

University of Michigan
Horace H. Rackham School of Graduate Studies

Health Services
Organization and Policy

Ph.D. Doctoral Program

CURRICULUM GUIDE

Department of Health Management and Policy
School of Public Health

TABLE OF CONTENTS

INTRODUCTION	2
HSOP PROGRAM GOVERNANCE	2
PROGRAM STRUCTURE	3
Health and Health Services	3
Research Methodology	4
Integration of Cognates with Health Services	4
Cognate Areas	5-10
<i>Economics</i>	5
<i>Finance</i>	6
<i>Political Science</i>	7
<i>Sociology/Organizational Studies</i>	8-9
<i>Interdisciplinary Studies</i>	10
TRANSFERS	11
PRELIMINARY EXAMINATIONS	11
COURSE EXEMPTION AND CREDIT REDUCTION POLICIES	11
PROCEDURES FOR ADMISSION TO CANDIDACY	11-12
HSOP DISSERTATION PROCEDURES	12-13
A. Dissertation Work	12
B. Functions of the Dissertation Committee	12
C. Composition of Dissertation Committee	12-13
D. Proposal Guidelines	13
E. Limitations on Time to Degree	13

INTRODUCTION

The HSOP Program leads to a Ph.D. degree conferred by the University of Michigan's Rackham Graduate School and prepares students for careers in research, teaching, and policy analysis in the broad field of health services.

The Program's primary objective is to provide students with the conceptual and analytic skills to address a broad spectrum of health services issues. These issues range from the balance between equity, efficiency, and socio-political acceptability in forming social policy to technical considerations in the organization, financing, use, and evaluation of personal health services.

While strongly oriented toward applied research, the Program is firmly based in scientific theory and methods. Understanding and analysis of technical problems and policy issues in health services require a commitment to scientific inquiry within a rigorous framework. The Program considers the key bodies of theory for HSOP study to be the social sciences including political science, economics, finance, and sociology. The application of such theory requires the use of advanced methods in the collection, analysis, and interpretation of data. The HSOP Program, therefore, is designed to integrate a thorough knowledge of health services, a sound understanding of a theoretical discipline, and a mastery of advanced research methods.

Each student is given an opportunity to achieve a high level of mastery in a relevant substantive field (cognate). Current cognates offered are Economics, Political Science, Finance, Sociology/Organizational Studies, and Interdisciplinary. In addition, each student must master applicable research design and data analysis methodologies, concentrating during the course of studies on the application of these methods to problems and issues in health services. Coursework is required in the following general areas:

- 1) Health and Health Services (13 credit hours)
- 2) Health Services Research Methods (12 credit hours)
- 3) Intra-and -Inter-Disciplinary Integration (9 - 12 credits * *contingent upon cognate*)
- 4) Cognate-Based Theory and Methods (24 - 27 credit hours * *contingent upon cognate*)

The typical time for completion of the didactic phase of the Program is two to two and one half years (57 - 60 credit hours are required depending on cognate). Before advancement to candidacy, each student must complete two preliminary examinations, one in health services and one in the student's chosen cognate area. The final phase of a student's doctoral work is a dissertation on a significant research topic.

This HSOP Curriculum Guide serves as a student handbook for current policies governing the program. It contains the academic requirements, general standards for academic performance and conduct established by the Health Services Organization and Policy Committee and the Rackham Graduate School.

HSOP PROGRAM GOVERNANCE

The HSOP Program is governed by the HSOP Program Committee. The Program Committee is charged with establishing and approving program policies and procedures; developing, monitoring, and modifying the curriculum; managing admissions; monitoring student performance; and maintaining high scholarly standards in the program.

The HSOP Program Committee relies heavily on recommendations from the Standing Committees within the Department of Health Management and Policy. These Standing Committees include the Health and Health Services Committee and the Methodology Committee which are responsible for the HSOP Core; and the disciplinary committees, including Economics, Finance, Political Science, Sociology/Organizational, and Interdisciplinary Studies, which are responsible for cognate areas offered in HSOP.

