

Detailed Action and Timing to Complete Fulfillment of PhD Degree Requirements

The PhD Forms referenced below are available at: <http://nutrition.tufts.edu/students/registrar/forms>.

Note: Part-Time PhD students may send a petition to the Academic Dean for modification of the timing of the PhD Degree Requirements

REQUIREMENT/ACTION	TIMING TO COMPLETE	USE TO TRACK DATE COMPLETED
PhD STEP # 1 of 10: Individualized Development Plan (myIDP)	<p>- Complete myIDP (https://myidp.sciencecareers.org/) during the first semester of the Doctoral degree and update it at least annually thereafter but students are not required to submit the myIDP to the Academic Dean or to share or discuss it with faculty advisors/mentors. However, all students are strongly encouraged to discuss their IDP with their Academic Advisor or Thesis Chair or other faculty mentors.</p> <p><i>Email date of completion to PhDforms@tufts.edu; not required to submit a copy of their myIDP.</i></p>	
PhD STEP # 2 of 10: Annual Progress Report (APR)	<p>- Complete the APR Form each year. The APR summarizes student progress in meeting academic and professional development goals over the past year. APRs are due by July 31st each year and a copy of the completed APR must be submitted to the Academic Dean via email to PhDforms@tufts.edu.</p> <p><i>Submit the completed Annual Progress Report Form to PhDforms@tufts.edu for Academic Dean to review).</i></p>	
PhD STEP # 3 of 10 Request Qualifying Examination Date and Examinations Committee	<p>- Complete the Request for Doctoral Qualifying Examination Form one month (at a maximum) after completion of all coursework.</p> <p><i>Submit this completed Request Form to PhDforms@tufts.edu; this Request Form is shared with the Academic Dean so an Examining Committee can be assigned (Academic Dean notifies student by email).</i></p>	
PhD STEP # 4 of 10 Complete Qualifying Examination	<p>- Complete the written and oral Qualifying Examination by the dates determined by student and Examining Committee</p> <p><i>Examining Committee Chair or Committee member submits completed Qualifying Examination Report Form to PhDforms@tufts.edu for student's file and the date that the student passed is added to student's academic record/transcript.</i></p>	

REQUIREMENT/ACTION	TIMING TO COMPLETE	USE TO TRACK DATE COMPLETED
PhD STEP # 5 of 10 Thesis Letter of Intent	<p>- Complete Thesis Letter of Intent Form two months (maximum) after passing Qualifying Examination for BMN and NDS students and three months (maximum) after passing Qualifying Examination for AFE, FANPP, NICBC students.</p> <p><i>Submit completed Thesis Letter of Intent Form and required attachments in conjunction with PhD STEP # 6 of 10 (Doctoral Compact Form) to PhDforms@tufts.edu; the Form and attachments are shared with Academic Dean. (Academic Dean notifies student by email with approval of Thesis of Letter of Intent and assigns the student's Thesis Chair & Thesis Committee.)</i></p>	
PhD STEP # 6 of 10: Doctoral Compact	<p>- Complete the Doctoral Compact Form in conjunction with development of the Thesis Letter of Intent (above). All current students at the Thesis Letter of Intent stage or beyond should complete the Doctoral Compact unless graduation is anticipated in the coming semester. Note: The Doctoral Compact must be completed in advance of first Thesis Committee Meeting.</p> <p><i>Submit completed Compact Form in conjunction with PhD STEP # 5 of 10 (Thesis Letter of Intent) to PhDforms@tufts.edu for student's academic file and noted in PhD Degree Progress Tracking.</i></p>	
PhD STEP # 7 (ongoing) of 10: First Thesis Committee Meeting	<p>- Attend first Thesis Committee Meeting one month (maximum) after approval of Thesis Letter of Intent and assigned Thesis Committee.</p> <p><i>Submit to PhDforms@tufts.edu completed Thesis Committee Report Form and obtain signatures of Thesis Committee members in attendance and emails confirming attendance from Committee members attending remotely; form is added to student's academic file and noted in PhD Degree Progress Tracking.</i></p>	
Ongoing Thesis Committee Meetings	<p>- Schedule and attend a Thesis Committee Meeting every four months.</p> <p><i>Submit completed Thesis Committee Report Form to PhDforms@tufts.edu for student's academic file and noted in student's PhD Degree Progress Tracking.</i></p>	

REQUIREMENT/ACTION	TIMING TO COMPLETE	USE TO TRACK DATE COMPLETED
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PhD STEP # 8 of 10: Thesis Proposal Defense	<p>- Defend Thesis Proposal and submit Thesis Proposal Defense Report Form four months (maximum) for BMN and NDS students and six months (maximum) for AFE, FANPP, NICBC students and following Academic Dean's approval of Thesis Letter of Intent and assigned Thesis Committee.</p> <p><i>Submit the completed Thesis Proposal Defense Report Form to PhDforms@tufts.edu so fulfillment of this step may be filed in student's academic file and recorded in student's PhD Degree Progress Tracking.</i></p>	
PhD STEP # 9 of 10: Approval of Thesis for Public Defense for Degree Conferral and Scheduling of Thesis Defense	<p><i>The completed Approval of Thesis for Public Defense for Degree Conferral Form needs to be submitted to Friedman's Registrar as a first step toward the Graduation Checkout process (e.g., scheduling date of public Defense and submitting Abstract for Defense).</i></p>	
PhD STEP # 10 (LAST STEP): Doctoral Thesis Defense Report for Degree Conferral	<p>- Bring the Doctoral Thesis Defense Report for Degree Conferral Form to your public Defense; Thesis Chair and all Thesis Committee Members must sign page 1 of this form and student must submit to Friedman's Registrar for Graduation Checkout.</p> <p>- If student has minor changes, once these edits are completed, student must submit to Friedman's Registrar page 2 of this form with Thesis Chair approval of the minor edits.</p> <p>- If student has major changes, once these edits are completed, student must submit to Friedman's Registrar page 2 of this form with Thesis Chair's approval AND approval from ALL members of Thesis Committee (electronic signature and email approval are accepted).</p>	
Completion of Degree	<p>Friedman's Registrar approves PhD student for graduation in SIS upon student's completion of fulfilling degree requirements and all required Graduation Checkout items.</p>	

III B. Graphic Overview for Completion of Doctoral Program

