

Epidemiology



Doctoral Student Handbook

2016-2017

School of Public Health-Epidemiology PhD



Division of Epidemiology
101 Haviland Hall, Berkeley, CA 94720-7358

August 22, 2016

Dear Epidemiology PhD Incoming Class,

Welcome to the Epidemiology Doctoral Program at the School of Public Health at the University of California, Berkeley!

We are thrilled that you selected our program for pursuing your graduate education, and look forward to getting to know you in the classroom, through advising, and in various extracurricular settings.

This handbook will provide you with details on the curriculum, requirements and resources that will help guide you during your time in the program. Furthermore, the Epidemiology group has dedicated and experienced faculty and staff – please reach out to us with any questions you might have as you begin your studies. Our doors are always open.

We look forward to getting to know each of you and supporting you in achieving your educational and professional goals in the field of Epidemiology.

Best wishes,

A handwritten signature in black ink that reads "ARTHUR REINGOLD". The signature is written in a cursive style and is followed by a long, horizontal, sweeping underline.

Arthur L. Reingold, MD
Professor and Chair, Division of Epidemiology
School of Public Health
UC Berkeley

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Competencies

Upon satisfactory completion of the PhD curriculum with a concentration in Epidemiology, graduates will be able to demonstrate the following competencies.

- Independently identify study questions that will advance scientific knowledge about a topic of public health significance
- Use appropriate statistical methods, including multivariate models to analyze data from epidemiologic studies using cross-sectional, case-control, or cohort designs
- Critically review scientific manuscripts and research proposals
- Independently design and implement studies addressing epidemiologic problems
- Develop a research proposal that states a study question, presents a scientific and public health rationale for its significance and specifies a detailed methodology for carrying out an epidemiologic study to answer the question
- Design study management, data collection, and data management protocols
- Communicate the results orally and in writing in such a way that non-epidemiologically trained practitioners or the general public can understand their applicability
- Present oral and written reports on such studies which satisfy the criteria for sound science

**DOCTOR OF PHILOSOPHY (PhD) DEGREE PROGRAM IN EPIDEMIOLOGY
UNIVERSITY OF CALIFORNIA, BERKELEY
(8/15/16)**

Introduction

PhD degree recipients in epidemiology are preparing to assume academic and/or public health careers in research and teaching. Students should be able to do the following upon completion of the PhD degree in epidemiology:

- a) Demonstrate a high degree of mastery of epidemiologic research design and methods by successfully designing and carrying out original research to discover new knowledge in epidemiology and the biological or social sciences related to human health or making advances in methodologic theory or applications.
- b) Demonstrate an in depth knowledge and understanding of theoretical concepts and practical applications of epidemiology and biostatistics, as well as the principles underlying the ethical conduct of human research.
- c) Communicate and present epidemiologic research findings in their area of expertise to peers and fellow students in a lucid, understandable manner.
- d) Demonstrate competence in a third area of public health or science appropriate to their research in addition to epidemiology and biostatistics (e.g. anthropology, virology, sociology, health policy, demography, etc.)

Academic Residence Requirement

Epidemiology doctoral students must register and enroll in at least 12 units per semester for a minimum of four semesters of academic residence at Berkeley.

Information regarding residency for tuition purposes can be found at <http://registrar.berkeley.edu/Residency/legalinfo.html>. Questions regarding residency should be directed to the Residence Affairs Unit at ores@berkeley.edu or (510) 642-5990.

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Course Requirements

The amount of coursework necessary for each doctoral student in the Ph.D. program will vary depending on the student's previous educational experience and background. However, the Graduate Group requires competence in the material covered by the following courses. (Note: *Graduate Division requires that no more than one-third of units in an individual's total curriculum while at UC, Berkeley be taken as Satisfactory/Unsatisfactory.* Any PH 299 series units are not counted in this calculation).