Standing Committees are charged specifically with managing the curricular offerings and program content within their purview, and developing and administering the preliminary examination for their respective areas. They are responsible for recommending major policy or curricular changes to the HSOP Program committee for action. The membership list for each committee can be obtained from the Department of Health Management and Policy Office of Student Services.

PROGRAM STRUCTURE

Each student is required to achieve a high level of mastery in a relevant theoretical field (cognate). Current cognates offered are Economics, Finance, Political Science, and Sociology/Organizational Studies, and Interdisciplinary Studies. In addition, each student must master applicable research design and data analysis methodologies, concentrating during the course of studies on the application of these methods to problems and issues in health services. Coursework is required in health and health services, research methods, intra- and inter-disciplinary integration, and cognate area. The following sections describe in detail the scope of instruction, course requirements, and administrative procedures specific to the health and health services requirements, research methods, the integration of disciplines within health services, and each cognate.

Health and Health Services (13 credit hours)

The Health and Health Services component of the program consists of course offerings to provide students with a broad topical overview of health services in the United States. Emphases in these courses are on synthesizing a broad array of information pertaining to the financing, organization, and delivery of health services as well as identification and analysis of current problems in health service delivery. The objectives of the health service component of the program are to provide students with a common foundation and understanding of health services in the United States.

Coursework (15 credit hours)

Course Number	Course Title	Credit Hours	Trm/Yr Taken
HMP 600	Organization and Administration of Medical Care Programs I	3	Fall of 1 st year
HMP 601	Organization and Administration of Medical Care Programs II	3	Winter of 1 st year
HMP 800	Seminar in Organization and Administration of Medical Care Programs I	2	Fall of 1 st year
HMP 801	Seminar in Organization and Administration of Medical Care Programs II	2	Winter of 1 st year
EPI 503 or higher	Strategies and Uses of Epidemiology	3	

Preliminary Examination

The preliminary examination in Health and Health Services is generally taken after the first year of study in the HSOP Program. It will be administered to only those students who have passed the health services core requirements, and will be based on the material covered in HMP 600-601 and HMP 800-801. The examination consists of a four-hour, in-class, closed-book written examination, and an open-book, take-home examination. An oral examination may be included for some students if there is need to clarify or amplify answers to the first two components. Examinations will be graded by two faculty members, at least one of whom must be a member of the Standing Committee on Health and Health Services.

Research Methodology (12 credit hours)

The Research Methodology component is designed to equip students with the analytic skills necessary to conduct original research and/or to analyze problems and issues in health services. Mastery of two analytic areas is required: advanced statistics and research design. Statistic courses are listed in the cognate section.

Coursework (9 credit hours)

Course Number	Course Title	Credit Hours	Term/Year Taken
HMP 809	Research Design	3	Winter of 1 st year
HMP 826	Health Econometrics	3	Winter of 2 nd year
HMP 835*	Research Practicum	6	Prerequisite - HMP 809

*HMP 835. *Research Practicum (6)* -- Each student is expected to complete an empirical research project, write a professional level paper describing the project and its findings, and participate in an oral defense of the project. The research for HMP 835 should begin in the semester following completion of HMP 809 and should be completed by the end of the student's second summer in the program. The Research Practicum is individually arranged within each cognate area and is supervised by a committee consisting of two faculty members, one from the students' cognate area and one from the HMP Methodology Standing Committee or its designee. The student should be prepared to present an oral defense of the project as soon as possible after completing the paper. Upon successful completion of the oral defense and a review of the student's file to ensure satisfactory completion of required methods courses, the examiners will certify to the HSOP Committee that the student has met the methodology requirement.

Integration of Cognate with Health Services (9 - 12 credit hours)

Once students have completed the majority of course work in their chosen cognate area, they will be required to take a series of courses designed to apply their disciplinary knowledge to problems and issues in health services. The HSOP Program requires six to nine credit hours of intradisciplinary integration. The specific course requirements for the intradisciplinary integration portion of the program are specified by and listed under each cognate area. In addition, all students are required to enroll in an interdisciplinary course, Integrative Seminar in Health Services Organization and Policy (HMP 840), which is designed to integrate all discipline areas with health services problems and issues.

