**PhD Checklist for Student and Faculty Advisor**

*(All forms can be located on the MCN website, Academics tab, PhD tab, Advising tab- Forms*

*and in the Reggienet Student Guide and Resources course)*

[*http://nursing.illinoisstate.edu/doctoral/advising/*](http://nursing.illinoisstate.edu/doctoral/advising/)

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| **Activity** | **Completed** |
| The **Plan of Study** is determined at the time of student admission by the Graduate Programs Advisor. The plan of study is shared to the student’s faculty advisor. Faculty and student should only submit a new Plan of Study form if the students plan for progression changes. If this form must be revised by the student and faculty, once complete it should be submitted to Office of Student Services (OSS). |  |
| Hold annual review with advisees’ in spring semester each year student is enrolled in the program. Student should complete the portfolio and submit electronically to Faculty Advisor at least 10 business days prior to the scheduled review. Portfolio should include **Benchmarks and Review of Progress**, with updated CV, updated copy of **Plan of Study** form if needed, manuscripts (in development, submitted and/or accepted), grants (applied for and/or awarded), update on progress of annotated bibliography, and a one-page summary of progress toward meeting program requirements and benchmarks. Faculty advisor, PhD student, and Director of Graduate Programs will meet to review progress at a scheduled time in the spring semester and Faculty Advisor should complete the **Annual Evaluation Report** portion of the document. Benchmarks, Review of Progress and Annual Evaluation Report are all included in the same document, titled “PhD Student Annual Evaluation”. All documents should be submitted to OSS following the annual review meeting.  |  |
| If a change of faculty advisor needs to occur for any reason, complete the **Change of Advisor** form, obtain appropriate signatures and submit to OSS.  |  |
| Complete **Request for Appointment of Dissertation Committee**. If a change in dissertation committee composition needs to be changed, complete the **Change of Dissertation Committee form**. If an exception needs to be permitted for a dissertation committee member, this exception must be completed on the Graduate School Proposal Approval Form. |  |
| Complete **Preliminary Exam and Dissertation Proposal Defense Registration form** and submit to OSS. Guidelines for submission are noted at the top of the form. The form should be submitted two months prior to when you plan to defend the dissertation proposal. The date determined for the defense should be agreed upon by your committee members.  |  |
| Following the defense of the dissertation proposal, your Committee Chair will complete the **Report of Preliminary Exam and Dissertation Proposal Defense**. Submit this completed form to OSS. |  |
| Student should complete the ISU Graduate School **Proposal Approval form** and obtain appropriate signatures following Proposal defense. Student will submit original copy to the Graduate School as noted on the form.  |  |
| Faculty Advisor will complete the **Admission to Candidacy form** and obtain appropriate signatures when student has completed coursework and successfully defended the dissertation proposal. [Proposal Approval form](https://grad.illinoisstate.edu/downloads/ProposalApproval%20Form.pdf) |  |

Refer to the Graduate School website, Student Support tab, for procedure, dates, deadlines, forms for dissertation, and “**Dissertation Assistance**”. <https://grad.illinoisstate.edu/students/>

**Please utilize the Student Handbook for more thorough procedural details**: <http://nursing.illinoisstate.edu/studentlife/>