

PhD Forms Submission Overview

All PhD Forms are available online:

<http://nutrition.tufts.edu/students/registrar/forms>

Send the following forms to the new Email Address Account: PhDForms@tufts.edu

- Individualized Development Plan Form (complete form; not required to submit)
- Annual Progress Report Form
- Request for Qualifying Examination Date and Committee Form
- PhD Qualifying Examination Report Form
- Thesis Letter of Intent Form
- Doctoral Compact Form
- Thesis Committee Report Form
- Thesis Proposal Defense Report Form

Send the following forms related to Graduation to michelle.frankfort@tufts.edu

- Approval for Thesis Binding
- Approval of Thesis for Public Defense
- Thesis Defense Report and Part B with any Itemized Changes, If Needed Form

Use Tufts Box

- As a member of the Tufts community, you have access to Tufts Box, <https://it.tufts.edu/box>, a secure online storage tool (similar to Dropbox, Google Drive, etc.).
- Set-up a Tufts Box folder and share the folder with your Thesis Committee for easy file storing, collaboration, and obtaining approvals of Thesis Committee Reports and other PhD forms.

Excerpted Sections from the 2017-2018 Policies and Procedures Handbook

Detailed Timing and Forms to Complete During Fulfillment of PhD Degree Requirements

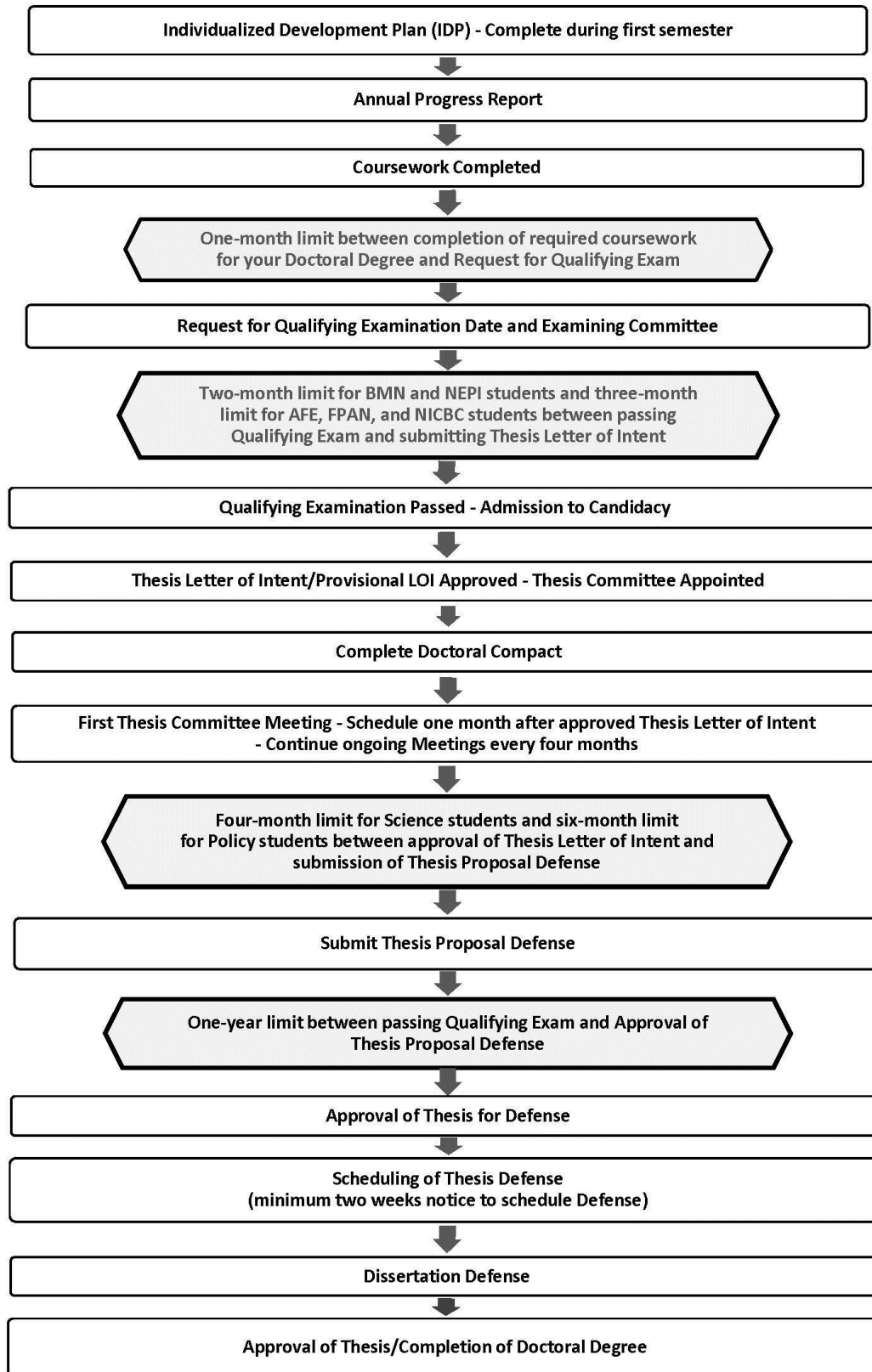
**ALL Ph.D. Forms referenced below are available at:
<http://nutrition.tufts.edu/students/registrar/forms>**