Required Courses during Years 1 and 2:

- PH250B (Fall) Epidemiologic Methods II (Letter-grade)
- PH250C (Spring) Advanced Epidemiologic Methods (Letter-grade)
- PH293 (Fall & Spring) Epidemiology Doctoral Seminar
 - Enroll for the appropriate section (noted on the course offerings at <http://epi.berkeley.edu>)
 - Required every-semester for years 1 & 2, and strongly recommended through the remaining years in the program
- PH241 (Spring) Statistical Analysis of Categorical Data (Letter-grade)
- PH252D (Causal Inference I) and PH 252E (Causal Inference II)
 - At least one semester of causal is required. Exceptions may be made, but on a case-by-case basis.
- PH290 Grant Writing Seminar

Recommended Courses:

- PH207A (Spring) Public Health Aspects of Maternal/Child Nutrition (Letter-grade)
- PH235 (Fall) Impact Evaluation for Health Professionals (Letter-grade)
- PH245 (Fall) Introduction to Multivariate Statistics (Letter-grade)
- PHC242C (Spring) Longitudinal Data Analysis (Letter-grade)
- PH252C (Fall) Intervention Trial Design (S/U)
- PH252D (Spring) Causal Inference I (Letter-grade)
- PH252E (Fall) Causal Inference II (Letter-grade)
- PH255A (Spring) Social Epidemiology (Letter-grade)
- PH255D (Spring) Methods in Social Epidemiology (S/U)
- PH256A (Spring) Human Genome, Environment and Health (Letter-grade)
- PH256B (Spring) Genetic Analysis Methods (Letter-grade)
- PH257 (Fall, Spring) Outbreak Investigation (S/U)
- PH258 (Spring, odd years) Cancer Epidemiology (Letter-grade)
- Students must take online training in human subject research and obtain prior human subjects approval for planned dissertation research.

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In addition, students are expected to develop expertise in a “third” area, which is a content or methods area not included in the above required content. The selection of an area is at the discretion of the student but should be discussed with the student’s advisor as soon as possible, since content in the “third” area is part of the qualification examination for advancement to candidacy.

Designated Emphasis

A “Designated Emphasis” is defined as an area of study constituting a new method of inquiry or an important field of application relevant to two or more existing doctoral degree programs. It is not a free-standing degree program, but must be added as an additional major along with an existing doctoral degree program. Students electing to add a Designated Emphasis are required to complete the academic work in the Designated Emphasis in addition to all the requirements of the doctoral program. There are no adjustments made to the normative time of the student’s major when a student undertakes a Designated Emphasis.

To qualify for the Designated Emphasis, students must have on the Qualifying Examination committee a representative of the DE and must be examined in that area of study. Students are consequently required to be admitted to the DE **before** taking the Qualifying Examination.

As an Epidemiology student you might be interested in learning more about Computational Biology and Bioinformatics as part of your doctoral curriculum. If so, students should pursue a Designated Emphasis in Computational Biology ("DE") as part of your PhD experience at UC Berkeley. Please see DE requirements at <http://ccb.berkeley.edu>. Contact Kate Chase for more information at katechase@berkeley.edu.

If you are interesting in learning more about the field, you are welcome to enroll and attend the new Doctoral Seminar in Computational Biology.

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Course Description:

This one-year interactive seminar builds skills, knowledge and community in computational biology for first year PhD and 2nd year Designated Emphasis students (or those considering a DE). Topics covered include concepts in human genetics/genomics, laboratory methodologies and data sources for computational biology, workshops/instruction on use of various bioinformatics tools, critical review of current research studies and computational methods, preparation for success in the PhD program and career development. Faculty members of the graduate program in computational biology and scientists from other institutions will participate. Topics will vary Fall and Spring semester.

CMPBIO 293 will be offered this Fall 2016 on Wednesdays 12-2 p.m. It is a 2.0 unit course.

