

Neuroscience PhD Student Checklist*

Before June of first year	-Select Major Advisor and submit <i>Appointment of Major Dissertation Advisor –PhD</i> (Form 1) to College of Graduate Studies (CGS)
Within 3 months of choosing major advisor.	-Complete <i>Program of Study</i> (Form 2) and submit to CGS; needs to be updated if any changes are made
Summer after second year of study	-Take Written Qualifier Exam, must retake if student doesn't pass
Within 6 months after passing written exam	-With Advisor, select <u>oral exam committee</u> members (must be members of College of Graduate Studies and have taught core neuro courses) -Take Oral Qualifier exam, must retake if student doesn't pass
Within one week after passing oral	-Submit completed <i>Certification of Completion of Oral Qualifying Exams</i> (Form 3) to CGS
Within six months after passing oral	-With advisor, select <u>dissertation advisory committee</u> . The Dissertation Advisory Committee must consist of at least five members, three from the student's major program and at least two from outside of the student's home department. All members of the committee shall be members of Graduate Faculty. Individuals serving as external evaluators do not require an appointment on the CGS Graduate Faculty as long as they have appropriate credentials at an outside institution. Submit <i>Recommendation for Appointment of Dissertation Advisory Committee</i> (Form 4) to CGS -Schedule initial meeting with committee; two weeks prior to this meeting, turn in dissertation proposal <u>to committee</u> -Give committee <i>Plan of Research</i> in NRSA format (https://researchtraining.nih.gov/programs/fellowships/F31#) -Fill out <i>Admission to Candidacy</i> (Form 5)
Annually (or at 6 month interval if requested by committee at previous meeting)	-Schedule meeting with Committee to present progress of research; no less than one week prior to this meeting, submit <u>to committee</u> the <i>Status Report</i> (Form 6) -Annual Evaluation of Student Progress - Committee and Student sign (Form 7) to CGS
Three weeks before dissertation defense	-Submit <i>Thesis/Dissertation Defense Notification</i> to CGS (Form 8) -Submit Thesis/Dissertation document to committee. Committee has three weeks to recommend edits to the document
After dissertation defense	-Be sure to read policy on the submission and completion of the dissertation and the defense (Form 9) -Student has three weeks to address edits requested by the committee. If they can't all be made in the allotted time, student and advisor must petition the dean for an additional week. If changes cannot be made within the extended timeframe, student must register for an additional semester
After all changes to final document are made	-Complete <i>Certification of Successful Defense</i> (Form 10) -Obtain original committee member signatures on title page of dissertation -Refer to <i>Checklist of Remaining Requirements after Successful Defense</i> (Form 11)

*All forms on CGS website under students->Forms and Guidelines

College of Graduate Studies
Medical University of South Carolina

APPOINTMENT OF MAJOR DISSERTATION ADVISOR - Ph.D.

~ PLEASE TYPE OR PRINT LEGIBLY ~

To: Graduate Office From: _____, Graduate Coordinator

Department or Program _____

Re: _____
Student's Name

The above-named student has chosen _____
Major Advisor Co-Advisor (if applicable)

I agree to be responsible for overseeing and directing the research of the above-named student and accept the duties related to this position as mentor. I acknowledge that it is mandatory that I provide the funds for stipend support for any student after the College of Graduate Studies stipend ends. I will also provide the funds for laboratory supplies. The following sources of funding will be available for the period of time necessary for completion of the Ph.D. degree to support this student:

Funding Agency: _____

Grant Number & Ending Date: _____

We have discussed the Graduate Student Mentor Compact

Dissertation Advisory Committee Major Advisor Date Dissertation Advisory Committee Co-Advisor Date

This meets with the Department's approval, and the Department assures that sufficient funds will be available for completion of the student's research.

Department or Program Graduate Coordinator Date

Department or Program Chair Date

Approved by Dean, College of Graduate Studies Date

THE DISSERTATION ADVISORY COMMITTEE: *The Dissertation Advisory Committee shall consist of at least five members, three from the student's major program and at least two from outside of the student's home department. All members of the committee shall be members of Graduate Faculty. An individual serving as external evaluator does not require an appointment on the CGS Graduate Faculty as long as they have appropriate credentials at an outside institution. The chairman must be a full member of Graduate Faculty or an Associate member with a full member co-chair. The major advisor will be responsible for coordinating the activity of the Advisory Committee and insuring compliance with graduate school regulations.*

A Dissertation Advisory Committee shall be chosen by the student with the Dissertation Advisor and the names forwarded through the departmental graduate coordinator for approval by the Dean. The Dissertation Advisory Committee should be organized no later than six months after passing the departmental written exam.

