



GILLINGS SCHOOL OF
GLOBAL PUBLIC HEALTH

2022 – 2023

Doctoral Handbook

Department of Environmental Sciences and Engineering ONLY

Environmental Science and Engineering

A. What You Will Learn in this Program / Mission Statement / Overview

Chair's Statement (from Barbara J. Turpin, Ph.D.)

Increasingly, the faculty and students of the Department of Environmental Sciences and Engineering (ESE) are responding to, planning for, and working to mitigate new and evolving public health threats – that oftentimes have a disproportionate impact on marginalized communities. Some of these threats include viruses transported by airborne particles, hazardous agents in contaminated floodwaters, antibiotic resistance, air pollution exposures from drought-enabled wildfires, changes in water availability in low-income countries, extreme weather-impacts on the financial health of local water districts and exposures to legacy and emerging contaminants.

This work is uniquely possible at a place like Gillings, where engineering, science and public health are found together, and where health equity is a part of our mission. Addressing surprising new challenges requires a depth of knowledge, but also a willingness to teach and learn from others, to broaden your perspective, to be creative and to work collaboratively across disciplinary boundaries. You will make the most of your education when you seek out and embrace opportunities to do this.

We will need integrated and holistic solutions. If anything, the past decade has shown that stove-piped responses will not deliver the long-term, sustainable results we need. Engineering solutions to household water service provision, for example, must be done within the broader context of a one-health approach to providing a disease-free living environment if we are to meaningfully reduce water-related diseases. As environmental scientists and engineers located within the top *public* school of public health, ESE is ideally positioned to provide holistic, intersectoral responses to mitigate and prepare for the pressing environmental challenges (e.g., by characterizing susceptible populations, characterizing and prioritizing health risks, examining energy policy options with co-benefits for health, engaging communities to improve resilience, and designing next-generation technologies). Thus, while we celebrate a century of environmental solutions to public health problems, we affirm our commitment to build public health resilience to climate and environmental change.

ESE's history of leadership. Our work today builds on ESE's long tradition of local and global impact. We are the nation's first engineering department in a school of public health. We enrolled our first Sanitary Engineering master's student, Roy Jay Morton, under Thorndike Saville in the fall of 1920, when there was a pronounced need to improve water safety in the towns and cities of North Carolina and also stark inequities in water, sanitation and health between white and black neighborhoods. Our public health achievements were notable, and also severely hampered by systemic racism. ESE was a founding department of UNC's School of Public Health (1940) under Herman Baity. The student body and curriculum began a substantial evolution in the 1960s. We began admitting women (e.g., Linda Little) and African American students (e.g., Bill Small, Otto White) and international aid organizations began sending students from several continents to be educated by the department. A 1971 survey estimated that 25% of graduates were addressing water and sanitation challenges in international health organizations and foreign governments, including African and Latin American countries. Three of the first four Directors of Environmental Health at the World Health Organization were our alumni. Under the leadership of Dan Okun (1955-1973) and continuing under Russell Christman (1973-1989), ESE became a truly interdisciplinary department, providing a quantitative education in environmental

sciences and engineering, with faculty expertise spanning sciences, engineering, management and policy domains in air, water and industrial hygiene. The department's current name was adopted in 1962 and William Glaze (1989-1997) added faculty in the health sciences.

Building the next generation of leaders. Today, ESE has over 2000 practicing alumni. Our graduates take with them an integrated, interdisciplinary, quantitative, mechanistic education that links health risks back to sources. They are engaged in efforts to improve environmental quality locally and globally, including through technological innovation, effective environmental policies, research and community engagement. We have an internationally recognized faculty in air pollution, environmental health sciences, climate change and health, global water policy, infectious disease and microbiology, environmental chemistry, transport, energy, and engineering. We are home to [UNC's Water Institute](#), [Center on Financial Risk in Environmental Systems](#), the [Institute for Environmental Health Solutions](#), and participate in UNC's strong university-wide environmental and climate change communities. Since its founding, the Gillings School of Global Public Health has been a consistent advocate for health equity locally and globally.

Help us build a more healthy, equitable and sustainable future.

Department Overview

The Department of Environmental Sciences and Engineering (ESE) focuses on the interface between people and the environment. Interdisciplinary programs in air quality and atmospheric processes, human exposure and health effects, and sustainable water resources draw from faculty expertise in the physical and life sciences, engineering and policy. We work to:

- Understand the environmental transport and transformation of chemicals and infectious agents;
- Protect vulnerable populations from toxic exposures;
- Mitigate the impacts of climate change on air, water and health; and
- Create a healthy, sustainable and equitable future.

