

# PhD Health Sciences Program Student Handbook



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# General Program Information

The PhD Program in Health Sciences is an interdisciplinary degree program within the College of Health Sciences (CHS) at the University of Wisconsin-Milwaukee (UWM). The program is designed to accomplish the following major objectives:

- 1 To provide advanced study and research training opportunities in the human health sciences;
- 2 To produce cohorts of scholars capable of advancing the discovery, dissemination, and application of new knowledge in the health sciences;
- 3 To prepare future academic leaders in the health sciences.

The PhD Program in Health Sciences requires that you complete a minimum of 72 credits beyond the Bachelor's degree in two or more disciplinary areas. Depending on expertise or area of study additional credits may be required. Consult with your major professor for individual program of study requirements. With the approval of the Program Director, up to 36 credits may be transferred from a master's degree or other post-baccalaureate coursework in related fields such as:

- Kinesiology
- Occupational Therapy
- Biomedical Sciences
- Health Informatics & Administration
- Communication Sciences and Disorders

The curriculum includes a set of core courses that provides a comprehensive structure for doctoral education. The core courses address content pertaining to:

- 1 Concepts and practices that contribute to your development as researcher including grantsmanship;
- 2 Concepts and practices that contribute to your development as teaching scholars;
- 3 Statistical Foundations;
- 4 A series of seminars that build your critical thinking skills, familiarity with a range of health sciences research topics, and experiences in scholarly dialogue and presentation.

In addition to the core courses, your program of study will be developed to include cross-disciplinary coursework, which can include courses from departments within the CHS as well as other schools and colleges.

## Email & Student Mailboxes

### UWM Email Account

As a UWM student you will be assigned a UWM email account. The University Information Technology Services (UITS) will notify you of your assigned email address and password. If you have any problems with your email address you may contact the UITS helpline at (414) 229-4040. You will be expected to regularly check your UWM email for official communications from the UWM Graduate School and the College of Health Sciences. For further assistance with campus technology, visit [uwm.edu/technology/student-resources](http://uwm.edu/technology/student-resources).

# Major Professor

## Responsibilities of the Major Professor

The responsibilities of your major professor include:

- 1 Assist the student in completing and maintaining the formal program of doctoral study in accordance with program requirements and research interests by approving and submitting to the Program Director:
  - a The **Initial Program of Doctoral Study Form** that is completed by the student in consultation with the major professor upon admission to the program;
  - b The **Formal Program of Doctoral Study Form** that is completed by the student in consultation with the major professor upon completion of no more than 12 credits in the PhD program. The **Formal Program of Doctoral Study Form** should also designate the doctoral advisory committee and bear their approval signatures.
- 2 Serve as Chairperson of the doctoral advisory committee including:
  - a Determining the student's readiness to take the preliminary examinations and submitting approval of the student's committee through the online doctoral milestones system once the student electronically submits an **Application for the Doctoral Preliminary Examination**;
  - b Coordinating the creation and administration of the student's preliminary examinations;
  - c Submitting approval of the student's **Dissertation Committee** through the online doctoral milestones system within one month of the student's successful completion of the preliminary examinations. This committee will typically consist of the same individuals that constituted the student's doctoral advisory committee.
- 3 Provide the student with primary guidance throughout the dissertation proposal and dissertation research processes and completion of the dissertation to include assistance with:
  - a Selecting and delimiting of a research topic;
  - b Identifying and reviewing of relevant research literature;
  - c Developing an appropriate theoretical framework and research design;
  - d Developing and proposing the dissertation research including approving the submission of the student's Doctoral Dissertation Proposal Hearing Form through the online doctoral milestones system within the semester the student is planning to graduate;
  - e Insuring that upon Dissertation Committee approval, proposed research involving any of the "Required Clearances" receives approval from the appropriate University oversight entity (e.g., Institutional Animal Care and Use Committee (IACUC), Institutional Review Board (IRB), etc.);
  - f Verifying the student's eligibility for Application for Doctoral Dissertator Status through the online doctoral milestones system within two weeks of receiving Dissertation Committee approval of the dissertation proposal;
  - g Carrying out the research as proposed and approved;
  - h Writing the dissertation and insuring that the dissertation complies with the UWM Graduate School "Master's Thesis and Doctoral Dissertation Format requirements" and is written using American Psychological Association (APA) format;
  - i Defending the dissertation and ensuring that:
    - I The dissertation is of publication-quality (as judged by the Dissertation Committee);
    - II The dissertation defense is held at least three weeks prior to graduation in an open forum;
    - III The Dissertation Committee meets in closed session and makes a degree conferral decision;
    - IV The time and place of the public presentation is announced with adequate time (at least one week prior to the defense) so that faculty and students may attend;
    - V An Application for Doctoral Dissertation Defense and Graduation is completed by the student in PAWS;
    - VI The Warrant for Dissertation Defense (indicating pass or fail) or the deferral form is completed and returned to the UWM Graduate School within 10 working days of the defense or a deferral is automatically assigned;
    - VII The doctoral candidate schedules a format review appointment with the UWM Graduate School prior to

filing the dissertation and a final submission appointment (see UWM Graduate School “Master’s Thesis and Doctoral Dissertation Format Requirements” for details);

- VIII The doctoral candidate provides the Program Director with a copy of the dissertation, a copy is filed with the UWM Graduate School and each member of the Dissertation Committee receives a copy. The student must follow the requirements of the UWM Graduate School for the formatting and submission of the final dissertation document.
- 4 Support the student upon attainment of dissertator status to complete remaining requirements for the degree within the required timeline;
- 5 Assist the student to insure completion of all requirements for the degree within seven years from the date of initial enrollment in the program.

### Termination of the Major Professor-Doctoral Student Relationship

The relationship between you and your major professor may be terminated by either party at any time. You may terminate the relationship if, for example, your research interests change significantly and you can identify a new major professor whose research interests align more closely with your own. Your major professor may terminate the relationship if, for example, a conflict of interest were to arise that would prevent them from adequately fulfilling the role of major professor.

If your major professor leaves UWM for a position at another university before you complete the PhD program, your major professor must determine whether you would be invited to move to the new university. If you elect or are required to stay at UWM you must identify a new major professor for the completion of your studies.

