###### **HANDBOOK FOR GRADUATE STUDY**

***Doctoral Program***

***in***

***Health and Behavioral Sciences (HBS)***

**Revised: May 2025**

**NOTE: This handbook is a supplement to the University of Colorado Denver Office of Graduate Education Policies and Procedures document which can be found on the Office of Graduate Education’s website. In case of conflict, the Office of Graduate Education’s rules will supersede HBS rules and guidelines. Students are responsible for knowing the procedures, policies, and requirements outlined here and on the Office of Graduate Education website.** **HBS Handbook for Graduate Study**

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## INTRODUCTION TO HEALTH AND BEHAVIORAL SCIENCES

### **Mission and Values**

#### *Mission*

## The mission of the Doctoral Program in Health and Behavioral Sciences is to train students in population health using multidisciplinary perspectives. As a department, we apply social, behavioral, and biomedical theories and qualitative, quantitative, and mixed methods to address contemporary issues in health. Our approach to training prepares our students for professional positions in academic, government, non-profit, and applied research settings. They graduate ready to promote public health and welfare while emphasizing ethical practice, equity, and social justice.

#### *What We Value*

* The consideration of **health broadly defined** at the individual, community, national, and global levels.
* **Evidence-based teaching and mentorship** that provide students with opportunities to learn from multiple disciplines, develop critical thinking, and enhance communication skills both inside and outside the classroom.
* Faculty, students, and staff who are committed to **diversity, equity, inclusion, access, and social justice**.
* Faculty, students, and staff who are **inclusive** of all races, ethnicities, gender identities, sexual orientations, and creeds.
* A **multidisciplinary perspective** given the complex determinants of today's health issues.
* A **critical perspective** that recognizes the strengths and limitations of current health research and practice.
* The consideration of **contextual influences** on health, such as communities, culture, social networks, socioeconomic status, and the environment.
* The **integration of social and behavioral scientific theories** into scholarship and practice.

##### **Program Leadership and Contacts**

The Director of Graduate Studies, Department Chair, and Business Operations Specialist are available to assist students throughout their studies. Their contact information is available on the Health and Behavioral Sciences website on the [faculty and staff](https://clas.ucdenver.edu/hbsc/faculty-staff-directory) page.

**Faculty Advisor**

Upon admission to the Program, each student will be assigned a first-year advisor. The first-year advisor will be available to the new student to answer their questions about the Program, and support their professional and intellectual development. The student may change advisors as needed to support their academic development and dissertation work. In such a case, the student should inform the previous advisor of the change in a timely fashion.

1. **Feedback and Reporting Mechanisms**

To report concerns to the program at any time, you may contact your advisor, the Director of Graduate Studies, and/or the Department Chair. You may request a mediation meeting with the involved parties and any one of the individuals listed above.

The CU Denver Office of Equity and CU Denver Office of Accessibility and Community Engagement are other important resources for individuals who have been subjected to discrimination or harassment based on protected characteristics, any form of sexual misconduct, and/or related retaliation. There are several options for reporting concerns, which are detailed on their website: <https://www.ucdenver.edu/offices/equity/resolutions/how-do-i-make-a-report>

Other campus resources include the Ombuds Office (<https://www.ucdenver.edu/offices/ombudsoffice>) and the Dean of Students Office in the College of Liberal Arts and Sciences (i.e., Associate Dean of Student Success; <https://clas.ucdenver.edu/about-us/deans-office/deans>).

Finally, the Colorado Department of Higher Education has a website for student grievances if applicable: <https://cdhe.colorado.gov/file-a-student-complaint>

## PLAN OF STUDY

### **Prerequisite Coursework**

A master’s or equivalent graduate degree, or substantial research experience, is recommended for admission to the PhD Program. Students applying without prerequisites may be admitted, but will be required to complete appropriate courses before being permitted to complete the core curriculum.