Teaching

Every doctoral student in epidemiology is expected to serve for at least one semester as a Graduate Student Instructor (GSI) before taking the qualifying examination. Teaching fortifies theoretical knowledge gained in coursework, prepares students for academic careers, and provides service to the Division and the School of Public Health. GSIs are required to complete a 300-level semester-long teaching pedagogy seminar before or during their first teaching appointment at Berkeley. The Graduate Division also mandates that first time GSIs take the on-line course on GSI Professional Standards and Ethics Course and attend a Teaching Conference. For more information, please see <http://gsi.berkeley.edu/>

Ethics Training

Knowledge of how to conduct ethical research is essential. In addition to a required course in research ethics in epidemiology, all doctoral students must complete the UC Berkeley Online Human Subjects Training prior to taking the qualifying examination (see below).

Annual Review of Progress

To ensure that students advance in a timely manner, an annual review form will be completed by the PhD student and his/her faculty advisor (can be found on page 19: Links to Important Graduate Division Forms). This form will be included in the student's permanent academic file.

Qualifying Examination

Overview: Prior to writing the dissertation, each Ph.D. student in epidemiology must pass a Qualifying Examination, which is required by the Graduate Division of all doctoral students at the University of California, Berkeley. The qualifying process requires the following steps:

1. Preparation of a written prospectus for the dissertation work
2. An Oral Qualifying Examination on the breadth and depth of knowledge in epidemiology, biostatistics, and a “third area”
3. Discussion and approval of the prospectus with the dissertation committee

In most cases, the Qualifying Exam should be complete in the fourth or fifth semester of study.

Prospectus: Each student must prepare a written prospectus, the structure and content of which are provided to students. The prospectus must take the form of a detailed proposal, described elsewhere, for an epidemiologic study. In most instances, the prospectus should be directly related to the student’s proposed dissertation research. The prospectus should be written for an audience with general knowledge of epidemiologic and biostatistical principles and methods, but knowledge that is highly specific to the proposed study, particularly knowledge relating to clinical, laboratory, environmental, genetic, or social/behavioral variables, scales, etc. should not be assumed. In preparing their prospectus, students are permitted to use any written materials that are available in the public domain as resources and to consult with their advisor or with other faculty members and fellow students. However, students may not have assistance in the actual writing of their prospectus, which must be entirely the original work of the student (This requirement does not preclude the student from receiving and making improvements in response to feedback from his/her advisor on a preliminary draft of the prospectus.). After the final version of the prospectus is submitted to the faculty advisor, the advisor must certify that he/she has read the prospectus; that he/she finds the prospectus of acceptable quality; and that to the best of his/her knowledge, the prospectus represents the original work of the student. Through his/her prospectus, the student is expected to demonstrate convincingly that he/she possesses the following skills which are

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defined in a document provided to all students who are preparing for the QE: 1) conceptual; 2) problem solving; 3) critical/creative; 4) writing. Once the prospectus has been certified by the advisor, the student may proceed to schedule and take the Oral Qualifying Examination. Once the Oral Qualifying Examination has been scheduled, it is advisable to also schedule the Discussion of the Prospectus. The details on the format and content of the prospectus are available from the Epidemiology Student Affairs Officer.

Oral Qualifying Examination: For most epidemiology Ph.D. students, the Qualifying Examination should take place after three or four semesters of coursework, although some students may require either less or more preparation, depending on their level of preparation at the time of entering the Ph.D. program. It is the shared responsibility of the student and his/her faculty advisor to assure that the student is taking appropriate coursework in epidemiology, biostatistics, and the student's chosen "third area" and that the student is adequately prepared to take the Qualifying Examination.

The purpose of the Qualifying Examination is to assess the adequacy of a student's preparation to conduct dissertation research in epidemiology. All epidemiology PhD students will be examined and be required to demonstrate competence in epidemiology, biostatistics, and a "third area" of the student's choosing. The "third area" is typically chosen so as to be relevant to the student's proposed dissertation research. The Qualifying Examination is intended to assess the breadth and depth of the student's knowledge with regard to the history, theory, concepts, and "real world" application of epidemiology, biostatistics, and the specified "third area." The Qualifying Examination is not a defense of the prospectus.

