

FIU

**Robert Stempel College
of Public Health
& Social Work**

**Public Health
PhD Handbook**

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General Information for Public Health PhD in the Stempel College

The *Robert Stempel College of Public Health and Social Work* (Stempel College) offers a Doctor of Philosophy (PhD) in Public Health. The PhD in Public Health is available in each of the following disciplines: Environmental Health Sciences, Epidemiology, Health Promotion and Disease Prevention, Health Policy and Management.

The Public Health PhD in the Stempel College prepares graduates to assume leadership roles in research, academia, government agencies, private industry, and community-based organizations. Our graduate programs are designed to encourage student choice and independence while maintaining close student-advisor relationships. The Public Health PhD in the Stempel College allows students to study and work side-by-side with internationally known educators, researchers, and practitioners, who serve as mentors.

This document, "Public Health PhD Handbook," serves as a resource for all Public Health PhD students in the Stempel College. The Public Health PhD operates under the FIU University Graduate School (UGS) and thus adheres to all University Graduate School procedures. It is the student's responsibility to ensure that he/she not only is in compliance with the requirements of the Stempel College, but is also in compliance with the requirements of the University Graduate School. In cases of discrepancies between this handbook and University Graduate School policies, University Graduate School policies will supersede.

The Policies and Procedures of the University Graduate School are available at <http://gradschool.fiu.edu/facultystaff/#gradpolicies> and in the Graduate Catalog (<http://catalog.fiu.edu>). Students should read all the material at these links carefully. The specific policies and procedures can be found here: <http://gradschool.fiu.edu/facultystaff/#gradpolicies>.

The Graduate Catalog is the final authority in case of conflicts. Failure to follow University Graduate School guidelines and deadlines could result in a delay in graduation. Furthermore, you should allow ample time for committee members and administrators to complete their role in the review and approval of your work.

Additional information is available electronically through several sources. The web site for the Stempel College is <https://stempel.fiu.edu> from which you can find a host of documents relating to the Public Health PhD, including the latest version of this guide.

University Graduate School Rules and Regulations (Doctoral Programs)

Course Requirements

Programs leading to a doctoral degree require at least 75 credit hours beyond the bachelor's degree. These shall include a minimum of:

1. 30 credit hours earned in academic courses which are part of the doctoral program. Doctoral programs normally include courses at the 6000 level and above. Courses at the 5000 level may be included in a doctoral degree program in appropriate cases.
2. A student may enroll for dissertation credits after completing all coursework, passing the candidacy examination and being advanced to candidacy. Dissertation credits may not be taken before advancement to candidacy.

Dissertation Committee

Dissertation committees must have a minimum of four members: at least three of whom are from the unit offering the degree and one of whom is from another academic unit at FIU. All FIU faculty who are members of the dissertation committee must be members of the Graduate Faculty and the chair of the dissertation committee must hold Dissertation Advisor Status. All committee appointments are made by the Dean of the University Graduate School.

Dissertation Proposal

A dissertation proposal must be approved by the University Graduate School at least three semesters prior to the date of graduation.

Candidacy

A student is admitted to candidacy upon successfully completing all required coursework, language requirements, candidacy examinations and passing the candidacy examination. The student's written request for candidacy must be approved by his or her major professor and forwarded to the program director, the unit dean, and then to the Dean of the University Graduate School.

Each candidacy examination must be prepared and graded by a committee consisting of a minimum of three faculty of the academic unit offering the degree. Admission to candidacy requires that a majority of the committee members agree that the student passed the examination. A candidacy examination may not be passed conditionally. A "Pass" on the examination cannot be made contingent upon other factors such as the completion of additional coursework or the preparation of extra research projects.

Students must be informed in writing of the results of their performance on the examinations within 30 days of the examination date. If the student fails the candidacy examination the committee, at its discretion, may provide for reexamination at a mutually satisfactory time but no more than one year from the original date of the examination. Passing the candidacy examination is requisite to continuing in the graduate program. Students who fail the candidacy examination twice will be dismissed from the doctoral program.

After a doctoral student is admitted to candidacy, continuous registration for at least 3 dissertation credit hours each semester (including the summer term) is required until the

dissertation requirement (15 credits) is fulfilled. During the academic year, international students must maintain full-time enrollment.

