

**Doctor of Philosophy - Dissertation Guidelines**

Student:  
 Advisor:  
 Committee Members:  
 Date of Matriculation:

Resource  
 S = Student  
 A = Advisor  
 C = Committee

Quarter	Task	Resource	Done	Due on or Before
<b>Qualifying Exam</b>				
<b>Summer</b>	Qualifying Exam	S		
	Talk with a variety of faculty members regarding possible topic area to see who fits with project	S		9/15/10
	Submit Mentor Assignment Form	S		9/15/10
	Register for Symposium (for Fall term ) BMI 657 (3.0 credits)	S		9/15/10
<b>Symposium</b>				
<b>Fall</b>	Advisor Meeting (Bi-Weekly)	S		
	Meet with Advisor to determine Committee members and Dissertation topic area and possible research question	S/A		
	Symposium	S/A		11/26/10
	Submit Committee Form	S		12/29/10
	Register for Research Credits (for Winter term) BMI 601	S		12/29/10
	Register for Mentored Teaching Prep (for Winter term) BMI 654	S		12/29/10
<b>Qtr 1 - Dissertation Proposal Defense</b>				
<b>Winter</b>	Advisor Meeting (Bi-Weekly)	S/A		
	Committee Meeting (Monthly)	S/A/C		
	Schedule Pre-Proposal Meeting BICC 513 with Lynne Schwabe	S		1/20/11
	Schedule Proposal Defense BICC 124 with Lynne Schwabe	S		1/20/11
	Submit draft of write-up to Advisor and Committee	S		2/27/11
	Pre-Proposal Meeting (A/C) Background, abbreviated research methods, references, research question, ppt slides due at meeting	S/A/C		3/6/11
	Dissertation Proposal Defense Public defense, All committee members must be present	S		3/12/11
	Submit write-up w/Abstract and signed Proposal Approval Form	S		3/19/11
	Ensure IRB Process started	S/A		3/23/11
	Register for Research Credits (for Spring term) BMI 601	S		3/23/11
	Register for Mentored Teaching (for Spring term) BMI 655	S		3/23/11
	<b>Qtr 2 and 3 - Research and Data Collection</b>			
<b>Spring</b>	Advisor Meeting (Bi-Weekly)	S/A		
<b>Summer</b>	Register for Research Credits (for Fall term) BMI 601	S		6/16/11
	Register for Mentored Teaching Prep (for Fall term) BMI 654	S		6/16/11
<b>Fall</b>	Committee Meeting (Monthly)	S/A/C		
	IRB Submitted and Finalized	S		
	Register for Research Credits (for Winter term) BMI 601	S		11/24/11
	Register for Mentored Teaching (for Winter term) BMI 655	S		11/24/11
<b>Qtr 4 - Data Analysis</b>				
<b>Winter</b>	Advisor Meeting (Bi-Weekly)	S/A		
	Committee Meeting (Monthly)	S/A/C		
	Schedule Pre-Defense on or before 4/10/10	S		2/20/12

	BICC 513 with Lynne Schwabe			
	Schedule Dissertation Oral Exam on or before 5/1/10 BICC 124 with Lynne Schwabe	S		2/20/12
	Submit Request for Oral Examination form to School of Medicine <b>(must be submitted 4 weeks prior to defense date)</b>			2/20/12
	Submit draft of write up to advisor and committee	S		3/13/12
	Register for BMI 603 Dissertation (Spring term) (1.0 credit)	S		3/23/12
<b>Qtr 5 - Defense</b>				
<b>Spring</b>	Advisor Meeting (Bi-Weekly)	S/A		
	Committee Meeting (Monthly)	S/A/C		
	Submit revised draft of write-up to Advisor and Committee	S		4/3/12
	Pre-Defense (with committee only)	S		4/10/12
	Submit final draft of write-up to Advisor and Committee	S		4/15/12
	Oral Dissertation Defense Public defense, All committee members must be present	S		5/1/12
	Dissertation E-Waiver Form to Library			5/20/12
	Final Write up to Library for binding	S		5/20/12
	Submit Final Paperwork to Diane Master's Exit Photo Form Exit Contact Information Form Submit Electronic copy of final write-up in PDF format	S		5/20/12