**PROGRESSION THROUGH THE KiND DOCTORAL PROGRAM**

The student is admitted to the program and begins coursework with plans to maintain a 3.0 GPA. You may want to talk with students about an initial plan for the first 2 years of coursework if you have classes that aren’t offered regularly.

During the 1st or 2nd year of the student's program, students should begin thinking about an area of expertise and select a graduate committee. This must consist of 4 members with 1 of these members outside of KiND serving as the faculty rep. Complete the "**request to appoint a doctoral committee**" form and submit to the graduate school. <https://www.unco.edu/graduate-school/pdf/Request-to-Appoint-a-Doctoral-Committee.pdf>

During the 2nd year of the student’s program, students should develop a **matrix and complete a plan of study form (the matrix is in house by program area and the POS form is located on the graduate school’s website)**. These documents should be reviewed and approved by the student's committee. Once approved, the matrix stays with the committee chair and the POS must be submitted to the graduate school. <https://www.unco.edu/graduate-school/pdf/Plan-of-Study.pdf>

Once at least 36 hours of the student's coursework is complete with least a 3.0 GPA, written comps may be scheduled. Keep in mind that the entire written and oral comps process can often take 1.5 months or more, so making sure that you schedule your written comps with consideration of 2 weeks for faculty review of written comp answers and another 2 weeks advance notice to the grad school to schedule oral comps needs to be in your plan. Keep in mind that faculty are not obligated to meet during periods when they are not paid (winter/summer breaks). This "**permission to take comps**" form is found on the KiND website's "resources" section. This form must be submitted to M'lyn prior to scheduling the written comp exam. Next, the student and advisor should agree on a location for the written comp exam. <https://www.unco.edu/nhs/sport-exercise-science/pdf/compsphd.pdf>.

Once the written comp exam is passed, you must submit the “**comprehensive exam results**” with Carol Steward in the graduate school. **Please contact Laura Stewart or M’lyn Miller for the form.** Then, find a location and date/time for the oral comp exam. After all committee members agree on the meeting specifics, the "**request to schedule a doctoral examination**" form must be submitted to Carol Steward at least 14 calendar days prior to the oral comp date. Once this form is submitted, Carol Steward will send you a “**results form.**” Once the oral exam takes place, submit the “**results form**” back to Carol. Be sure that everyone on the student’s committee signs in the same order that they were appointed to the student’s committee (refer back to their plan of study form/committee appointment letter from the grad school). Pay close attention to the faculty rep. This person needs to be the same on all documents. <https://www.unco.edu/graduate-school/pdf/Request-Schedule-Doctoral-Exam.pdf>

Once the student has the dissertation proposal ready for review by the committee, it’s time to schedule your proposal meeting. Keep in mind that each committee member must have at least 2 weeks prior to the meeting to review your document. Once the meeting has been completed, please have the committee electronically sign the “**Proposal Title Signature Page**.” When the proposal document is considered acceptable, this form should be submitted along with the student’s proposal, Verification of Research Subject Compliance Form[**https://www.unco.edu/graduate-school/pdf/verification-research-subject-compliance.pdf**](https://www.unco.edu/graduate-school/pdf/verification-research-subject-compliance.pdf) and a copy of their IRB or IACUC approval letter to the grad school. <https://www.unco.edu/graduate-school/pdf/thesis-capstone-dissertation/Proposal-Title-Signature-Page.pdf>

Once a student is approaching the last semester at UNC, be sure to have them submit a graduate application. Also, keep in mind that the dissertation proposal and the dissertation defense cannot be scheduled in the same semester.

Once the student has the completed dissertation ready for review. You must fill out the “**request to schedule doctoral exam**” form, which is located on the grad school’s website. Remember, committee members and roles must match those in the student’s committee appointment letter. This form must be submitted to Carol Steward at least 14 calendar days prior to dissertation defense meeting. Carol will send the committee chair the results form prior to the meeting. <https://www.unco.edu/graduate-school/pdf/Request-Schedule-Doctoral-Exam.pdf>

Upon successfully defending the dissertation, the chair must obtain all results and signatures in the proper order on the “**results form**” and submit it back to Carol Steward immediately. Once all committee members approve the final document, the student should check document requirements and schedule a formatting appointment so that their document is in good form prior to final submission to the graduate school. Graduate students should use the grad school’s calendar to make an appointment (limit of 3 reviews per semester).

**Please consult the UNC graduate student handbook.** [**https://www.unco.edu/graduate-school/pdf/Graduate-Student-Handbook.pdf**](https://www.unco.edu/graduate-school/pdf/Graduate-Student-Handbook.pdf) **and the dissertation checklist** [**https://www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-checklist.aspx#:~:text=Dissertation%20Defense%20is%20scheduled%20using,Please%20allow%2015%2D30%20minutes**](https://www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-checklist.aspx#:~:text=Dissertation%20Defense%20is%20scheduled%20using,Please%20allow%2015%2D30%20minutes) **if you need more detail.**