In addition to the general admission requirements of the CU Denver Office of Graduate Education, the specific admission requirements for the PhD in Health and Behavioral Sciences are as follows:

* 1. Knowledge from prior course work or vocational experience in epidemiology(3 semester hours or the equivalent work experience). The applicant should have an understanding of the basic concepts and methods of epidemiology, including measures of risk, mortality, the distribution of disease, the role of bias and confounders, and study design.
	2. Demonstrated academic excellence as evidenced by strong undergraduate and graduate GPAs, and a strong score on the GRE. Admission to the Program is highly competitive.

The applicability of a student’s prior course work will be decided by the faculty after reviewing the student’s transcript and additional materials. If the student does not have the requisite educational background or GPA, the student may be admitted on a conditional or provisional basis and additional course work required in accordance with the Office of Graduate Education policies and procedures.

The maximum number of transfer credits is 9 hours. Courses taken anywhere in the CU system are considered to be resident, not transfer, and therefore fall outside of the limits on transfer credits. All requests to transfer credits (or to use University credits taken prior to admission to the Program) must be approved by the Director of Graduate Studies.

1. **Program Requirements**

There are three dimensions to the required curriculum:

* + 1. A core curriculum that focuses on problem-oriented, interdisciplinary approaches to theory and method
		2. Elective course work intended to provide the student with a solid base from which to launch the dissertation research
		3. Doctoral dissertation research and writing

The curriculum is subject to change. What appears below is intended to give students a general idea of the extent, shape and content of the curriculum. Students should check with the Program office for up-to-date information on specific course requirements and scheduling.

### **Core Curriculum**

The core curriculum should be completed by students by the end of their second year of full-time study. It consists of the following series of courses which, together, constitute 26 semester hours:

##  Health and Behavioral Sciences Colloquium (2 semester hours)

Each fall, the HBSC Program will organize a series of presentations by scholars working in the health and behavioral sciences. The presentations provide students with the most current science and theory in the field. Required of all first- and second-year students, who must take the course at least two times.

* HBSC 7001 - Colloquium Series in the Health and Behavioral Sciences

*Theoretical Perspectives in the Health and Behavioral Sciences (6 semester hours)*

This series is designed to give students a thorough background in how the principles of the social and behavioral sciences have been applied to health issues. Topics include: the interplay between structure and agency in creating and maintaining health; social epidemiology; critical theory and social determinants of health; issues affecting Western biomedicine and public health systems; diffusion of healthy behavioral change among populations; social construction of health and illness; health policy and bioethics; social networks; and stress.

* HBSC 7011 - Theoretical Perspectives in Health and Behavioral Science
* HBSC 7071 - Social and Behavioral Determinants of Health and Disease

*Human Ecology and Environmental Adaptation (3 semester hours)*

This course will emphasize the biological/physiological dimensions of human health and disease.

* HBSC 7031 - Human Ecology and Environmental Adaptation

*Research Design and Methods in the Health and Behavioral Sciences (12 semester hours)*

Four HBSC core research design and methods courses cover the philosophy of science and the structure of scientific inquiry, procedures for hypothesis testing, quantitative and qualitative methodological strategies commonly employed in the social, behavioral, and health sciences.

* HBSC 7041 - Research Design and Methods in the Health and Behavioral Sciences
* HBSC 7051 - Qualitative Research Design and Methods
* HBSC 7061 - Quantitative Methods in the Health and Behavioral Sciences
* HBSC 7161 - Quantitative Methods in Health and Behavioral Sciences II

*Applications of the Health and Behavioral Sciences (3 semester hours)*

This course offers students the opportunity to focus on individual research interests with guidance from faculty and input from peers.

* HBSC 7111 - Applications of the Health and Behavioral Sciences

*Note*: Students are required to have instructor permission prior to enrolling in HBSC 7111. We expect for students to successfully complete all other courses in the core curriculum prior to enrolling in HBSC 7111.