Course Number	Course Title	Credit Hours
HMP 840	Integrative Seminar in Health Services Organization and Policy	3
Please see listing of courses under cognate area	Intradisciplinary Integration Courses	6 - 9

Economics Cognate

The Economics Cognate is designed for students interested in becoming health services researchers specializing in health economics research. Such research includes the economics of the health care financing and delivery system as well as the economic evaluation of health care services and behaviors. The core required courses combine basic economic theory, econometric techniques, and applications of theory and techniques to issues in health policy. Students in the Economics Cognate must meet, at a minimum, the normal requirements for a Master of Applied Economics (MAE) degree. Depending on their preparation and interests, students may substitute Ph.D. level courses for any of the relevant master's level courses. Students should discuss their course selection with their advisor. The program outlined below should satisfy the MAE, although students should clear their program with MAE director, Professor George Johnson.

Coursework

Theory and Methodology (18 credit hours)	Credit hours	Master's Level	Ph.D. Level
<i>Required:</i>			
Microeconomics	3	ECON 501	ECON 601, 602, 603, 604*
Macroeconomics	3	ECON 502	ECON 605
Math for Economists	3	MATH 413 or ECON 500	ECON 600
<i>Plus 3 electives such as:</i>			
Benefit-Cost Analysis	3	ECON 573 or HMP 610	
Forecasting and Modeling	3	ECON 572	
Labor Economics	3	ECON 421, 422	ECON 621, 622
Public Finance	3	ECON 481, 482	ECON 683, 684
Industrial Organization	3	ECON 431, 432	ECON 631, 632
Statistics and Econometrics (6 credit hours)			
<i>Required:</i>			
Applied Econometrics in Health Services Research	3		HMP 826
<i>Plus one of the following:</i>			
Statistics	3	SPP 529 or ECON 503	
Econometrics	3	ECON 571	ECON 671, 672, 675 or PS 699
Intradisciplinary Integration (9 credit hours)			
<i>Required:</i>			
Health Care Economics classes	3		HMP 827, and 663 or 661
<i>Plus 1 of the following:</i>			
Topics in Health Economics	3	HMP 662	
Readings in Medical Care	1-4	HMP 815	

Preliminary Examination

The preliminary examination in Economics evaluates the student's ability to apply economic analysis to the health care field. The examination is a written, four-hour examination. The prelim examination is read and graded by at least 3 members of the economic faculty in the Department of Health Management and Policy. The examination can be taken after the student has completed the intra-disciplinary integration coursework.

*ECON 601-604 are 1.5 credits each.

Finance Cognate

The Finance Cognate is designed for students specializing in Health Care Finance Research. The objectives are to provide the student with doctoral level training in Finance Theory and its application to Health Services Research. The program includes required coursework in finance, microeconomics, mathematical economics, and statistics, as well as health services research. The health finance faculty places emphasis on tailoring a quality program to the specific interests of students, as well as on mentoring and providing opportunities for collaborative research.

Coursework

Theory and Methodology (18 credit hours)	Credit Hours	Master's Level	Ph.D. Level
<i>Required:</i>			
Calculus for Social Scientists	3	MATH 413	ECON 653
Applied Microeconomic Theory	3	ECON 501	ECON 601
Financial Management	3	FINANCE 551 or 552, 553	
<i>Plus 3 of the following:</i>			
Four Doctoral Seminars in Finance:			
Investment Decision Making	3		BUS AD 855
Economics of Uncertainty and Information	3		BUS AD 865
Empirical Methods in Finance	3		FINANCE 875
Corporate Finance	3	FINANCE 621/622 615,647	FIANANCE 871,899
Financial Statement Analysis	3		ACCTG 712
Statistics and Econometrics (6 credit hours)			
<i>Required:</i>			
Applied Econometrics	3	ECON 571	ECON 673, 674 ECON 675
Applied Econometrics in Health Services Research	3		HMP 826
Intradisciplinary Integration (9 credit hours)			
<i>Required:</i>			
Economics of Health Services	3	HMP 661	
Advanced Seminar in Health Care Finance and Accounting	3	HMP 667	
Readings in Medical Care	3		HMP 815

*Students entering the Program with adequate preparation in Mathematics and advanced work in Economics or Finance should confer with the Finance faculty in the departments of HSOP, Economics and Finance in order to substitute more advanced courses.

