

Doctor of Philosophy Checklist

Print this list and use it to track your progress in the graduate program and remain abreast of the time lines for completing required paper work. Please refer any questions to the Office of Admissions and Services at 817-735-2560 or gsbs@hsc.unt.edu

Each student is responsible for the completion of the Master of Science program according to the procedures in the catalog. Each item must be completed in the sequence and time period indicated. Forms are subject to revision at any time and should be downloaded from the GSBS Forms and Guidelines website as needed.

Date Completed	Task
	File Major Professor Designation/Compact Between Graduate Students and Their Research Advisors form with GSBS before completion of 30 SCH of study.
	File Designation of Doctor of Philosophy Advisory Committee form with GSBS before completion of 42 SCH of study.
	File Doctor of Philosophy Degree Plan form with GSBS Office of Admissions and Services before completion of 42 SCH of study.
	File Request for Designation of University Member form with GSBS Office of Admissions and Services before completion of 42 SCH of study.
	Successfully complete oral qualifying examination administered by discipline faculty prior to the completion of 72 SCH. File the Oral Qualifying Examination Notice with GSBS Office of Admissions and Services.
	In the first long semester following the completion of the oral qualifying examination, register for Grant Writing (BMSC 6310).
	File completed and approved Research Proposal form with GSBS Office of Admissions and Services. The Research Proposal is a prerequisite for registering in Dissertation credits. Attach a copy of the proposal.
	File Declaration of Intent to Graduate form according to the deadline published in the academic calendar for the semester in which you will graduate.
	File Declaration of Intent to Defend form 30 days prior to formal seminar/defense. The GSBS Office of Admissions and Services will publish your seminar one week prior, one day prior and the day of the event.
	Successfully complete the public seminar and private defense on research/practicum experience. File Report of the Final Comprehensive Examination (Defense) form.
	Follow procedures for filing the dissertation with the GSBS Office of Admissions and Services, as published on the GSBS Graduation website.

GSBS Forms and Guidelines <http://www.hsc.unt.edu/education/gsbs/forms.cfm>

GSBS Graduation <http://www.hsc.unt.edu/education/gsbs/gradinfo.cfm>