

PhD Milestones - Thesis Defense

			Student	Faculty	Program
Meet with your committee at least once a year - Chair should e-mail the <i>Thesis Committee Report Form</i> to Galit after each mtg				<input type="checkbox"/>	
Register for a minimum of 5 thesis credits (CLSC 8990) each Fall and Spring semester until the defense is passed.			<input type="checkbox"/>		
Defense: (no later than student's 8th year in the program)	Beginning of the semester	Notify Galit of plans to schedule Defense	<input type="checkbox"/>		
		Check graduate faculty appointment status for all committee members.	<input type="checkbox"/>		<input type="checkbox"/>
		Receive forms and further instructions.			<input type="checkbox"/>
	4 weeks prior	Submit paperwork to Galit	<input type="checkbox"/>		<input type="checkbox"/>
		Forms: <i>CLSC PhD Permission to Proceed to Defense - electronic signatures ok</i> <i>PhD Biosketch</i> <i>Thesis-Approval</i> <i>PhD Request to schedule Thesis Defense</i>			
	2 weeks prior	Receive feedback from committee members regarding thesis draft.	<input type="checkbox"/>	<input type="checkbox"/>	
	1 week prior	Incorporate any requested changes			
		Galit will provide chair with approved defense paperwork & instructions:			<input type="checkbox"/>
	Defense Day	Good Luck! If you pass with conditions - you must satisfy them within 60 days Chair scans and e-mails all completed forms to Galit		<input type="checkbox"/>	
	Graduation:	Graduate School Deadline	Student is expected to review the Graduate School formal guide for theses and dissertations and follow the graduate school deadlines and instructions	<input type="checkbox"/>	
		E-mail a PDF copy of your dissertation to Galit	<input type="checkbox"/>		<input type="checkbox"/>

The CTSA grant must be cited in the finalized version of the student's Thesis and any publications resulting from it. The following language should be used when citing the grant:
 "This project/publication is supported by NIH/NCATS Colorado CTSA Grant Number UL1 TR002535. Contents are the authors' sole responsibility and do not necessarily represent official NIH views."

In addition, publications should be registered with PubMed Central.