**PhD Student and Faculty Advisor Checklist**

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

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

1. The **Plan of Study** form is completed at the time of student admission by the Graduate Programs Advisor. The completed form 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).
2. Determine the two semesters student will use to meet University Residency Requirements. Submit **Declaration of Residency** form to OSS. OSS must submit this form to the Graduate School prior to the start of the term that begins residency. See the PhD Student Handbook for University Residency guidelines.
3. Hold annual review with advisees’ month of April each year student is enrolled in the program. Student should complete the portfolio and submit to Faculty Advisor by April 1st. Portfolio should include **Benchmarks and Review of Progress** form, 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 month of April and Faculty Advisor should complete the **Annual Evaluation Report** form. All documents should be submitted to OSS following the annual review meeting.
4. 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.

1. 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, complete the **Request for Dissertation Committee Exception form** and submit to OSS with appropriate documentation attached.
2. 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.
3. 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.
4. Student should complete the **Proposal Approval form** and obtain appropriate signatures following Proposal defense. Student will submit original copy to the Graduate School as noted on the form.
5. 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 tab, “**Dissertation Assistance**” for procedure, dates, deadlines, and forms for dissertation.

<http://grad.illinoisstate.edu/academics/thesis-dissertation/>

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