Preliminary Examination

The preliminary examination evaluates the student's ability to apply finance theory to the health care field. The examination is a written paper of publishable quality. The examination is read and graded by two members of the Standing Committee for Finance in the Department of Health Management and Policy.

Political Science Cognate

Political Science coursework in American Politics, Statistics, and Political Science Methodology will equip students with the tools necessary to undertake health services research using a political science perspective. Not only will the following curriculum meet the Political Science Cognate requirements for HSOP, but it will also enable students to meet the Political Science Department's coursework requirements for a major in American Politics, first minor in Public Policy, and second minor in methods. This will place students in an ideal position to acquire a joint degree in HSOP and Political Science, the completion of which will also require two oral examinations in the students' major and first minor, American Politics and Public Policy, respectively. Students who do not enroll in the dual degree program with Political Science must pass a comprehensive political science and health policy exam in HMP.

Coursework

Theory and (15 credit hours)	Credit Hours	Course Number
<i>Required Courses (9):</i>		
American National Government	3	PS 611
Legislative Behavior	3	PS 617
Public Administration and Public Policy	3	PS 635
<i>Plus Two of the Following (6):</i>		
Administrative Organization & Organizational Behavior	3	PS 631
Intergovernmental Relations	3	PS 625
Organizations and Social Construction Theory	3	PS 633
American National Administration	3	PS 639
Parties and Group Political Behavior	3	PS 683
Research in Politics and the Mass Media	3	PS 620
Electoral Behavior		
Methodology (6 credits)		
<i>Required:</i>		
Problems in Behavioral Research Methods	3	PS 680
<i>Plus 1 of the following 2 courses:</i>		
Empirical Theory and Method	3	PS 681
Qualitative Research Methods	3	PS 694
Statistics (6 credit hours)		
<i>Required:</i>		
Statistical Methods in Political Research	3	PS 599
Statistical Methods in Political Research II	3	PS 699
An additional advanced statistics course is strongly recommended		PS 787 or equivalent
Intradisciplinary Integration (6 credit hours)		
<i>Required:</i>		
Reading Course Grounded in Governing Health & Health Services Research	3	HMP 815
Reading Course Integrating Political Science & Health Services Research	3	HMP 815

Preliminary Examination

The preliminary examination in Political Science evaluates the student's ability to apply political analysis to the health care field. Each student prepares a paper which deals with political science theory and relates it to the health field, stressing how the theory may have utility in explaining health political phenomena. This paper is utilized as a basis for either an oral examination.

Sociology/Organizational Studies Cognate

This cognate is designed to provide students with a foundation in the theories and methodology for analyzing health related phenomena from a sociological or organizational perspective. Within this cognate, a student may choose to focus on either the sociology of health or the study of health organizations.

Within the sociology of health, students will be asked to develop specialized knowledge in one of the main program areas of sociology, which include: Culture and Knowledge; Economic Sociology and Organizations; Gender and Sexuality; Health, Aging and the Lifecourse; Power, History and Social Change; Race and Ethnicity; Social Demography; or Social Psychology.

Within the organizational sociology sub-cognate, students will study the structure, processes and performance of organizations in general and of organizations serving health needs in particular. The study of health organizations is a multi-disciplinary specialty and students will be asked to take courses across the university, but specifically in the Departments of Sociology, Psychology, and the Department of Management and Organizations in the Business School.

All theory and methodology courses in sociology or organizational studies must be at the 500 level or above, and they may be taken in several academic units including the School of Public Health, Department of Sociology, Department of Psychology, and the Business School. In this regard, each student should work closely with his or her academic advisor in identifying these courses and developing a program of study which fits the interests of the student.