The student must meet at least annually with his/her Dissertation Advisory Committee from the time of appointment of the committee until completion of the requirements for the degree. The Departmental coordinator and the Dean should be notified in writing of the annual meetings by the Major Advisor of the Dissertation Advisory Committee. More frequent meetings of the Dissertation Advisory Committee and the student are encouraged in order to facilitate student-committee interaction. Meetings may be called at the discretion of the student, the advisor, or if two or more members of the Advisory Committee request such a meeting. Please submit a Dissertation Advisory Committee form once the full committee has been selected.

College of Graduate Studies
Medical University of South Carolina

PROGRAM OF STUDY
Ph.D.

To: College of Graduate Studies
From: _____
Departmental Graduate Coordinator
Department of: _____
Date: _____

Attached is the Program of Study for * _____
Student's Name

This Program has the approval of the student's Major Advisor and the Departmental Graduate Coordinator.

Major Advisor

Departmental Graduate Coordinator

*** Attach an official or unofficial MUSC transcript to show the Program of Study**

Degree Requirements: The College of Graduate Studies does not require a specific number of course credits for the Ph.D. degree. Ph.D. students participating in the common core curriculum are required to take 12 didactic hours beyond the first year. Most students will have taken 75 hours of course credit (including research hours) before taking the qualifying exams.

Program of Study - PhD: After the first year, the Program of Study is planned in a joint meeting of the student and his/her Dissertation Advisor. The Program of Study is a list of courses and other requirements, including those of the major department, which the student must complete in order to meet the minimum program requirements of a given degree. It lists courses that are being transferred as well as courses that are to be taken on campus. After approval by the Dissertation Advisor, the approved Program of Study is filed with the departmental graduate coordinator and with the office of the Dean within three months after the Dissertation Advisor is chosen. A decision to remove, substitute, or add courses to the Program of Study can be made in a joint meeting of the student and the Dissertation Advisor. Any changes in the program must be completed no later than one week after the substituted or additional course has begun. A record of any change in the program will be submitted by the Dissertation Advisor to the office of the Dean. In addition, it will be the final responsibility of the student and his/her Dissertation Advisor to ensure that any change in the Program of Study is consistent with the maintenance of at least the minimum course requirements of the major department.

The Dissertation Advisor, in consultation with the student, will prescribe additional course work needed to complete the departmental requirements for graduation and other course work or areas of study needed to remedy deficiencies in the student's background to ensure successful completion of the proposed dissertation. The Program of Study form must be completed before scheduling the qualifying examinations.

College of Graduate Studies
Medical University of South Carolina

CERTIFICATION OF COMPLETION
OF
ORAL QUALIFYING EXAMS

Name of Student: _____

Department: _____

The Advisory Committee for the above-named student certifies that the student has completed the Program of Study and has now successfully completed the Qualifying Examination(s) listed below:

DATE COMPLETED

Written Exam: _____

Oral Exam: _____

Signatures, Oral Exam Committee

_____	_____
<i>Advisory Committee Chairperson</i>	<i>Date</i>
_____	_____
<i>Co-Chair (if applicable)</i>	<i>Date</i>
_____	_____
	<i>Date</i>
_____	_____
	<i>Date</i>
_____	_____
	<i>Date</i>
_____	_____
	<i>Date</i>
_____	_____
	<i>Date</i>
_____	_____
	<i>Date</i>

Graduate Coordinator

RETURN COMPLETED FORM TO GRADUATE OFFICE

**College of Graduate Studies
Medical University of South Carolina**

**RECOMMENDATION FOR APPOINTMENT OF
DISSERTATION ADVISORY COMMITTEE**

The Department of _____ recommends the appointment of the following Dissertation Advisory committee for _____ and assures that sufficient funds will be available for completion of the student's research.

Chairperson _____ / _____ / _____
Print Name Signature Dept

Co-Chair _____ / _____ / _____
 (if applicable) Print Name Signature Dept

 PRINT NAME SIGNATURE DEPT/UNIVERSITY DATE

 PRINT NAME SIGNATURE DEPT/UNIVERSITY DATE

 PRINT NAME SIGNATURE DEPT/UNIVERSITY DATE

 PRINT NAME SIGNATURE DEPT/UNIVERSITY DATE

 Department Chairperson Date: Departmental Coordinator Date:

Signature: _____ Date: _____
Dean, College of Graduate Studies

THE DISSERTATION ADVISORY COMMITTEE - Ph.D.

The Dissertation Advisory Committee shall consist of at least five members, at least three from the student's major program and at least two from outside of the student's home department. All members of the committee shall be members of the graduate faculty. An individual serving as external evaluator does not require an appointment on the CGS graduate faculty as long as they have appropriate credentials at an outside institution. The chairman must be a full member of Graduate Faculty or an Associate member with a full member co-chair. The Dissertation advisor will be responsible for coordinating the activity of the Dissertation Advisory Committee and insuring compliance with graduate school regulations.

