School of Graduate Studies in the Health Sciences – PhD Progression

1. **Complete Coursework**
   - Complete program coursework, responsible conduct of research (RCR), and individual development plan (IDP). **All students must meet with their Program Director each fall and spring for progression review and complete the Individual Student Progress Form.**

2. **Qualifying Exam**
   - Student must submit PhD Qualifying Exam Form to SGHS. **PhD Qualifying Exam Form**

3. **Candidacy**
   - Program Director must submit PhD Application for Candidacy Form for student to SGHS within 2 weeks of passing Qualifying Exam. **PhD Application for Candidacy Form**

4. **Advisory Committee Formation**
   - Students must form an Advisory Committee within 6 weeks of candidacy and submit PhD Advisory Committee Form to SGHS. Advisory Committee must consist of a minimum of 5 members to include: 4 Graduate Faculty members/3 within major program and 1 outside. Advisory Committee must meet within three months formation. **All students must meet with their Advisory Committee each fall and spring for progression review.**

5. **Advisory Committee Meetings**

6. **Proposal**
   - Student must submit PhD Proposal Approval Form to SGHS within 1 year of candidacy. **PhD Proposal Approval Form**
   - All students must take ID714 Professional Skills after proposal.

7. **Dissertation Guidelines**
   - 10 days prior to defense the student must send a hard copy of dissertation to advisory committee members and SGHS for format review. **Dissertation Guidelines**

8. **Dissertation Defense**
   - Public – 2 weeks prior, student must send announcement to SGHS. 5 members of AC participate in the defense. Final dissertation draft to SGHS within 2 weeks after defense for formatting review. When cleared by SGHS, print copies (4 minimum) of dissertation on bond paper. **Dissertation Defense Form**

9. **Final Paperwork for Graduation**
   - Receive Graduate packet of forms, pay dissertation binding/copyright fees. Student must return graduation packet, receipt for fees, signed defense form, signed publication form (**PhD Publication Form**), and final copies (4 minimum) of dissertation to SGHS printed on bond paper.