



Graduate School of Biomedical Sciences
★
UNIVERSITY of NORTH TEXAS HEALTH SCIENCE CENTER at Fort Worth

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 Director of Admissions and Services at 735-2560 or clee@hsc.unt.edu.

Date Completed	Task
	File Designation of Doctor of Philosophy Advisory Committee form with GSBS before completion of 42 SCH of study.
	File Doctor of Philosophy Degree Plan form with GSBS before completion of 42 SCH of study.
	File Request for Designation of University Member form with GSBS before completion of 42 SCH of study.
	Successfully complete oral qualifying examination administered by discipline faculty prior to the completion of 72 SCH. File the Oral Qualifying Examination Notice with GSBS.
	In the first long semester following the completion of the oral qualifying examination, register for Grant Writing (BMSC 6010). To complete this course, an NIH-style grant must be written, presented in a public seminar, and privately defended before the doctoral advisory committee. (Disciplines may elect to form a separate committee for this defense. Check with your graduate advisor for discipline guidelines.)
	File completed and approved Doctor of Philosophy Degree Proposal form with GSBS before you enroll in Dissertation (BMSC 6950). Attach a copy of the written proposal.
	File Declaration of Intent to Graduate form according to the deadline published for the semester in which you will graduate. You will be given instructions pertaining to your semester of graduation for filing your dissertation.
	File Intent to Defend form 30 days prior to formal seminar/defense. The GSBS office will publish your seminar one week prior, one day prior, and the day of the event.
	Complete formal seminar on dissertation. File Report of the Final Comprehensive Examination (Defense) form.
	Follow procedures for filing dissertation with GSBS, as published in the graduation packet you will receive after you have filed the Intent to Graduate form.

Each student is responsible for the completion of the Doctor of Philosophy program according to the procedures in the graduate 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 web site as needed.