This document is intended to provide a quick reference for students in our department.

What You Will Learn in this Program

The Doctor of Philosophy (PhD) degree, a terminal degree, is intended for students with a strong background in the sciences or engineering and prepares graduates for careers in basic and applied research, education, advanced practice, and management in the field of environmental sciences and engineering. Research, and publication in peer-reviewed journals, is a major focus of a PhD education.

Success in achieving the Environmental Sciences and Engineering PhD discipline specific degree competencies (see section C) is measured by the successful completion of all degree requirements including formal course work; a comprehensive written examination; a preliminary oral examination (proposal defense); preparation of a dissertation; and final oral defense of the dissertation. All PhD students prepare a research proposal and present their work in the Departmental Seminar (ENVR 400). Although not a requirement, most will present their work at national and international meetings and publish in peer-reviewed literature.

We offer a variety of primary and specialized courses intended to allow students to meet degree-specific competencies.

ESE Student Services is the first point of contact for any questions or concerns. Email them at: ESEStudentServices@unc.edu. A complete listing of [faculty and staff](#) is available online.

Note: At UNC-Chapel Hill, the [Graduate School](#) administers graduate degrees and is the official School for graduate students. Its regulations, as set out in the [Graduate School Handbook](#), are the final authority on academic matters.

B. Admission Requirements

Detailed admission requirements for the PhD in Environmental Sciences and Engineering can be found on The Graduate School's website, under the [Environmental Sciences and Engineering](#) degree program link in the Public Health section.

If a Master's student is interested in moving from a Master's to a Doctoral program, they should consult with their faculty advisor and ESE Student Services. The Graduate School offers three options, including proceeding beyond the master's and bypassing the master's completely. The third option is that a student might be encouraged to apply to the PhD while in their Master's program, which would allow them to qualify for [recruitment awards](#) through the department and The Graduate School. Students are encouraged to talk with their advisor about which option to take.

C. Concentration Competencies

Competencies developed by ESE faculty define what students should know and be able to do upon completion of the PhD program. Competencies guide our curriculum planning process and serve as a measure against which student achievement is assessed. Following are the degree-specific competencies for the PhD in Environmental Sciences and Engineering:

- Identify key knowledge gap(s), integrate knowledge, and design sound research strategies to fill gap(s) in knowledge in a specific area within environmental sciences and engineering.
- Develop the ability to critically evaluate environmental sciences and engineering research.
- Demonstrate depth of knowledge in a specific area within environmental sciences and engineering to support success in research.
- Develop skills to successfully execute a research design within the discipline of environmental sciences and engineering.
- Develop the ability to present/communicate environmental sciences and engineering research results formally to a broad audience.

D. Degree Requirements / Curriculum

Note: At UNC-Chapel Hill, the [Graduate School](#) administers graduate degrees and is the official School for graduate students. Its regulations, as set out in the [Graduate School handbook](#), are the final authority on academic matters.

All graduate degrees offered by ESE involve a culminating experience – a thesis (MS), technical report (MSEE, MPH and MSPH), or dissertation (PhD). The culminating experiences provide students an

opportunity to synthesize, integrate and apply knowledge and skills learned in coursework and other learning experiences and require students to demonstrate attainment of program competencies.

Upon admission, students are assigned a faculty mentor from the ESE faculty. The Academic Coordinator assists the student in navigating the graduate school and departmental rules and expectations. The faculty mentor guides them in choosing an appropriate program of coursework and in forming a research committee, when appropriate. Usually, the faculty mentor will serve as the student's research advisor as well, though a research advisor from faculty (including adjunct faculty, or faculty in other departments) may be assigned. In this case, research advisor and mentor will serve on the student's examination committee.

The requirements for the PhD are governed by the Graduate School and ESE and include:

- Formation of a five-member (or more) committee tailored to the student's area of interest that guides all aspects of the student's study and research. A majority of the committee must be regular faculty at ESE, though an exception may be requested from the Graduate School via a written request from the Director of Graduate Studies;
- **Mastery of a depth of knowledge in a particular area of environmental health, sciences or engineering:** consisting of at least 15 credits of courses approved by the student and their dissertation committee;
- **Mastery of two research skills:** to be determined by the student and dissertation committee. This requirement can be met by taking two courses, hands-on workshops or other trainings leading to certification, for example in various modeling software, or operator training on specialized instrumentation;
- **ENVR 400** (Departmental Seminar): for PhD students, this requires enrolling in 0.5 credits each semester until students have attended 30 seminars, completed associated assignments, and presented a seminar on their research. [See the course website](#) and information below for additional details;
- **SPHG 600** (Introduction to Public Health);
- **ENVR 601** (Epidemiology for Environmental Scientists) **or EPID 600** (Principles of Epidemiology for Public Health): higher level epidemiology courses can be substituted with approval of the Director of Graduate Studies;
- **ENVR 703** (Proposal Writing for Environmental Research): taken when the student is or about to write the dissertation proposal;
- **ENVR 704** (Critical Analysis of Environmental Research): must be taken twice, preferably during the first and second years;
- **Completion of a comprehensive written examination** to test student's knowledge and evaluate preparation for dissertation research (see Section E);
- **Completion of an oral exam defending the student's research proposal** (see Section E);
- **Completion of a significant and original body of research**, which requires a minimum of six semester hours of ENVR 991 (Research in ESE) and a minimum of six hours of ENVR 994 (Doctoral Dissertation) (see Section E); and
- Preparation, presentation, and **defense of the research dissertation.**

The PhD Course Planning Worksheet can be found [here](#). The Worksheet includes an *approximate* timeline for PhD students.

Full Time Status after Comprehensive Exam & ENVR 994

The following is ESE policy regarding credits necessary to maintain status as full-time student: **Once a PhD student's Dissertation Committee has certified that the student's coursework has been completed, they have passed the doctoral written exam, and the coursework/exam paperwork is on file with ESE Student Services, the student will be considered full-time as long as the student is registered for a minimum of 3 credits of ENVR 994.** Students must be registered for a minimum of 3 credits of ENVR 994 when they take their preliminary oral exam (dissertation proposal defense)

Courses

A current listing of courses is available on our department's [course page](#).

ENVR 400 - Seminar Series

ENVR 400 is intended to provide students with exposure to the breadth of research activities in the Department. It also provides an opportunity for doctoral students to gain experience presenting their research to a diverse audience. Attendance and feedback policies are designed to encourage students to support their colleagues in this endeavor, to provide feedback to them, and to ask questions to gain a better understanding of their work.

Students who matriculated prior to Fall 2021 should follow the rules in place before then but refer to the [course website](#) to ensure that you are fully acquainted with them. Students beginning their matriculation in Fall 2021 or later semesters should follow the rules described in this document. For specific descriptions of terms used here (such as attendance credit, hours of credit, feedback etc.), please refer to the appropriate links on the [course website](#).

Students pursuing doctoral degrees must receive attendance credit for 30 seminars (and complete associated assignments/feedback) in the ENVR 400 Seminar Series with at least 15 before admission to doctoral candidacy. PhD students must also present a seminar in the series no later than the semester before the one in which the dissertation defense (final exam) is scheduled. ***Seminar attendance credits received by students while on the Master's track in this department carry over to the PhD track.***

Students must begin meeting the ENVR 400 requirement in the first semester of their program. They should register for 0.5 credits every semester they plan to attend ENVR 400 toward fulfilling its requirements. Students must receive a minimum of 4 attendance credits each semester to receive a Pass grade for that semester. PhD students continue to register and complete ENVR 400 requirements until they have received 30 attendance credits and have presented their own seminar. Students should contact the instructor of the course to schedule their seminar presentation. Typically, this should be given no later than the semester in which they intend to graduate and they should contact the instructor during the semester prior to the one in which they desire to present.

To receive attendance credit, students must attend, answer the questions posed by the lecturer correctly, and complete assignments (feedback) as specified on the [course website](#). Each semester between 8 and 10 seminars are scheduled in the ENVR 400 series at a fixed time and place identified on

the course website and the course Sakai site. You must submit feedback for at least half of the seminars that you attend in any semester. This means that if you attend nine seminars and only provide feedback for four of them, you will only receive credit for eight seminars. If you provide feedback for five or more, all nine will count. Feedback **cannot** be submitted in a future semester to count against attendance in a different semester. If a student does not receive at least 4 attendance credits during a semester in which they are registered for ENVR 400, they will receive an incomplete which can be converted to a Pass grade in a subsequent semester once the requirement for that previous semester is met. However, there is no double counting and future attendance credits will only be given once the incomplete is converted to a Pass grade. Students are responsible for monitoring their progress and must report any discrepancies in their record without delay to the instructor. If an Incomplete grade remains for more than 2 semesters, the student will automatically receive a Fail grade which will prevent the student from graduating.

This course meets a discipline specific competency and successful completion is required for graduation.

This course is currently (as of Fall 2022) being taught in a remote format. In semesters when the course is taught "in person," students will be expected to be present in person to receive attendance credit unless special permission is obtained in advance. Details will be provided in the syllabus and course website.