Once the student's advisor has certified that the student's prospectus is of acceptable quality, and that the student is otherwise adequately prepared to take the Qualifying Examination, the student must prepare and submit a formal application for the Qualifying Examination to Graduate Division. This application must be approved by the Head of the Graduate Group in Epidemiology and must be submitted to the Epidemiology Student Affairs Officer. Only the Student Affairs Officer can submit the application to the Graduate Division. The Graduate Division requires that this application be submitted a minimum of three weeks prior to the proposed date of the Qualifying Examination.

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To be eligible to take the Qualifying Examination, the Graduate Division requires that the student:

- 1) Be registered for the semester in which the exam is taken or, if taken during the winter or summer break, be registered in either the preceding or the following semester.
- 2) Have completed at least one semester of academic residence.
- 3) Have at least a B average in all work undertaken in graduate standing.
- 4) Have no more than two courses graded “Incomplete”.

Students may not take the exam before being notified that admission to the exam has been approved in writing by the Graduate Division.

Included in the information on the application for the Qualifying Examination are the three areas in which the student is to be examined (epidemiology, biostatistics, and a “third area” the student selects) and the four faculty who will comprise the Qualifying Examination Committee. The composition of the QE Committee must meet the requirements of and be approved in writing by the Graduate Division. The student’s faculty advisor (who is presumed to be the chair of the student’s dissertation committee) cannot serve on the student’s Qualifying Examination Committee. One member on all QE and Dissertation Committees must be chosen from outside the student’s degree granting program. This Academic Senate Representative is important for ensuring that the committee is conducted in a fair and professional manner. The Academic Senate Representative must be a member of the Berkeley Academic Senate. A student’s Qualifying Examination Committee will consist of four faculty members as follows:

1. *Chair:* The Chair of the Qualifying Examination Committee must be either a ladder rank faculty (i.e. a member of the UC Berkeley Academic Senate) member of the Epidemiology Graduate Group or an adjunct faculty member of the Epidemiology Graduate Group who has been approved in writing by the Dean of the Graduate Division to serve as the chair of a Qualifying Examination Committee.
2. *Member:* A ladder rank faculty member (i.e. a member of the UC Berkeley Academic Senate) of the Epidemiology Graduate Group or an adjunct faculty

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member of the Epidemiology Graduate Group who has been approved in writing by the Dean of the Graduate Division to serve as a member of a Qualifying Examination Committee.

3. *2nd Member*: A second ladder rank faculty member (i.e. a member of the UC Berkeley Academic Senate) of the Epidemiology Graduate Group or an adjunct faculty member of the Epidemiology Graduate Group who has been approved in writing by the Dean of the Graduate Division to serve as a member of a Qualifying Examination Committee. This member must also be a faculty member in the Division of Biostatistics.
4. *Academic Senate Representative*: A ladder rank faculty member of the UC Berkeley Academic Senate who is ***not*** a core member of the Epidemiology Graduate Group.

Affiliated members who are Academic Senate faculty may serve as Academic Senate Representatives for students in that graduate group, and by exception, as Chair, Co-Chair, or Additional Member. Affiliated members who are not Academic Senate faculty may serve by exception as Co-Chair or Additional Member. There are no restrictions on an affiliated member serving as a Chair, Additional Member, and/or Academic Senate Representative simultaneously for different students in the same graduate group.

A link to the list of Epidemiology Graduate Group members can be found on page 19: Links to Important Graduate Division Forms, including information concerning which adjunct faculty members have standing permission to chair and/or serve on Qualifying Examination Committees. The chair and the second epidemiology faculty member of each Student's Qualifying Examination Committee will be selected by the Head of the Graduate Group (or his designee) from among the eligible faculty by a process intended to assure that appropriate expertise is represented on each committee and that all eligible faculty participate in examinations periodically. The biostatistics faculty member and the "Academic Senate Representative" for each QE Committee will be selected in consultation with the respective student, taking into account the student's prior coursework; his/her chosen "third area;" and the willingness and availability of suitable faculty to serve.

