

**PHD IN EPIDEMIOLOGY
PHC 7980 DISSERTATION RESEARCH**

GENERAL INFORMATION/INSTRUCTIONS FOR CONTRACT COMPLETION

1. In order to participate in PHC 7980, the student must complete a *Dissertation Research Contract* with their Committee Chair.
2. Prior to finalizing the contract, the student must meet with the Committee Chair to discuss and reach agreement on what constitutes an appropriate level of progress toward the dissertation.
3. The Committee Chair’s signature on the contract represents their agreement to supervise the project as described in the final contract.
4. The contract must include all subcomponents of the dissertation that the student is expected to complete in the semester to which the contract applies, as well as the respective due dates for each subcomponent produced.
5. Per the curriculum requirements of the PhD in Epidemiology, a complete dissertation is expected for 12 credits. The number of credits of Dissertation Research to be completed in any given semester is determined by the Committee Chair based on the hours required and the deliverables to be produced. Final determination of credits is based on duration and complexity of the project involved and types of deliverables expected.
6. Final approval of the *Dissertation Research Contract* rests with the Committee Chair.
7. Students will receive a grade of S or U for the Dissertation Research. The grade will be assigned once all work is completed or the deadline for submission of all deliverables has passed based on University of Florida grading timelines each semester.
8. Please consult the following table regarding grading and when it is appropriate for the instructor to consider an incomplete grade:

Satisfactory	Unsatisfactory	Incomplete*
The student has satisfactorily completed all agreed-upon work by the agreed-upon due dates.	The student has not completed all agreed-upon work by the due dates set in the contract or the quality of work is unacceptable.	The student has completed a major portion of the agreed-upon work with a passing grade, the student is unable to complete agreed-upon work because of documented circumstances beyond his or her control, <i>and</i> the student and instructor have discussed the situation prior to the due dates (except under emergency conditions).
*If the instructor determines an incomplete grade is warranted, an <i>Incomplete Grade Contract</i> must be completed before the incomplete grade is assigned.		

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To be completed by the student:

Student: _____ UFID: _____ Term: _____ Credits: _____

- List all subcomponents to be completed. Additional pages may be attached if necessary:

Subcomponent(s) – Be specific	Due date	Date complete	Committee Chair initials

To be completed by the Committee Chair:

Committee Chair: _____ UFID: _____

- I agree to meet with the student *at least biweekly* until the completion of the above work. Initials: _____
- In the event a meeting needs to be canceled, my plan for making up the time with the student is as follows:

	Signature	Date
Student		
Committee Chair		
Committee Co-Chair (if applicable)		
Program Director		

Students: Make a copy of this contract and return it to the Academic Assistant. Keep the original until all work is completed, then return the original to the Academic Assistant.