Students on the PhD track are required to present their own seminar in ENVR 400 no later than the semester prior to the one in which they intend to graduate. They should reach out to the instructor well in advance to schedule.

ENVR 991 - Research in Environmental Sciences and Engineering

Before completion of coursework, students should register for ENVR 991 each semester that they are doing research. Research credits should be a reflection of the research effort of the student. Students can register for 1- 9 credits of ENVR 991 per semester.

Prior to completing the comprehensive written exam, research hours typically account for a significant number of credit hours each semester. Typically, a full-time student will carry a total semester load of approximately 16 credits. Please note, 16 credits is the maximum number of credit hours a graduate student can register for during a semester, without an exception to policy (i.e., tuition increases above 16 credits). Keeping in mind these guidelines, students should speak with their faculty advisor to determine the appropriate number of credits of ENVR 991 for which to register.

Students who are near the end of their program and are registered for ENVR 994 might not need to register for ENVR 991. Please speak with your faculty advisor to determine if you need to register for research credits while working on your thesis or professional paper.

Part-time students should speak with their advisors and or the ESE Academic Coordinator should they have questions about registering for ENVR 991.

How to determine your research hours? Each semester, students who have not yet completed coursework should register for any desired classes, making sure they are registered full-time (total of 9 credit hours including ENVR 991, or 3 credits of ENVR 994). Then, if appropriate, the student may increase the number of registered ENVR 991 credit hours until the sum of all credit hours is 16 for the

semester. Please speak with your faculty advisor and/or the ESE Academic Coordinator so they can help you calculate the appropriate number of research credit hours for which to register. For guidance in deciding the number of ENVR 991 credits for which students should register, students and advisors may [consult the credit hour definition by the UNC Registrar's Office here](#).

ESE graduate students work hard on research, and this should be reflected in the number of research hours students register for each semester. Registration for research credits ensures that you are enrolled in the correct number of credits that corresponds with the work you are doing, and so department resources are allocated accordingly.

Tuition Note: As outlined by the UNC Cashier's Office, tuition is assessed on a per credit hour basis. For most graduate programs, tuition is capped at full time enrollment, which is nine hours for graduate students. Estimated rates by program can be found using the [tuition estimator](#). This means that 9 -16 credits cost the same amount of tuition. [For more detailed tuition and fees information see the Cashier's website](#).

Declaring a Minor

To request a minor, **graduate students** must fill out the appropriate form ("Minor Declaration Form" on the Graduate School's [forms page](#), and email it to ESE Student Services. Note that the courses in the minor field must be completed *in addition* to ESE requirements for the graduate degree, as per the [Graduate School's handbook](#).

Waiving School of Public Health Requirements

Students may petition to waive School of Public Health course requirements if they possess the appropriate background, or they may substitute other courses in certain circumstances. More information is available on the Gillings [Academic Forms and Policies](#) website.

PhD students with previous public health degrees do not need to meet the SPHG 600 requirement. Students can find the exemption form that needs to be completed [here](#).

E. Examinations and Dissertation

Overview

All PhD applicants in ESE must pass a comprehensive Written Doctoral Examination and a Dissertation Proposal Defense prior to official acceptance as a doctoral candidate. As a doctoral candidate, students complete their research and document it in the form of a Dissertation that they submit to their Dissertation Committee and defend orally during what is called the Dissertation Oral Defense. For the entire process (i.e., coursework, written doctoral exam, dissertation proposal, and dissertation defense), the student should seek the advice and approval of the Dissertation Committee.

Dissertation Committee Composition

The Dissertation Committee should be formed by the end of the first calendar year. The Committee consists of at least five members with the following requirements:

- The majority of the committee members must hold tenured, tenure-track, or research faculty appointments in ESE
- Other committee members may be members of other academic departments at UNC, or members of the Graduate Faculty or special appointees
- Special appointees must be approved by the Dean of the Graduate School
- Committee membership must be approved by the Graduate School

Students should decide, in consultation with their advisor, the composition of their Dissertation Committee.

Doctoral Qualifying Written Examination

Before scheduling the Doctoral Qualifying Written Examination, the following must be completed:

1. All required coursework (except ENVR 400 and 703) or the student must be in the final semester of the course plan approved by their Dissertation Committee
2. Residency requirement and any conditions attached to admission

Once these milestones have been completed, the student meets with their Faculty Advisor for **approval to take written examination**. A Dissertation Committee meeting is then scheduled. During this meeting the student should seek approval from the Dissertation Committee to take the Doctoral Qualifying Written Examination.

