Check Off List: Academic Process of Doctoral Students

- Complete Biomedical Sciences PhD core courses with a minimum grade of “B” during year 1
- Choose an advisor and doctoral program committee during first calendar year
- Submit D1 form to MU Grad School with student, advisor and DGS signatures
  - D forms are available at [https://gradschool.missouri.edu/](https://gradschool.missouri.edu/)
  - D1 form verifies qualifying process (completion of Core courses with “B” grade)
  - D1 form confirms major advisor and doctoral committee members
- Choose 3 MU courses in each of 3 areas of biology (molecular, cellular & integrative)
- Submit plan of study D2 form (listing the courses) to MU Graduate School within first 1.5 years
- Complete comprehensive exams and submit D3 form within 2.0-2.5 years
  - Consult with advisor and doctoral committee on format of exams
  - Check point to consider discontinuing PhD program and pursuing MS program
  - Must complete oral and written comprehensive exams within 1 month
  - Comprehensive exam must be completed no later than 7 months before dissertation defense; must be taken while Mizzou is in session
  - PhD students must pass both oral and written exams to advance to candidacy
- Write dissertation proposal within 12 months of comprehensive exams
  - Develop content in consultation with advisor and doctoral committee
  - Present dissertation proposal in writing and orally to advisor/committee
  - Committee must approve proposal
- Submit approved copy of dissertation proposal to DGS a minimum of six months before defense
- Maintain continuous enrollment as a doctoral candidate after comprehensive exams
- Write dissertation after completion of original research with a central theme
  - Chapters often take the form of completed/submitted manuscripts
- Submit at least one manuscript from dissertation research to a peer-review journal
  - Must be submitted prior to graduation
- Have your major advisor notify the DGS in writing at least 30 days before dissertation defense
- Defend the dissertation with a seminar followed by an oral defense with doctoral committee
  - Defense must be completed within 5 years of comprehensive exams
  - Pre-defense seminar can satisfy annual seminar requirement
- Submit D4 form of the official results of defense to the MU Graduate School within 1 month
- Submit final approved dissertation to the MU Graduate School
  - Must be signed by major advisor and doctoral committee members
  - Send an electronic copy of dissertation to DGS

**Deviations from the above timeline must be approved by student’s doctoral committee who must inform the DGS and GPAC of the change.**