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Conduct and Content of the Qualifying Examination: Materials are provided to students that explain the structure of the examination and a listing of areas of theory, practice and subject matter that are the domain for the examination. These materials will be made available to students upon request by the Epidemiology Student Affairs Officer.

A student who fails or partially fails the Qualifying Examination, as well as his/her faculty advisor, will be informed about the area(s) of deficiency that led to the failure. A student may re-take the Qualifying Examination once, it must be scheduled at least 90 days after the first exam was held; any student who fails the Qualifying Examination a second time may not advance to candidacy or remain in the doctoral program.

Discussion of Prospectus: Once the student has passed the Oral Qualifying Examination, the student must establish a dissertation committee through the Graduate Division and then have a discussion of the prospectus with all members of the committee. This discussion needs to occur within 90 days after the Oral Qualifying Examination. The prospectus will be distributed to the dissertation committee at least three weeks before the scheduled date of the discussion of the prospectus. Committee members will have read the prospectus before the discussion. The committee members will discuss the research plan for the dissertation with the student, resolve any differences of opinion on approach amongst the committee members and the student, and decide on any changes to the research plan that are necessary. The discussion will be scheduled for a 2 hour period. The committee can decide whether to request an opportunity to review the prospectus again after the changes have been implemented by the student. Once the committee agrees that the prospectus is acceptable, the student can commence work on the dissertation. It is recommended that the full committee meet annually with the student to discuss the progress of the student and the dissertation work.

Advancement to Candidacy

Eligibility for Advancement to Candidacy

To be advanced to candidacy, doctoral students must:

- 1) Pass the Oral Qualifying Examination;
- 2) Have no more than two courses graded incomplete;

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- 3) Have a minimum 3.0 grade-point average in all upper division and graduate courses taken in graduate standing.

Dissertation committees must be chaired by a UC Berkeley Academic Senate member. The dissertation committee for the Ph.D. consists of three faculty members, one of whom must be from outside the Group in Epidemiology and a UC Berkeley Academic Senate member.

Doctoral students are expected to meet with all members of the dissertation committee at least annually to review progress toward completion of the dissertation research. Students are encouraged strongly to have a schedule of regular meetings with the dissertation chair.

How students are advanced to candidacy

Once a student has passed the Oral Qualifying Examination, the student submits an “Application for Advancement to Candidacy” form (can be found on page 19: Links to Important Graduate Division Forms) and a copy of the student’s CITI certification (see below) to the Division’s Student Affairs Officer, Janene Martinez (Room 113 Haviland Hall). The application form must be signed by the chair of the dissertation committee and accompanied by a check for \$90 made payable to the UC Regents. Please note: The proposed members of the dissertation committee must be listed on this application form.

Human Subjects Training and Approvals

Doctoral students are responsible for obtaining any necessary approvals or exemptions from the UCB Committee for the Protection of Human Subjects for carrying out their dissertation research BEFORE they begin data collection or analysis of an extant data set, even if the study has received institutional review board approval elsewhere and/or previously collected data are being used.

All students who plan to engage in human subjects research must first complete and pass the appropriate Collaborative IRB Training Initiative (CITI) web-based education program modules. They can then be *certified* to serve as a “lead investigator” or as “key personnel” on any UCB human subjects research project.

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No protocol submitted to CPHS with a student listed on the application coversheet or added as an amendment will be approved, re-approved, or determined to be exempt without documentation of the student having completed and passed all CITI course modules and quizzes as required and as appropriate to the type of research (biomedical or social-behavioral) to be conducted. Completing the training and passing the quiz modules associated with the CITI program will certify a UCB-affiliated individual as trained in human subjects research. This training will also fulfill NIH human subjects training requirements, and for individuals who qualify for Principal Investigator (PI) status, will certify eligibility to serve as the PI or key personnel on a human subjects research project funded by NIH. NIH-funded investigators are encouraged to complete the appropriate CITI training modules even if they have documentation of training elsewhere or through other programs. Certification from the initial CITI training program is valid for three years. Recertification through the CITI continuing education program is required every three years thereafter. The passing score for the Core Course Modules or the Continuing Education Course is 80%. The CITI program can be found at <https://www.citiprogram.org/default.asp>. Students are also encouraged to take the NIH course on human subjects research, which can be found at <http://phrp.nihtraining.com/users/login.php>.