In general, five courses/seminars should be related to theories or substantive issues in sociology or organizational studies and their integration with the field of health service organization and policy. In addition, each student must complete at least two advanced statistics courses; and an additional two courses should pertain to research methods in sociology or organizational studies (e.g., survey research methods, qualitative research methods, etc.). Substitution for specific courses is possible but will be reviewed and approved on case by case basis.

Finally, students are encouraged to elect additional courses on data collection methods and data analysis offered by the Summer Institutes at the Survey Research Center and the Inter-University Consortium in Political and Social Research (ICPSR), Institute for Social Research at University of Michigan.

Statistics and Methods:

12 credits/4 courses required:		
Research methods	3 credits	SOC 507, 522, 597, 630 ¹
Multivariate statistics	6 credits	SOC 510, 610; BIOSTAT 675, 695 ¹
Other methods	3 credits	Survey research, qualitative methods, program evaluation, etc. ²

¹ BIOSTAT 675. Survival Time Analysis (3 cr.)
BIOSTAT 695. Categorical Data Analysis (3 cr.)
SOC 507. Logics and Strategies of Sociological Research Inquiry (3 cr.)
SOC 510. Social Statistics (3 cr.)
SOC 522. Practicum in Qualitative Research Methods (3 cr.)
SOC 595. Special Courses on Theory (3 cr.)
SOC 597. Special Courses on Methods (3 cr.)
SOC 610. Statistical Methods (3 cr.)
SOC 630. Research Methods in Population and Human Ecology (3 cr.)

² These could be methods or statistics courses of equivalent contents offered by units other than Sociology Department.

Theory and Substantive Areas:

Students are to fulfill the requirements of either sociology or organizational studies in the following.

Sociology:

9 credits/3 courses required total in two sociology program areas:

At least one course (3 credits) required in the area of Health, Aging and the Lifecourse. Students can take one course in Health, Aging and the Lifecourse and two courses in one other area; or two courses in Health, Aging and the Lifecourse and one course in another area.

Sociology Graduate Program Areas:

1. Culture and Knowledge
2. Economic Sociology and Organizations
3. Gender and Sexuality
4. Health, Aging and the Lifecourse
5. Power, History and Social Change
6. Race and Ethnicity
7. Social Demography
8. Social Psychology

Organizational Studies:

9 credits/3 courses required in organizational theory:

At least one course (3 credits) required in the disciplines of sociology (e.g., SOC 515 or 659)³ or psychology (e.g., PSYCH 764/765)³ or in the Management and Organizations department organizational studies courses (MO 700, MO 899). Additional courses may also come from other organizational studies courses (these are listed on the *Interdisciplinary Committee on Organizational Studies* website: <http://www.si.umich.edu/ICOS/>).

Intradisciplinary Integration:

6 credits/two courses required		
Graduate seminar	3 credits	3 credits (SOC 595, SOC 850, SOC 895 or HMP 675; for the organizational studies sub-cognate, the ICOS seminar BA 840/SI 702 is also acceptable) ⁴
Readings course	3 credits	Preliminary examination preparation; readings in sociology of health or sociology of health organizations integrated with health services organization and policy (HMP 833) ⁵

Total Credits for Cognate: 27 (9 courses)

³ PSYCH 764. Proseminar in Organizational Psychology I
 PSYCH 765. Proseminar in Organizational Psychology II
 SOC 515. Economic Sociology and Organizations (3 cr.)
 SOC 659. Introduction to Structural Sociology (3 cr.)

⁴ HMP675. Sociology of Medicine (3 cr.)
 SOC 595. Special Courses on Theory (3 cr.)
 SOC 850. Psychosocial Factors in Mental Health I (3 cr.)
 SOC 895. Special Seminar on Social Stratification and Health (3 cr.)

⁵ HMP 833. Research Topics in Sociology and Health Care Organization (3 cr.)

