

Program Graduation Checklist

Ph.D. in Biomedical Sciences

(Rev. 7/20/2016)

Checklist for Year 1

- _____ Attend required departmental seminars for fall and spring semester
- _____ Complete at least 2 lab rotations and submit lab rotation summaries
- _____ Select major professor by the end of 1st spring semester
- _____ Complete required coursework with overall GPA ≥ 3.0
- _____ Select supervisory committee by end of 1st summer semester
- _____ Complete annual evaluation signed by committee by March 30

Checklist for Year 2

- _____ Attend required departmental seminars for fall and spring semester
 - _____ Register for elective coursework during the fall and spring semester with overall GPA ≥ 3.0
 - _____ Complete annual evaluation signed by committee by March 30
 - _____ Register and complete Preliminary Doctoral Examination IHS 8960(written component)
- Summer Semester

Checklist for Year 3

- _____ Attend required departmental seminars for fall and spring semester
- _____ Finish elective coursework with overall GPA ≥ 3.0
- _____ Register and complete Proposal Development IHS 5503 in spring semester
- _____ Admission to candidacy departmental approval by supervisory committee. Submit *Departmental Candidacy Approval Form*, signed by Supervisory Committee, to Program Office upon completion and passing of dissertation proposal defense.
- _____ Complete annual evaluation signed by committee by March 30

Checklist for Year 4 and 5

- _____ Attend departmental Seminars for fall and spring semester
 - _____ Register for Dissertation Research (need minimum of 24 hours before graduation)
 - _____ Thesis, Treatise, Dissertation Research Approval Form must be submitted before the graduation registration deadline, in the semester you plan to graduate.
 - _____ Must have a manuscript submitted to a peer-review journal accepted for publication
 - _____ Complete annual evaluation signed by committee by March 30
 - _____ Present a seminar on dissertation research
 - _____ Present research at a national scientific meeting (poster or oral)
 - _____ Register for Graduation during the semester you plan to defend your dissertation
 - _____ Department notification of successful Dissertation defense
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