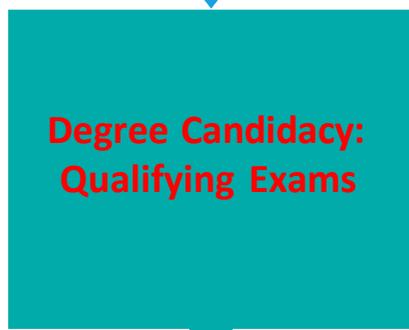


PHD MILESTONES

TIMELINE AND REQUIRED DOCUMENTS



- **Follow Degree Plan** provided at the start of the program and enroll in appropriate coursework (If electives are required, consult your mentor and the PhD Program Director - all electives must be approved by the PhD Program Director before registration occurs -see list of sample electives posted in Blackboard for ideas)
- **Sign and Submit Mentoring Agreement** to the PhD Program Office- at the beginning of each Fall and Spring semesters
- **Submit Individualized Development Plan** and **BioSketch** to the PhD Program Director **by September 30 yearly** (starting in 2nd year of PhD program)
- **Complete NURS 898-Research Internship** with faculty member - **submit syllabus and Independent Study Contract** (G-ISC) via DocuSign for review and approval **prior to registration**



- **Timing:** Qualifying Exams completed after foundational coursework completed
- **Submit Qualifying Exam Panel Members** to PhD Director- (Chair, member, and preference for third member) - must be approved by PhD Program Director
- **Schedule Written Exam** - submit start date request to PhD Program Director - must be approved by PhD Program Director - 1 week to complete
- **Oral Exam** - 3 weeks after written exam start date
- Submit: **Doctoral Program of Study Form (DPOS)** to PhD Program Office
- **Admitted To Degree Candidacy** - after submission of DPOS and successful completion of Qualifying Exams - Must be completed 1 year prior to graduation



- **Timing:** After completion of foundational coursework - Before enrolling in NURS 899: Dissertation Preparation (each semester):
- **Submit: Doctoral Committee Appointment Request Form (DCA)** with copy of outside member Resume and a Justification memo (if needed)
- **Submit: Syllabus and Independent Study Form (G-ISC)** for NURS 899 (a new syllabus and G-ISC must be reviewed and approved before registration each semester taking NURS 899) **Note: a minimum total of 12 credit hours of NURS 899, -Dissertation Preparation, must be completed prior to graduation**



- **Timing:** When approved by the Dissertation Chair
- **Submit Dissertation Proposal Defense Scheduling Approval Form** to the PhD Program Director and PhD Program Office (after signed)
- **Send Date of Dissertation Proposal** to PhD Program Director and PhD Program Office



- **Timing:** Final Semester of NURS 899
- **Coordinate** with your PhD committee to set final defense date
- **Send Date of Final Defense** to PhD Program Director and to the PhD Program office
- **Submit Dissertation Signature and Approval Form** to **PhD Committee Chair** before date of final defense



- **Submit Application for Graduation** by advertised deadline
- **Submit Final Dissertation** by advertised deadline
- **Submit Survey of Earned Doctorates**
- **Submit Hooding Program Information Form**