When approval is granted, the student and advisor sign and return the [Application to Take the PhD Comprehensive Written Examination Form](#) to ESE Student Services. In signing the form, the faculty advisor certifies that the student is qualified to take the exam. ***The signature of the Faculty Academic Advisor (if different from the Research Advisor) is required to certify that the Committee agrees that the coursework is complete.*** The completed form is submitted to [ESE Student Services](#).

The following items should be sent to the committee members prior to the meeting and are to be brought to the meeting.

- A list of all coursework and research skills completed
- A brief outline/description of dissertation topic
- A timeline for completion of research

Doctoral Qualifying Written Examination Format: The format of the Doctoral Qualifying Written Exam shall be proposed by the student's academic and/or research advisor, after consultation with the student, and approved by the Doctoral Dissertation Committee.

The following Graduate School form must be signed after passing this comprehensive exam: [Doctoral Exam Report Form \(PART I\)](#)

Once a PhD student's Dissertation Committee has certified that the student's coursework has been completed, they have passed the doctoral written exam, and the coursework/exam paperwork is on file with ESE Student Services, **the student will be considered full-time as long as the student is registered for a minimum of 3 credits of ENVR 994.**

Dissertation Proposal Defense

The Dissertation Proposal Defense should be scheduled as soon as reasonably possible, generally within no more than six to twelve months after successful completion of the Doctoral Written Examination. The Dissertation Proposal Defense cannot be taken before the Doctoral Written Examination is passed. The student should coordinate with the Dissertation Committee to schedule a date for the Dissertation Proposal Defense. Once a date is determined, the student must schedule a room and ensure the availability of the appropriate technology.

Copies of the dissertation proposal should be distributed to the dissertation committee members 3 weeks before the defense. The Dissertation Proposal Defense is administered by the Doctoral Dissertation Committee with the faculty advisor (academic advisor if different from the research advisor) as chairperson – all committee members must be present.

Students must be registered for a minimum of 3 credits of ENVR 994 when they take their preliminary oral exam (dissertation proposal defense). Note that a minimum of six hours of ENVR 994 needs to be taken during a doctoral student's program – a student may consider registering for three hours of 994 prior to the Dissertation Proposal Defense if they anticipate graduating after only one additional semester.

Dissertation proposal document format: The format of the dissertation proposal document should be discussed with the research advisor (and academic advisor if different). Many students write a proposal using the guidelines for research proposals set by funding agencies such as EPA, NIH or NSF.

The [Permission to Take the Oral Exam](#), signed by the student's research advisor, documents that the student is ready to take the preliminary oral exam (Dissertation Proposal Defense).

The following Graduate School form must be signed after passing the proposal defense: [Doctoral Exam Report Form \(PART II\)](#)

Dissertation Oral Defense

After passing both the Doctoral Written Examination and Dissertation Proposal Defense, a PhD dissertation must be written and defended orally. The candidate's faculty advisor (academic advisor if different from research advisor) must review and approve the dissertation draft before distribution to the Dissertation Committee. The Committee must have sufficient time to review the dissertation draft prior to the defense. Therefore, copies of the dissertation should be distributed to the Dissertation Committee approximately two weeks before the Dissertation Oral Defense. The doctoral candidate must coordinate with the Committee the date and time for the Defense.

The [Permission to Take the Oral Exam](#), signed by the student's research advisor, documents that the student is ready to take the **final oral exam** (Dissertation Oral Defense).

Dissertation document format: a Dissertation is a highly technical document comprising the body of original research work performed by the student during their doctoral studies. Students should discuss with their advisors the specific format to use, but a typical format is composed of 5-6 chapters where the first chapter is an Introductory chapter, the following three chapters are three distinct scientific

contributions to the student's field of study (e.g., three research papers published or publishable in peer-reviewed journals), and Conclusions/Implications/Future Work chapter(s).

Dissertation Oral Defense format: For all degrees, the thesis/dissertation defense (final oral exam) is a 45-minute public seminar in which the results of research are presented, using visual aids (e.g., PowerPoint) as appropriate. The presentation is organized according to specific aim(s), description of the background and context of the research, the experimental design (and hypothesis if appropriate), the experiments, and the results obtained. The presentation concludes with a discussion of the significance of the findings, and the implications for environmental health. The general audience then has the opportunity to ask questions. After the open questions (and possibly a short break, and/or private discussion among the Committee), the Committee will meet in closed session with the candidate to ask more detailed questions about the research, the presentation and interpretation of the results, the conclusions, and potentially any other material that a student in the designated program could reasonably be expected to know. At the conclusion of the closed session the candidate will be excused while the Committee confer among themselves to evaluate the thesis/dissertation and defense.