Graduation Requirements

The University will confer the doctoral degree when the student has met the following conditions:

1. Earned an overall average GPA of 3.0 in all courses in the graduate degree program.
2. Completed and defended satisfactorily a doctoral dissertation.
3. Recommended by the faculty of the College or the School.
4. Submission of the final approved dissertation via ETD.
5. Certified by the Academic Dean of the College or the School that all requirements of the degree being sought have been completed.

Doctoral students must have completed all requirements for the degree in order to participate in the commencement ceremonies.

Time Limits

All requirements, including the successful defense of a dissertation, must be completed within nine years of first enrollment in the doctoral program. No courses used in a program of study that are beyond these time limits at the time of graduation can be used toward degree completion with the exception of credits that are part of an earned graduate degree.

Grade Requirements

Grade Point Average

The University Graduate School policy regarding grade point average (GPA) can be found here: <https://policies.fiu.edu/files/758.pdf>. Students must maintain a cumulative GPA of at least 3.0 for courses attempted in the graduate program. For additional requirements for the Public Health PhD, see the Graduate Catalog: <http://catalog.fiu.edu>.

A student whose GPA falls below 3.0 will be placed on warning. If the cumulative GPA remains below 3.0 for a second semester, the student will be placed on probation. If the student fails to earn a *semester* GPA greater than 3.0 while he/she is on probation (i.e., the third semester), the student will be dismissed from the graduate program.

The University Graduate School policy regarding incomplete grades can be found here: <https://policies.fiu.edu/files/767.pdf>

An incomplete grade is a temporary designation given at the discretion of the instructor for work not completed because of a serious interruption not caused by the student's own negligence. An incomplete grade must be made up within two semesters or it will automatically default to the grade that the student earned in the course. There is no extension of the two-semester deadline.

Dissertation credits are assigned a grade of In Progress (IP), Unsatisfactory (U), or Fail (F). When the dissertation is complete the IP grades will automatically convert to a grade of Pass (P).

Active Status

As stated in the University Graduate School Policies and Procedures (<https://policies.fiu.edu/files/759.pdf>), doctoral candidates require a minimum of three credit hours per semester to retain active status.

Lapses in enrollment for three or more consecutive semesters require that the student apply for readmission subject to the admission procedures, criteria, and policies in effect at the time the reapplication is made. A student who finds it necessary to be excused from registration for three or more consecutive semesters should formally request a leave of absence from the Doctoral Program Director. Leaves of absence will be granted only under exceptional circumstances.

All requirements for completion of the PhD, including the successful defense of a dissertation, must be completed within nine years of initial enrollment in the doctoral program.

Grievance Procedures

The University Graduate School has a specific procedure regarding student grievances. Details about the grievance procedures can be found here:

<http://integrity.fiu.edu/grievances.html>

Code of Academic Integrity and Academic Misconduct Procedures

The FIU Code of Academic Integrity is as follows:

Introduction

This Code of Academic Integrity was adopted by the Student Government Association on November 28, 2001, and it reflects the values articulated in the Student Code of Standards. Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and to honestly demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of Florida International University.

Pledge

As a student of this university:

I will be honest in my academic endeavors.

I will not represent someone else's work as my own.

I will not cheat, nor will I aid in another's cheating.

All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook. The procedures with regard to academic misconduct are explained at <http://integrity.fiu.edu/misconducts.html>

Doctoral Annual Student Evaluation and Mentoring Plan

Annual Evaluation

An Annual Student Evaluation and Mentoring Plan is required of all PhD students throughout their studies, until they successfully complete their program.

Each academic year (at the end of Spring semester), the University Graduate School requires that each student develop SMART (Specific, Measurable, Agreed-upon, Results-focused and Timed) goals with the guidance from the Major Professor and the dissertation committee (or the Doctoral Program Director if a D1 form has not been completed).

Students are evaluated based on the proposed SMART goals, progress in the program and any accomplishments including publications, professional presentations, awards/recognitions, and timely progress with respect to field, laboratory, and dissertation work. Student evaluations are conducted by the Major Professor and dissertation committee (or the Doctoral Program Director if a D1 form has not been completed). If the student is not making satisfactory progress, a “performance improvement plan” will be developed by the student along with the guidance of the Major Professor or the Director of the Doctoral Program. Students that do not complete an evaluation and mentoring plan will be blocked from enrolling the following semester.