*TOTAL CORE: 26 semester hours*

1. **Elective Courses**

Elective course work constitutes 6 semester hours, which can be drawn from the large number of offerings relevant to health and behavioral sciences in the CU system (e.g., other department/colleges at CU Denver, CU Anschutz, CU Boulder, or CU Colorado Springs). However, students are encouraged to complete their elective credit hours via courses with HBSC prefixes. Students will be expected to fulfill the necessary prerequisites for taking these courses, and final authority as to whether a student may enroll in the course will rest with the department in which the course is offered.

*TOTAL ELECTIVES: 6 semester hours*

1. **Doctoral Dissertation Research and Writing**

The doctoral dissertation research topic is chosen by the student. The student shall define a research question in the health and behavioral sciences, identify the research strategy to be used for answering the question, conduct the required research, and document the project in the form of a doctoral dissertation. The dissertation advisor and other dissertation committee members will guide the student in this process. See below for guidelines on the dissertation process in HBS.

A minimum of 30 semester hours of dissertation work is required. We strongly recommend all students carefully review the Office of Graduate Education policies and procedures for detailed rules and guidance on taking dissertation credits.

*TOTAL DISSERTATION CREDITS: minimum 30 semester hours*

### **Grades**

Per Office of Graduate Education rules, students must maintain a 3.0 GPA and grades lower than a B- do not count for credit. If you earn a grade of B- or lower in a course in the core curriculum, you are at risk of being put on Academic Probation. The Office of Graduate Education policy handbook provides more details on Academic Probation processes.

### **Timing of the Program**

The Program is designed to be completed in four to six years.

1. **Timing of Coursework**

For students enrolling in **even** years (i.e., 2024, 2026, etc.):

|  | **Year One** | **Year Two** |
| --- | --- | --- |
| **Fall (7 credits)** | **Spring (9 credits)** | **Fall (7 credits)** | **Spring (3 credits)** |
| **Required** | HBSC 7011HBSC 7071HBSC 7001 | HBSC 7031HBSC 7041HBSC 7061 | HBSC 7161HBSC 7051HBSC 7001 | HBSC 7111 |
| **Pre-reqs, if needed** | Epidemiology  |   |   |   |
| **Electives** | If desired | If desired | If desired | If desired |

For students enrolling in **odd** years (i.e., 2025, 2027, etc.):

|  | **Year One** | **Year Two** |
| --- | --- | --- |
| **Fall (7 credits)** | **Spring (9 credits)** | **Fall (7 credits)** | **Spring (3 credits)** |
| **Required** | HBSC 7011HBSC 7051HBSC 7001 | HBSC 7031HBSC 7041HBSC 7061 | HBSC 7161HBSC 7071HBSC 7001 | HBSC 7111 |
| **Pre-reqs, if needed** | Epidemiology  |   |   |   |
| **Electives** | If desired | If desired | If desired | If desired |

*Year One*: During the first year, students will complete 16 semester hours of required core curriculum, and may complete some elective and/or deficiency courses. W*e caution students against taking electives in the Spring semester of year one under most circumstances as this semester already carries the highest number of credit hours*.

*Year Two*: Second year students will complete the core curriculum, and may continue or begin to take electives.

*Years Three and Beyond:* In year three, students will finish their elective coursework if they have not done so previously, and focus on the preparation of the dissertation prospectus while taking dissertation credits (HBSC 8990). A student’s prospectus committee should be established by the first semester of the third year and the student is encouraged to defend their prospectus in their third year but no later than the fourth year. Students who have not defended their prospectus/passed their comprehensive exam by the end of their fourth year are considered behind schedule. After successfully defending their prospectus, students will spend the following semesters conducting dissertation research under the supervision of their doctoral dissertation committee, again taking dissertation credits (HBSC 8990). Per the Office of Graduate Education, doctoral students have a maximum of eight years from the date of the start of coursework to complete all degree requirements.

