

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/>
 - 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)**
 - Choose courses in consultation with advisor and doctoral committee
- **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.