



Timeline - Biomedical Sciences PhD

- *Timeline starts at Initial Enrollment in Biomedical Sciences Program.*
- *Any time away including leave of absence, do not modify a student's obligation to complete the degree within a seven-year time limit.*
- *Students are required to be enrolled in the semester in which they defend. Students are not enrolled the semester(s) after they defend unless they fail or pass with major revisions (see details at the end of this document)*
- *Each step is not considered complete until all appropriate completed form(s) (and required documentation, rubrics etc) are submitted to The Graduate School.*

| <u>Date</u> | <u>Deadline/Action</u> |
|--------------------|--|
| _____ 1. | Program Entry |
| _____ 2. | End of 2 nd Semester Major Advisor Selected and Major Declared – Note: **Advisor must be a member of student's program/major <u>Program Choice</u> form can be found at: http://www.augusta.edu/gradstudies/students/current_students.php |
| _____ 3. | End of 4 th Semester and annually (every calendar year) thereafter: <ul style="list-style-type: none">• Submit to The Graduate School a certificate of completion/proof of completion of an individualized development plan (IDP) – Recommended myIDP http://myidp.sciencecareers.org/ which can auto-generate and send certificate of completion. Send auto-generated certificate to: pcameron@augusta.edu and/or provide hard copy to the TGS office.• Submit to The Graduate School (pcameron@augusta.edu) one (1) SMART goal for a career advancement, skill or project goal that you have developed and discussed with your primary research mentor (advisor). This is not one of the specific aims of your project. Goal must be signed by your mentor to indicate you have discussed it together. See http://myidp.sciencecareers.org/ for SMART goal description and template. |

-
- _____ 4. End of 5th Semester
- Advisory Committee Selected (must be approved by chair and submitted to The Graduate School) PhD Advisory Committee form at http://www.augusta.edu/gradstudies/students/current_students.php
 - Coursework Proposal Approved and Submitted to The Graduate School (Include an updated copy of students JAGTRAX record – for more information regarding JAGTRAX see <http://www.augusta.edu/graduation/degreeaudit.php>).
Coursework Proposal form at http://www.augusta.edu/gradstudies/students/current_students.php
- _____ 5. End of 6th Semester – End of 2nd year
- 1st Report of the Advisory Committee meeting submitted to The Graduate School – representative from TGS **must** be invited to 1st committee meeting for a 10-15 min TGS overview.
- (Subsequent meetings must be held at least once each calendar year and forms submitted or student will received a “U” (unsatisfactory) grade) Report of Research Progress and Advisory Committee Meetings form http://www.augusta.edu/gradstudies/students/current_students.php
- _____ 6. End of 7th Semester
- Comprehensive Exam Passed
- The Ph.D. Comprehensive Examination – Standard Policy at http://www.augusta.edu/gradstudies/students/current_students.php
- Comprehensive Exam Chair must submit to The Graduate School: Comprehensive Exam Pre-Approval Form and the Comprehensive Exam Results using forms that can be found at http://www.augusta.edu/gradstudies/students/current_students.php
- See forms for deadlines and instructions
- _____ 7. End of 9th Semester
- Research Proposal Approved and completed rubrics submitted to The Graduate School
Research Proposal Approval form can be found at http://www.augusta.edu/gradstudies/students/current_students.php

- _____ 8. Admission to Candidacy (Must be admitted 2 full semesters before graduation date) after the following has been met:
- Coursework Proposal submitted with a copy of students JagTrax profile
 - Research Proposal has been approved by students committee and submitted to TGS
 - Passed Comprehensive Exam
- Admission to Candidacy (Doctor of Philosophy Degree) form
http://www.augusta.edu/gradstudies/students/current_students.php
- _____ 9. Attend Boot Camp through the Library for Electronic Submission of Dissertation (review information at the Library website <http://guides.augusta.edu/graduateschool/etd>)

IMPORTANT

- _____ 10. Graduation should be applied for mid-term the semester **before** student plans to graduate. This is done on the Registrar's website and submitting Application for Graduation.
<http://www.augusta.edu/graduation/healthsciences-graduation-app.php>

DISSERTATION: In the preparation of the dissertation, the student should consult the Thesis/Dissertation Preparation Guide at http://www.augusta.edu/gradstudies/students/current_students.php and follow the instructions for the required format.

In no instance should another thesis/dissertation preparation booklet be used as a guide for the style and format of a manuscript.

It is the responsibility of the Major Advisor to see that the student adheres to these policies. The Graduate School will not approve thesis/dissertations that do not follow the format outline in the manual. Using an alternative format MUST be approved by the Dean of TGS prior to preparation of dissertation.