The Committee makes recommendations for revisions to the thesis/dissertation. The final revised version should be signed on the cover page by the committee members to signify their approval of the final revised version. A PDF file of the final dissertation is uploaded to [ProQuest](#).

The following Graduate School form must be signed after passing the dissertation defense (final oral exam): [Doctoral Exam Report Form](#) (PART III)

The following Graduate School form must be signed when the Committee approves the dissertation: [Doctoral Exam Report Form](#) (PART IV)

Completing Graduate School Defense Paperwork

Please see our detailed help documentation that identifies where ESE students and faculty should complete and sign the defense paperwork required by The Graduate School (**see Section F, below**). This paperwork must be completed and submitted to the ESE Academic Coordinator (esestudentservices@unc.edu) before students submit their dissertation to The Graduate School.

Dissertation Submission

Please refer to The Graduate School submission instructions. After the dissertation is revised to the dissertation committee's satisfaction and signed, the student will upload it to the [ProQuest Thesis and Dissertations database](#) <https://gradschool.unc.edu/academics/thesis-diss/> (note that there is a fee). The Graduate School will review it before it is published and may require some revisions (usually formatting) from the student.

Guidelines for Formatting Dissertations

Dissertations must follow the formatting guidelines as laid out in the Graduate School [Thesis and Dissertation Guide](#).

Guidelines for Submitting Dissertations

These are currently outlined on the [Submission of Final Work](#) webpage. Dissertations are uploaded to the [ProQuest](#) database through the Graduate School.

F. Other Important Information

Courses

A current listing of courses is available on our department's [course page](#).

Inter-Institutional Registration

UNC-Chapel Hill has inter-institutional agreements with Duke University, North Carolina State University, North Carolina Central University, and the UNC Campuses in Charlotte and Greensboro. More information is located [here](#) on the Registrar's website. The form must be signed by the student and their advisor before being submitted to ESE Student Services.

Note: *Gilling's policy for accepting inter-institutional classes differs from the UNC Registrar. Before registering for a class, meet with the Academic Coordinator to make sure credit can be transferred and applied.*

Faculty Research Interests

Please see our faculty research page [here](#).

Residency and Tuition Remission

The state of North Carolina distinguishes between residents and non-residents for tuition purposes. Non-residents must pay an out-of-state portion of tuition.

Non-resident students should start taking steps to apply for residency as soon as they arrive. Information on residency is located on the registrar [website](#). US citizens and US permanent residents who are non-residents are strongly encouraged by the Department to apply for NC residency once in state for 365 days. It is possible to obtain residency shortly after a year of living in North Carolina, but only if a substantial number of tasks (e.g. registering a vehicle, registering to vote, paying taxes in North

Carolina) are completed within a short period of time after moving to the state. The intent of this process is to demonstrate that the student is intending to set up domicile in North Carolina – not simply live here to go to university.

International students cannot apply for residency, though permanent residents of the United States can (see the [North Carolina State Residence Manual](#) linked to from the Graduate School's website for more information).

Why ESE Graduate Students Need to Gain NC Residency?

We expect domestic students to obtain residency during their first year. You should gain residency as soon as you can because the out-of-state portion of tuition costs each student about \$18,000/year. For students who serve as TAs, the sponsoring department rarely covers the out-of-state portion after the first year. Thus, students need to begin the process of applying for residency as soon as they arrive. Students can reapply every semester until residency is granted.

You can find more information about the NC Residency Eligibility Requirements [here](#).

Insurance

If a student is on the RA/TA/Fellow ([GSHIP](#)) plan, they must [waive the compulsory UNC Student Blue insurance every semester](#). If a student is on other insurance (e.g. a spouse's) they must also waive the compulsory UNC insurance every semester.

Otherwise, the student will be enrolled in the regular student plan and be billed accordingly.

RAs, TAs and Fellows who are on the GSHIP will be sent a 1112.1.1f UNC-CH Graduate Student Health Insurance Program form. Students will need to return this form as soon as they can, preferably before August.

Note that for students graduating or coming off payroll, the GSHIP is cancelled quite soon afterward (the end of May for May graduates, or for those coming off payroll in May), so they should make other arrangements as soon as they can, whether through an employer or through the marketplace. Continuing students who are coming off payroll and GSHIP insurance in May can enroll in Student Blue plan at any time of the year as losing GSHIP is considered a qualifying life event to enroll in Student Blue.