The Annual Student Evaluation and Mentoring Plan will be available via my.fiu.edu Student Portal, under your To Do List. UGS will notify students when they can begin their Annual Student Evaluation and Mentoring Plan and the deadline for completion.

Students who have an approved D5 on file and are expected to graduate during the spring term prior to the May 30 deadline are exempted from filing an Annual Student Evaluation and Mentoring Plan. Students with 17 or less graduate credits at the end of spring term are also exempt from completing the Annual Student Evaluation and Mentoring Plan. More details about the UGS Doctoral Annual Student Evaluation and Mentoring Plan can be found here:

<http://gradschool.fiu.edu/students/doctoral-student-annual-evaluation/>

Semi-Annual Evaluation

In addition to the UGS Doctoral Annual Student Evaluation and Mentoring Plan, Stempel College requires that progress towards the SMART goals be evaluated by the Major Professor and the dissertation committee (or the Doctoral Program Director if a D1 form has not been completed) at the end of the Fall semester. However, this evaluation will not be submitted to UGS. This internal process is an additional measure to assess, and if necessary, to adjust student's performance (timeline to graduation) in addition to the university-wide Annual Student Evaluation and Mentoring Plan. If the student is not making satisfactory progress, a “performance improvement plan” will be developed by the student along with the guidance of the Major Professor or the Director of the Doctoral Program.

Dissertation Forms

Below is are brief descriptions of some key Dissertation Forms (D-Forms). All information must be typed on these forms. All D-Forms and detailed information about D-Forms can be found here: <http://gradschool.fiu.edu/students/#studentforms>

Appointment of Dissertation Committee (D-1 Form)

A student's dissertation committee should be appointed as soon as possible, but no later than the end of the first year (third semester) of study. The dissertation committee should be set up according to current UGS requirements and guidelines. Therefore, the dissertation committee, at the minimum should consist of the Major Professor holding Dissertation Advisor Status (DAS) and is an expert in the subject of the dissertation, two committee members with at least Graduate Faculty Status (GFS) from within the Public Health program, and one external member from a different doctoral program within FIU who also holds at least GFS. In case the dissertation committee is not established in the first year, the Doctoral Program Director will mentor and advise such students until they form their committees.

Appointment of Revised Dissertation Committee (D-1r Form)

D-1r is to be completed as soon as revised committee is formed.

Program for Doctoral Degree and Application for Candidacy (D-2 Form)

The candidacy examination (D-2) is to be taken by students upon completion of all required coursework, which should be completed no later than the end of the second year (sixth semester) of study

Doctoral Dissertation Proposal (D-3 Form)

Students should demonstrate their knowledge of the proposed research as soon as possible in their pursuit of a doctoral degree. Therefore, the official dissertation proposal should be completed simultaneously or within one semester of completing the candidacy exam.

Preliminary Approval of Dissertation and Request for Oral Defense (D-5 Form)

It is recommended that full-time doctoral students submit their D-5 form and officially defend their dissertation no later than the end of the fifth year (15th semester) of study.

Final Electronic Thesis/Dissertation (ETD) form.

This form acts as a license that grants FIU non-exclusive rights to your dissertation. Students, the copyright holders, retain all rights.

Candidacy Examination

All doctoral candidates must pass a candidacy examination (a.k.a. comprehensive exam or qualifying exam) before they can advance to candidacy and begin enrolling in dissertation credits. The candidacy exam can be taken once the candidate has successfully completed all graduate coursework required for his/her program. Once the student has successfully passed the candidacy exam, the student may register for dissertation credits and obtain approval for their dissertation proposal. The student must be registered during the semester or semesters in which the exams are given. Students should refer to their departments' policies and procedures for specific instructions and requirements regarding the candidacy examination.

Dissertation Proposal

Dissertation Proposal

The students will be required to prepare a detailed dissertation proposal for the college. The college version of the dissertation proposal should include:

1. An introduction to the research problem, with a statement of the research questions or hypotheses;
2. A full review of relevant literature sufficient to provide context for the research problem as well as a review of literature focused on the specific question to be examined; and,
3. A description of the research methods to be utilized in answering the research questions or hypotheses, including a complete definition of the data to be collected or the extant data bases that could be used and how that data will be analyzed.