### Retirement of a Major Professor

If your major professor retires or resigns, they may continue in that role for up to two years. After two years, he or she may be permitted to serve as your co-major professor. In such cases, you will be required to submit a written request to the College of Health Sciences PhD Steering Committee seeking approval for an additional faculty member to serve as co-major professor with your retired major professor. The new faculty member should meet at least the criteria for serving on your doctoral dissertation committee. If your new co-major professor is a faculty member outside of the College of Health Sciences, you must include their curriculum vitae as part of your request to the steering committee. This request should adequately delineate the qualifications of the faculty member relative to the dissertation research to demonstrate the faculty member’s relevant expertise.

## Program of Study

The Health Sciences PhD program requires you to complete a minimum of 72 credits beyond the Bachelor’s degree, including no more than 36 credits from a related master’s and/or other post baccalaureate coursework. Depending on area of concentration additional credits may be required. Consult with your major professor for individual program of study requirements. You must complete a minimum of 36 credits, or 50% of the total credits required for the degree, in doctoral status at UWM, including pre-candidacy and candidacy work.

Of the credits taken in residence, you must complete at least 8 graduate credits in each of two consecutive semesters, or 6 or more graduate credits in each of three consecutive semesters, exclusive of summer sessions.

The precise number of credits and actual course requirements will be determined after review of your previous coursework by your major professor and the Program Director. You will then plan an individual program of study in consultation with your major professor and doctoral advisory committee that will include a set of core courses, an area of concentration, cross-disciplinary courses, electives, and the dissertation.

Core Areas (18 Credits)	
Research/Grantsmanship	3 Credits
Teaching	3 Credits
Statistics	6 Credits (Min.)
Seminar	3 Credits (Max.)
Elective in Research, Teaching, or Statistics	3 Credits

**Note:** See Appendix II for a list of approved core courses. (2) Students would need prior approval from their Major Professor and Program Director for any courses not included in Appendix II. (3) For some core courses, the course number will change depending upon the department through which the course is offered during a particular semester.

**Area of Concentration** (minimum of 9 credits): Courses related to the area of concentration will require you to draw upon the strengths and expertise of the faculty and curriculum in an interdisciplinary and collaborative manner.

**Cross Disciplinary Area** (minimum of 6 credits): Cross-disciplinary courses are courses in areas outside of your area of concentration but related to your cross-disciplinary focus.

**Electives** (10 credits): Elective courses are courses relevant to your Program of Study.

**Dissertation** (minimum of 12 credits): The last component of the degree requirements, independent research and dissertation, will be structured by your area of concentration. Your dissertation is to consist of focused, independent research that contributes to the existing body of scientific knowledge. Per the UWM Graduate School policy, exactly 3 dissertation credits may be taken in a given semester. Thus, a minimum of 4 semesters of dissertation work is required.

### Initial Program of Doctoral Study

In consultation with your major professor, you will be responsible for preparing an **Initial Program of Doctoral Study Form** upon admission to the program. The major professor and the Program Director must approve this form prior to your first semester of coursework.

### Approval for Transfer Credits

A list of your previously completed courses and associated credits for transfer into the Health Sciences PhD Program should be submitted with your Initial Program of Doctoral Study Form for approval by the Program Director. The Office of Graduate Studies will retain a copy of this list.

### Formal Program of Doctoral Study

Upon completion of no more than 12 credits, you will be required to prepare a **Formal Program of Doctoral Study Form** in consultation with your major professor and doctoral advisory committee. Your major professor, doctoral advisory committee, and the Program Director must approve this form before you will be allowed to enroll in any coursework beyond the initial 12 credits.

### Annual Progress to Degree

The CHS Office of Graduate Studies will evaluate your progress on an annual basis against the most current version of your **Program of Study form** and **Annual Progress Report** on file with the Office of Graduate Studies. This evaluation will be provided to you and your major professor for review and signatures. Any corrections to this evaluation need to be coordinated with the Office of Graduate Studies.

### Doctoral Milestones

The online doctoral milestones system ([uwm.edu/graduateschool/doctoral-milestones](http://uwm.edu/graduateschool/doctoral-milestones)) replaces the previous paper form process used by the Graduate School for students to obtain their prelim and dissertator status. If you have already received your dissertator status with the paper forms, please do NOT use this web app unless your program requires you to have your doctoral dissertation proposal hearing after you receive dissertator status and you are filling out that form.

Doctoral Milestones are designed to help guide the way through your program, by measuring your academic knowledge, preparing you to conduct original research, and write and defend a dissertation of your own original work, all within the timeline established by your program and the Graduate Faculty leadership at UWM. Individual programs design each milestone in the way that works best for their students and discipline, but all students must meet the basic guidelines established here.

There are several major doctoral milestones that the online doctoral milestones system should be used to complete:

- Application for the Doctoral Preliminary Examination
- Entering Committee Members
- Doctoral Dissertation Proposal Hearing Form
- Application for Doctoral Dissertator Status
- Application for Doctoral Dissertator Defense

# Doctoral Advisory Committee

## Selection

By the end of your second year in the doctoral program you will be responsible for selecting your doctoral advisory committee. Your doctoral advisory committee shall consist of your major professor as well as four additional members. Upon selection, the names of your doctoral advisory committee should be listed, and their approval signatures included on your **Formal Program of Doctoral Study Form**. Your doctoral advisory committee will exist in two forms: (1) your doctoral preliminary examinations committee, and (2) your doctoral dissertation committee. In most cases your doctoral dissertation committee will be the same as your doctoral preliminary examinations committee and potentially augmented with appropriate additional members.

## Role of the Doctoral Advisory Committee

The role of your doctoral advisory committee is to:

- 1 Review and approve your **Program of Doctoral Study Form** and **Annual Progress Report**;
- 2 Collaborate with your major professor in directing your studies;
- 3 Participate in development and administration of your preliminary examinations.

## Appointment of a Non-UWM Committee Member

At the recommendation of your major professor, one non-UWM faculty member may be appointed to your doctoral advisory committee. Such appointments are made on the basis of appropriate professional and academic credentials for those whose expertise would make a relevant and significant contribution to your progress. Such non-UWM appointments must be approved by the Program Director.

