

# 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](#)).