Interdisciplinary Studies Cognate

The interdisciplinary cognate is designed for students who wish to focus on an applied research issue or research methodology. Students who elect this track will not specialize in a cognate discipline (e.g. economics, sociology), but instead will take an additional series of courses in statistics and research methods (of comparable depth and breadth to those required by other cognates) complemented by courses in the student's area of applied interest (e.g. women's health, quality/outcomes assessment and program evaluation). Statistics courses are those that focus on the mathematical principles of statistical inference while methods courses are typically concerned with the application of these basic principles as well as other aspects of the research process (study design, data collection, sampling). These courses are offered in a number of different departments within the School of Public Health and the University. Students electing the interdisciplinary cognate will design a course of study in conjunction with his/her academic advisor according to the general guidelines below. All such plans will be submitted to the HSOP program committee for review and approval by the end of the students second semester in the program.

Coursework

Methodology - 12 credit hours/4 courses - Coursework should be selected from at least two different departments.

Approved courses:

ECON 573, ECON 574, HMP 610, HMP 640, HMP 654, HMP 655, IOE 460, IOE 466, IOE 474, IOE 510, IOE 511, IOE 512, IOE 515, IOE 543, IOE 560, IOE 565, IOE 566, IOE 574, IOE 610, IOE 611, IOE 612, IOE 614, IOE 616, IOE 640, PS 680, PS 681, PS 694, SOC 507, SOC 522, SOC 597, SPP 479, SPP 636

Statistics - 9 credit hours (3 courses) - Coursework should be selected from at least two different departments.

Approved courses:

BIOS 523, BIOS 553, BIOS 560, BIOS 601, BIOS 602, BIOS 616, BIOS 650, BIOS 651, BIOS 670, BIOS 675, BIOS 695, CIS 417, CIS 484, CIS 492, CIS 543, CIS 659, ECON 553, ECON 571, ECON 673/674, ECON 675, FIN 899, HMP 826, PS 599, PS 699, PS 787, SOC 510, SOC 610, SPP 529, SPP 633

Other graduate-level courses in methods and statistics taken at the University of Michigan may be substituted for those listed above, provided they are approved by the student's advisor and the HSOP Program Committee. Prerequisites for required methods courses will not be counted toward the degree requirements in the interdisciplinary cognate. With prior approval, up to two IPCSR summer courses may be applied to meet the methods and statistics requirements if taken for credit. Students will typically incur the cost of enrolling for IPCSR courses directly as most fellowships will not cover summer courses and HMP will only provide financial support for these courses if taken on a non-credit basis.

Applied Area of Interest - 12 credit hours (3 courses)

Students in the interdisciplinary cognate are required to take *12 credit hours (4 courses)* in their area of applied interest as approved by student's academic advisor and the HSOP Program Committee (Examples: Insurance, long-term care, Tobacco Policy, Community Health Partnerships, HIV/substance abuse).

Preliminary Examination

The preliminary examination in the Interdisciplinary Cognate will emphasize research methods applied to the student's area of interest. The examination will be designed by the student's advisor and graded by the advisor and one other member of the HMP faculty. A grader from outside the department may be required in addition to or in lieu of the HMP grader if appropriate expertise within the department is lacking. Both the exam and the proposed grader must be approved in advance by the HSOP program committee. The form of the exam may vary depending on the focus of the student's program of study and may include a written exam, oral exam, paper(s) or some combination thereof.

TRANSFERS

Requests for transfers between cognate areas will require formal review of the applicant's qualifications and performance to date in the HSOP Program by the appropriate standing disciplinary committee. To request a transfer, the applicant must provide a formal statement of intent to the HSOP Program Committee, stating their reasons for requesting a transfer and their suitability for study in the new cognate.

PRELIMINARY EXAMINATIONS

Preliminary examinations are required in two areas: 1) Health and Health Services; and 2) the student's chosen cognate area. The curriculum is designed so that the Health and Health Services preliminary examination is, with few exceptions, taken at the end of the first year. The cognate preliminary examination is generally taken at the conclusion of Term IV. Students are allowed only two opportunities to pass each examination. Failure to pass either examination on the second attempt will result in disenrollment from the program. Petitions for exemption to this rule must be made formally to the HSOP Committee.