## Requirements

- You are required to meet with your committee a minimum of twice per year.
- You are required to complete an **Annual Progress Report** each year that is submitted to your Dissertation Committee and Program Director.

# PhD Program Changes

## Changes to Program of Doctoral Study

Proposed changes to your approved **Program of Doctoral Study Form** must be reviewed and approved by your major professor and the Program Director. If they deem the changes to represent a significant alteration to your Program of Study the approval of your doctoral advisory committee will also be required.

## Request to Change Major Professor or Dissertation Committee Member

You may request to replace your major professor or a Dissertation Committee Member at any time, and in some instances, your major professor or member of your committee may request release from their duties. In all such instances a **Change of Major Professor Form** and/or a **Change in Dissertation Committee Member(s) Form** must be completed, signed by your current major professor, and then submitted to the Program Director for approval. These forms can be found in Appendix III.

Once your dissertation proposal has been approved by your major professor and Dissertation Committee, your major professor and committee members cannot normally remove themselves if they become dissatisfied with your dissertation progress. For more detailed information please refer to the UWM Graduate School website.

If your major professor and/or Dissertation Committee are changed, your Program of Study must be reviewed and approved by your new major professor and Dissertation Committee.

## Changes to Area of Concentration and/or Cross-Disciplinary Area

In some cases, you may wish to change your area of concentration and/or cross-disciplinary area after you have already had your formal Program of Study approved. Such changes should be reflected by appropriate changes to your Program of Study and, if necessary, to your doctoral advisory committee. A revised **Program of Doctoral Study Form**, including the names and approval signatures of your major professor and revised doctoral advisory committee, must be submitted to the Program Director for approval.

# Doctoral Preliminary Examinations

Doctoral Preliminary Examinations, commonly known as “prelims,” are designed to assess a doctoral candidate’s mastery of subject knowledge and application skills, and ensure adequate preparation for individual dissertation research. You must pass your prelims within five years of initial enrollment in your doctoral program.

The Doctoral Preliminary Examinations must be taken within three years of your initial enrollment in the Health Sciences PhD Program. You may be granted up to two additional semesters to complete the Doctoral Preliminary Examinations with the approval of your major professor and the Program Director. You must take the Doctoral Preliminary Examinations either after completing all doctoral coursework or with no more than three credits of doctoral coursework remaining. If you have any incomplete grades, unreported grades, or a GPA less than 3.0 you will not be permitted to take the Doctoral Preliminary Examinations.

In order to take the Doctoral Preliminary Examinations, you must be deemed ready by your major professor. An **Application for the Doctoral Preliminary Examination** must be completed online through the Doctoral Milestones system ([uwm.edu/graduateschool/doctoral-milestones](http://uwm.edu/graduateschool/doctoral-milestones)) prior to the start of the semester that you are eligible to take the preliminary examinations. After you submit the form, the Health Sciences PhD program will be notified to submit approval. Eligibility is then verified by the Graduate School, and you are granted “prelim status” for that semester. Approval from the UWM Graduate School of the **Application for the Doctoral Preliminary Examination** in the Milestones system is required for you to proceed with your preliminary examinations.

During the semester that you are preparing for or completing prelims, you may enroll for a minimum of 1 graduate credit and still be considered full-time for financial aid, grant, fellowship, and graduate assistant purposes. This includes international students. This enrollment option is available for one semester only, and does not fulfill residency requirements. To use this option, your application for the Doctoral Preliminary Examination must be verified by the Graduate School prior to the start of the semester.

Your Doctoral Preliminary Examinations Committee must include a qualified faculty representative for each of the following areas:

- 1 Research design and statistics;
- 2 Your area of concentration;
- 3 Your cross-disciplinary area;
- 4 The area of your dissertation research.

Your Doctoral Preliminary Examinations Committee must have a minimum of 4 graduate faculty members. The same faculty member may represent two areas. For example, your major professor usually represents your area of concentration and your dissertation area. The names of your Doctoral Preliminary Examinations Committee must be listed on your **Application for the Doctoral Preliminary Examination**.

There are 2 formats that the Preliminary Exam may take, as outlined below. The choice of format is determined by the faculty mentor, with consensus of the dissertation committee.

- 1 Preliminary Exam Based On Coursework
  - a Written exam on all course work, with questions prepared and evaluated by instructors. The written examination will be administered at a location on the UWM campus that your major professor identifies and will consist of



two sessions that are to occur on two consecutive days. Each session for the written examination will be three to four hours in length. The first session will focus on your area of concentration and cross-disciplinary area. The second session will focus on research design and statistics and research related to the proposed dissertation topic. The appropriate members of your Doctoral Preliminary Examinations Committee will determine the number and types of questions that you will address and provide the format your answers must follow.

- b** Oral defense or expansion/correction of written answers by doctoral/dissertation committee.

## **2** Mock Proposal

A student, with the approval of the Dissertation Committee, may prepare a mock proposal as the written component of the Preliminary Exam and an oral defense of this proposal as the oral component of the Preliminary Exam. The following parameters exist, with all decisions made by the Dissertation Committee:

- a** Students will write one proposal addressing a topic designed by the faculty mentor, with consensus of the dissertation committee. The proposal will typically be 12-15 pages in length, but may be longer or more depending on discipline-specific funding mechanisms.
- b** The topic assigned by the committee may be in the student's area of interest but not directly related to the dissertation topic.
- c** The proposal prepared by the student for the purposes of the Preliminary Exam is not to serve as the student's dissertation proposal
- d** The format of the proposal (page limits, etc.) is determined by the funding agency to which the student is most likely to submit applications in their future career. For example, if a student is likely to submit to the NIH, the proposal should follow the format of an R01.
- e** The Major Professor designs an appropriate question for the student to address and submits the question(s) to the committee for approval.
- f** Typically, just the science and perhaps the budget are included. However, if the committee wishes to include the other sections of the proposal (environment, etc.), they can direct the student to do so. If these other sections are desired, direct the student as to whether they should make up a fictional lab or use the current PI's lab space and available resources.
- g** Once the student has received the questions, they have 6 weeks to research and write the proposal. The student should work independently and not seek outside assistance. The Major Professor may answer questions as deemed appropriate but should not contribute to the scientific content or editing of the proposal. Generally, this is the focus of the student's activity, with little competing distractions (classes, TA, etc.). If other, significant distractions exist, the committee may decide to extend the period of time the student is given to write the proposal.
- h** Within 2-3 weeks of receipt of the question, the student should prepare an outline of the proposal to share with the faculty mentor. The faculty mentor should meet with the student to review the outline and to make sure they are on the right track.
- i** At the end of 6 weeks, and 1-2 weeks before the oral defense (at the committee's discretion), the student should distribute the proposal to the committee for review.
- j** At the oral defense, the student presents a summary of the proposal, typically as a PowerPoint, including hypothesis/specific aims, background, experimental design, etc., and defends their ideas to the committee.
- k** The committee can decide to accept the oral and written document, as submitted (unconditional pass), accept with edits (conditional pass), or not accept (fail). In the case of a conditional pass, the student should be directed what edits should be made and given a deadline in which to submit those edits, either to the Major Professor or the committee as a whole, depending on the desires of the committee. In the case of a fail, it is up to the committee as to how to proceed. The student can be allowed to repeat the exercise, to remedy the deficits, or dismissed from the program.

Your Doctoral Preliminary Examinations will consist of two parts:

- 1** A written examination designed to demonstrate the breadth of your knowledge pertaining to research design and statistics, your area of concentration, your cross-disciplinary area, your proposed dissertation topic, and the ability to conduct advanced research;
- 2** An oral exam covering issues raised during the written exam and/or focusing on your proposed dissertation.

The oral examination must occur within ten business days of your completion of the written examination. Following completion of the written and oral examination, members of your Doctoral Preliminary Examination Committee must reach a majority vote on whether to assign a "PASS" or "FAIL," based upon your performance in both examinations.

Upon your completion of the Doctoral Preliminary Examinations process, your major professor must report the examination results and submit their approval online on your **Application for the Doctoral Preliminary Examination**.

If you are assigned a "PASS" on the Doctoral Preliminary Examinations you will be approved for Doctoral Candidacy status. If you are assigned a "FAIL" on the Doctoral Preliminary Examinations you will not be approved for Doctoral Candidacy and must re-take the Doctoral Preliminary Examinations. The Doctoral Preliminary Examinations may be retaken only once. If you miss the scheduled prelims, you must file a new application for the next semester. Test results are kept in your graduate record and posted on your transcript. After you pass the prelim(s), you are considered ready to undertake independent research.

### Re-taking the Doctoral Preliminary Examinations

If you fail any portion of the Doctoral Preliminary Examinations all portions of the preliminary examinations must be retaken within one year of the date that the failing grade was received on the original examination. Members of your Doctoral Preliminary Examinations Committee should determine by a majority vote whether you must retake courses or take additional courses to foster a passing grade upon re-examination.

If you are re-taking the Doctoral Preliminary Examinations, the procedures described for the completion and submission of the **Application for the Doctoral Preliminary Examination** must be followed. Upon your completion of the re-take of the Doctoral Preliminary Examinations, members of your Doctoral Preliminary Examination Committee must reach a majority vote on whether to assign a "PASS" or "FAIL," based on your performance on both the written and oral examinations re-take. Upon your completion of the Doctoral Preliminary Examinations process, your major professor must report the examination results on your **Application for the Doctoral Preliminary Examination** and submit the completed form to the Office of Graduate Studies. The Office of Graduate Studies will send the completed form to the UWM Graduate School for approval of the results.

If you are assigned a "PASS" on the re-take of the Doctoral Preliminary Examinations you will be approved for Doctoral Candidacy status. If you are assigned a "FAIL" on the re-take on the Doctoral Preliminary Examinations you will not be approved for Doctoral Candidacy status and you will not be permitted to continue in the Health Sciences PhD Program.

## Dissertation

### Candidacy

After passing the Doctoral Preliminary Examinations and upon successful completion of all coursework delineated in your approved **Formal Program of Doctoral Study Form** you will be formally recognized as a Candidate for the Doctoral Degree. At this point, in consultation with your major professor, you will form a Dissertation Committee. Your Doctoral Dissertation Committee must contain 5 qualified faculty members. In most cases this will be the same as your doctoral preliminary examinations committee and potentially augmented with appropriate additional members.

### Dissertation Proposal & Hearing

Upon successful completion of your preliminary examinations, you will submit a written dissertation proposal and deliver an oral presentation of your proposed research to your Dissertation Committee at a Dissertation Proposal Hearing. This proposal takes the form of a scholarly document outlining the problem, the problem's background and significance, summarizing relevant literature, and outlining your proposed research methods. The proposal should include a tentative timetable and outline any required resources (space, equipment, etc.).

You may enroll in three dissertation credits per semester for a maximum of two semesters while the proposal is being prepared. Your Dissertation Committee must approve your dissertation proposal. The Dissertation Committee's approval of your dissertation establishes an agreement on your chosen research and indicates that you have adequate preparation to complete the research. Completion of this requirement is posted in the memorandum section of the unofficial transcript. You are then to enter the Hearing Date, Dissertation Title and at least 3 UWM Committee Members and submit the **Doctoral**

**Dissertation Proposal Hearing Form** through the online doctoral milestones system. After you have submitted the **Doctoral Dissertation Proposal Hearing Form**, an email prompts the Major Professor to log into the online doctoral milestones system to approve the proposal hearing. This approval will prompt an email to the Program Director, who will also need to log in and approve the proposal hearing. After both approvals have been made, this prompts an email notifying the Graduate School to enter the information in PAWS.

Your Proposal Hearing can take place before or after you achieve dissertator status. If you are permitted to become a dissertator before holding your Proposal Hearing, you will need to submit a Summary of your Dissertation Topic in the Online Doctoral Milestones System before your **Application for Doctoral Dissertator Status** can be approved. This serves as a placeholder until your Proposal Hearing is held.