After a student has completed and passed the appropriate modules for his/her research project, a message is automatically sent directly to the UCB Office for the Protection of Human Subjects (OPHS). Once the student finishes the course, a link will appear in his/her Learner's Menu (main menu) called "Completion Report." *The student should print out and maintain a copy of the Completion Report.* All students must submit a copy of their certification at the time of protocol submission to CPHS, and must attach a copy to their "Advancement to Candidacy" form. Any questions about human subjects training and approvals should be directed to the Office for the Protection of Human Subjects (OPHS), Power Building at 2150 Shattuck Avenue, Suite 313. Email: cphs@berkeley.edu.

Advancement to Candidacy Award

Students who have submitted their advancement to candidacy documents are eligible to receive a one-time stipend from the School of Public Health Grossman Fund of \$2,500.

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Doctoral Candidacy

Candidacy for the PhD degree is of limited duration. When a student is advanced to candidacy, the Graduate Division informs him or her of the number of semesters he or she is eligible to be a candidate, based on time in candidacy, or “Normative Time.” Students who do not complete the PhD within that time, plus a two-year grace period, will have their candidacy lapsed by the Graduate Division.

Lapsing of Candidacy

Lapsing of candidacy is a probationary status, usually lasting two years, for students who have not completed the final requirements for their degree at an adequate rate. Usually, a student’s candidacy is lapsed by the Graduate Division two years after he or she exceeds the Normative Time in candidacy for the discipline, unless the department requests and the Graduate Division grants an extension. Departments can recommend that a student’s candidacy be lapsed earlier if the student is given a written warning six months before lapsing is to take effect. A student whose candidacy has been lapsed may not hold any academic appointment on campus, including that of Graduate Student Instructor or Graduate Student Researcher.

Please note: The Graduate Division usually will not accept Oral Qualifying Examinations more than five years old as representing current knowledge, unless the student provides other evidence of continuing scholarly activity besides research for the dissertation. This policy is based on the Graduate Council’s belief that the Oral Qualifying Examination and submission of the dissertation are not separate “hurdles,” but together form an integrated educational experience for the PhD candidate.

Writing and Submission of the Dissertation

General but very helpful information on writing and filing the dissertation can be found on the Graduate Division site, Dissertation Writing and Filing,

<http://grad.berkeley.edu/academic-progress/dissertation/> and **Graduate Division Writing Workshops** <http://grad.berkeley.edu/professional-development/graduate-writing-center/>

The Dissertation Writer's Room

An additional resource for students working on dissertations is the Dissertation Writer's Room, a space dedicated to doctoral students advanced to candidacy, opened in Room 215 of the Doe Library on June 21, 2010. The room provides a dedicated space encouraging focus and concentration on your writing in the quiet company of fellow doctoral candidates from humanities and social science disciplines.

Located in Room 215 of the Doe Library, at the rear of Graduate Services (208 Doe), the Dissertation Writer's Room hours are Monday through Thursday, 9 am to 9 p.m.; Friday, 9 a.m. to 5 p.m.; and Sunday, 1 to 9 p.m. You must sign up beforehand and show your UCB ID card when you enter 208 Doe, as the Doe Library's Graduate Services is reserved for the exclusive use of UCB graduate students, faculty, and staff. The Dissertation Writer's Room accommodates six students using the study tables and two using the reading chairs. As utilization increases, this will be expanded. Wireless Internet connections are available via AirBears2.

Doe's Graduate Services section is a study space for all graduate students, housing around 25,000 volumes and a reserve library for graduate courses in the humanities and social sciences. The core collection comprises standard editions of core texts, works of major theorists, titles on master's exams reading lists, and other materials heavily used by graduate students in the humanities and social sciences. Graduate Services also houses the Modern Authors Collection (XMAC), comprising the works of major 20th century English, American, and Anglophone literary authors, and a small collection of English and foreign language dictionaries.