In general, these three parts will form the substance for the first three chapters of the dissertation. The proposal must be sufficient for the dissertation committee and the college to determine the significance of the research question within the context of the existing state of knowledge and the likelihood that the proposed methods are adequate and appropriate to answer that question.

Students will also be required to prepare an abbreviated proposal for the University Graduate School. Proposal guidelines for the University Graduate School are available at: http://gradschool.fiu.edu/documents/Proposal_Guidelines.pdf.

Sample proposals can be found here: <http://gradschool.fiu.edu/thesis-dissertation/>.

The dissertation proposal can only be approved by the dissertation committee after a successful oral defense attended by all committee members and will require a completed D-3 from found here:

<http://gradschool.fiu.edu/wp-content/uploads/2019/01/D-3-Instructions-and-Form-01022019.pdf>

After the student's committee has approved the proposal, it should be submitted to the Stempel College Office of Dean for approval. The full committee also should review and approve the five-page abstract submitted to University Graduate School.

Suggested Dissertation Proposal Timeline

1. The Major Professor and student should refer to the University Graduate School calendar for deadlines for submission of dissertation proposals <http://gradschool.fiu.edu/calendar-deadlines/#doctoral>.
2. The student will likely have to submit several revisions of the proposal before the student is ready to present it orally. Students should expect that faculty will take up to, but no more than 14, business days for each draft during the academic year to review it. Additional days may be needed around the final exam periods.

3. The proposal consists of the three sections indicated above: Introduction, Review of Literature (these two may be combined), and Methodology, plus the five-page proposal to be submitted to University Graduate School.
4. It is recommended that the proposal defense be publicly advertised one to two weeks in advance.
5. Following the proposal defense, the student must complete all changes required by the dissertation committee before submitting to the Stempel College Office of Dean for approval. These changes may require substantial work and may delay meeting the University deadlines if ample time in the schedule do not account for this possibility.
6. Final approval by the Stempel College Office of Dean can take two to three weeks. Thus, when scheduling, in order to meet the University Graduate School Deadlines, the student should allow ample time to make the changes required by the committee (several weeks) and for the process of approval by administration (an additional two to three weeks).

Approval for Human and Vertebrate Animal Subjects Research

Approval for human subjects through the FIU Institutional Review Board or vertebrate animal subjects (if applicable), through IACUC must be obtained prior to the submission of the D-3 form. Information about the application processes for these approvals are available online: <http://research.fiu.edu/iacuc/> and <http://research.fiu.edu/irb/>.

Dissertation

After a student has completed a research project and written a dissertation, the dissertation must be approved by the dissertation committee. The research dissertation must be of sufficient caliber to be published, as a whole or in part, in the scientific literature. The candidate should realize that multiple revisions may be necessary before the document is ready for the defense. Students should expect that faculty will take up to, but no more than, 14 business days for each draft during the academic year to review it. Additional days may be needed around final exam week. Because most faculty in the college are on nine-month appointments (fall and spring semesters), faculty may be unavailable for periods of time during the summer term, and students should plan accordingly.

In order to ensure that dissertations meet the appropriate standards of originality, UGS now requests that Major Professors create an originality report in Turnitin of the dissertation documents that are sent along with the D5 form. Major Professors that do not have a *Turnitin* account can visit the following website that contains the appropriate information: <http://ecampus.fiu.edu/faculty-turnitin-plagiarism-framework.html>.

The first page of the report with the name of the professor (when submitting the document to Turnitin, professors need to use their names as authors) and the page indicating the similarity index need to be submitted with the D5 form. UGS will not accept a D5 form without these two pages from the report. The originality report is now part of the checklist on these forms.

The Major Professor and dissertation committee will also review the dissertation for content and style before submitting it to the Stempel College Office of Dean. The student should plan on both the Major Professor, dissertation committee, and the designated official at the dean's office needing up to 14 business days to review the dissertation. A dissertation that does not meet Stempel College standards of research excellence or one with a significant number of uncorrected errors will be returned without approval for scheduling the defense.

It is the responsibility of the dissertation committee to approve the entire content of the dissertation. By their signatures on Form D-5, the committee members certify that the dissertation is ready for defense.