Policies with regard to the content and administration of preliminary examinations are discussed under Health and Health Services and each Cognate area. Following the grading of each preliminary examination, the faculty member(s) responsible shall notify the HSOP Committee in writing of the outcome(s) of the examination.

COURSE EXEMPTION AND CREDIT REDUCTION

Students entering the program, who are especially well prepared in health services, statistics or the social sciences, as evidenced by advanced academic work, may exempt up to a maximum of 35 credit hours. Courses for which no exemption is possible include:

- HMP 800, Organization and Administration of Medical Care I (2 credit hours)
- HMP 801, Organization and Administration of Medical Care II (2 credit hours)
- HMP 835, Research Practicum (6 credit hours)
- HMP 840, Seminar in Health Organization and Policy (3 credit hours)
- Required Intradisciplinary Integration Courses (6 - 9 credit hours)

Students must formally petition for course exemptions with the relevant chairs of the standing committees in their cognate area, health and health services, or methodology. Exemptions are usually made on the basis of equivalent courses taken at the University of Michigan or other institutions within five years of the time of the petition. Students will be responsible for providing necessary documentation to support their petition(s) for course exemption. Type and extent of this documentation will be determined by the chairs of the relevant standing committees, but may include course outlines, reading lists, and course descriptions.

In all cases resulting in approval of exemption petitions, the student, his/her advisor, and the chair of the relevant standing committee must file a signed Exemption/Substitution Form with the Office of Student Services. Students are responsible for all exempted material.

In cases where additional academic preparation in an exempted area is deemed necessary by the student's advisor and/or the standing committee chair, additional advanced coursework may be required as substitutes for the exempted course(s).

PROCEDURES FOR ADMISSION TO CANDIDACY

Students are usually advanced to candidacy upon successful completion of all required coursework, both preliminary examinations, and the successful oral defense of the methodology requirement.

The student and his/her faculty advisor are jointly responsible for reviewing the student's academic record to ensure that all course requirements in the Ph.D. program have been met and that both preliminary examinations have been passed. Once verified, the advisor should forward a written request for advancement to candidacy to the chair of the HSOP Committee.

Admission to Candidacy will be recommended to the Graduate School by the HSOP Committee upon verification that all course requirements have been met and that the preliminary examinations have been successfully completed. A dissertation proposal is not a requirement for admission to Candidacy. Where the applicant has grades of "Incomplete" in courses not required in the Ph.D. Program, the HSOP Committee, with the approval of the applicant's advisor, has the authority to determine whether it is necessary for the applicant to make up the incomplete work in order to be admitted to Candidacy. The Committee has the authority to withhold its approval until the applicant has completed all the required courses and incomplete work in courses it deems necessary for the applicant's academic training. (According to Graduate School regulations, a grade of "Incomplete" cannot be changed after two terms have elapsed. However, the HSOP Committee may require that incomplete work be made up, even though the grade cannot be changed.)

HSOP DISSERTATION PROCEDURES

A. Dissertation Work

1. Once admitted to Candidacy and the student has identified a preliminary topic for the dissertation, the student is expected to 1) select an appropriate person as the proposed Chair of the Dissertation Committee and 2) register for HMP 995 with that person as the instructor. Students who are beginning work on the dissertation are encouraged to hold several informal meetings with interested members of the faculty to discuss the proposed work.
2. When the proposed Chair of the Dissertation Committee and the applicant are ready, the proposed Chair arranges a Dissertation Proposal Defense through the HSOP Program Committee. The Dissertation Proposal Defense is a requirement and exceptions are not ordinarily made. Individual applications for waiver of the defense may be approved by the HSOP Committee upon petition by the proposed Dissertation Chair and the applicant. The aim of the seminar is to provide a review of the proposed, not completed, work in order to obtain constructive suggestions. Therefore, it must take place during the early stages of the dissertation work. The HSOP Committee, the appropriate Cognate Committee, the Department Chairs, and any other interested faculty and students should be invited to this seminar.
3. Upon successful defense of the Dissertation Proposal, the proposed Chair of the Dissertation Committee will formally advise the HSOP Committee of the outcome of the defense and request that the HSOP Committee approve the composition of the Dissertation Committee. In the request, he/she will specifically indicate, 1) the names and departmental affiliations of the members of the proposed Dissertation Committee and certify that the Committee composition meets the guidelines stipulated in Part C below and as outlined in the H.H. Rackham Graduate School Student Handbook 2) that the proposed Dissertation Committee has met and approved the proposal; and 3) that the student successfully presented the proposed work at a Dissertation Proposal Defense. The Dissertation Committee must be approved by the HSOP Committee no less than six months prior to the completion of the dissertation.
4. Deadlines and procedures published by the H.H. Rackham Graduate School govern the completion and approval of the dissertation. While some of these procedures are presented in the following sections, the Rackham Student Handbook should also be consulted.