### Required Clearances

Does the proposed project involve the following:

- 1 Hazardous chemicals; pharmacological agents; radiation or radioactive materials; biohazardous agents or toxins; or DNA techniques?
- 2 Use of human subjects or human tissue?
- 3 Use of vertebrate animals?
- 4 Potential environmental impacts which require review under the Wisconsin Environmental Policy Act?
- 5 Action involving space, remodel, or reconstruction?
- 6 Funding primarily dedicated to building, renovations, or equipment?

If the answer to any of these questions is “yes,” review and approvals by the appropriate institutional oversight group (IRB, IACUC, etc.) must be obtained before the research can be started.

**Note:** On rare occasions, you and your major professor may determine that the dissertation topic and/or methodology must be revised after your original dissertation proposal has already been approved by the members of your Dissertation Committee. In such cases, you must submit a revised proposal to the members of your Dissertation Committee and follow the required procedures described for the Doctoral Dissertation Proposal Hearing.

Upon Dissertation Committee approval, proposed research involving any of the “Required Clearances” must receive approval from the appropriate University oversight entity (e.g., Institutional Animal Care and Use Committee, Institutional Review Board, etc.). **No proposed dissertation data may be collected prior to the Dissertation Committee’s approval and the securing of all required clearances.** It is recognized that pilot/preliminary data supporting the dissertation proposal, but not involving human subjects, animals, or hazardous materials, may be collected prior to obtaining the noted approval and/or clearances, and reported in the dissertation if appropriate. The Major Professor must provide a copy of any approval notifications for the student’s dissertation research and any revisions to the Office of Graduate Studies.

### Dissertation Credits

You may enroll in dissertation credits upon successful completion of the preliminary examination and prior to obtaining dissertator credits. You may enroll for a maximum of six dissertation credits prior to attaining Doctoral Dissertator Status. Per the UWM Graduate School guidelines, three dissertation credits must be taken in any given semester. Thus, a minimum of four semesters of dissertation work is required and at least two of which will occur after you have been approved for doctoral dissertator status.

During any summers in which you use University facilities or faculty time, are a fellow or research assistant, or plan to graduate, you must register for 3 graduate-level credits (dissertator rate) in the regular eight-week summer session. Three is the minimum (and the maximum) number of graduate credits required per semester.

The Graduate School will monitor your registration every semester to be sure that you are registered properly. The Graduate School has the authority to remove you from dissertator status if you are not in compliance with dissertator regulations.

The Graduate School will notify you and your program unit of dissertator status requirements and of any registration problems. If you do not maintain continuous registration, you will be placed in a default status.

**Default status:** If you break the continuous registration requirement after attaining dissertator status, you will be assessed a completion (dissertator default) fee of 12 credits. After re-entry, the 12-credit completion fee is reduced by 3 credits per semester for each consecutive semester of enrollment. If you return for at least four consecutive semesters following a break in registration, the completion fee is not assessed.

## Doctoral Dissertator Status

The College of Health Sciences PhD Program requires that dissertator status is only attained after successful acceptance of the dissertation proposal. This period of your doctoral program is intended to allow you time to focus solely on these aspects of the degree, leading ultimately to the oral defense of your dissertation, and awarding of your degree. You must complete an **Application for Doctoral Dissertator Status** in the Online Doctoral Milestones System before the start of the semester you plan to begin dissertator status. This form must be approved by your major professor who will submit their approval through the online doctoral milestones system. An email is then sent to the Program Director to make the final approval. This is to be accomplished within two weeks of receiving Dissertation Committee approval of the dissertation proposal. After approvals have been made, the action prompts an email notifying the Graduate School to enter the student into Dissertator Status in PAWS. An email is automatically sent to Major Professor, Program Director and Student verifying dissertator status. The Office of Graduate Studies will retain a copy of the form and submit the completed form to the UWM Graduate School. Your dissertator application is reviewed by the Graduate School, and the Health Sciences PhD program. It is confirmed with an email from the Graduate School to you and the Program Director.

## Dissertation

The dissertation is a major piece of original research representing a substantial contribution to the existing body of knowledge. The original research findings embodied in the dissertation should be acceptable for publication in a refereed professional journal. The major professor and Dissertation Committee are to provide guidance in completing your dissertation.

Your dissertation must comply with the UWM Graduate School “Master’s Thesis and Doctoral Dissertation Format Requirements” and is to be written using the American Psychological Association (APA) format.

## Doctoral Dissertation Defense

To begin the process of holding your dissertation defense, the first step is to apply for graduation in PAWS. You will find the Application for Graduation in the My Academics section of PAWS. This must be done no later than the second week of the semester in which you plan to graduate. The **Application for Doctoral Dissertation Defense and Graduation** that is generated is used to determine your eligibility for defense and graduation, and for scheduling the date of your defense. The Graduate School and the Health Sciences PhD program work together in this process. The Graduate School completes part of the application and sends it to the PhD Program Director for completion, which specifies the date for the dissertation defense meeting.

By mid-semester, the defense date should be set. Your major professor returns the **Application for Doctoral Defense and Graduation** to the Graduate School, confirming the date. Send an email attachment of the draft version of your dissertation to Doctoral Services in the Graduate School ([gs-doctoralservices@uwm.edu](mailto:gs-doctoralservices@uwm.edu)) by the formatting check deadline to review your dissertation for the necessary formatting requirements. Readiness for defense does not indicate acceptance of the dissertation; it means the committee agrees that you have met the terms of your proposal and that the dissertation is defensible. The decision to hold a doctoral defense, moreover, is not solely that of the committee. If you insist on defending the dissertation before the committee believes it is ready, you may defend. At least a week prior to the defense, the Graduate School sends the **Warrant for Doctoral Defense** to the Program Director. This is the document the committee will use to record their votes on the day of the defense. If committee membership or the defense date changes, the Graduate School must be notified, and a new warrant will be issued.

Once your doctoral dissertation document receives Doctoral Dissertation Committee approval, an oral dissertation defense meeting is scheduled. The doctoral dissertation defense meeting must be held at least three weeks prior to graduation in an open forum. Visit the UWM Graduate School website ([uwm.edu/graduateschool/graduation-dates-deadlines](http://uwm.edu/graduateschool/graduation-dates-deadlines)) for graduation dates and deadlines. As soon as the dissertation defense meeting has been scheduled, you must provide a formal announcement and the **Application for Doctoral Dissertation Defense and Graduation** (with Part III completed) to the

PhD Program Director. The Program Director will submit the complete **Application for Doctoral Dissertation Defense and Graduation** to the UWM Graduate School and will forward the formal announcement to the PhD faculty and students in the College of Health Sciences so that they may plan to attend the meeting.