Committee and Faculty Advisor Meeting forms

A [Committee Meeting form](#) should be submitted to the student services office for every formal meeting that takes place between a student and their committee. In lieu of this form, a brief statement describing the meeting (who was present, discussion topics etc.) could be submitted. Any changes to a student's committee should be reported to the student services office.

We also encourage you to use the [Faculty Advisor Meeting form](#) when you meet with your faculty advisor.

Policies for Changing Advisors

Students may change their academic or research advisor if they find a willing new advisor to take them on. There is no formal process for this, but students should consult with their current advisor, particularly if they are being funded through a research assistantship with that advisor.

Students who need assistance handling a problem with their advisor should talk to the [Director of Graduate Studies or the Academic Coordinator](#). If they find they need additional assistance, they can make an appointment with the ESE Department Chair (ESEChair@unc.edu).

Addressing Students Concerns

Your well-being and positive student experience are important to us. [Please visit and bookmark this page for reference](#). We are committed to addressing issues in a fair, timely and professional manner. We know it will not be possible in some cases, but to help us achieve the best outcome, we ask students to **follow the 5 steps below whenever possible:**

Step 1: Contact your instructor, the individual with whom you have a concern, or your faculty mentor as appropriate. Most concerns can be resolved through discussion between the person(s) involved. If you are uncomfortable interacting directly with the person(s), or if the concern is not resolved satisfactorily, proceed to step 2.

Step 2: Discuss the matter with your department's Director of Graduate Studies (DGS) or the ESE Academic Coordinator. If you have consulted with the DGS, or designee, and still believe the matter has not been dealt with satisfactorily or equitably, proceed to step 3.

Step 3: Discuss the matter with your department chair. If you believe the matter has not been dealt with satisfactorily or equitably, you can proceed to step 4.

Step 4: Schedule a meeting with Charletta Sims Evans, the SPH Associate Dean for Student Affairs (simsevan@email.unc.edu), if you need further consultation.

Step 5: If the issue is still not resolved and you are a **graduate student**: schedule a meeting with Kate McAnulty, the associate dean for student affairs in The Graduate School (kmcanulty@unc.edu). **Undergraduate students**, contact the [Office of Dean of Students](#).

Room and Audio/Video (AV) and Other Equipment Reservations

Relevant information is located on the [Gillings website](#).

Other equipment for check-out as well as audio and video editing facilities are located in the basement of the [House Undergraduate Library](#).

Poster Printing

Conveniently located at the [center of campus on the third floor of Student Stores](#), the UNC Print Stop and Copy Center offers printing and copying services. [You can find more information about poster printing here.](#)

Defense Timeline and Announcements

To announce your defense, students should send an email to esestudentservices@unc.edu that contains their name, the type of defense they will complete, date of defense, zoom link or location, thesis or dissertation title, abstract, and committee members (indicate dissertation committee chair/advisor). Please follow the following format/template:

1. Student Name
2. Type of defense
3. Date
4. Zoom link or Location
5. Title:
6. Abstract:
7. Committee Members (indicate committee chair):

Defenses should be scheduled at least two weeks before [The Graduate School submission deadlines](#) so that students have time to incorporate any committee edits and complete [submission formatting requirements](#).

Students are encouraged, but **not** required, to make their defense open to the public.

How to Complete Required Defense Paperwork

Completing the official defense paperwork required by the Graduate School can be confusing. We have laid out where students and faculty need to sign these forms (below, **Figure 1 & Figure 2**). This paperwork should be returned to the ESE Academic Coordinator at esestudentservices@unc.edu.

Students should communicate with their faculty advisor/mentor about what other materials they should bring to their defense.

Figure 1: Report of Doctoral Committee Composition and Report of Approved Dissertation Project ([click here to access this form](#) via The Graduate School – High Res)

Report of Doctoral Committee Composition and Report of Approved Dissertation Project Form
Use this form for ALL PhD Students


STUDENTS:

This form should be completed at the time of your dissertation proposal.

Complete the top portion of this form.

Part I: **List your Committee Members** here. List Committee Members' titles (e.g., professor, associate professor). Look up Non-UNC faculty with Fixed Term Faculty Status [here](#).

Note: Follow Committee Composition rules outlined here <[LINK to GW PhD HB](#)>



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
 The Graduate School
PART I: REPORT OF DOCTORAL COMMITTEE COMPOSITION
 and
PART II: REPORT OF APPROVED DISSERTATION PROJECT

(NOTE: The Committee Composition form should be on file with the Graduate School before, or filed concurrently with, any action reflecting their approval.)

