

School of Graduate Studies in the Health Sciences – PhD Progression

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](#).**

Qualifying Exam

Student must submit PhD Qualifying Exam Form to SGSHS. [PhD Qualifying Exam Form](#)

Candidacy

Program Director must submit PhD Application for Candidacy Form for student to SGSHS within 2 weeks of passing Qualifying Exam. [PhD Application for Candidacy Form](#)

Advisory Committee Formation

Students must form an Advisory Committee within 6 weeks of candidacy and submit [PhD Advisory Committee Form](#) to SGSHS. 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.

Advisory Committee Meetings

All students must meet with their Advisory Committee each fall and spring for progression review.

Proposal

Student must submit PhD Proposal Approval Form to SGSHS within 1 year of candidacy. [PhD Proposal Approval Form](#)
All students must take ID714 Professional Skills after proposal.

Dissertation Guidelines

10 days prior to defense the student must send a hard copy of dissertation to advisory committee members and SGSHS for format review. [Dissertation Guidelines](#)

Dissertation Defense

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

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 SGSHS printed on bond paper.