

**DrPH Program – Progression and Timeline**

**Revised February 2019**

Students may progress through the DrPH program as full-time or part-time students. Timelines for successful completion of the program are as follows:

- 1) Upon admission to the program and acceptance of that offer of admission, the student may delay enrollment for up to one year.
- 2) After enrollment in the program, the student must successfully complete the Qualifying Examination within 5 years.
- 3) All coursework and doctoral projects (i.e., practicum, dissertation), including the successful final dissertation defense, must be completed within 10 years after enrollment.

### **Leave of Absence**

The DrPH program's policy regarding leave of absence (LOA) from the program conforms with the COPH policy (<http://secure.uams.edu/cophstudent/student-handbook.aspx#loa>). On recommendation of the student's COPH mentor and DrPH Program co-Directors, students who are enrolled in the DrPH program and have initiated coursework may request a LOA for reasons of 1) military service, 2) family care, 3) serious illness, or 4) other reason deemed adequate for interrupting doctoral studies. The LOA may be for up to one year (12 months), taken in segments or altogether. If a student requests and is granted a leave of absence prior to completing the qualifying examination, the deadline for completion of that examination is extended by the length of the leave; however, the total time to complete the degree may not exceed 10 years after enrollment. Students on F-1 or J-1 visas are not eligible for a leave of absence. A leave of absence means that the student suspends all coursework, including work on practicum and/or dissertation projects, for that requested period of leave.

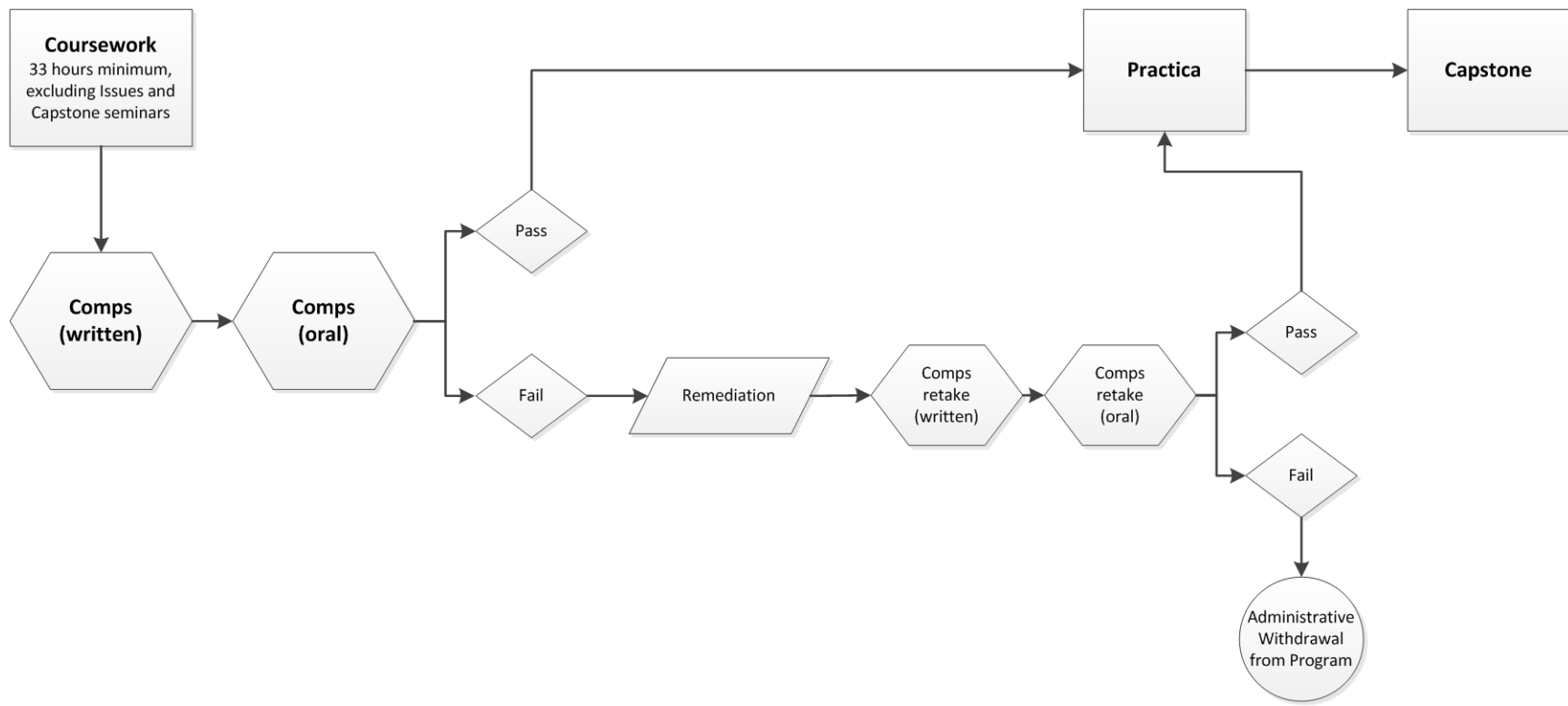
A LOA should be requested prior to starting the leave. To take a LOA, a student must meet with their DrPH faculty advisor to discuss the request and then submit a completed **Leave of Absence Request form** stating the start date, end date, and reasons for the leave. The form should be signed by the student and the DrPH program co-directors before forwarding to the Associate Dean for Academic Affairs for action. The Associate Dean will return the form to the student with "written notice" of the action regarding the request, including any conditions of reinstatement.

