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Table of Contents: HPRO Advisor/Student Doctoral Program Handbook

1. Tasks and Timeline ........................................................................................................................................ 4-9

2. Doctor of Philosophy Degree .................................................................................................................. 10

3. Advisor and Supervisory Committee .................................................................................................... 11

4. Individual Development Plans ............................................................................................................. 15

5. Degree Requirements .............................................................................................................................. 16
   - Program of Studies.......................................................................................................................... 16
   - Coursework ..................................................................................................................................... 16
   - Transfer of Credit ......................................................................................................................... 18
   - Grade Point Average Requirements ......................................................................................... 18
   - Residency ......................................................................................................................................... 19
   - Teaching Requirement .................................................................................................................. 19
   - Comprehensive Exam ..................................................................................................................... 20

6. Doctoral Dissertation .................................................................................................................................. 21

7. Dissertation Defense and Graduation .................................................................................................... 24

8. Appendices ................................................................................................................................................ 25
   - Appendix 1: Sequidor Guide for UNMC Graduate Students ......................................................... 28
   - Appendix 2: Semi-Annual Advisory/Supervisory Committee Meeting ........................................ 54
   - Appendix 3: Graduate Student Annual Progress Report & Development Plan .......................... 56
   - Appendix 4: Dissertation and Graduation Instructions for Ph.D. Candidates .............................. 62
   - Appendix 5: Graduate Student Grievance Procedure .................................................................. 78
   - Appendix 6: Guidelines for Termination of Graduate Students .................................................. 90
   - Appendix 7: PhD Students Timeline ............................................................................................... 94
   - Appendix 8: Sample HPDPR PhD Course Schedule (Program of Study) ..................................... 99
   - Appendix 9: Report on Doctoral Degree ......................................................................................... 100
<table>
<thead>
<tr>
<th>1. Tasks and Timeline</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for courses after consultation</td>
<td>Student with Interim Advisor, Graduate Program Director or Advisor</td>
<td>Before the end of the first week of</td>
<td>Forms</td>
</tr>
<tr>
<td>with the temporary Advisor</td>
<td></td>
<td>each semester</td>
<td></td>
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<tr>
<td>Completion of any qualifying requirements</td>
<td>Student with Temporary Advisor, Graduate Program Director or Advisor</td>
<td>As specified on conditional acceptance letter</td>
<td></td>
</tr>
<tr>
<td>for admission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion of application to transfer graduate credits</td>
<td>Student</td>
<td>Before the end of the first semester</td>
<td>Submit relevant syllabi and transcript from other institution along with the Transfer of Credit for Required Courses form</td>
</tr>
<tr>
<td>Selection and Official Designation of</td>
<td>Student</td>
<td>By the end of student’s 2nd semester</td>
<td>Completed by Selecting the advisor in Seguidor. Click the link below to access Seguidor <a href="https://net.unmc.edu/seguidor/index.php">https://net.unmc.edu/seguidor/index.php</a> Seguidor: Guidelines for UNMC Graduate Students</td>
</tr>
<tr>
<td>Supervisor via Seguidor</td>
<td></td>
<td>(Seguidor is the Graduate and Postdoctoral Student Information System)</td>
<td></td>
</tr>
<tr>
<td>Program of Studies</td>
<td>Student and Advisor</td>
<td>Within 9 months after matriculation</td>
<td>Student and his/her Supervisor prepare and submit to Graduate Studies Office a draft Program of Studies. <a href="http://www.unmc.edu/gradstudies/current/degree-requirements/phd/phdprogramofstudies.pdf">http://www.unmc.edu/gradstudies/current/degree-requirements/phd/phdprogramofstudies.pdf</a> The draft should list required courses and options for electives, as well as indicating the general area of dissertation research. *Draft does not require signatures of the Graduate Program Director or Dean of Graduate Studies.</td>