At least one week prior to the dissertation defense meeting, the UWM Graduate School will return your **Warrant for Doctoral Defense** to the PhD Program Director. The **Warrant for Doctoral Defense** must be taken to the dissertation defense meeting and signed by the Dissertation Committee, major professor, and Program Director to document the outcome of your dissertation defense. A copy of the completed **Warrant for Doctoral Defense** is retained by the Program Director and the original **Warrant for Doctoral Defense** is returned to the UWM Graduate School to be bound with the student's dissertation.

You will orally present your dissertation and respond to questions during the open forum. The subject of the doctoral defense is the dissertation itself. The dissertation defense provides an opportunity for you to demonstrate your expertise after several years of preparatory coursework, research, and writing. You also will demonstrate your ability to explain ideas and methods embodied in the dissertation and to defend the implications and conclusions of your research. The defense allows your committee members to verify your independent scholarly contributions. They may offer guidance regarding publication possibilities for the dissertation, and encourage further research efforts in your area of academic specialization. Following the open forum, you and your Doctoral Dissertation Committee will meet in closed session to ask additional questions and engage in further discussion with the student. When the Doctoral Dissertation Committee members agree that they have had sufficient time to evaluate your research, the committee will excuse you from the meeting and proceed to make a decision on degree conferral.

All committee members are responsible for reading and voting on the dissertation. All committee members must be in attendance at your defense. Committee members may attend via video conference if unable to appear in person. In such cases, that member must email their vote to your committee chair or the program's director, providing their decision and authorization for the chair or Program Director to sign the warrant in their place. That email must be printed and returned with the warrant to the Graduate School. If at the last minute, a committee member cannot attend the defense in any format, the student must set up a time to defend separately to that committee member.

At the conclusion of the defense, the committee may vote either pass or fail, or it may decide to defer the decision. All committee members must vote. The warrant (indicating pass or fail) or the deferral form must be returned to the Graduate School within 10 working days of the defense or a deferral is automatically assigned. To pass the defense, a majority of the committee must vote to pass. No absentee ballots are allowed. If you fail the defense, you may re-defend once after a waiting period, to be determined by the committee and communicated to you in writing. The Graduate School requires that this second defense take place within one calendar year of the original defense. A new application and warrant are required for the second defense. In the case of a four-person committee, if the vote is a tie, the defense is failed. If the committee determines that you need more than 10 working days to complete revisions to the dissertation, a deferral form must be so marked and submitted to the Graduate School within 10 working days of the defense. Your major professor must notify you and the Graduate School of the specific reasons for the deferral action and the completion date required by the committee (not to exceed 4 months from the original defense date). If satisfactory changes are not made within 4 months, the deferral turns into a fail. You then have 8 months from the deferral deadline to pass a second defense.

You cannot graduate in deferral status and must register for the next semester if the deferral is not changed to a Pass by the Graduate School dissertation submission deadline. The entire committee is responsible for verifying that the dissertation revisions have been made to their satisfaction. At this point, the committee passes or fails the dissertation and the major professor returns the signed warrant to the Graduate School.

### Filing of the Doctoral Dissertation

Prior to filing your dissertation and scheduling a final submission appointment you must contact the UWM Graduate School to schedule a format review session and set a final submission appointment.

### Distribution of Dissertation Copies

You must provide the College of Health Sciences PhD Program Director with a copy of the dissertation, a copy is then filed with the UWM Graduate School, and each member of the Dissertation Committee receives a copy. You must follow the requirements of the UWM Graduate School for the formatting and submission of the final dissertation document.

# Time Limit

Upon attainment of dissertator status you are to complete the remaining requirements for your degree within four years. All requirements for the degree are to be completed within seven years from the date of initial enrollment in the program.

## Funding

### Graduate Assistant Appointments

Graduate Assistantship appointments are made by departments, or, in some cases, by individual professors who have grant funding available to support graduate assistants. You may be appointed as a Teaching Assistant, Project Assistant, or Research Assistant. Details on the nature of and requirements for various appointment types can be found on the UWM Graduate School website ([uwm.edu/graduateschool/types-of-funding](http://uwm.edu/graduateschool/types-of-funding)).

### Student Employment

To avoid potential conflict of interest, you may not hold a 50% or greater faculty or academic staff appointments within the College of Health Sciences at any time during your doctoral program. This does not apply to graduate assistant appointments. You may, however, serve as an ad hoc instructor at any time during the doctoral program. Exceptions for those employed as non-voting department members or grants to support research may be considered. Requests for exceptions must be submitted in writing to Program Director.

### Student Hourly Employment

You may be employed by the University on an hourly basis; however, student hourly appointments do not provide any form of tuition remission, paid time off, health or life insurance, or retirement benefits.

### Scholarships and Fellowships

A variety of fellowships are available to you through the UWM Graduate School. For more information please check the UWM Graduate School website ([uwm.edu/graduateschool/types-of-funding](http://uwm.edu/graduateschool/types-of-funding)).

Other fellowships and scholarships become available from time to time. The Department Chair, your major professor, the Office of Graduate Studies, or the Office of Research will inform you of these opportunities as they become available.

### Chancellor's Graduate Student Awards

Chancellor's Graduate Student Awards are awarded to graduate students with high academic performance and potential. The Chancellor's Graduate Student Awards are provided by departments as well as the Health Sciences PhD Program itself and may be received concurrently with graduate assistantships. Funding available through the various fellowships and the Chancellor's Graduate Student Awards is limited and as a result the awards are highly competitive.

### Grants

Agencies, foundations, and other external entities sometimes provide funding that may help support doctoral students engaged in research in particular areas of interest. Your major professor or the Office of Research can assist you in identifying and pursuing these funding opportunities.

