, including Federal Work-Study. Funds are awarded to students based on financial need with the neediest students funded first. Some scholarship funds are available for students based on financial need and academic merit.

All students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for financial aid. The electronic version of this form, as well as additional Drexel University financial aid information can be found here: <http://drexel.edu/drexelcentral/finaid/forms/> Students wishing to be considered for financial assistance may also be required to complete an institutional financial aid application, and provide copies of the students', and in some cases, parents' prior year's federal income tax return.

*The School of Public Health and the University may, at any time, change any provisions, curricular requirements, bylaws, rules, regulations and policies and procedures as may be necessary in the interest of the University, the School of Public Health and its students.*

# **Appendix A**

## **Plan of Study Worksheet**

I. DrPH Health Policy & Social Justice Three Year Study Plan Worksheet

STUDY PLAN-YEAR 1			
Course	Department Required Course	Department Elective Course	Other Elective
<b>Fall</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Winter</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spring</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STUDY PLAN-YEAR 2			
Course	Department Required Course	Department Elective Course	Other Elective
<b>Fall</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Winter</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spring</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STUDY PLAN-YEAR 3			
Course	Department Required Course	Department Elective Course	Other Elective
<b>Fall</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Winter</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spring</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Student Signature: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Please return to Darryl Brown once completed.  
 Nesbitt Hall, Floor 3  
 Philadelphia, PA 19104  
[drb48@drexel.edu](mailto:drb48@drexel.edu)

Substantial changes in the study plan should be approved by advisor with an updated plan submitted before registering for classes.