

Public and Community Health PhD Program Checklist

Following is a checklist for the Ph.D. degree program which outlines, in sequence, a series of recommended steps for completing the degree program. This checklist may be used as a guide to help plan activities throughout the program. Each year, the Graduate School publishes a listing of key dates that a student is responsible for meeting (available at <www.gradschool.umd.edu>).

1. If eligible, submit a written request for waiver and/or substitution of any required course to the department Director of Graduate Studies prior to completing 12 credit hours in the program.
2. Before completion of the first 12 credit hours, prepare a proposed plan of study to be signed by your advisor and submitted to the graduate program coordinator for your student file.
3. Complete all coursework. (Note: Advising is mandatory every semester; to be cleared for registration requires a newly-approved copy of your proposed plan of study, each semester.)
4. Meet with Director of Graduate Studies to arrange for qualifying examination.
5. Complete qualifying examination.
6. Meet with faculty advisor to develop the individualized research plan.
7. After successfully passing qualifying examination and the 15 credits of individualized research, submit application for advancement to candidacy to the Graduate School, through the Department.
8. In consultation with dissertation advisor, develop dissertation proposal.
9. Establish dissertation proposal committee and submit dissertation proposal to committee for approval.
10. Hold proposal meeting.
11. If human subjects will be involved, obtain Department and University human subjects approval.
12. Establish dissertation examining committee and submit form requesting appointment of doctoral dissertation examining committee to Graduate School (at least 90 days prior to your defense).

13. Complete research and prepare dissertation manuscript. Then, submit manuscript to dissertation advisor for review and revise as necessary.
14. Apply for diploma. **THERE IS A SPECIFIC DEADLINE FOR SUBMITTING THIS FORM.** Consult the Graduate School Deadlines at <www.gradschool.umd.edu>
15. Submit dissertation manuscript to other members of your dissertation committee for review and revise as necessary.
16. Schedule and complete oral defense of doctoral dissertation.
17. Revise dissertation as necessary.
18. Present dissertation topic and findings at Department Research Symposium.
19. Submit your dissertation electronically (<http://dissertations.umi.com/umd/>) to the Graduate School, and an abstract and cover page to the Department of Public & Community Health Office. (Be sure to meet the Graduate School DEADLINE - look on www.gradschool.umd.edu).