UGS Guidelines and Formatting Requirements

The FIU Graduate School has specific guidelines on the preparation of the dissertation as well as its format that the student is required to follow. The UGS guidelines and formatting requirements can be found here: <http://gradschool.fiu.edu/thesis-dissertation/>

Approved Formats for Public Health Dissertations

Traditional Format and Required Sections

- Title Page
- Dedication (optional)
- Acknowledgments (optional)
- Abstract
- Table of Contents
- Chapter 1
 - Introduction
- Chapter 2
 - Literature Review
 - Specific Aims and Hypotheses
- Chapter 3
 - Methods
 - Procedures
 - Data Source
 - Participants
 - Measures
 - Data Analysis Plan
 - Study Power
- Chapter 4
 - Results
- Chapter 5
 - Discussion
 - Limitations
 - Conclusions
 - Future Research
- References
- Vitae
- Appendices

Manuscript Format

As an alternative to the traditional format, students may choose to write three cohesive manuscripts related to the dissertation project. Students should refer to their departments' policies and procedures for specific instructions and requirements regarding the manuscript format.

Dissertation Defense

The dissertation defense is a public seminar that describes the dissertation research, which is followed by an oral examination of the student by the dissertation committee on the content of the dissertation. The dissertation defense cannot be scheduled until after

the dissertation has been reviewed and approved by the dissertation committee and the Stempel College Office of Dean (form D-5).

The date of the dissertation defense must be approved by all members of the dissertation committee and the University Graduate School. The instructions about the defense announcement are on the D-5 form.

All of the University community including students and faculty will be invited to the presentation portion of the dissertation defense. Additionally, the student may invite members of the public to attend. Following the public presentation and question-and-answer session, all non-committee members will be asked to leave the room. After the guests have left the room, the student will be examined by the dissertation committee and required to defend his/her analysis and interpretation of the research findings.

The student should refer to the University Graduate School for deadlines for submission of Dissertation in order to graduate (<http://gradschool.fiu.edu/calendar-deadlines/#doctoral>). After all the changes are made and approved by the dissertation committee, the final corrected version should be submitted to Stempel College Office of Dean for approval.

Final Electronic Thesis/Dissertation (ETD) Approval

After the dissertation defense the student must submit a Final Electronic Thesis/Dissertation (ETD) Approval form the can be found here:

http://gradschool.fiu.edu/wp-content/uploads/2019/01/Final_ETD_Approval_Form01022019.pdf

Florida International University & University of Miami Exchange Program

FIU Doctoral students can complete up to six credits at the University of Miami (UM) as members of the exchange program between FIU and the UM. The exchange program at UM and FIU allows students to take advantage of the broad educational and research opportunities at both institutions. All students who are fully admitted into a doctoral program and in good academic standing may participate in this program. Students can choose from any course at UM provided the course is not already offered at FIU, is not a limited access course and/or does not have additional fees (i.e. many online courses).

A listing of some public health courses offered at the University of Miami can be found here:

<http://publichealth.med.miami.edu/graduate/academic-programs/course-descriptions>

The application form for the FIU/UM Exchange Program can be found here:

<http://gradschool.fiu.edu/wp-content/uploads/2018/07/WritableFIU-UM-Exchange-Application-2018.pdf>

Graduate Assistantships

Types of Graduate Assistants

Graduate Research Assistant: A Graduate Research Assistant shall be a degree seeking graduate student who performs research duties related to his or her academic program. The Graduate Research Assistant will perform general duties related to research, documentation, experimentation, interviews and other activities that support the academic endeavor of the supervising faculty.

Graduate Teaching Assistant: A Graduate Teaching Assistant shall be a degree seeking graduate student who assists a faculty member with a teaching assignment. The duties may include, but are not limited to, preparing lectures, grading assignments, researching class topics and substituting for Faculty of Record on select class days. A Graduate Teaching Assistant who is the Instructor of Record must have completed 18 graduate credit hours in the subject area and perform teaching duties related to his or her academic program.

Graduate Assistant: Graduate Assistants shall be degree seeking graduate students who assist in the teaching and/or research function, but do not have primary responsibility for teaching and/or research. The duties may include those outlined in either the teaching or research classifications as well as other duties assigned that relate to his or her academic program.