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

REQUIREMENT	TIME TO COMPLETION	DATE COMPLETED
Individualized Development Plan (IDP)	- Complete the IDP Form during the first semester of the Doctoral degree and annually in September thereafter . <i>Not required to submit the IDP Form.</i>	
Annual Progress Report	- Complete the Annual Progress Report Form approximately one year after you completed the IDP and annually in September thereafter . <i>Submit the completed Annual Progress Report Form to PhDforms@tufts.edu (a copy is shared with Academic Dean).</i>	
Request Qualifying Examination Date and Examinations Committee	- Complete the Request for Doctoral Qualifying Examination Form one month (at a maximum) after completion of all coursework. <i>Submit this completed Request Form to PhDforms@tufts.edu; this Request Form is shared with Academic Dean for Education so an Examinations Committee can be assigned (Academic Dean notifies student by email).</i>	
Complete Qualifying Examination	- Complete the written and oral Qualifying Examination by the dates determined by student and Committee. <i>Examining Committee Chair or Committee member submits completed Qualifying Examination Report Form to PhDforms@tufts.edu for student's file and the date student passed is added to student's academic record/transcript.</i>	
Thesis Letter of Intent	- Complete Thesis Letter of Intent Form three months (maximum) after passing Qualifying Examination for Policy students, and two months (maximum) after passing Qualifying Examination for Science students. <i>Submit completed Thesis Letter of Intent Form and required attachments 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 Thesis Chair & Committee.)</i>	

REQUIREMENT	TIME TO COMPLETION	DATE COMPLETED
Doctoral Compact	- Complete the Doctoral Compact Form in conjunction with development of the <i>Thesis Letter of Intent</i> (above). All current students at the <i>Thesis Letter of Intent</i> 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. <i>Submit completed Compact Form to PhDforms@tufts.edu for student's academic file and noted in Ph.D. Degree Progress Tracking.</i>	
First Thesis Committee Meeting	- Attend first Thesis Committee Meeting one month (maximum) after approval of <i>Thesis Letter of Intent</i> and assigned Thesis Committee. <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 Ph.D. Degree Progress Tracking.</i>	
Ongoing Thesis Committee Meetings	- Schedule and attend a Thesis Committee Meeting every four months . <i>Submit completed Thesis Committee Report Form to PhDforms@tufts.edu for student's academic file and noted in student's Ph.D. Degree Progress Tracking.</i>	
Thesis Proposal Defense	- Defend Thesis Proposal and submit Thesis Proposal Defense Report Form six months (maximum) for Policy students and four months (maximum) for Science students following Academic Dean's approval of <i>Thesis Letter of Intent</i> and assigned Thesis Committee. <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 Ph.D. Degree Progress Tracking.</i>	
Approval of Thesis for Public Defense and Scheduling of Thesis Defense	<i>The completed Approval of Thesis for Public Defense 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>	
Completion of Degree	Friedman's Registrar approves Ph.D. student for graduation in SIS once degree requirements are fulfilled and graduation checkout is completed.	

