

Timeline for Completion of Requirements\*

	MS	PhD
POS Advisor	Appointed by the Graduate Training Director.	Appointed by the Graduate Training Director.
Basic Written Exam	After successful completion of the first-year divisional core curriculum. Offered at the end of May/beginning of June.	After successful completion of the first-year divisional core curriculum. Offered at the end of May/beginning of June.
Advanced Qualifying Exam	N/A	Exam will be scheduled during the third year. Must have passed Basic Written Exam and must have completed required courses for respective area of emphasis.
Research Advisor	<b>No later than 12 months</b> after enrolling.  <b>FORM REQUIRED:</b> Appointment of Major Advisor	<b>No later than 3 months</b> after successful completion of Advance Qualifying Exam.  <b>FORM REQUIRED:</b> Appointment of Major Advisor
Program of Study	Concurrent with research advisor selection.  <b>FORM REQUIRED:</b> CGS Program of Study form and DPHS Program of Study Review form	Concurrent with research advisor selection.  <b>FORM REQUIRED:</b> CGS Program of Study form and DPHS Program of Study Review form
Research Advisory Committee	<b>No later than 3 months</b> after successful completion of the Basic Written Exam.  <b>FORM REQUIRED:</b> Recommendation for Appt of Advisory Committee  <b>Student must meet at least once a year with entire Advisory Committee.</b> <b>Student must meet with DPHS members of committee at least once every semester.</b> <b>FORM REQUIRED:</b> Annual Evaluation of Student Progress by the Thesis Advisory Committee	<b>No later than 6 months</b> after successful completion of the Advanced Qualifying Exam.  <b>FORM REQUIRED:</b> Recommendation for Appt of Advisory Committee  <b>Student must meet at least once a year with entire Advisory Committee.</b> <b>Student must meet with DPHS members of committee at least once every semester.</b> <b>FORM REQUIRED:</b> Annual Evaluation of Student Progress by the Dissertation Advisory Committee
Research Proposal	Student submits written copy to each member of Advisory Committee as well as the Division Graduate Training Director and the Dept Chair. Copy of proposal kept in the Dept for faculty and students to review.	<b>Due no later than the end of the fourth year</b> after passing Advanced Qualifying Exam. Student submits written copy to each member of Advisory Committee as well as the Division Graduate Training Director and the office of the Dept Chair. Copy kept in the Dept for faculty and students to review.

Proposal Defense	Once Advisory Committee is satisfied with Plan of Research. Presentation should last approx. 45 minutes.	Once Advisory Committee is satisfied with Plan of Research. Presentation should last approx. 45 minutes.
Admission to Candidacy	Upon completion of Basic Written Exam and successful proposal defense. Must occur at least <b>3 months prior</b> to completing the degree requirements.  <b>FORM REQUIRED:</b> Admission to Candidacy	Upon completion of Program of Study, Advanced Qualifying Exam, and successful proposal defense. Must occur at least <b>one year prior</b> to completing requirements for degree.  <b>FORMS REQUIRED:</b> Admission to Candidacy and Individual Development Plan
Individual Development Plan (IDP)	N/A	Due when Admission to Candidacy Form is submitted and annually thereafter. <b>FORM REQUIRED:</b> CGS Graduate Student IDP Worksheet
Thesis/Dissertation	Draft and form <b>due to the Advisory Committee 6 weeks prior</b> to final defense. See “A Guide to the Preparation of Theses & Dissertations.”  <b>FORM REQUIRED:</b> Thesis/Dissertation Defense Notification must be turned in to the Dean's office with all signatures <b>3 weeks prior</b> to the defense date.	Draft and form <b>due to the Advisory Committee 6 weeks prior</b> to final defense. See “A Guide to the Preparation of Theses & Dissertations.”  <b>FORM REQUIRED:</b> Thesis/Dissertation Defense Notification must be turned in to the Dean's office with all signatures <b>3 weeks prior</b> to the defense date.
Defense	Formal presentation 45 minutes long followed by oral examination.  <b>FORMs REQUIRED:</b> Certification of Successful Defense, Defense Rubric, and Title/Signature Page	Formal presentation 45 minutes long followed by oral examination.  <b>FORM REQUIRED:</b> Certification of Successful Defense, Defense Rubric, and Title/Signature Page
Time Limit	Within 5 years.	In the event that all work is not completed within 4 years following the qualifying exam, a second qualifying exam will be offered. All work for the PhD must be completed within 7 years. This time limit may be extended upon approval by the Dean.

All forms are available at the following website:

<https://horseshoe.musc.edu/university/colleges/college-of-graduate-studies/students/forms-and-guidelines/phd-forms-and-information>

\*Please see the DPHS Student Handbook for further information

updated 5/2023