

PhD Checklist (9/9/2009)
Department of Molecular and Integrative Physiology

Student Name: _____ Mentor: _____

This checklist provides a record of student progress through the PhD program. The mentor is responsible for safe keeping of the checklist and associated documents (meeting reports, etc). As each step is completed, the checklist is signed and dated by the indicated individual.

The checklist ensures that the departmental and university rules are followed. The <Graduate School Catalog> provides KU regulations: general information, admission rules and procedures, description of degrees, University requirements for degrees, comprehensive oral exams, candidacy, dissertations, and final oral exams. <KUMC Graduate Studies> also includes important information. The <Department of Molecular and Integrative Physiology> provides information about departmental rules governing graduate studies.

Step 1. Selection of a Student Advisory Committee (SAC). The SAC selection and first committee meeting should take place during the first year in the lab. Following a discussion with the mentor, the graduate student should then contact the mutually agreed upon committee members via email/phone requesting their participation. The committee must consist of at least five members of the KU graduate faculty, more than five members is acceptable, however, scheduling of meetings becomes more difficult. The Director of Graduate Affairs should be notified of changes in membership and changes should be noted on the checklist.

The mentor serves as the chair of the committee. At least one member must be a tenure-track faculty member with primary appointment in the Molecular and Integrative Physiology Department. This member is referred to as the Departmental Representative. The Dept. Representative may be the mentor (chair) or another member of the SAC. At least one member must be a tenure-track faculty member at KUMC with primary appointment in a basic science department other than Molecular and Integrative Physiology. This member is referred to as the Graduate Studies Representative. The remaining members must be members of the <KU Graduate faculty>. Graduate faculty membership can be extended to any qualified individual regardless of institutional affiliation. SAC membership is subject to approval by the Director of Graduate Affairs.

Provide names of members and indicate which is the Departmental Representative.

Member 1 _____ Mentor
Member 2 _____
Member 3 _____
Member 4 _____
Member 5 _____ (Graduate School Representative)
Additional member(s) _____

Date of SAC Selection: _____ Mentor Signature: _____

Step 2. SAC meetings and abstract approval. The SAC provides oversight of student progress and determines when the student is ready to proceed with the comprehensive exam. The student schedules each SAC meeting. The first meeting typically takes place during the Spring semester of the first year in the lab. At the first meeting, the Departmental Representative discusses the function and composition of the SAC, responsibilities of committee members, and requirements

Step 4. Oral Exam. The student should identify a date, time and place for the oral exam and then requests the Director of Graduate Affairs to schedule the oral exam. This is done by filling out a do-all form and sending it to the Office of Graduate Studies for preapproval. Approval requires a completed checklist for items 1 through 3. Scheduling and notification of Director should occur at least 2 weeks prior to the exam date.

Scheduling of Exam. Date: _____ Director of Graduate Affairs: _____

Exam Performance. Date: _____ Chair of Exam: _____
Grade: Satisfactory _____ Unsatisfactory _____ The Department does not permit a grade of Honors.

Step 5. Dissertation Committee meetings. After passing the exam, the student becomes a Ph.D. candidate and the Dissertation Committee replaces the SAC. Members of the SAC typically become members of the Dissertation Committee*. The Departmental Representative serves as a co-chair in those cases where the mentor is not the Departmental Representative as per University regulations. During this period the student continues to develop the research project. The student convenes a meeting of the Dissertation Committee at least annually or more often if desired by the Committee, mentor or student. Attach a copy of each meeting report to the checklist.

Meeting Date: _____ Mentor: _____

Meeting Date: _____ Mentor: _____

Meeting Date: _____ Mentor: _____

Meeting Date: _____ Mentor: _____

*Members can be changed at this point. Please note below changes (+ and -) of members and date of change. _____

Step 6. Approval of Dissertation for Defense. The student presents a draft of the <dissertation> to each member of the Dissertation Committee. Once the dissertation committee approves the dissertation, the student requests that the Director of Graduate Affairs schedule the defense. Within 2 weeks of receiving a complete draft of the dissertation, each committee member approves or disapproves the draft via email to the student, mentor and Director of Graduate Affairs. If significant changes (inclusion of additional chapters, etc.) are requested the draft is revised appropriately and the approval process is repeated.

Date of approval: _____ Mentor: _____

Step 7. Dissertation defense. Upon dissertation committee approval, the student will request that the Director of Graduate Affairs schedule the defense, with the student providing a date, place and time that can be attended by all Dissertation Committee members. Scheduling must occur at least 3 weeks prior to the defense.

Scheduling of defense.

Date: _____ Director of Graduate Affairs: _____

Performance during defense:

Grade: Satisfactory _____ Unsatisfactory _____ The Department does not permit a grade of honors. Date: _____ Mentor: _____