1. **Professional Expectations**

Doctoral students are expected to uphold standards of conduct that assist in promoting a safe and welcoming community for all in the HBS and CU Denver communities. Please review the [CU Denver Student Code of Conduct](https://www.ucdenver.edu/docs/librariesprovider122/health-and-wellness/cu-denver-student-code-of-conduct.pdf) for specific details on standards of conduct and related procedures.

Success in the HBS PhD program depends on the mutual efforts of faculty and students to work diligently and form productive, professional relationships. Doctoral students are responsible for working toward completion of their degree in a timely manner. It is the student’s responsibility to ensure continued progress of their academic program and dissertation research. We expect that doctoral students assume the highest integrity and maintain ethical standards in all asepcts of their work, especially related to collecting, analyzing, and presenting research data.

Graduate school is time intensive, intellectually taxing, and will often challenge you to go beyond your current level of performance and comfort. The HBS faculty have all experienced the struggles of pursuing a PhD and share a commitment to our students successfully completing the program. Success in a doctoral program requires honest and respectful communication, including constructive criticism by faculty and identifying opportunities for growth. Failed attempts and unexpected results are common experiences. Perseverance and confidence in one’s own ideas and abilities are critical traits for all researchers to foster. Students and faculty should expect to communicate honestly about their expectations for performance, relevant timelines, and about the forms of mentorship that are most supportive for an individual’s professional development.

All HBS doctoral students are provided with resources to help cultivate healthy, professional relationships with their faculty advisors and peers. Concerns regarding these expectations for professional behavior should be directed to the Director of Graduate Studies or the Department Chair.

Sources:

Thomas, K.M. (2017). Expectations of Ph.D. students. Available at <https://icd.umn.edu/sites/icd/files/2024-09/Thomas-PhD-Advising-Expectations-Fall2019.pdf>

University of Rochester Graduate Handbook. Available at https://www.rochester.edu/college/gradstudies/graduate-handbook/introduction/expectations-and-responsibilities.html

1. **Formal Review**

The faculty will conduct a formal review of each student’s progress at the end of each year of study. Students who are not making satisfactory progress will be informed of that, in writing, before the end of June.

##

## DISSERTATION PROCESS

1. **The Dissertation Prospectus Defense (Comprehensive Examination)**

Before a student can be advanced to candidacy, they must complete a dissertation prospectus, which also serves as the comprehensive examination for the HBS Program. The prospectus is a research proposal for the dissertation.

Students shall do the following before scheduling a prospectus defense:

1. Students should contact the administrative assistant *at least 8 weeks* before the prospectus defense to discuss timeline and forms.
2. Students must fill out the departmental “Dissertation and Prospectus Defense Committee Identification Form” and “Prospectus Defense Scheduling Form” (see Appendix), the latter of which requires a signature from the student’s advisor before a prospectus defense date can be formally set. The prospectus must be approved by the dissertation advisor prior to scheduling the prospectus defense.
3. Students should complete the proper forms for the Office of Graduate Education. For the Comprehensive Examination, this includes the Application to Candidacy form, the Exam Request form, and special graduate faculty appointments completed for all committee members who are not rostered graduate faculty at CU Denver.

*At least 6 weeks* prior to the date of the prospectus defense, the student should circulate a final draft to every member of their committee for the purpose of certification of the draft as defensible.

*At least 3 weeks* prior to the defense date, the student must check with the College of Liberal Arts and Sciences Graduate Coordinator and the Office of Graduate Education to ensure all proper forms are turned in for their prospectus defense.

At a minimum, the prospectus will include the following:

* 1. A succinct and informative title.
	2. The student’s assessment of the literature in their research area(s). This includes a review of the empirical literature in the topical area and situates the project in some appropriate body of theory.
	3. A description of the question(s) and—if appropriate—hypothesis(es) that the student plans to research for the dissertation project, the research design and study techniques to be used, and an assessment of the significance of the proposed project and its contribution to the field. If the student chooses to undertake research in a particular ethnic or cultural community, they must also demonstrate sufficient understanding of that setting, including adequate knowledge of the language or a clear justification of why that is not necessary in their case.