Graphic Overview for Completion of Doctoral Program



Requirements for Graduation

Doctoral students must complete the steps in the order listed below before being officially approved to graduate in SIS. All completed forms listed below must be submitted to Friedman's Registrar at <mailto:michelle.frankfort@tufts.edu> unless otherwise noted.

1. Apply to Graduate in SIS per notification each semester to AllStudents and PhD Students Elists.
2. Using the edit function in SIS, edit your name to include a specific a field for your Diploma Name exactly as you would like it to appear on your diploma.
3. Using the edit function in SIS, edit your address to include a specific field for your Diploma Address so it may be sent via FedEx (no P.O. Box addresses). If you are a spring (May) candidate for graduation, you may omit this step.
4. Submit completed Degree Requirement Worksheet.
Note: If you are a Friedman MS graduate, you are not required to submit the Degree Requirement Worksheet since it is already on file in your academic folder.
5. Submit fulfillment of your CITI Degree Requirement -Training in Protection of Human Subjects – Email your CITI Completion of Certification PDF document (must be within last four years).
6. Submit Thesis Chair Email Approval of Intent to Graduate.
7. Complete How to Pronounce My Name at Graduation Online Form.
8. Complete Alumni Relations Online Form.
9. Complete online Exit Survey for Graduating Students.
10. Schedule with your Thesis Committee the date that your Thesis Defense will take place (following the deadline include with the Apply to Graduate in SIS email distributed to the AllStudents and PhD Elists each semester).
- 11. Send email to Patty Dawson at patty.dawson@tufts.edu the date of your Thesis Defense.**
- 12. Send email to Patty Dawson at patty.dawson@tufts.edu three weeks prior to your Thesis Defense that includes: 1) approved Abstract, 2) title of your Dissertation, 3) names and titles of your Thesis Committee members (i.e., John Smith, PhD or Mary Jones, MD).**
- 13. Submit Approval of Thesis for Public Defense Form.**
- 14. Conduct your Thesis Defense and bring to Defense these two forms for your Thesis Committee to complete: 1) Doctoral Thesis Defense Form Report (and Part B, Thesis Changes Form) and 2) Approval of Dissertation for Binding Form.**
- 15. After any necessary edits have been made to your Dissertation, submit the completed and signed forms (1) Doctoral Thesis Defense Form Report (and Part B, Thesis Changes Form) and 2) Approval of Dissertation for Binding Form) to michelle.frankfort@tufts.edu, then expeditiously complete the following three steps in the order listed below:**
 - Survey of Earned Doctorates: This can be completed online via a two-step process. First, you must register for access to the web survey via the online registration site: <https://sed.norc.org/survey>. Upon registering, you will instantaneously receive an e-mail with the link to the web survey, along with your individual PIN and password. With this information, you can access the secure server and complete the online SED. When you complete the SED and receive a confirmation certificate online, please **forward this confirmation PDF document to michelle.frankfort@tufts.edu**.
 - ProQuest (online submission of final approved Dissertation): Friedman's ProQuest/UMI website is <http://www.etdadmin.com/friedmannsp>. You must first create an account. Then, please review the online submission reference guide for Friedman students (on the ProQuest site). Follow the appropriate steps to upload your Dissertation and complete the process.
- 16. Email Electronic copy of final dissertation to michelle.frankfort@tufts.edu so it may be added to Friedman's Dissertation archives.**