

**CHECKLIST FOR DOCTORAL DEGREE**  
Pharmaceutical and Pharmacological Sciences  
Graduate Program

This form should be submitted to the HSC Office of Research and Graduate Education each time the form is updated, and copies kept by the mentor and the student.

Date submitted	Deadline	Form
	End of Fall of Year 1.	Declaration of Graduate Advisor and PPS program: Submit to Program Director (Dr. Geldenhuys) for signature. <b>HSC Form: Student Assignment to Dissertation Mentor and Graduate Program</b>
	End of Year 1 End of Year 2 End of Year 3 and beyond	<b>Individual Development Plan (IDP):</b> Completed annually, <b>by June 15.</b> Forms available at: <a href="https://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/">https://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/</a> .  Different forms are available for 1 <sup>st</sup> year students, 2 <sup>nd</sup> year students, 3 <sup>rd</sup> year students and beyond, and MD/PhD students.
	End of Fall of Year 2	<b>Committee Approval Form:</b> <a href="https://www.hsc.wvu.edu/media/13588/committee-approval-form-revised-10182017.pdf">https://www.hsc.wvu.edu/media/13588/committee-approval-form-revised-10182017.pdf</a> The committee should be comprised of 5 members and the major advisor must be a regular member of the Graduate Faculty. NIOSH faculty may serve as a co-chair. Majority of the graduate committee must be regular members of the graduate faculty. At least two members must be from the program at least one member must be from outside of the program. Only one committee member with no graduate faculty status is permitted.  <b>Committee Membership Change:</b> <a href="https://www.hsc.wvu.edu/media/14397/change-of-committee-form.pdf">https://www.hsc.wvu.edu/media/14397/change-of-committee-form.pdf</a> This form should be used if there are changes in graduate committee membership.
	End of Fall of Year 2	<b>Plan of Study Form:</b> <a href="https://www.hsc.wvu.edu/media/7508/plan-of-study-form-and-guidelines.pdf">https://www.hsc.wvu.edu/media/7508/plan-of-study-form-and-guidelines.pdf</a> Plan of study should be designed with guidance from the student's major advisor and graduate committee. If major changes are required, students must re-submit this form and obtain approval from their advisory committee.  <b>Plan of Study Amendment Form:</b> <a href="https://www.hsc.wvu.edu/media/7507/plan-of-study-amendment-form.pdf">https://www.hsc.wvu.edu/media/7507/plan-of-study-amendment-form.pdf</a>

		Should be submitted if there are minor changes to the Plan of Study.
	End of Year 2 End of Year 3 End of Year 4 and beyond	<b>Program Annual Evaluation Form:</b> available at <a href="https://pharmacy.hsc.wvu.edu/research-and-graduate-programs/graduate-programs/graduate-program-forms/">https://pharmacy.hsc.wvu.edu/research-and-graduate-programs/graduate-programs/graduate-program-forms/</a> This form should be submitted <b>by June 15</b> of <u>every year</u> in the program.
	End of Year 2 End of Year 3 End of Year 4 and beyond	<b>Dissertation Committee Evaluation:</b> <a href="https://www.hsc.wvu.edu/media/14037/advisory-committee-evaluation-form-pdf-revised-june-2018.pdf">https://www.hsc.wvu.edu/media/14037/advisory-committee-evaluation-form-pdf-revised-june-2018.pdf</a> . Graduate committee has to meet <u>at least once a year</u> to discuss student's progress, with additional meetings scheduled as needed. These meetings should be held preferably after the student's seminar presentations. The mentor should complete the Dissertation Committee Evaluation form after each meeting.
	End of Summer Year 2	<b>Doctoral Qualifying (Preliminary) Exam:</b> <a href="https://www.hsc.wvu.edu/media/14111/doctoral-qualifying-summer-2018.pdf">https://www.hsc.wvu.edu/media/14111/doctoral-qualifying-summer-2018.pdf</a> The written qualifying examination is developed and administered by the major advisor and the doctoral graduate committee, and may include test contributions from faculty members in the student's area of study, and any other areas deemed appropriate.
	Recommended by end of Fall Year 3, no longer than by end of Year 3	<b>Doctoral Candidacy Examination:</b> <a href="https://www.hsc.wvu.edu/media/14108/doctoral-candidacy-exam-form-updated-summer-2018.pdf">https://www.hsc.wvu.edu/media/14108/doctoral-candidacy-exam-form-updated-summer-2018.pdf</a> This involves oral qualifying examination, and it is expected to be completed within 6 months from the date of successful completion of the written portion. After this exam, candidates are allowed no more than 5 years to complete the remaining degree requirements.
	Before graduation	Meet the publication requirement, which minimally includes one first-authored peer-reviewed manuscript <u>accepted for publication</u> . <b>Note:</b> Due to some length of time needed for the submission and review process, try to submit your 1 <sup>st</sup> author manuscript <b>at the latest 6 months before</b> the planned graduation date.
	Submit early in the semester in which graduation is expected	<b>Graduation Application:</b> Follow the instructions at: <a href="https://registrar.wvu.edu/graduation-diploma">https://registrar.wvu.edu/graduation-diploma</a> Use the checklist, <a href="https://www.hsc.wvu.edu/media/7307/graduation-requirements-checklist-phd.pdf">https://www.hsc.wvu.edu/media/7307/graduation-requirements-checklist-phd.pdf</a> to make sure that all the requirements have been fulfilled, including payment of fees.
	Submit 3 weeks prior to the defense	<b>Shuttle Sheet Request Form:</b> <a href="https://www.hsc.wvu.edu/media/14109/shuttle-sheet-request-form-revised-july-2018.pdf">https://www.hsc.wvu.edu/media/14109/shuttle-sheet-request-form-revised-july-2018.pdf</a>

	2 weeks prior to defense	Announce time and place of defense. Arrange for room reservations and a printed announcement. Public posting of the defense must be done at that time.
	10 working days prior to the defense	Submit a copy of dissertation to committee members as early as possible. <u>One month is recommended</u> , with the minimum time of at least 10 working days prior to the public defense.
	24 hrs. after defense	<b>Report of Final Examination Results:</b> Submit the shuttle sheet signed by committee members to the HSC Office of Research and Graduate Education within 24 hours after defense.
	1 week before the end of the semester	Submit final dissertation <u>electronically</u> to the University. Specific deadlines and directions are available at <a href="https://etd.lib.wvu.edu/">https://etd.lib.wvu.edu/</a> .
		Exit interview with Assistant VP for Graduate Education shortly after the successful defense of the dissertation.

Updated January 14, 2019.