In addition to the study spaces in Graduate Services, study carrels in the Gardner (main) Stacks can be reserved by graduate students. Graduate students may apply at the Doe Circulation Desk for these carrels, and books from the Gardner Stacks may be charged out and kept in the carrels.

Presentation of Dissertation Research

Doctoral students are expected to present their research plans and progress/results periodically in the epidemiology doctoral seminar PH 293. While the Graduate Division does

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not require a public thesis defense, all doctoral students are expected to present the findings of their dissertation research in a scheduled seminar during the semester. Two venues are available: PH293 and the Epidemiology Research Seminar Series.

Annual Review of Doctoral Students

The Graduate Council requires that all doctoral students who have advanced to candidacy meet annually with at least two members of their dissertation committee. This annual review is part of the Graduate Council's efforts to improve the doctoral completion rate and to shorten the time it takes to obtain a doctoral degree.

Withdrawal

Students who choose not to register for a given semester *must* formally withdraw in order to remain in good standing. Withdrawing from the University must be approved by the graduate advisor chair and the Graduate Division. Students are entitled to *two* semesters of formal withdrawal which do not count in the accrued time to degree.

How to Withdraw from the University

These are two forms that need to be submitted (to the Division's Student Affairs Officer, Janene Martinez in 113 Haviland Hall) to withdraw from the University and then to be re- admitted, can be found on page 19: Links to Important Graduate Division Forms.

- 1) "Notice of Withdrawal" petition
- 2) "Application for Readmission"
- 3) "Legal Residence Petition"

Regulations Regarding Use of the Filing Fee

The Filing Fee enables eligible doctoral students to pay one-half the Student Services fee, \$268.50, (please check registrar.berkeley.edu for most up-to-date fees) in lieu of full registration fees during the semester in which they file their dissertations required for the degree. The Filing Fee is not a form of, or equivalent to, registration. Students may apply for the Filing Fee when

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all the requirements for the degree have been completed, except for the final reading and filing of the dissertation. *Filing Fee status is approved only once per degree for eligible students.* If students do not complete final degree requirements during their eligibility period, the fee is forfeited and students must pay regular registration fees during the semester in which they subsequently complete those requirements.

Limitations of Filing Fee Status

To use the Filing Fee in Fall, you must have been registered in the previous Spring or Summer (3 units minimum in summer). To use the Filing Fee in Spring, you must have been registered in the previous Fall. Students may not concurrently hold a GSI or GSR appointment and be on Filing Fee. Students on Filing Fee status may purchase the Student Health Insurance Plan (SHIP) through one of two plans. The “Bay Area Plan” provides primary care services at the University Health Services (UHS), plus major medical coverage; the “Out of Area Plan” covers major medical care only for hospitalization, emergency, and urgent care services. For more information about enrolling in either plan, contact the Student Health Insurance Office at the UHS (2222 Bancroft Way or phone 510 642-5700) or at their website:

<http://www.uhs.berkeley.edu>

International students are required to have health insurance, whether or not they are registered or on Withdrawal or Filing Fee status. They should contact the Student Health Insurance Office for more information at (510) 642-5700.

Filing Fee Status and International Students

Filing Fee status satisfies the registration requirement for international students. They should contact the International Office at (510) 642-2818 well before the beginning of the semester during which they will use the Filing Fee in order to avoid visa problems with the U.S. Immigration Service.

How Students Apply for Filing Fee Status

Application for use of the Filing Fee (can be found on page 19: Links to Important Graduate Division Forms): Students should apply for Filing Fee status at least two weeks before the beginning of the semester in which they plan to complete their degree requirements.

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The application should be submitted to the Epidemiology Student Affairs Officer, Janene Martinez in 113 Haviland Hall.