# Appeals Procedure

During your time at UWM you may wish to appeal an academic decision made by an individual faculty member or instructor of a particular course. Any appeals must comply with the UWM Graduate School's "Appealing Academic Decisions Policy" ([uwm.edu/graduateschool/appeals-exceptions](http://uwm.edu/graduateschool/appeals-exceptions)).

**Step 1** | The first step in this process is to appeal the decision within your program or department. For purposes of appeals to the College of Health Sciences, the following definitions of terms apply:

- "Graduate Student" is defined as any student enrolled for graduate credit in the College of Health Sciences and registered as a graduate student at the University of Wisconsin – Milwaukee.
- "Appropriate Authority within the Department Faculty Body" and "Graduate Faculty of the Program Concerned" are defined as the Program Director and the College of Health Sciences PhD Steering Committee members who are present at the meeting during which an appeal is heard; there is no separate appeals body.
- "Graduate Programs" include non-degree as well as degree, and non-certificate as well as certificate, courses of study.

**Step 2** | To allow the College of Health Sciences PhD Steering Committee to make an informed and impartial ruling on Step 2 Appeals, the following procedures must be followed.

- 1 Appeals must be made in writing and submitted to the College of Health Sciences PhD Program Director, or, if the Program Director is directly involved, the appeal may be submitted to a member of the College of Health Sciences PhD Steering Committee. Appeals must include:
  - a A description of the action that prompted the appeal;
  - b The rationale for claiming that the action was inappropriate;
  - c The specific remedy sought;
  - d A rationale explaining why the remedy sought is appropriate.
- 2 The appeals meeting will have both evidentiary and deliberation portions:
  - a You may be accompanied by counsel of your choice and may present witnesses and evidence of support of your appeal during the evidentiary portion.
  - b The evidentiary portion can be closed where the provisions of Wisconsin Statutes 19.85 (1) (f) are met and an appropriate closed session motion is passed.
  - c The deliberation portion of the meeting will be totally confidential if a closed session motion is passed either under Sec. 19.85 (1) (a) or Sec. 19.85 (1) (f) Wisconsin Statutes, and no one other than fully qualified College of Health Sciences PhD Steering Committee will be present during that time. The faculty member(s) directly involved in the matter will not vote on the final motion; neither will they be present during the College of Health Sciences PhD Steering Committee's deliberations on it.
- 3 The College of Health Sciences PhD Steering Committee's action will be determined by a majority vote of the members present and voting. The vote will be by a show of hands and recorded in the committee minutes.
- 4 Your appeal will be placed on the agenda of the next regular College of Health Sciences PhD Steering Committee meeting. Special meetings to hear student appeals will be scheduled when a majority of those present and voting at a regular meeting of the Committee votes to do so.

**Step 3** | If the Step 2 decision is negative, you may, within 10 business days from the date of the notification of that decision, submit a written appeal to the dean of the UWM Graduate School. You must provide:

- 1 Written information on the reason for the appeal;
- 2 Substantial documented evidence that supports the appeal;
- 3 Your requested solution.

All documentation must be forwarded to the dean. In appeals dealing with academic matters that fall within the purview of the faculty, the dean of the Graduate School will respect the faculty decision.

# Appendix I – Forms and Instructions

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1

## Form

Program of Doctoral Study Form

### Administering Department

CHS Graduate Studies Office

### Internet Location

[uwm.edu/healthsciences/wp-content/uploads/sites/129/2015/08/PhD-HS-program-of-study-form.pdf](http://uwm.edu/healthsciences/wp-content/uploads/sites/129/2015/08/PhD-HS-program-of-study-form.pdf)

2

## Form

Change of Major Professor Form

### Administering Department

CHS Graduate Studies Office

### Internet Location

[uwm.edu/healthsciences/wp-content/uploads/sites/129/2015/08/PhD-HS-change-major-professor-form.pdf](http://uwm.edu/healthsciences/wp-content/uploads/sites/129/2015/08/PhD-HS-change-major-professor-form.pdf)

3

## Form

Change in Dissertation Committee Member Form

### Administering Department

CHS Graduate Studies Office

### Internet Location

[uwm.edu/healthsciences/wp-content/uploads/sites/129/2015/08/PhD-HS-change-dissertation-committee-form.pdf](http://uwm.edu/healthsciences/wp-content/uploads/sites/129/2015/08/PhD-HS-change-dissertation-committee-form.pdf)



# Program of Doctoral Study Form

## PhD Program in Health Sciences Program of Doctoral Study Form

A minimum of 72 credits are required beyond a bachelor's degree for completion.

<b>NAME:</b>		<b>DATE:</b>
<b>TELEPHONE (H)</b>	<b>(W)</b>	<b>E-MAIL:</b>

### CORE COURSEWORK

	COURSE	SEM	YEAR	GRADE	CREDITS
Research/Grantsmanship					
Teaching					
Statistics					
Seminar					

<b>TOTAL CREDITS</b>	18
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### AREA OF CONCENTRATION Briefly describe:

	SEM	YEAR	GRADE	CREDITS
<b>TOTAL CREDITS</b>				

### CROSS-DISCIPLINARY AREA Briefly describe:

	SEM	YEAR	GRADE	CREDITS
<b>TOTAL CREDITS</b>				

Program of Doctoral Study Form (continued)

**ELECTIVES**

	SEM	YEAR	GRADE	CREDITS
<b>TOTAL CREDITS</b>				

**DISSERTATION**

	SEM	YEAR	GRADE	CREDITS
<b>TOTAL CREDITS</b>				

**APPROVAL SIGNATURES**

Name	Signature	Date
<b>Major Professor</b>		
<b>Doctoral Committee</b>		
1		
2		
3		
4		
5		

<b>NUMBER OF CREDITS APPROVED TOWARDS PhD (Attach list from Master's Degree or other)</b>	
<b>GRAND TOTAL NUMBER OF CREDITS</b>	

Approved:

\_\_\_\_\_ **Program Director**

\_\_\_\_\_ **Date**

## PROGRAM OF DOCTORAL STUDY FORM: CHECKLIST

Transfer Credits	
<input type="checkbox"/>	Meet with major professor to discuss number of M.S. credits approved toward PhD
<input type="checkbox"/>	Fill out the top section of the Program of Doctoral Study Form with this information.
<input type="checkbox"/>	Submit this to the PhD Program Director for signature of approval.
<input type="checkbox"/>	A copy of this must be filed in the Office of Graduate Studies.
Initial Program of Doctoral Study Form	
<input type="checkbox"/>	With major professor, create plan of study.
<input type="checkbox"/>	This document must be approved and signed by major professor and the PhD Program Director.
Formal Program of Doctoral Study Form	
<input type="checkbox"/>	Before 12 credit hours have been completed, the initial plan of study must be updated.
<input type="checkbox"/>	This document must be approved and signed by the major professor, the PhD Program Director, and designated doctoral program committee.