The student will defend the prospectus via oral comprehensive examination based in part on, but not restricted to, the material presented in the dissertation prospectus. This exam *must* take place before the student’s advancement to candidacy.

Because the dissertation prospectus is a proposal of the subsequent dissertation work, the department strongly encourages students to use the same committee members for both the prospectus defense and the dissertation committee. See section III.C. Dissertation Committee Membership for details on the composition of and membership of the dissertation committee.

The Office of Graduate Education requires that the chair of the comprehensive examination not be the dissertation advisor but must be a member of the HBS regular graduate faculty (see section III.C. Dissertation Committee Membership below for a definition of regular graduate faculty). The chair can be, but need not be, on the prospectus defense committee. This requirement is not necessary for the dissertation defense. The prospectus defense committee, including the examination committee chair, will conduct the oral examination and will recommend to the faculty by a majority vote whether or not the student should be advanced to candidacy.

The student must receive votes from the majority of the examination committee for one of the following outcomes: a) Pass; b) Conditional Pass; or c) Fail. If a student receives a Conditional Pass, the examining committee will clearly define the requirements for the student to receive an unconditional passing grade and these requirements must be completed to the satisfaction of the examination committee within 4 months. Failure to satisfy these conditions will result in failure of the examination. The examination committee chair is responsible for monitoring the conditions and reporting the outcome to the Office of Graduate Education unless otherwise stated on the examination form.

A student who fails the examination is subject to immediate dismissal from the Office of Graduate Education upon the recommendation of the Program and concurrence of the Dean. At the Program’s discretion, a student who fails the examination may retake it once. The re-examination will be in the form designated by the committee and must be completed within 12 months. The original examination form noting the failure is signed by the committee and returned to the Office of Graduate Education. New examination forms will be generated when the examination is rescheduled. The student will be required to meet registration requirements and be registered during the term in which the repeated exam is taken.

1. **The Doctoral Dissertation and Final/Dissertation Examination**

After advancement to candidacy, the student in consultation with their advisor will appoint a dissertation committee comprising a minimum of four graduate faculty members, including the dissertation advisor. This is usually the same committee that approved the prospectus. The dissertation advisor and composition of the dissertation committee will be subject to approval by the Director of Graduate Studies and must follow the rules set out by the Office of Graduate Education. The dissertation advisor and other dissertation committee members will be responsible for overseeing the research and writing of the doctoral dissertation. The dissertation committee will review drafts of the dissertation and, when the dissertation is completed to its satisfaction, will conduct the final exam, which will be based on the doctoral dissertation and related materials.

Students shall do the following before scheduling a dissertation defense.

* + - 1. In the semester they intend to defend their dissertation, students should complete required forms from the Office of Graduate Education and review the posted deadlines for graduation to ensure compliance with university policies.
			2. Students should contact the administrative assistant *at least 8 weeks* before the dissertation defense to discuss timeline and forms.
			3. Students must fill out the departmental “Dissertation and Prospectus Defense Committee Identification Form” and “Dissertation Scheduling Form”(see Appendix), the latter of which requires a signature from the student’s advisor before a dissertation defense date can be formally set. The dissertation must be approved by the dissertation advisor prior to scheduling the defense.

*At least 6 weeks* prior to the date of the dissertation defense, the student should circulate a final draft to every member of their committee for the purpose of certification of the draft as defensible.

*At least 3 weeks* prior to the defense date, the student must check with the Office of Graduate Education to ensure all proper forms are turned in for graduation.

Three weeks prior to the proposed date of defense, each dissertation committee member will return all written, major comments to the student and communicate to the advisor whether, in their opinion, the dissertation is ready for defense. The advisor is responsible for collecting this opinion from each member and certifying (or declining to certify) that the draft is defensible.