</tr>
<tr>
<td>Appointment of Supervisory Committee</td>
<td>Student</td>
<td>Within 12 months after matriculation</td>
<td>After the Supervisor is approved by the Dean, proceed to Advisory/Supervisory Committee Member Selection. Approval of Supervisory Committee composition by the Dean for Graduate Studies must occur before the initial committee meeting.</td>
</tr>
<tr>
<td>1. Tasks and Timeline</td>
<td>Responsibility</td>
<td>Timeline</td>
<td>Forms</td>
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<tr>
<td>Prepare Individual Development Plan (IDP)</td>
<td>Student</td>
<td>Within 12 months of matriculation</td>
<td>Contact the Graduate Program Director to determine which IDP tool to use. Most UNMC programs recommend MyIDP. After completing all sections of IDP <a href="http://myidp.sciencecareers.org/">http://myidp.sciencecareers.org/</a>, save the Certificate of Completion in Seguidor. <a href="https://net.unmc.edu/seguidor/index.php">https://net.unmc.edu/seguidor/index.php</a></td>
</tr>
<tr>
<td>Initial Meeting of Supervisory Committee, including Approval of the Program of Studies</td>
<td>Student</td>
<td>Within 13 months after matriculation</td>
<td>In Seguidor, student schedules the Supervisory Committee Meeting to discuss required/recommended coursework and student's general research interest and direction. Student completes Program of Studies form (with Supervisor and Graduate Program Director signatures) and submits to Graduate Studies Office. In addition, student composes meeting minutes based on what has been covered in the Supervisory Meeting and uploads the meeting minutes and the Semi-Annual Advisory Committee report in Seguidor.</td>
</tr>
<tr>
<td>Semi-annual meetings of the Supervisory Committee</td>
<td>Student</td>
<td>Every 6 months until completion of degree</td>
<td>In Seguidor, student schedules the Supervisory Committee Meeting to provide updated IDP including a short summary of progress since the most recent meeting (research data and updates on coursework, publications, presentations, and awards) and Supervisory Committee offers feedback. Student composes minutes of each meeting and uploads the meeting minutes and Semi-Annual Supervisory Meeting Form in Seguidor.</td>
</tr>
<tr>
<td>Responsible Conduct in Research Course</td>
<td>Student</td>
<td>Offered in the Fall and Spring Semesters. Students are encouraged to take this course as early as possible in their degree programs.</td>
<td>An email notification for registration is sent to students. As registration is limited, be sure to take action promptly after receiving the email.</td>
</tr>
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<td>1. Tasks and Timeline</td>
<td>Responsibility</td>
<td>Timeline</td>
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</tr>
<tr>
<td>Annual Progress Report</td>
<td>Student</td>
<td>Within 12 months after the first Supervisory Committee Meeting; afterwards, every 12 months</td>
<td>An annual report is required to be uploaded annually following one of the semi-annual advisory/supervisory meetings. The Annual Report is in addition to the meeting minutes.</td>
</tr>
<tr>
<td>Individual Development Portfolio</td>
<td>Student</td>
<td>Within 12 months after the first Supervisory Committee Meeting; afterwards and semi-annually</td>
<td></td>
</tr>
<tr>
<td>Submit Request to Schedule Comprehensive Exam on Seguidor <a href="https://net.unmc.edu/seguidor/index.php">https://net.unmc.edu/seguidor/index.php</a></td>
<td>Student and Exam Committee</td>
<td>At least 2 weeks before the Oral Component of the Comprehensive Examination. Note: The Comprehensive Exam must be completed at least 7 months, but no more than 3 years, prior to the dissertation defense.</td>
<td>Student completes Exam Committee/Schedule for the Comprehensive Exam via Seguidor. Student insures that the exam committee has reported the results within 7 days after completion of the exam. Results must be reported via the Exam Grade Page in Seguidor. Any member of the Exam Committee may submit the results on behalf of the entire Committee.</td>
</tr>
<tr>
<td>Comprehensive Exam – <em>Written component</em></td>
<td>Student and Supervisory Committee</td>
<td>The exam may be taken when the student’s coursework is completed. Students have 5 days to complete the written component of the Comprehensive Exam which is submitted to the Supervisory Committee</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Exam – <em>Oral component</em></td>
<td>Student and Supervisory Committee</td>
<td>Results must be reported via the Exam Grade Page in Seguidor to Graduate Studies within 7 days after the completion of the oral examination a prior to the defense dissertation (final oral examination)</td>
<td>Results must be reported via the Exam Grade Page in Seguidor.</td>
</tr>
<tr>
<td>1. Tasks and Timeline</td>
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<td>Timeline</td>
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<tr>
<td>Dissertation proposal submitted in writing to Supervisory Committee and orally defended</td>
<td>Student</td>
<td>Within 1 year of passing the Comprehensive Exam</td>
<td>Download Dissertation &amp; Graduation Instructions for Ph.D. Candidates.</td>
</tr>
<tr>
<td>Obtain Current Dissertation &amp; Graduation Instructions</td>
<td>Student</td>
<td>Approximately 4-6 months before the dissertation defense</td>
