STEPS for Ph.D. Program- Dept. ENHS

Below is a Short Summary Sheet (fyi) showing how the Dept ENHS PhD program works. A PhD student proceeds using the following STEPS:

1. **Set-up Doctoral Committee** [G-DCA FORM]
   - Choose four faculty (one - outside Dept) and have initial meeting (by conclusion of YR 1)

2. **Set Program of Study** – by Committee [DPOS FORM]
   - (usually by conclusion of YR 1)
   - any 'transferred of credits use: [GRTC FORM]
   - Note: any transferred credits will not show on student record until graduation
   - **SUBMIT FORMS to GRADUATE DIRECTOR** for approval
   - then to GRADUATE SCHOOL within 24 mo

3. **PhD Doctoral Qualifying Exam** [QUALIFY-EXAM Verif. FORM]
   - (generally held when coursework is completed)
   - Specific Format of QE is up to advisor and committee-
   - [e.g. written and oral questions OR write NSF/NIH grant proposal, etc]
   - When student passes QE- then officially becomes a *PhD candidate*,
   & can take Diss. Res. hours - `ENHS 899`;

4. -conduct dissertation research

5. **Proposal Defense/ Comprehensive Exam** [PhD Comprehensive Exam Verification FORM]
   - (IMPORTANT: must be done, at least 60 days prior to graduation)

6. **Dissertation Defense** [G-DSF FORM]

7. **Apply for Graduation** [AS-126 FORM]

8. **Submit dissertation to Grad School** (i.e. dissertation will become a ‘published document’)

- All FORMs are located on the Graduate School website ‘Forms Library’
  (http://gradschool.sc.edu/doclibrary/)

- All FORMs will need to be *hand-carried* by student to Office of Graduate Student Services (Ms. Rebecca Solon ‘rsolon@mailbox.sc.edu')

- Make **Additional Copies** of ALL FORMs (Paper or Scanned) → for Student, Advisor, and give Grad Director copies

**ALSO REQUIRED:**
- min. 60 cr hrs total (15 cr may be transferred from previous MS degree)
- and includes at least 12 cr hrs Dissertation Prep- ENHS 899)
- at least *one manuscript* submitted to *peer-review* journal (for publication)

- **REQUIRED COURSEWORK:**
  - **ENHS 660** (Concepts in Environ. Health Sci) [3 cr];  **PUBH 700** (PH Case Studies) [3 cr]
  - **EPID 700 or 701** (Intro to Epid. or Concepts in Epid) [3 cr];
  - **ENHS 864** (Adv. Grad Seminar ‘PhD Boot Camp’) [taken Yrs 1 and 3; 1 cr each time];
  - **ENHS 771** (ENHS Seminar) - taken each semester [1 cr];

*revised: AWD - Apr. 2014*