**PhD Checklist for Student and Faculty Advisor**

*(All forms can be located on the MCN website, Academics tab, PhD tab, Advising tab- Forms*

*as well as via a link in the Canvas Student Guide and Resources course)*

[*http://nursing.illinoisstate.edu/doctoral/advising/*](http://nursing.illinoisstate.edu/doctoral/advising/)

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| **Activity** | **Completed** |
| Initial [**Plan of Study**](https://nursing.illinoisstate.edu/doctoral/MCN_Plan-of-Study_Postmasters-PhD_0322.pdf) is determined at the time of student admission by the Post-licensure Programs Academic Advisor, Kristen Anderson. The plan of study is shared with the student’s faculty advisor. Faculty and student should only submit a new [Plan of Study Form](https://nursing.illinoisstate.edu/doctoral/advising/PhD%20Plan%20of%20Study%202023.docx) if the student’s plan for progression changes. If this form is revised by the student and faculty, once complete, it should be submitted to the Post-licensure Academic Advisor, Kristen Anderson at [kkande2@ilstu.edu](mailto:kkande2@ilstu.edu), to update enrollment projections. |  |
| Faculty Advisor will hold an **annual evaluation review** with advisees during **spring semester** **each year** student is enrolled in the program. In preparation for this review, students should complete their portfolio and submit it electronically to their Faculty Advisor at least **10 business days prior** to the scheduled appointment. Forms to complete by student are found on MCN website under advising and [**Forms**](https://nursing.illinoisstate.edu/doctoral/advising/).  Portfolio should include the following:   1. [**PhD Student Annual Evaluation document**](https://nursing.illinoisstate.edu/doctoral/advising/PhD%20Annual%20Benchmarks%20and%20Annual%20Evaluation%202021.docx)**:** which consists of Benchmarks, Review of Progress, and Annual Evaluation Report 2. **Updated CV** 3. Current copy of the [Plan of Study Form](https://nursing.illinoisstate.edu/doctoral/advising/PhD%20Plan%20of%20Study%202023.docx).   Faculty advisor, PhD student, and Director of Graduate Programs will then meet to review progress at a scheduled time in the **spring semester.** At this time, theFaculty Advisor completes their portion of the [**PhD Student Annual Evaluation document**](https://nursing.illinoisstate.edu/doctoral/advising/PhD%20Annual%20Benchmarks%20and%20Annual%20Evaluation%202021.docx). All documents should be submitted to [kkande2@ilstu.edu](mailto:kkande2@ilstu.edu) following the annual evaluation review meeting. |  |
| If a change of faculty advisor needs to occur for any reason, complete the [**Change of Advisor**](https://nursing.illinoisstate.edu/doctoral/advising/Change%20of%20Faculty%20Advisor.docx) form, obtain appropriate signatures, and submit to [kkande2@ilstu.edu](mailto:kkande2@ilstu.edu). |  |
| Committee development is dependent on a clearly defined research topic. Completion timeline varies per student. This should be completed prior to dissertation proposal work. Complete [**Request for Appointment of Dissertation Committee**](https://nursing.illinoisstate.edu/doctoral/advising/Request%20for%20Appointment%20of%20Dissertation%20Committee%202022.docx). If a change in dissertation committee needs to occur, complete the [**Change of Dissertation Committee form**](https://nursing.illinoisstate.edu/doctoral/advising/Change%20of%20Dissertation%20Committee.docx). In addition to MCN committee forms, students must complete ISU [**Graduate School Proposal Approval Form**](https://grad.illinoisstate.edu/downloads/students/forms/Proposal%20Approval%20Form%20updated%206.5.2023.pdf%20), which includes notating dissertation committee members. If an exception needs to be requested for a dissertation committee member, this must be included on the [**Graduate School Proposal Approval Form**](https://grad.illinoisstate.edu/downloads/students/forms/Proposal%20Approval%20Form%20updated%206.5.2023.pdf%20). |  |
| Complete [**Preliminary Exam and Dissertation Proposal Defense Registration form**](https://nursing.illinoisstate.edu/doctoral/advising/Preliminary%20Exam%20and%20Dissertation%20Proposal%20Defense%20Registration%202022.docx) and submit to [kkande2@ilstu.edu](mailto:kkande2@ilstu.edu). Guidelines for submission are noted at the top of the form. The form should be submitted **two months** **prior** to when you plan to take the exam and defend the dissertation proposal. The date determined for the defense needs to be agreed upon by your committee members. Appointment of defense of dissertation proposal occurs. |  |
| Following defense of the dissertation proposal, your designated Committee Chair will complete the [**Report of Preliminary Exam and Dissertation Proposal Defense**](https://nursing.illinoisstate.edu/doctoral/advising/Report%20of%20Preliminary%20Exam%20and%20Dissertation%20Proposal%20Defense.docx) and submit to [kkande2@ilstu.edu](mailto:kkande2@ilstu.edu) |  |
| Following proposal defense , student should complete the [**Graduate School Proposal Approval Form**](https://grad.illinoisstate.edu/downloads/students/forms/Proposal%20Approval%20Form%20updated%206.5.2023.pdf%20)and obtain all appropriate signatures. Students will submit this to the Graduate School at [dissert@ilstu.edu](mailto:dissert@ilstu.edu), as noted on the form. |  |
| At the point in which the student has completed coursework and successfully defended the dissertation proposal, the Faculty Advisor will complete the [Admission to Candidacy Form](https://nursing.illinoisstate.edu/doctoral/advising/Admission%20to%20Candidacy%20.docx) and obtain appropriate signatures. The completed form will be submitted to [kkande2@ilstu.edu](mailto:kkande2@ilstu.edu). |  |
| Next, theGraduate School[**Right to Defend Form**](https://grad.illinoisstate.edu/downloads/students/forms/Right%20To%20Defend%20updated%206.5.23.pdf)must be complete and submitted to [dissert@ilstu.edu](mailto:dissert@ilstu.edu) prior to defending dissertation. **A Student must wait at least 7 days from receipt of their approved Right to Defend before you may defend your dissertation.** |  |
| The [**Outcome of Defense Form**](https://grad.illinoisstate.edu/downloads/students/forms/Outcome%20of%20Defense%20Form%20update%206.5.23.pdf)along with the[**Final Deposit Checklist Form**](https://grad.illinoisstate.edu/downloads/students/forms/thesisfinaldepositchecklist.pdf) must be completed and submitted to the Graduate School following the dissertation defense. The student will also upload the final version of the dissertation Supportive Statement to ProQuest. |  |

* **Refer to the Graduate School website under Student Support tab, for** [**dates & deadlines**](https://grad.illinoisstate.edu/students/thesis-dissertation/deadlines/)**,** [**forms**](https://grad.illinoisstate.edu/students/forms/) **for dissertation, and** [**dissertation assistance**](https://grad.illinoisstate.edu/students/thesis-dissertation/)**.** [**https://grad.illinoisstate.edu/students/**](https://grad.illinoisstate.edu/students/)
* **See the flow chart below for a visual on the dissertation approval process.**
* **Please utilize the** [**MCN Graduate Student Handbook**](https://nursing.illinoisstate.edu/studentlife/resources/student-handbooks/MCN%20Graduate%20and%20Certificate%20Programs%20Handbook%202023-2024.pdf) **for further procedural details.**

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