The final draft should have all of the following characteristics:

1. All chapters completed
2. Complete description of methodology
3. Presentation of results
4. Interpretation of data
5. All figures and graphs
6. All references, and
7. Been previously reviewed by the dissertation advisor and incorporated comments from the dissertation advisor and other committee members.

The dissertation committee will commonly recommend additional revisions during the defense, which the student must address in the dissertation documentation prior to its final acceptance. A student is not required to pay for addition dissertation credits after a successful defense but graduation will not be official until the student submits final copies of the dissertation to the Office of Graduate Education.

The dissertation defense is open to the public. HBS students and faculty will be notified of dissertation defense dates for HBS students.

### **The Role of the Dissertation Advisor**

#### The dissertation advisor is the primary academic contact and advisor for the student. Ideally, the student will choose a dissertation advisor whose interests are consonant with those of the student, and who is thus well-positioned to offer guidance and advice in the chosen area. Per the Office of Graduate Education [rules](https://www.ucdenver.edu/docs/librariesprovider138/denver-anschutz-graduate-school/resources/graduate-faculty-quick-reference-table.pdf?sfvrsn=ef0622b9_2), the dissertation advisor must be a *regular* member of the graduate faculty (i.e., tenured or tenure-track).

The responsibilities of the dissertation advisor include:

1. Assisting the student with development and approval of the dissertation prospectus.
2. Facilitating group dynamics among dissertation committee members.
3. Reviewing all drafts of the dissertations and setting the expectation that other committee members read drafts as well.
4. Approving the final prospectus draft and dissertation draft.

### **Dissertation Committee Membership**

It is the responsibility of the dissertation committee to oversee the student’s progress through the development of the research plan, the comprehensive exam, and the research and writing of the doctoral dissertation. Important requirements for the committee are:

#### Each dissertation committee will be made up of a minimum of four individuals, all of whom will have a Ph.D. or the terminal degree in their field.

#### One of the committee members must be from outside of HBS.

1. At least half of the committee members must be members of the HBS graduate faculty (regular or special).

#### Each dissertation committee member must have, or apply for, a graduate appointment to the Department and the University. See Admin Team for help facilitating this.

#### The membership of the dissertation committee will represent a robust mix of individuals who are knowledgeable in the student’s research area and are comfortable with the methodological issues common to the research question at hand.

1. Given the multi- and inter-disciplinary nature of HBS, it is recommended that committee members have some disciplinary diversity.
2. If a student has approached an individual to serve on the committee and subsequently has elected not to have that individual participate, the student must notify that individual that they will not be expected to serve.

###

### **Human Subjects Review**

Students who undertake human subjects research must obtain approval from the Colorado Multiple Institutional Review Board (COMIRB) before conducting their research. Students are responsible for closing the study with COMIRB prior to their graduation.

### **Dissertation Funding**

Students are encouraged to obtain funding for their dissertation research, if needed. Faculty advisors can aid students in this process. In the past, students have been successful in garnering funding from the National Science Foundation, National Institutes of Health, Social Science Research Council, Colorado Tobacco Research Council, American Association of University Women, Russell Sage Foundation, National Oceanic and Atmospheric Administration, Fulbright/CIES and many others. Proposals for dissertation funding should be coordinated through the CLAS Office of Research and Creative Activities.

Students are eligible for a Dissertation Award from the Department once they have passed their comprehensive exam and advanced to candidacy. HBS Dissertation Awards are intended to cover direct costs of dissertation research (e.g., transcription services, gift cards, travel to field site, equipment purchases). Expenditure of funds must comply with all University rules for gift card programs, purchasing/procurement, and travel. To receive funding, students should send a budget (up to $2500) and budget justification to the Department Chair and Business Operations Specialist via this form: <https://forms.office.com/r/9vi3DECQxJ>. HBS Dissertation Awards are processed as scholarships which apply to any tuition and fees on student accounts first. The balance is then sent to the student by check. Note that taxes are not deducted from scholarships.