Graduate Assistant Expectations

- Graduate assistants agree not to accept employment outside of FIU.
- Graduate assistants must not accept an appointment which individually or collectively exceeds 0.50 FTE (20 hours per week) without *prior* petition approval by the Dean of the University Graduate School.
- Appointment as a graduate assistant is contingent upon full-time enrollment (9 graduate credits in Fall and Spring; 6 graduate credits in Summer) and satisfactory academic and work performance (GPA of 3.0 or higher).
- Graduate assistantship is terminated at the end of session. No further notice of cessation of employment is required. Employment may be terminated at any time if performance is unsatisfactory.

Insurance Coverage: Any graduate assistants/employee holding an appointment of 20 hours per week for the full term will be automatically enrolled in the University's subsidized health insurance program. The employee portion (25%) of the total premium will be deducted from his/her paycheck as detailed in the chart below.

Tuition Waiver: Any graduate assistants/employee holding an appointment of 20 hours per week (0.5 FTE) for the full term will have the tuition matriculation fee paid by the University as part of this employment agreement. The Employee is still responsible, however, for additional charges per credit of \$73.97 for continuing students (admitted before Fall 2006) or of \$75.69 for new students (admitted on or after Fall 2006) along

with the standard semester fees. Laboratory, on-line, and other special fees must be added to this total. Below is an example for a typical semester.

General information about graduate assistantships can be found here:

<http://gradschool.fiu.edu/students/funding/assistantships/>

The Graduate Assistantship Handbook can be found here:

<http://gradschool.fiu.edu/wp-content/uploads/2018/11/Graduate-Assistant-Handbook-Spring-2019-BS.pdf>

Agreement for Doctoral Students in Public Health

By signing this student agreement, I acknowledge that I was provided a copy of the "Public Health PhD Handbook." I also acknowledge that I understand the Florida International University policy number 380.044 which states the following:

Academic Dismissal:

1. Failure to maintain good academic standing will result in placement on academic warning, probation or dismissal.

Warning:

1. A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty.

Probation:

1. A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on probation, indicating serious academic difficulty. The College or School of the student on probation may indicate the conditions which must be met in order to continue enrollment.

Dismissal:

1. A graduate student on probation whose cumulative and semester GPA's fall below a 3.0 will be automatically dismissed from his or her program and the University. A graduate student will not be dismissed prior to attempting a minimum of 12 hours of coursework as a graduate student. The student has ten working days to appeal the dismissal decision.
2. A student may be dismissed for failure to make satisfactory progress toward degree completion or failure to complete all the requirements for a graduate degree within the time limits for degree completion.
3. A student may be dismissed for non-compliance with the continuous enrollment policy for doctoral students who have advanced to candidacy.

Examples of unsatisfactory progress toward degree completion include: not completing a Fall or Spring student evaluation, not achieving the SMART goals on two consecutive semesters. Please note that letters of dismissal originate with the Department Chair.

Student Name

Student Signature

Date

Doctoral Program Director

Date

Department Chair

Date

Student Timeline

Date/Deadline	Process/Requirement	Rationale
End of 1 st Year (3 rd Semester).	D-1 Form. Appointment of Dissertation Committee.	The D-1 notifies UGS of major professor and dissertation committee.
Every Fall and Spring Semester	Annual and semi-annual evaluations, respectively.	Track timely progression to graduation
End of 2 nd Year (6 th Semester).	<p>D-2 Form. The candidacy exam must be completed prior to the end of the sixth semester, and can be taken while the student is completing the last of their <i>required</i> courses (to total 51 credits).</p> <p>However, in order to submit a D-2 from <i>all</i> required coursework must be <i>completed</i> (and graded); the student must have a GPA ≥ 3.0; and be enrolled in ≥ 3 credits.</p>	Candidacy Exam needs to be completed to register for Dissertation credits.
End of 2 nd Year or beginning of 3 rd Year (6 th or 7 th Semester)	D-3 Form. Enrolled in ≥ 3 graduate credits. Can be taken at the same time as the D-2. Must include IRB/IACUC/IBC approval (if applicable).	The dissertation proposal defines the PhD project (although work towards this begins in year 1).
End of 5 th Year (15 th Semester)	D-5 Form. Preliminary Approval of Dissertation and Request for Oral Defense (student must submit thesis at least 3 weeks prior to filing this form).	
Anytime	D-1r Form	Change composition of dissertation committee.

Date: April 25, 2019