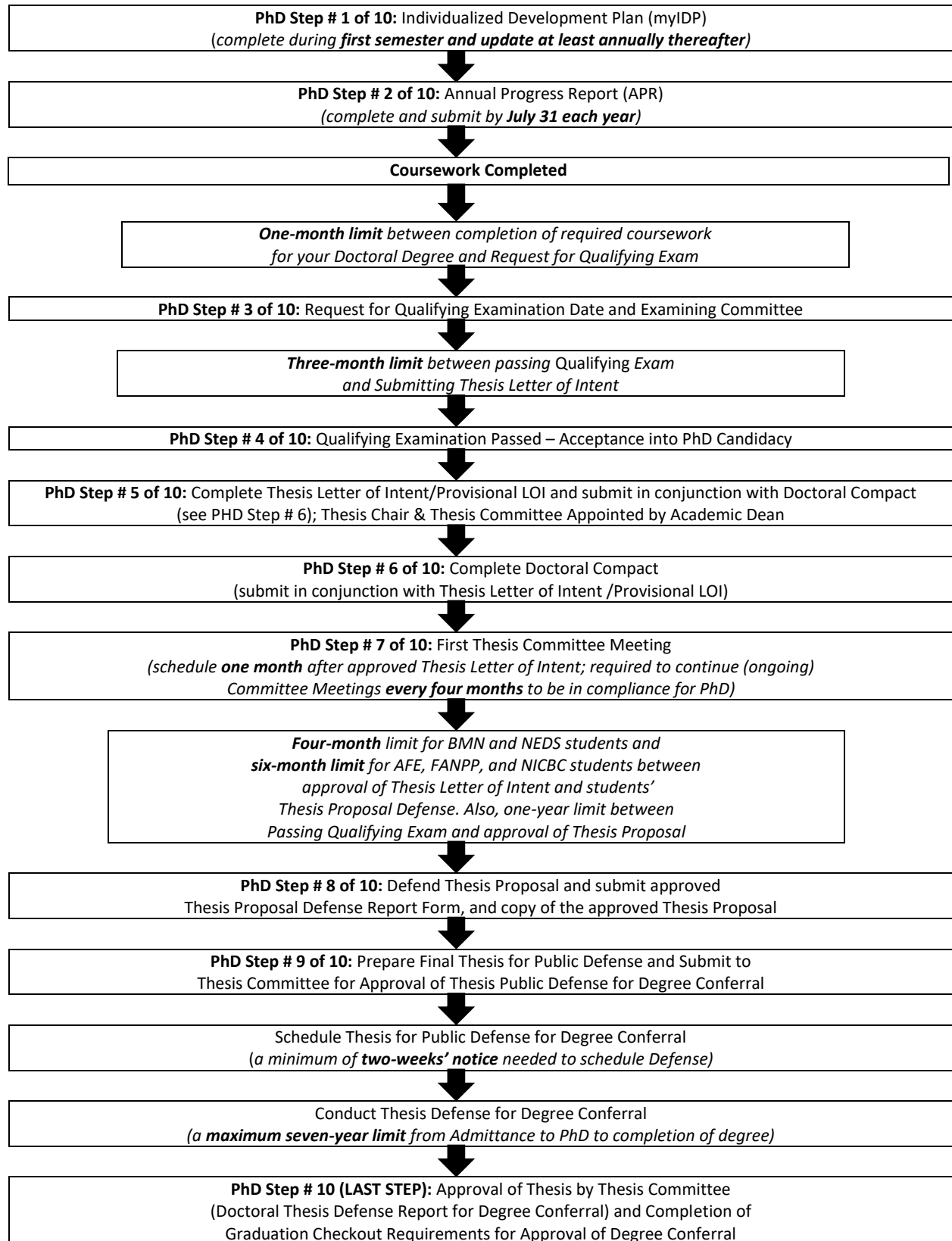


### III B. Graphic Overview for Completion of Doctoral Program



### III A 1. Detailed Action and Timing to Complete Fulfillment of PhD Degree Requirements

The PhD Forms referenced below are available at: <https://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
<p><b>PhD STEP # 1 of 10: Individualized Development Plan (myIDP)</b></p>	<p>- Complete <b>myIDP</b> (<a href="https://myidp.sciencecareers.org/">https://myidp.sciencecareers.org/</a>) during the <b>first semester</b> 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 <b>date of completion</b> to <a href="mailto:PhDforms@tufts.edu">PhDforms@tufts.edu</a> ; not required to submit a copy of their myIDP.</i></p>	
<p><b>PhD STEP # 2 of 10: Annual Progress Report (APR)</b></p>	<p>- Complete the <b>APR Form</b> each year. The APR summarizes student progress in meeting academic and professional development goals over the past year. APRs are due by July 31<sup>st</sup> each year and a copy of the completed APR must be submitted to the Academic Dean via email to <a href="mailto:PhDforms@tufts.edu">PhDforms@tufts.edu</a>.</p> <p><i>Submit the completed <b>Annual Progress Report Form</b> to <a href="mailto:PhDforms@tufts.edu">PhDforms@tufts.edu</a> for Academic Dean to review).</i></p>	
<p><b>PhD STEP # 3 of 10 Request Qualifying Examination Date and Examinations Committee</b></p>	<p>- Complete the <b>Request for Doctoral Qualifying Examination Form one month</b> (at a maximum) after completion of all coursework and submit in conjunction a completed <b>Specialization Approval Request form</b> if admitted with completion of a Master's degree outside the Friedman School.</p> <p><i>Submit this completed <b>Request Form</b> to <a href="mailto:PhDforms@tufts.edu">PhDforms@tufts.edu</a>; this Request Form is shared with the Academic Dean so an Examining Committee can be assigned (Academic Dean notifies student by email).</i></p>	

