

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 (through ProQuest) for format review. [Dissertation Checklist](#)

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. [Dissertation Defense Form](#)

Final Paperwork for Graduation

Pay dissertation printing/copyright fees through Proquest. Receive Graduate packet of forms. Student must return graduation packet, signed defense form, signature page, and publication form ([PhD Publication Form](#)).