

## 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 GSBS Office of Student Services at 817-735-2560 or [GSBS@unthsc.edu](mailto:GSBS@unthsc.edu). Each student is responsible for the completion of the 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
	Complete a minimum of 2 Laboratory Rotations (BMSC 5150). Forms required for each rotation are <i>Description of Laboratory Rotation</i> , <i>Laboratory Rotation Evaluation by Faculty Supervisor</i> , and <i>Laboratory Rotation Evaluation by Student</i> .
	File <i>Request for Change of Discipline</i> form with GSBS Office of Student Services after the completion of laboratory rotation requirement but before the start of the second semester of study.
	File <i>Major Professor Designation/Compact Between Graduate Students and Their Research Advisors</i> form with GSBS Office of Student Services after the completion of laboratory rotation requirement but before the start of the second semester of study.
	File <i>Designation of Doctor of Philosophy Advisory Committee</i> form with GSBS Office of Student Services before completion of second semester of study. Upon receipt of this form, students will be assigned a university member.
	File <i>Doctor of Philosophy Degree Plan</i> with GSBS Office of Student Services before completion of second semester of study.
	Hold annual committee meetings. Students are required to meet with their advisory committees a minimum of once per year. Minutes of the meeting should be recorded on the <i>Research Progress Report for PhD Students</i> which will be uploaded to the student assessment annually.
	Successfully complete oral qualifying examination administered by discipline faculty prior to the end of the first summer semester or, at the latest, the second fall semester. File the <i>Evaluation of Oral Qualifying Examination</i> with GSBS Office of Student Services.
	File completed and approved <i>Research Proposal</i> with GSBS Office of Student Services. The research proposal is a prerequisite for registering in Dissertation credits. Upon the dean's approval of the research proposal, the student has advanced to candidacy.
	File <i>Declaration of Intent to Graduate</i> form according to the deadline published in the academic calendar for the semester in which you graduate.
	File <i>Declaration of Intent to Defend</i> form 30 days prior to formal seminar/defense. The GSBS Office of Student Services will publicize 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 Final Comprehensive Examination (Defense) form.
	Follow procedures for filing the thesis with the GSBS Office of Student Services as published on the GSBS Graduation website.

GSBS Forms and Guidelines: <https://www.unthsc.edu/graduate-school-of-biomedical-sciences/forms-and-guidelines/>

GSBS Graduation Information: <https://www.unthsc.edu/gsbs/graduation>