FACULTY:

PART II: Sign on the line that corresponds with the line in PART I, where your name is listed.

Student's Name _____ PID# _____

Department/Curriculum/School: _____

PART I: REPORT OF DOCTORAL COMMITTEE COMPOSITION

#	Committee Member Names <small>(please print full names and list alphabetically)</small>	Faculty Status <small>(indicate rank, or dates, if fixed term)</small>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Dissertation Advisor(s): _____
(print name)

Committee Chair: _____
(print name)

Committee approved by : _____
(Date) (Director of Graduate Studies)

* Refer to the Graduate Handbook for policies about committee composition and the role of advisor and chair.

PART II: REPORT OF APPROVED DISSERTATION PROJECT

Signatures
(required only at time of project approval)

The committee, by their signatures provided above, indicate that they have judged the dissertation project to be feasible and have advised the student to proceed with the dissertation research.

Working title of dissertation:

Submit form to The Graduate School when complete. _____
(date)

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FACULTY:

Dissertation Advisor/Committee Chair will sign both lines

FACULTY:

Director of Graduate Studies signs/dates completed form –this is done **after** the form is submitted to the Academic Coordinator.

STUDENTS:

Provide your approved **working title** here and **date**

This form should be returned the Academic Coordinator, Jennifer Moore (esestudentservies@unc.edu), who will then submit the completed paperwork to the Graduate

Figure 2: Doctoral Exam Report ([click here to access this form](#) via The Graduate School – High Res)

Doctoral Exam Report Form
Use this form for ALL PhD Students

PART I: Written Exam

Required for all PhD students – Completed after student has finished most of their coursework, with committee permission

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
 The Graduate School
DOCTORAL EXAM REPORT FORM

NOTE: The Committee Composition form should be on file with the Graduate School before exam results are reported

Student's Name _____ PID# _____
 Department/Curriculum/School: _____

PART I: REPORT OF PRELIMINARY WRITTEN EXAMINATION

On behalf of a majority of the examining committee, I certify that the above named student:

successfully passed the examination _____ signature of committee chair _____ date _____
 failed to pass the examination _____ signature of committee chair _____ date _____

Check here if student previously failed exam. Date(s): _____
 By initialing, the committee chair certifies that this student was registered as required during the term this work was completed.

PART II: REPORT OF ORAL EXAMINATION

On behalf of a majority of the examining committee, I certify that the above named student:

successfully passed the examination _____ signature of committee chair _____ date _____
 failed to pass the examination _____ signature of committee chair _____ date _____

Check here if student previously failed exam. Date(s): _____
 By initialing, the committee chair certifies that this student was registered as required during the term this work was completed.

PART III: REPORT OF THE FINAL ORAL EXAMINATION (defense of dissertation)

A majority of the committee for the above named student has judged the dissertation defense to be:

acceptable _____ signature of committee chair _____ date _____
 unacceptable _____ signature of committee chair _____ date _____

Committee member signature/date	Pass/Fail	Committee member signature/date	Pass/Fail
_____	_____	_____	_____
_____	_____	_____	_____

Check here if student previously failed exam. Date(s): _____
 By initialing, the committee chair certifies that this student was registered as required during the term this work was completed.

PART IV: REPORT OF THE FINAL DISSERTATION (can be completed at the same time as Part III as appropriate)

A majority of the committee for the above named student has judged the dissertation to be:

acceptable _____ signature of committee chair _____ date _____
 unacceptable _____ signature of committee chair _____ date _____

Committee member signature/date	Pass/Fail	Committee member signature/date	Pass/Fail
_____	_____	_____	_____
_____	_____	_____	_____

By initialing, the committee chair certifies that the required edits were made and the final document is approved for electronic submission.

Submit to the Graduate School after all activities have been successfully completed
 Keep copies for your files

Rev 7/09

STUDENTS:

Complete this **top section**.

Note:
 Dept/curriculum/School should be listed as:
ESE/PhD/Gillings

PART II: Dissertation Proposal Defense

FACULTY:

Committee chair – Checks “**successfully passed/failed**,” sign & date, initial box certifying registration

PART III & IV: Final Defense

Completed when student presents final dissertation to committee.

Committee chair – Check “**acceptable/unacceptable**,” sign & date, initial box certifying registration

ALL committee members - Sign, date, and indicate “**Pass/Fail**”

Students: Upload final dissertation to [ProQuest](#) by [Graduate School deadline](#)

This form should be returned the Academic Coordinator, Jennifer Moore (esestudentervies@unc.edu), who will then submit the completed paperwork to the Graduate

