**PhD Checklist for Student and Faculty Advisor**

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

*as well as via a link 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 Post-licensure Programs Academic Advisor. The plan of study is shared with the student’s faculty advisor. Faculty and student should only submit a new Plan of Study form if the student’s plan for progression changes. If this form must be revised by the student and faculty, once complete it should be submitted to the Post-licensure Academic Advisor to update enrollment projections. |  |
| Faculty Advisor will hold an **annual evaluation review** with advisees during spring semester each year student is enrolled in the program. Student should complete the portfolio and submit electronically to their Faculty Advisor at least 10 business days prior to the scheduled review. Portfolio should include the following:   1. **PhD Student Annual Evaluation document:** which consists of Benchmarks, Review of Progress, and Annual Evaluation Report 2. Updated CV 3. Current copy of the **Plan of Study** form.   Faculty advisor, PhD student, and Director of Graduate Programs/PhD Program Lead 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 PhD Student Annual Evaluation document. All documents should be submitted to OSS following the annual evaluation 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 occur, 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 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 all appropriate signatures following proposal defense. Student will submit original copy to the Graduate School as noted on the form. [Proposal Approval form](https://grad.illinoisstate.edu/downloads/ProposalApproval%20Form.pdf) |  |
| Faculty Advisor will complete the **Admission to Candidacy form** and obtain appropriate signatures when student has completed coursework and successfully defended the dissertation proposal. |  |
| **Right to Defend form** (a Graduate School form) must be completed prior to defending dissertation. <https://grad.illinoisstate.edu/students/forms/> Student must wait at least 7 days from receipt of their approved Right to Defend before you may defend your dissertation. |  |
| An **Outcome of Defense form** (a Graduate School form) must be completed and submitted following the dissertation defense. |  |

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

* **See the flow chart below for the dissertation process.**

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

