Six Steps and Forms for Doctoral Students

Preliminary (prior to Fall 2011 – is known as Qualifying) Examination, Proposal Defense, Proposal Approval and Dissertation Defense

Forms to be completed: | Department/Staff responsible
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1. Intent to Take the Division Preliminary Examination Form (students should attach a list of completed courses obtained via UTLINK or myUTH and submit to advisor) | John Adams
Office of Student Affairs

2. Completion of Preliminary Exam Form | John Adams
Office of Student Affairs

3. Doctoral Dissertation Committee Form | John Adams
Office of Student Affairs

4. Dissertation PROPOSAL Defense Form
   Students must publicly defend the proposal
   • by scheduling a location,
   • announcing the proposal defense with flyers (attach copy to form)
   • send notice/flyer to at least one or more of the following: Rebecca.S.Bower@uth.tmc.edu UTSPH communications office to include in weekly newsletter; send flyer to division faculty; send flyer to student association to disseminate; post flyer on announcement boards throughout the school. | John Adams
Office of Student Affairs

5. Dissertation Proposal submitted to Office of Research for review and approvals | Rebecca Novak
Office of Research

6. DISSERTATION Defense Form | John Adams
Office of Student Affairs

NOTES:

Doctoral Students entering prior to Fall 2011 must choose to follow the old policy which requires – Defense of Dissertation only.

OR

Follow the requirements for Doctoral Students entering Fall 2011 – Defense of Proposal and Dissertation required.

All student forms must be completed based on the procedures for that period.