

Office of Student Affairs

## Checklist/Procedures for PhD Candidates Candidacy through Graduation

Below are the required steps that should be taken by the student and the appropriate faculty. Students should be submitting an "Application for Graduation" form to Enrollment Management well ahead of the scheduled graduation date. Please also remember to close out your IRB (if IRB opened). Students will not be allowed to graduate until all required steps and requirements are completed.

- ☐ Student successfully completes their candidacy examination

Program Posting of Completion of Candidacy Examination

- Psychiatric Rehabilitation Students - Program sends a request to the Registrar for transcript text be added stating "Passed Candidacy Exam"
- ☐ - Health Sciences Students - Students will receive a "Pass" grade in IDST8000: Candidacy and be allowed by the program to register for IDST8121: Dissertation Seminar I
- Biomedical Informatics Students - Students will be allowed by the program to register for BINF 8000 (must register directly through the program).

- ☐ Student must maintain active enrollment for each Fall and Spring term during the dissertation unless on an approved leave of absence.
- ☐ Student must request a Chair for the Dissertation Committee.
- ☐ Student, with approval from the Dissertation Chair, must identify other committee members.
- ☐ Committee Chair submits an "Appointment of Dissertation Committee" form to Student Affairs (see "Dissertation" area of the web site for the form).
- ☐ Student submits dissertation proposals to Dissertation Committee and Chair, and Assistant Dean for Student Affairs at least four weeks before proposal hearing (submission may be electronic to the Committee, however it must be submitted hardcopy to Assistant Dean for Student Affairs).
- ☐ Dissertation Chair submits request to post announcements of proposal hearing to Dean's office four weeks prior. The announcement will be posted on the various SHP campuses as well as on the SHP website.
- ☐ If required, Dissertation Chair selects the readers with approval from the Dean for Research.
- ☐ Student presents at proposal hearing.
- ☐ Dissertation Chair submits "Dissertation Proposal Hearing" form to Student Affairs (see "Dissertation" area of the web site for the form).
- ☐ Student submits dissertation draft to the Committee & Assistant Dean for Student Affairs at least 4 weeks ahead of scheduled defense. Student must submit a hardcopy to the Assistant Dean for Student Affairs.
- ☐ Dissertation defense using similar structure as Dissertation Proposal Hearing must be scheduled at least 4 weeks in advance of the oral defense.

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### School of Health Professions

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- ☐ Student submits an "Application for Public Dissertation Defense" form to Student Affairs (see "Dissertation" area of the web site).
- ☐ Student completes oral examination (defense).
- ☐ Dissertation Chair submits to Student Affairs signed Final Dissertation Approval form with signatures.
- ☐ Student must submit data file and data dictionary, in the form required by the program, to the Dissertation Chair and Program Director/Track Coordinator who must keep the data secured for a minimum of seven years.
- ☐ Student submits final dissertation to the Dean for Research for editing through the RUetd on-line system after committee approval as well as the IRB closure form. See the Dissertations web site for information on RUetd.
- ☐ Dean for Research will send confirmation email to student, Committee Chair & Student Affairs stating the dissertation either needs formatting or the dissertation has been approved for formatting.
- ☐ Dissertation Chair/Program Director/Track Coordinator must submit all final grades to Enrollment Management to clear the student for graduation.

Student Affairs will send an email to student advising the following post dissertation-defense requirements are needed for graduation clearance:

1. Student submits e-mail of the final dissertation file from RUetd to [lomonado@shp.rutgers.edu](mailto:lomonado@shp.rutgers.edu) . \* Please note that the final version should have the "Final Dissertation Agreement" form inserted without including signatures of approval. Please see instructions for adding a page into your pdf if needed @ [http://www.ehow.com/how\\_6811135\\_insert-pdf-file.html](http://www.ehow.com/how_6811135_insert-pdf-file.html)

2. Complete the following on-line at the ProQuest website:

\* ProQuest "Doctoral Dissertation Agreement"

\* Order initial printed copies (\$180) - 5 bound copies (additional copies may be purchased)

Please note:

\* Student Affairs will send the ProQuest link to the student via email to complete #2 above.

\* When ordering printed books, 5 copies will be pre-loaded into the ProQuest order screen. These copies will be mailed to Student Affairs when available.

\* If placing an embargo, dates of the embargo should be consistent with the embargo dates submitted in RUetd.

\* Once the online processes listed above have been completed, e-mail a copy of the official confirmation email to [lomonado@rutgers.edu](mailto:lomonado@rutgers.edu) .

\* Once the printed books are received, Student Affairs will then distribute the 5 copies (2 copies to student U.S. mailing address), 1 to Dissertation Committee Chair, 1 to Program/Department and 1 to the SHP school library of dissertation copies). Receipt of printed copies may take 3-5 months.

- ☐ Student Affairs will send confirmation to the Registrar confirming student has completed dissertation and post-dissertation requirements.