INTERNATIONAL STUDENTS: It is the student's responsibility to meet with Ms. Beverly Tarver in Student Diversity International to discuss graduation plans to determine if/how their visa and student compliance status will be affected.

If a student is planning to apply for OPT he/she must allow sufficient time for the application process.

It is the student's responsibility to ensure that he/she remains in compliance with all his/her official paperwork for student status and has completed all appropriate applications and paperwork that may be required for his/her post-graduation plans in the US.

DEFENSE DATE:

- _____ 11. Student must receive approval by his/her Advisor and Committee to set date to defend.
- Once the final date is set – student notifies The Graduate School. (No defense will be scheduled 2 weeks before or 2 weeks after graduation) with date and a copy of the JagTrax profile form reviewed and signed by the program director.
 - Submit name of reader to The Graduate School for approval.
 - 9 weeks before final oral examination (defense) – Electronic Draft copy of Dissertation submitted to the Advisor
 - 5 weeks before final oral examination (defense) – Advisor-approved draft of dissertation distributed to the Committee and reader.
 - 2 weeks before final oral examination (defense) – Dissertation with Dissertation Approval form (signed by committee) and Faculty Agreement form (signed by committee and reader) submitted to The Graduate School.
 - 2 weeks before defense, announcement should be emailed to The Graduate School for distribution to students and faculty.
 - If a committee member or reader is unable to attend in person because of extenuating circumstances and will attend by phone, Skype, etc., the student will make all arrangements and send all related material to that member in advance of the defense.
- _____ 12. Final Oral Examination/Dissertation Defense Results
- ***Submit Final defense results on final oral exam form within 24 hours of exam***
 - ***Submit ALL completed RUBRICS to TGS within 48 hours of exam***

Three (3) Options:

- **Pass – Minor Revisions**
If minor revisions, student will not be enrolled (nor will be allowed to enroll) for the following semester (or any subsequent semesters) in the degree program in which he/she has just defended his/her dissertation. **The student will be expected to graduate at the end of the semester in which he/she defends.** The student's final approved revised thesis/dissertation and ALL final paperwork is required to be submitted to TGS at least ***one week*** prior to the end of the semester/graduation. *NOTE: STANDARD PROCESS - Stipend stops 2 weeks after student defends to provide ample time to complete minor revisions before leaving AU.* Proceed to #12.
- **Pass – Major Revisions**
If a student passes pending major revisions, a subcommittee will be appointed and he/she must continue enrollment for the semester while completing major revisions.

Generally, no more than one semester or two with permission of the Dean of TGS. The subcommittee will establish a list of necessary revisions and a timeline for completion that are required to be fulfilled to the satisfaction of the subcommittee in order for the thesis/dissertation to be approved and subsequently accepted by The Graduate School in partial fulfillment of the Ph.D. degree requirements. The student's final approved revised thesis/dissertation and ALL final paperwork is required to be submitted to TGS **one week** prior to the end of the semester/graduation. ***Student must be enrolled in the semester in which they defend AND complete Major Revisions.***

- o **Not Pass** (Case by Case as recommended by the Committee to the Dean of TGS.
 - a. Dismissal
 - b. Fall Back Masters
 - c. Option to Redefend with or without Major Revisions

NOTE: Stipend stops 2 weeks after student defends. Continuation of GRA is considered on a case-by-case basis in consultation with the Dean of TGS.

- _____ 13. Final paperwork should be completed and submitted to The Graduate School no later than one week before graduation.
- a. After revisions of your dissertation/thesis have been made, please go to <http://guides.augusta.edu/graduateschool/etd> for electronic submission instructions of your dissertation/thesis to the library or contact Sandra Bandy listed on that page. The Graduate School office will need the Electronic Thesis and Dissertation (ETD) Submission for Publication Approval Form signed and submitted for Dean's approval before the dissertation will be accepted for electronic submission.
 - b. Submit electronic version of final dissertation in PDF format to Marvis Baynham at mbaynham@augusta.edu
 - c. Submit electronic pdf version of your announcement to The Graduate School.
 - d. Survey of Earned Doctorates. Survey must be completed and submitted online at <http://sed-ncses.org> Once this is completed, the certificate of SED completion must be printed and submitted with final paperwork.
 - e. Proquest. Electronic submission of your dissertation must be made to Proquest at www.etdadmin.com/augusta This is mandatory by The Graduate School and confirmation is received by our office once this has been completed.
 - f. Complete the short TGS student questionnaire (provided by TGS) and submit to TGS.
 - g. Schedule exit interview with TGS.