



CHECKLIST FOR DOCTORAL DEGREE Pharmaceutical and Pharmacological Sciences Graduate Program

The original, signed copy of each form, indicated in bold, should be submitted to Dr. Mary Euler, Associate Dean for Student Services, School of Pharmacy.

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| | Declaration of Graduate Advisor: Submit to Pathway Director (Drs. Szklarz or Madhavan) by end of the Spring semester of Year 1. |
| | Program Semi-Annual Evaluation Form: Submit to the Office of Student Services by December 15 of <u>every year</u> in residence. |
| | Program Annual Evaluation Form: Submit to Office of Student Services by June 15 of <u>every year</u> in the program. |
| | HSC Committee Approval Form: Complete by end of the Summer semester of Year 2. The committee must be comprised of at least 5 members. The major advisor must be a regular member of the Graduate Faculty. The majority of committee members must also be regular members; no more than one person may be a nonmember of the Graduate Faculty. At least two committee members must be from the pathway, and at least one person must be from outside of the pathway. |
| | HSC Plan of Study Form: Submit after 30 hours of coursework are completed. At least 60% of the coursework must be at the 700 level and no more than 40% lower than 700. Any modifications after submission of the form need to be documented in a memo signed by all committee members. |
| | HSC Doctoral Qualifying Exam Form (Part I): Complete written/oral portion of the exam after finishing formal coursework (prior to the end of the third year). |
| | HSC Doctoral Qualifying Exam Form (Part II): Complete research proposal defense within 6 months of passing Part I of the exam. After this exam, candidates are allowed no more than 5 years to complete the remaining degree requirements. |
| | Register for each term (at least 9 credits during Fall/Spring, at least 6 credits during Summer). Meet the publication requirement of the pathway, which minimally includes one first-authored peer-reviewed manuscript. |
| | HSC Graduation Application: Submit within first 2 weeks of the semester in which graduation is expected. |
| | HSC Shuttle Sheet Request Form: Submit at least 3 weeks prior to the defense. |
| | Announce time and place of defense. Arrange for room reservations. Public posting of the defense must be done 2 weeks prior to defense. |
| | Submit a copy of dissertation to committee members at least 10 working days prior to the public defense (one month is recommended). |
| | HSC Report of Final Examination Results: Submit shuttle sheet within 24 hours after defense. |
| | Submit final dissertation electronically to the University no later than one week before the end of the semester. |
| | Program Exit Form: Complete before leaving University. |