Filing the Dissertation: Doctoral degrees are awarded in December and May. Academic senate regulations state that in order to receive a degree in any given term, all work for the degree must be completed by the last day of the term. *This is a firm deadline.*

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Faculty and Staff Contact Information

Name	Title	Email	Phone (510)	Location
Barbara Abrams	Professor	babrams@berkeley.edu	642-4216	103 Haviland
Jennifer Ahern	Assoc Prof	jahern@berkeley.edu	643-4350	285 U-Hall
Lisa Barcellos	Professor	lbarcellos@genepi.berkeley.edu	642-7814	324 Stanley
Patrick Bradshaw	Assistant Prof	pbradshaw@berkeley.edu	664-7299	106 Haviland
Jack Colford	Professor	jcolford@berkeley.edu	643-9370	113A Haviland
Sandrine Dudoit	Professor	sandrine@stat.berkeley.edu	643-1108	450 Li Ka Shing
Brenda Eskenazi Ave	Professor	eskenazi@berkeley.edu	643-3496	1995 University
Alan Hubbard	Professor	hubbard@stat.berkeley.edu	643-6160	113B Haviland
Nicholas Jewell	Professor	jewell@berkeley.edu	642-4627	107 Haviland
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Amani Nuru-Jeter	Assoc Prof	anjeter@berkeley.edu	643-1999	287 U-Hall
Maya Petersen	Assistant Prof	mayaliv@berkeley.edu	642-0563	102 Haviland
Art Reingold	Chair/Professor	reingold@berkeley.edu	642-0327	104 Haviland
Steve Selvin	Professor	selvin@stat.berkeley.edu	642-4619	110 Haviland
Mark Van Der Laan	Professor	laan@stat.berkeley.edu	643-9866	108 Haviland
<u>Program Staff</u>				
Janene Martinez	Grad Advisor	jcarolm@berkeley.edu	643-2731	113 Haviland
<u>Career Services Staff</u>				
Ruthann Haffke	Career Svcs Manager	haffke@berkeley.edu	642-0431	141-H U-Hall
<u>Diversity Coordinator</u>				
Darlene Francis	Director of Diversity	arincon@berkeley.edu	643-7900	141-J U-Hall
<u>Fellowships and Awards</u>				
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Links to Important Graduate Division Forms

1. Annual Review of Progress: The Doctoral Candidacy Review, to be completed on an annual basis, is designed to assist doctoral students and their dissertation chair to stay on track with advising and other supportive activities to help facilitate the completion of doctoral work in a timely manner. The Graduate Council of the Academic Senate requires a Doctoral Candidacy Review to be completed each year for all doctoral students after they advance to candidacy until they complete their program. Memo to policy [here](#). Ready to get started? [Login to GLOW](#)
2. Application for the Qualifying Examination: Doctoral students who are preparing to take the Qualifying Examination (QE) must submit this application at least three weeks prior to the proposed date for the examination. Students must be registered for the semester in which the examination is held, [form](#).
3. Graduate Group Faculty in Epidemiology and Biostatistics. A list can be found here: <https://docs.google.com/a/berkeley.edu/document/d/1iXlxMfmy6WS3RXnMSVjYMgDmAsd97-P0r7oVov0JuNM/edit?usp=sharing>
4. Outside Members in the School of Public Health. A list can be found here: <https://docs.google.com/a/berkeley.edu/document/d/1a0FprOOuuKwyQbldT3dsZKfcbXAXPmdwG81mGIUmAg/edit?usp=sharing>
5. Application for Advancement to Candidacy Form can be found here: http://grad.berkeley.edu/wp-content/uploads/Plan_B.pdf
6. Notice of Withdrawal Petition can be found here: https://drive.google.com/a/berkeley.edu/file/d/0B0g8_69cPjBeQXRWWTNzWjJjRWc/view?usp=sharing
7. Application for Readmission can be found here: <http://registrar.berkeley.edu/sites/default/files/pdf/ReadmGrad.pdf>
8. Application for Use of the Filing Fee can be found here: <http://grad.berkeley.edu/wp-content/uploads/FilingFee.pdf>
9. Statement of Legal residence can be found: [CalCentral](#) under My Dashboard, Tasks or Notifications