A Dissertation Advisory Committee shall be chosen by the student with the proposed dissertation advisor and the names forwarded through the departmental graduate coordinator for approval by the Dean. The Dissertation Advisory Committee should be organized no later than six months after passing the departmental written exam.

The student must meet at least annually with his/her Dissertation Advisory Committee from the time of appointment of the committee until completion of the requirements for the degree. The Departmental coordinator and the Dean should be notified in writing of the annual meetings by the chairman of the Dissertation Advisory Committee. More frequent meetings of the Dissertation Advisory Committee and the student are encouraged in order to facilitate student-committee interaction. Meetings may be called at the discretion of the student, the advisor, or if two or more members of the Dissertation Advisory Committee request such a meeting. Please submit a Dissertation Advisory Committee form once the full committee has been selected.

**College of Graduate Studies
Medical University of South Carolina**

**CERTIFICATION OF ELIGIBILITY
ADMISSION TO CANDIDACY**

Name of Student: _____

Department: _____

The Advisory Committee for the above-named student certifies that the student has completed the Program of Study and has now successfully completed the Qualifying Examination(s) listed below:

Date Qualifying Exams Completed

Written Exam: _____

Proposal/Oral Exam: _____

It is requested that the above-named student be admitted to Candidacy for the Ph.D. Degree.

Advisory Committee Chairperson

Date

Co-Chair (if applicable)

Date

Signatures, Advisory Committee

Date

Date

Date

Date

Graduate Coordinator

Date

Date

RETURN COMPLETED FORM TO GRADUATE OFFICE

Form 6

Status Report

A short written summary (~1 page) should be prepared by the student as a status report.

The report should be provided to the committee at least one week before the meeting.

The report should include:

1. Introduction & Significance
2. Experiments completed so far (relate to specific goals proposed at last meeting)
3. List of Experimental goals and proposed timeline (for the next period)
4. Meetings Attended and Presentations (oral and poster)
5. List of Publications and Publication Plans (if any)
 - a. Publications
 - b. Papers in press/progress

Evaluation of Student Progress by the Dissertation Advisory Committee

STUDENT _____ MEETING DATE _____

PROGRAM _____ MATRICULATION (YR) _____

DEGREE OBJECTIVE (circle one): PhD DMD/PhD MD/PhD PharmD/PhD MS

NEXT MEETING: 6 months 12 months

EVALUATION OF STUDENT PERFORMANCE: (6=Poor, 1=Excellent)

	6	5	4	3	2	1	
Enthusiasm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Additional Comments:
Scientific Curiosity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ability to Think Independently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Evidence of Progress in Dissertation Research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Work Ethic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Laboratory Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Quality of Research Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

(e.g. notebooks, computer files, etc)

STATUS REPORT:

Did the student submit a Status Report 1 week prior to the meeting? Yes No

MENTOR'S SYNOPSIS (MANDATORY): Please provide (1) a brief summary of the student's recent progress and development (elaborate on perceived strengths and areas for improvement), and (2) justification for the evaluation scores noted above. Use an additional page if necessary.

TIMELINE (as appropriate) (1) Discussed: Yes No (2) Agreed to: Yes No

COMMENTS (if needed):

COMMENTS OF STUDENT (MANDATORY): What did you find helpful about the committee meeting and the associated discussion? Use additional page if necessary.

	Print Name	Signature	Date		
Major Advisor					
Co-Mentor (if applicable)					
Student					
Committee Members				Present	Absent
Graduate Training Director					
Dean (CGS)					

College of Graduate Studies
Medical University of South Carolina

THESIS/DISSERTATION DEFENSE NOTIFICATION

We, the members of the advisory Committee for:

Student's Name Department

Certify that the thesis/dissertation is ready for defense: _____ (Degree)

Chairperson, Advisory Committee Co-chair, if applicable

Date

Date

Date

Date

**Signatures signify that you will be present at the defense. (Please see note at the bottom of the page.)*

Number of Publications _____ Published _____ In Press _____ Submitted _____ Date: _____

We, the following, have reviewed the draft of the thesis/dissertation and concur with the advisory committee that it is ready for defense.

Graduate Coordinator Chairperson, Department/Program

Dissertation/Thesis Announcement Information ~ Please type or print legibly ~

Date: _____ Day: _____ Time: _____

Room No: _____ Building: _____

TITLE OF THESIS OR DISSERTATION: PLEASE ATTACH YOUR ABSTRACT (if it's ok to post on our website) AND A COPY OF THE THESIS/DISSERTATION SIGNATURE PAGE-signatures not required)

This announcement must be in the Graduate Office at least three weeks prior to the defense date!