# Change of Major Professor Form

**College of Health Sciences PhD Program  
Change of Major Professor Form**

**Student:  
Current Major Professor:  
Year in the Program:**

**Proposed Change to Major Professor:**

**Please provide reason(s) for change:**

**Signatures:**

\_\_\_\_\_  
**Major Professor** **Date**

\_\_\_\_\_  
**New Major Professor** **Date**

\_\_\_\_\_  
**Approved: Program Director** **Date**

# Change in Dissertation Committee Member Form

**College of Health Sciences PhD Program  
Change in Dissertation Committee Form**

**Student:**  
**Current Major Professor:**  
**Year in the Program:**

**Proposed Change to Dissertation Committee:**

**Please provide reason(s) for change**

**Signatures:**

\_\_\_\_\_  
**Major Professor** **Date**

\_\_\_\_\_  
**Approved: Program Director** **Date**

## Appendix II – Approved Core Courses

18 total credits from the following areas

Research Methodology/Grantsmanship (3 credit min.)		
SOC WRK 991	Doctoral Proseminar in Research Grant Writing	G 1 credit
MCW 20253A	Methods in Grant Preparation	1 credit
PH 808	Writing a Federal Grant in Public Health Sciences	G 3 credits
BMS 718	Experimental Design and Research in Biomedical Sciences	G 1 credit
PH 827	Research Design in Community and Behavioral Health Promotion	G 3 credits
PSYCH 610	Experimental Design	U/G 3 credits
PSYCH 620	Single-Subject Research Methods	U/G 3 credits
ED PSYCH 824	Advanced Experimental Design & Analysis	
Teaching (3 credit min.)		
GRAD 801	Core Academic & Transferrable Skills/Intro to Academic Life/Preparing Future Faculty & Professionals	G 1 credit (May be retaken to 3 credit max with change in topic)
CURRINS 774	College Teaching	G 3 credits (Offered in summer)
KIN 909	Guided Teaching Experience in Health Sciences	G 3 credits (Including other department equivalents)
CETL workshops in combination with guided teaching. CETL workshops may count as 1 credit under independent study or guided teaching.		
Statistics (6 credit min.)		
KIN 702	Statistical Analysis in the Health Sciences	G 3 credits
ED PSYCH 820	Quantitative & Qualitative Analysis - Multiple Regressions	G 3 credits
SOC WRK 962	Applied Multiple Regression Methods	G 3 credits
HCA 743	Predictive Analytics in Healthcare	G 3 credits
NURS 882	Qualitative Methods in Health Research	G 3 credits
NURS 885	Advanced Quantitative Methods in Health Research	G 3 credits
NURS 886	Advanced Qualitative Methods in Health Research	G 3 credits
ED PSYCH 825	Multivariate Methods	
SOC WRK 963	Measurement Methods and Related Multivariate Statistics	
Seminar (3 credit)		
KIN 910/BMS 910	Advanced Seminar in Health Sciences	G 1 credit
GRAD 801	Core Academic & Transferrable Skills/Intro to Academic Life/Preparing Future Faculty & Professionals	G 1 credit (May be retaken to 3 credit max with change in topic)
SOC WRK 991	Doctoral Proseminar in Research Grant Writing	G 1 credit
BIO SCI 925	Graduate Seminar in Biological Sciences	G 1-2 credits (Carries 1 credit when offered once weekly; carries 2 credit when offered twice weekly)
PRPP 703	Foundations of Interprofessional Practice	G 1 credit (Taught annually in the Fall)
BIOSCI 933	Seminar in Neuroscience	

## Appendix III - Contacts

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For further information about the interdisciplinary PhD Program in Health Sciences please contact:

Office of Graduate Studies, College of Health Sciences  
P.O. Box 413  
University of Wisconsin-Milwaukee  
(414) 316-3093  
chs-graduate@uwm.edu

Also, visit the PhD in Health Sciences at the UWM College of Health Sciences' web page:  
[uwm.edu/healthsciences/academics/phd-health-sciences](http://uwm.edu/healthsciences/academics/phd-health-sciences)

## Appendix IV - Helpful Links

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### College of Health Sciences

[uwm.edu/healthsciences](http://uwm.edu/healthsciences)

### UWM Graduate School

Additional information regarding doctoral study at the University of Wisconsin-Milwaukee may be found in the following sources: [uwm.edu/graduateschool](http://uwm.edu/graduateschool)

### Graduate School: Doctoral Toolbox

The most comprehensive assembly of resources for doctoral students: [uwm.edu/graduateschool/doctoral-toolbox](http://uwm.edu/graduateschool/doctoral-toolbox)

### Graduate School: Doctoral Milestones

Specific requirements which must be completed before a doctoral student qualifies for dissertator status are described at: [uwm.edu/graduateschool/doctoral-milestones](http://uwm.edu/graduateschool/doctoral-milestones)

### Graduate School: Types of Funding

[uwm.edu/graduateschool/types-of-funding](http://uwm.edu/graduateschool/types-of-funding)

### Schedule of Classes

The most up-to-date schedule of classes may be found at: [uwm.edu/schedule](http://uwm.edu/schedule)

### The UWM Help Desk

For technology related issues: [uwm.edu/technology/help](http://uwm.edu/technology/help)

### UWM Campus Map

[uwm.edu/map](http://uwm.edu/map)

### UWM Campus Virtual Tour

[youvisit.com/tour/uwm?tourid=tour1&pl=v](http://youvisit.com/tour/uwm?tourid=tour1&pl=v)



COLLEGE OF  
**HEALTH SCIENCES**