REQUIREMENT/ACTION	TIMING TO COMPLETE	USE TO TRACK DATE COMPLETED
<p><b>PhD STEP # 4 of 10</b> <b>Complete Qualifying Examination</b></p>	<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 <b>Qualifying Examination Report Form</b> to <a href="mailto:PhDforms@tufts.edu">PhDforms@tufts.edu</a> for student's file and the date that the student passed is added to student's academic record/transcript.</i></p>	
<p><b>PhD STEP # 5 of 10</b> <b>Thesis Letter of Intent</b></p>	<p>- Complete <b>Thesis Letter of Intent Form three months (maximum)</b> after passing Qualifying Examination.</p> <p><i>Submit completed <b>Thesis Letter of Intent Form and required attachments in conjunction with PhD STEP # 6 of 10 (Doctoral Compact Form)</b> to <a href="mailto:PhDforms@tufts.edu">PhDforms@tufts.edu</a>; 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 &amp; Thesis Committee.)</i></p>	
<p><b>PhD STEP # 6 of 10:</b> <b>Doctoral Compact</b></p>	<p>- Complete the <b>Doctoral Compact Form in conjunction with development of the Thesis Letter of Intent (above)</b>. 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 <b>Compact Form in conjunction with PhD STEP # 5 of 10 (Thesis Letter of Intent)</b> to <a href="mailto:PhDforms@tufts.edu">PhDforms@tufts.edu</a> for student's academic file and noted in PhD Degree Progress Tracking.</i></p>	
<p><b>PhD STEP # 7 (ongoing) of 10:</b> <b>First Thesis Committee Meeting</b></p>	<p>- Attend <b>first Thesis Committee Meeting one month (maximum)</b> after approval of Thesis Letter of Intent and assigned Thesis Committee.</p> <p><i>Submit to <a href="mailto:PhDforms@tufts.edu">PhDforms@tufts.edu</a> completed <b>Thesis Committee Report Form</b> 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>	

REQUIREMENT/ACTION	TIMING TO COMPLETE	USE TO TRACK DATE COMPLETED
Ongoing Thesis Committee Meetings	<p>- Schedule and attend a <b>Thesis Committee Meeting every four months</b>.</p> <p><i>Submit completed <b>Thesis Committee Report Form</b> to <a href="mailto:PhDforms@tufts.edu">PhDforms@tufts.edu</a> for student's academic file and noted in student's PhD Degree Progress Tracking.</i></p>	
PhD STEP # 8 of 10: Thesis Proposal Defense	<p>- Defend Thesis Proposal and submit <b>Thesis Proposal Defense Report Form four months (maximum)</b> for BMN and NEDS students and <b>six months (maximum)</b> 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 <b>Thesis Proposal Defense Report Form</b> to <a href="mailto:PhDforms@tufts.edu">PhDforms@tufts.edu</a> 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 <b>Approval of Thesis for Public Defense for Degree Conferral Form</b> 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 <b>Doctoral Thesis Defense Report for Degree Conferral Form</b> 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. Degree Requirements: PhD**

#### **III A. Summary of the Requirements for the PhD Degree**

The Doctoral program includes multiple requirements and milestones that have been developed to promote academic and professional development. The major requirements are listed below and are followed by a tracking sheet document that may be used by Doctoral students for the purpose of tracking progress and planning as steps and requirements are completed. A graphic overview for completion of the Doctoral Program and description of specific requirements and processes follows the tracking sheet document, and additional academic program-specific requirements are found in the Degree Requirement Worksheets (<https://nutrition.tufts.edu/students/registrar/degree-requirement-worksheets>). Students accepted into the Doctoral program achieve candidacy for the PhD degree only after passing the doctoral Qualifying Examination and are required to follow the milestones described below. Students who do not successfully pass the doctoral Qualifying Examination (after a second attempt) are dismissed from the Friedman School.

Major requirements of the Doctoral program include the following steps:

1. Completion of the Individualized Development Plan (myIDP), and submission of the Annual Progress Report (APR) to document progress over the past year;
2. Declaration of a Specialization with an academic program comparable to those required of the Friedman School's master's degree, based on Friedman School courses or their equivalents;
3. Demonstration that Core courses (or their equivalents) required for the Friedman School Master's degree within the student's academic program have been passed or have been formally exempted and recorded in their academic record/transcript in SIS;
4. Additional courses during the Doctoral program may be required by some academic programs;
5. Completion of a minimum of twelve semester hour units and a specialization during the Doctoral program if admitted with completion of a Master's degree outside the Friedman School;
6. Successful completion of the Doctoral Qualifying Examination, which includes submission and defense of a written research proposal, and demonstration of competence in general nutrition, as well as two additional program-specific subjects. Completion of the Qualifying Examination results in acceptance into PhD candidacy.
7. Doctoral students have a maximum of three months after passing the Qualifying Examination to submit their Thesis Letter of Intent. Students may petition the Academic Dean for additional time.
8. Completion of the Compact between Doctoral Candidates and her/his Thesis Committee;
9. Completion of a written Thesis Proposal and presentation of the Thesis Proposal in a seminar to the Thesis Committee and the Tufts University community. The Thesis Proposal must be formally approved by the Thesis Committee;
10. PhD candidates must meet at least every four months with their Thesis Committee to discuss their research and their progress toward completion of the PhD thesis. This applies once the Thesis Letter of Intent is approved;
11. PhD candidates must complete an original, independent research project and write this as a unified work based upon guidelines set by the Friedman School;
12. Presentation of the completed Thesis to the Thesis Committee for final review and oral defense of the Thesis before the Thesis Committee and the Tufts University community. The Thesis must be formally approved by the Thesis Committee.