1. **Graduation Deadlines and Procedures**

Each August, the Office of Graduate Education distributes specific deadlines that must be met in order to graduate in the following academic year. Please contact the Office of Graduate Education or the HBS Admin team for a current schedule of the deadlines for the semester in which you intend to graduate. Historically, final semester deadlines for dissertation defense are mid-November (Fall), mid-April (Spring), and early July (Summer). Students should plan on sharing a final draft of their dissertation with their advisor towards the beginning of the semester in which they plan to graduate.

## IV. DEPARTMENT SOURCES OF FUNDING

**A. Graduate Student Positions**

1. Teaching Assistant (TA): The Teaching Assistant position works with the Director of Undergraduate Studies and course professor(s). Responsibilities may include grading, facilitating recitations, and managing learning tools such as Canvas.
2. Research Assistant (RA): The Research Assistant position works directly with a HBS faculty member. Responsibilities vary by project and principal investigator.
3. Academic Advisor: The Academic Advisor position works within the Undergraduate Program in Public Health. Responsibilities may include meeting with undergraduate students to review their progress within the major, sharing information about the major to new, current, and transfer students, and working with students to ensure all requirements are completed for graduation. A small portion of their time is spent working with the Director of Graduate Studies on projects related to the PhD program. Responsibilities may include assisting with events and recruitment activities.

Students should contact the Director of Graduate Studies and the Business Operations Specialist for questions regarding RA positions. Questions regarding TA and Advisor positions should be referred to the Director of Undergraduate Studies.

1. **Professional Activities**
2. Conference Funding: The Department offers funding for students presenting research at research conferences as part of their professional development. The amount of funding is set by the department each year based on the annual budget. The Office of Graduate Education and CLAS Dean’s Office also often have matching funds that students should apply for in order to fully cover conference travel expenses.
	1. At the department level, please complete this [form.](https://forms.office.com/r/RFPMWsEJBZ)
	2. The application to the College of Liberal Arts and Sciences (CLAS) student research funds is on their [website](https://clas.ucdenver.edu/orca/graduate-and-undergraduate-research-assistance-and-information).
	3. The Office of Graduate Education application is on their [website](https://www.ucdenver.edu/docs/graduateeducationlibraries/default-document-library/denver-campus-travel-award-application-2023.pdf?sfvrsn=f3e81bbb_1).
3. Other Professional Activities: Departmental funding may be available for other professional activities such as publication charges on a case-by-case basis depending on the annual budget.

Contact the Department Chair or Director of Graduate Studies for questions related to funding for professional activities.

1. **Residency Change**

After 12 months of Colorado residency, it is the student’s responsibility to establish and change their residency status for in-state tuition. Often this requires action before the start of the student’s first semester, i.e., one year ahead of time. Contact the Business Operations Specialist for questions or assistance.

**Appendix A: Dissertation and Prospectus Defense Committee Identification Form**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Submitted:\_

Title of Dissertation:

Please submit this form to the HBS Director of Graduate Studies at least six weeks prior to the date of the Prospectus Defense (also known as the Comprehensive Examination) or the Dissertation Defense.

It is the responsibility of the dissertation committee to oversee the student’s progress through the development of the research plan, the comprehensive exam, and the research and writing of the doctoral dissertation. Important requirements for the committee are:

1. Per the Office of Graduate Education rules, the dissertation advisor must be a regular member of the graduate faculty (i.e., tenured or tenure-track).
2. Each dissertation committee will be made up of a minimum of four individuals, all of whom will have a Ph.D. or the terminal degree in their field.
3. One of the committee members must be from outside of HBS.
4. At least half of the committee members must be members of the HBS graduate faculty (regular or special).
5. Each dissertation committee member must have, or apply for, a graduate appointment to the Department and the University. See Admin Team for help facilitating this.
6. The membership of the dissertation committee will represent a robust mix of individuals who are knowledgeable in the student’s research area and are comfortable with the methodological issues common to the research question at hand.
7. Given the multi- and inter-disciplinary nature of HBS, it is recommended that committee members have some disciplinary diversity.
8. If a student has approached an individual to serve on the committee and subsequently has elected not to have that individual participate, the student must notify that individual that they will not be expected to serve.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee Members****(4 required)** | **Name** | **Degree** | **Affiliation** | **Area of Expertise** |
| Dissertation Advisor |  |  |  |  |
| Comprehensive Exam Chair[Prospectus Defense Only] |  |  |  |  |
| Member |  |  |  |  |
| Member |  |  |  |  |
| Member |  |  |  |  |
| Member (optional) |  |  |  |  |

Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

HBS Director of Graduate Studies

**Appendix B: Prospectus Scheduling Form**

Students shall do the following before scheduling a prospectus defense:

1. Students should contact the administrative assistant *at least 8 weeks* before the prospectus defense to discuss timeline and forms.
2. Students must fill out the departmental “Dissertation and Prospectus Defense Committee Identification Form.”
3. The prospectus must be approved by the dissertation advisor prior to scheduling the prospectus defense.

*At least 6 weeks* prior to the date of the prospectus defense, the student should circulate a final draft to every member of their committee for the purpose of certification of the draft as defensible.

*At least 3­­ weeks* prior to the defense date, the student must check with the Office of Graduate Education to ensure all proper forms are turned in for their prospectus defense.

At a minimum, the prospectus will include the following:

1. A succinct and informative title.
2. The student’s assessment of the literature in their research area(s). This includes a review of the empirical literature in the topical area and situates the project in some appropriate body of theory.
3. A description of the question(s) and—if appropriate—hypothesis(es) that the student plans to research for the dissertation project, the research design and study techniques to be used, and an assessment of the significance of the proposed project and its contribution to the field. If the student chooses to undertake research in a particular ethnic or cultural community, they must also demonstrate sufficient understanding of that setting, including adequate knowledge of the language or a clear justification of why that is not necessary in their case.

The student will defend the prospectus via oral comprehensive examination based in part on, but not restricted to, the material presented in the dissertation prospectus. This exam must take place before the student’s advancement to candidacy.

Date of prospectus defense:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be signed by advisor: I attest that my advisee's prospectus is ready to be distributed to other committee members.

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

Advisor's Signature

To be signed by advisee: I confirm that I understand and will follow the guidelines above and am ready to defend my prospectus.

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

Advisee's Signature

**Appendix C: Dissertation Scheduling Form**

Students shall do the following before scheduling a dissertation defense.

1. Students should contact the administrative assistant *at least 8 weeks* before the dissertation defense to discuss timeline and forms.
2. Students must fill out the departmental “Dissertation and Prospectus Defense Committee Identification Form.”
3. The dissertation must be approved by the dissertation advisor prior to scheduling the defense.

*At least 6 weeks* prior to the date of the dissertation defense, the student should circulate a final draft to every member of their committee for the purpose of certification of the draft as defensible.

*At least 3 weeks* prior to the defense date, the student must check with the Office of Graduate Education to ensure all proper forms are turned in for graduation.

The final draft should have all of the following characteristics:

1. All chapters completed
2. Complete description of methodology
3. Presentation of results
4. Interpretation of data
5. All figures and graphs
6. All references, and
7. Been previously reviewed by the dissertation advisor and incorporated comments from the dissertation advisor and other committee members.

The dissertation committee will commonly recommend additional revisions during the defense, which the student must address in the dissertation documentation prior to its final acceptance.

Date of dissertation defense:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be signed by advisor: I attest that my advisee's dissertation is ready to be distributed to other committee members.

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

Advisor's Signature

To be signed by advisee: I confirm that I understand and will follow the guidelines above and am ready to defend my dissertation.

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

Advisee's Signature