Financial obligations to the University for past periods of matriculation are not waived by a LOA. Students receiving financial support for their studies should be aware that taking a LOA may mean suspension or cessation of that support. Any student with university funding (i.e., stipend, fellowship, other assistantship) who is requesting a LOA should consult with the DrPH program co-directors and PI of relevant grants to determine the impact of a LOA on their support. Additional UAMS policy related to financial support during LOAs can be found at <http://studentfinancialservices.uams.edu/awards-division/leave-of-absence/>.

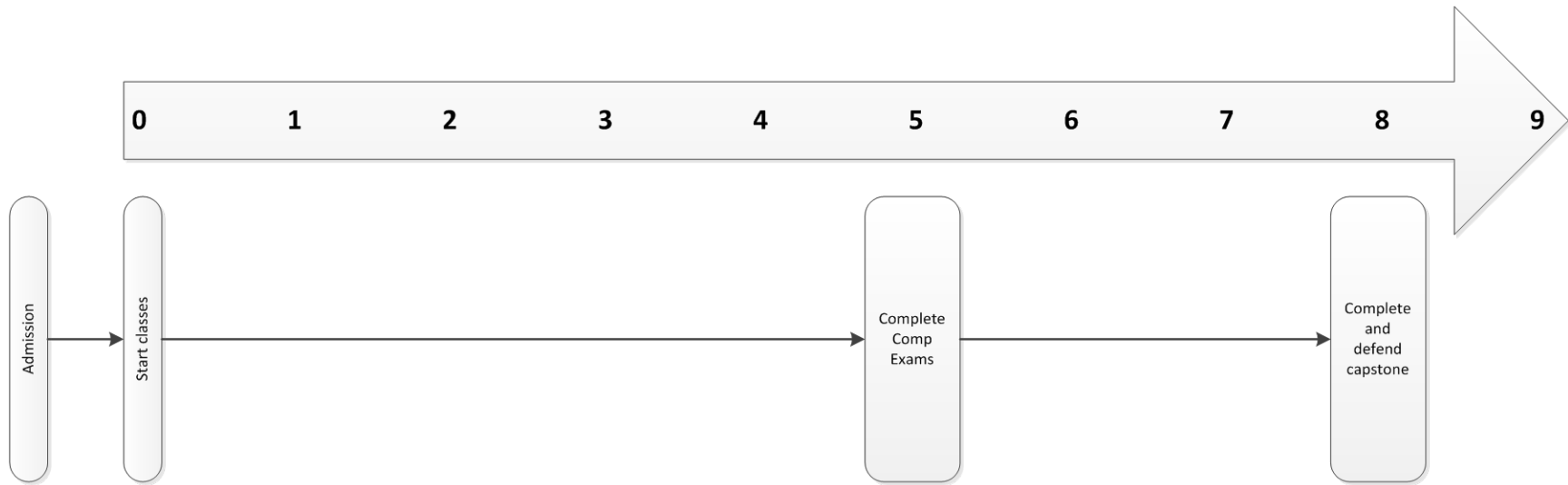
**LOAs cannot be extended without express prior approval by the Associate Dean for Academic Affairs.** At least 30 days prior to the conclusion of a leave of absence, a student must submit a letter to the Associate Dean for Academic Affairs stating his/her intent to be reinstated or the desire to renew the leave (if the leave taken has not totaled to 12 months). If reinstatement is requested, any financial liabilities and other conditions of reinstatement must be completed. The conditions of reinstatement are determined at the beginning of the LOA by the COPH and will be specified in writing when the student is notified of the LOA's approval.

A student who neither applies for reinstatement nor requests renewal of the LOA will be administratively withdrawn from the rosters of the COPH at the end of the LOA and notified by the Associate Dean for Academic Affairs. After such withdrawal, if the student desires to resume his/her studies, the student must apply for readmission through SOPHAS.

## DrPH PROGRAM PROGRESSION



**DrPH PROGRAM CLOCK: POLICIES ON TIME TO COMPLETION**



<p>Must begin classes within 1 year of admission (or else reapply for admission)</p>	<p>Must successfully complete comprehensive examinations within 5 years of starting classes</p>	<p>Must complete and defend capstone within 3 years of passing comprehensive examinations</p>
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Must complete DrPH program within 8 years after starting classes  
 May request a leave of absence for up to 1 year, thus stopping the clock temporarily