**In the case when a member will not be present, the member must delegate his/her responsibility to a faculty member with the same general background. The member is also required to attach a legible note to this form stating replacement's name and department along with an approval signature from the Chairman of the Advisory Committee. Substitution may be made for only ONE member of the committee.*

Policy on the submission and completion of the thesis and the defense:

The thesis should be prepared according to xxx guidelines and submitted to the xxx and the xxx yyy weeks for the oral seminar/defense.

After the oral defense is completed, students will be given feedback regarding changes that need to be made to the dissertation document before it can be accepted and the defense deemed complete. Students will have three (3) weeks to complete these modifications and return the dissertation to the committee for their consideration. This is a firm deadline, although students will have one (1) opportunity to appeal to the Dean of the College of Graduate Studies for an extension. If the Dean grants an extension, the length of the extension will vary according to the student's explanation of the extenuating circumstances. The "successful defense" form cannot be submitted to the College of Graduate Studies until the modified dissertation is approved by the committee and the signature page is complete.

Students should remember that, if the "successful defense" form is not submitted to CGS by the last day of class in a given semester, the student will need to enroll for 1 credit for the following semester in order to complete the requirements.

College of Graduate Studies
Medical University of South Carolina
CERTIFICATION OF SUCCESSFUL DEFENSE

MEMORANDUM

To: College of Graduate Studies, Dean's Office

From: _____
Chairperson, Advisory Committee

_____ Date: _____
Department/Program

Re: **CERTIFICATION FOR SUCCESSFUL DEFENSE**

_____ Student's Name

_____ Department

This is to certify that the above-named student has completed all necessary requirements, including a research seminar presentation on campus, and successful defense of and submission of the final draft of his/her dissertation, to qualify for the degree of **Doctor of Philosophy**.

Embargo required (circle one) yes no

If yes, **length of embargo** (circle one) 2 years or 5 years

ADVISORY COMMITTEE

Graduate Coordinator

Dean, College of Graduate Studies

Please note: According to the College of Graduate Studies Council Policy, the Dissertation must be submitted to MEDICA and a hard copy turned in to the Dean's Office by the last day of classes or else you will be required to register for the next semester at your own expense for a minimum of one hour and your completion date will be changed.

Checklist of Remaining Requirements after Successful Defense

Turn in the following form to Enrollment Management

- Complete Online Degree Application. (this can be done one semester before requirements are completed.) http://academicdepartments.musc.edu/esl/em/records/commencement/degree_app/
MD/PhD and DMD/PhD students will complete this through the College of Medicine and Dental Medicine.

Turn in the following forms to Dodie, CGS Dean's Office

- Successful Defense form
- Thesis/Dissertation Rubric
- Graduate Information form (DMD/PhD and MD/PhD students can skip this form)
- Schedule exit interview with the College of Graduate Studies Dean (contact Amy Connolly to schedule, connolla@musc.edu)
- On-line Student Survey (complete prior to exit interview with the Dean) Please note that the scoring scale is
1 = Excellent and 5 = Poor
http://academicdepartments.musc.edu/grad/students/curr_students/forms_guidelines/graduation_forms.htm
- Deposit Thesis/Dissertation in MUSC Repository (MEDICA) <http://medica.library.musc.edu/submit>
You must include the signature page signed by all committee members.
- Notify Dodie at weised@musc.edu once you have submitted your Thesis/Dissertation to MEDICA.
- Submit one unbound hard copy of Thesis/Dissertation to the Dean's Office (on minimum of 25% rag paper) for the MUSC Library Archives. The title page must have original signatures. The Dean's Office will reimburse up to \$50 for the purchase of paper for the Archival copy. (Submit two hard copies if you would like a copy bound for your Departmental Library). MUSC's University Press is a good source for printing your Thesis/Dissertation. <http://academicdepartments.musc.edu/vpfa/operations/business/press/>

Students who would like bound copies of their Thesis/Dissertation for their personal use may take copies (minimum 25% rag) to the MUSC Bindery. Extra copies are at the student's expense and the current charge for binding is \$15.95 each. A signed signature page must be included.

- Survey of Earned Doctorates (<https://sed-ncses.org>) (MS students do not complete) MD/PhD and DMD/PhD students will submit this in their final semester when both degrees are granted.)
- Contact Jonathan Coultas (843-876-5033) or Rebekah Menges (843-876-5374) ITFR Office, Basic Science Building, Room 108, and schedule an appointment to have your picture taken for the COGS graduate composite. (If you do not have regalia, I have some you can borrow for the picture.) Guys should wear a shirt and tie for the picture.
- Financial Aid Exit
Direct Lending - https://www.nslds.ed.gov/nslds_SA
Institutional Lending - <https://www.ecsi.net/cgi-bin/bcgi.exe>

The above forms and information may be found at the following url.
http://academicdepartments.musc.edu/grad/curr_students/forms_guidelines.htm/graduation_forms.htm