B. Functions of the Dissertation Committee

The Dissertation Committee is charged with the supervision of the Candidate's dissertation activities. The entire Committee is intended to be a resource upon which the Candidate may draw throughout the dissertation research period. Dissertation Committee members must each file an evaluation of the dissertation which certifies that the student 1) has produced a completely satisfactory dissertation; and 2) has successfully defended the dissertation in an oral Final Defense. Should there be a disagreement over the acceptability of the dissertation, the Dean of the Graduate School will consult with the members of the Dissertation Committee and will act as final arbiter (Rackham Student Handbook).

C. Composition of Dissertation Committee

1. The primary criterion for judging the appropriateness of the Dissertation Committee is the congruence between the dissertation topic and the expertise of the faculty who serve on the Committee. The Chair of the Dissertation Committee should be knowledgeable in the area addressed by the dissertation, and the cognate orientation of the dissertation should be matched with at least two members of the Committee (e.g., there should be a minimum of two health economists on a Dissertation Committee responsible for a dissertation in health economics).

2. The HSOP Program requires that the chair and at least one other member of the Dissertation Committee be from HSOP Departments or standing committees.

3. The Rackham Graduate School requires that all dissertation committees consist of at least four members. At least two of the Committee members must be from the student's program. Each Committee must: 1) have a Chair, or one of two Co-Chairs, who is a regular member of the Graduate faculty in a Rackham doctoral program; 2) have an outside member, not affiliated with any HSOP department, who is a regular Graduate faculty member affiliated with a Rackham doctoral program and who, preferably, holds an appointment in a discipline related to the dissertation topic; and 3) include a minimum of three regular members of the Graduate faculty (Rackham Student Handbook).

D. Proposal Guidelines

The following are considered to be the minimal requirements for an acceptable proposal:

1. Statement of the Problem: The proposal should contain a clear and comprehensive statement of the research problem being addressed. The unique attributes of the proposed work as well as its potential contribution to the understanding of significant medical care phenomena should be emphasized.

2. Review of Major Literature: The proposal should contain a review of major published research on topics directly related to the proposed dissertation. This review need not be exhaustive; but it should be pertinent to the proposed work and critical in nature.

3. Description of Methodology: The proposal should contain a list of major hypotheses to be tested, the method by which these tests will be conducted, and the specific data that will be analyzed. While it is not necessary to have these areas covered in great detail, it is important that the reader be able to gain an understanding of the basic methodology to be employed in the dissertation. The Candidate should reveal the strengths and limitations of the data in terms of sampling, measurement, reliability, and validity. Moreover, the logical relationships between 1) the data; 2) the proposed methodology; and 3) the research problem should be addressed. It is not necessary to discuss in detail the statistical procedures to be utilized.

E. Limitations on Time to Degree

Students should refer to the Rackham Student Handbook. Rackham sets a limit of seven years from matriculation to completion of all doctoral degree requirements, including the dissertation. Under certain circumstances, students can petition for a waiver of this time limit. The HSOP Program Committee's policy is to consider recommending that Rackham approve such petitions on a case-by-case basis. However, the HSOP Program Committee will not recommend approval of petitions more than ten years after matriculation.