<td>Download Dissertation &amp; Graduation Instructions for Ph.D. Candidates. This critical instruction packet includes A) Timeline for Final Oral Exam, B) Doctoral Dissertation Format Requirements, and C) Procedures after Final Oral Exam.</td>
</tr>
<tr>
<td>Submit the dissertation to the Supervisory Committee for review and feedback</td>
<td>Student and Supervisory Committee</td>
<td>At least 4 weeks prior to the final oral examination</td>
<td>Members of the Supervisory Committee should provide feedback to the student within 2 weeks of receiving the document, particularly if substantive deficiencies are identified</td>
</tr>
<tr>
<td>Apply for Graduation</td>
<td>Student</td>
<td>May Graduation-February 10 application deadline August Graduation-June 10 application deadline December Graduation-October 10 application deadline</td>
<td>The Degree Application is completed and the Degree Application Fee is paid via MyRecords.</td>
</tr>
<tr>
<td>Apply for the Final Oral Examination (Defense of Dissertation)</td>
<td>Student and Advisor</td>
<td>At least 2 weeks prior to defense</td>
<td>Application for the Final Oral Examination on Sequidor</td>
</tr>
<tr>
<td>Distribute Dissertation to the Supervisory Committee</td>
<td>Student</td>
<td>At least 4 weeks before the dissertation defense (Final Oral Exam).</td>
<td>Members of the Supervisory Committee should provide feedback to the student within 2 weeks of receiving the document, particularly if substantive deficiencies are identified.</td>
</tr>
<tr>
<td>1. Tasks and Timeline</td>
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<td>Timeline</td>
<td>Forms</td>
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<tr>
<td><strong>Submit Request for Final Oral Examination</strong></td>
<td>Student</td>
<td>At least <strong>2 weeks</strong> before the dissertation defense (<strong>Final Oral Exam</strong>) and <strong>2 weeks</strong> before Commencement. Note: The Final Oral Exam cannot occur until <strong>at least 7 months</strong>, and no more than <strong>3 years</strong>, after the completing Comprehensive Exam. Prior to the end of the 7 year limit.</td>
<td>Student completes <strong>Exam Committee/Schedule</strong> for the Final Oral Exam via Seguidor. Results must be reported via the <strong>Exam Grade Page</strong> in Seguidor.</td>
</tr>
<tr>
<td><strong>Complete the Report on Doctoral Degree</strong></td>
<td>Advisor and Supervisory Committee</td>
<td>Immediately following successful defense of the dissertation. At least <strong>one week</strong> before commencement. Prior to the end of the 7 year limit.</td>
<td>Student obtains signatures of Supervisory Committee members and Graduate Program Director on the <strong>Report on Doctoral Degree form</strong> Included in the <a href="http://www.unmc.edu/gradstudies/current/degree-requirements/phd/Dissertation-Graduation-Instructions-PhD-Candidates.pdf">http://www.unmc.edu/gradstudies/current/degree-requirements/phd/Dissertation-Graduation-Instructions-PhD-Candidates.pdf</a></td>
</tr>
<tr>
<td><strong>Submit evidence that dissertation material has been submitted to a peer-reviewed journal, with the student name listed as first-author on the manuscript.</strong></td>
<td>Student</td>
<td>Prior to the end of the 7 year limit. At least <strong>one week</strong> before commencement.</td>
<td>Proof from peer-reviewed journal of submission of a manuscript with the student listed as first author. <a href="http://www.unmc.edu/gradstudies/current/degree-requirements/phd/Dissertation-Graduation-Instructions-PhD-Candidates.pdf">http://www.unmc.edu/gradstudies/current/degree-requirements/phd/Dissertation-Graduation-Instructions-PhD-Candidates.pdf</a> <a href="http://www.unmc.edu/gradstudies/vital-updates/publication-requirement.html">http://www.unmc.edu/gradstudies/vital-updates/publication-requirement.html</a></td>
</tr>
<tr>
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<tr>
<td>Submit Dissertation to the McGoogan Library of Medicine</td>
<td>Student</td>
<td>No later than 1 week before Commencement</td>
<td>Submit the Certificate of Completion for surveys to the Graduate Studies Office, along with the Report on Doctoral Degree. <a href="http://www.unmc.edu/gradstudies/current/degree-requirements/phd/Dissertation-Graduation-Instructions-PhD-Candidates.pdf">http://www.unmc.edu/gradstudies/current/degree-requirements/phd/Dissertation-Graduation-Instructions-PhD-Candidates.pdf</a></td>
</tr>
<tr>
<td>Submit Graduation Documentation</td>
<td>Student</td>
<td>No later than 1 week before Commencement</td>
<td>Links to the 3 required surveys are provided in the <a href="http://www.unmc.edu/gradstudies/current/degree-requirements/phd/Dissertation-Graduation-Instructions-PhD-Candidates.pdf">Dissertation &amp; Graduation Instructions for Ph.D. Candidates</a>. Submit the Certificate of Completion for each survey to the Graduate Studies Office, along with the <a href="http://www.unmc.edu/gradstudies/current/degree-requirements/phd/Dissertation-Graduation-Instructions-PhD-Candidates.pdf">Report on Doctoral Degree</a>.</td>
</tr>
<tr>
<td>Celebrate your Accomplishments</td>
<td>Student</td>
<td>Typically 1-2 days before Commencement</td>
<td>Attend the Graduate Studies Honors Convocation Ceremony (in May for spring graduates; in December for summer and fall graduates)</td>
</tr>
<tr>
<td>Awarding of the Ph.D. Degree</td>
<td>Student</td>
<td>At the end of the semester in which the student satisfies Ph.D. Degree requirements.</td>
<td>Attend the UNMC Commencement Ceremony (in May for spring graduates; in December for summer and fall graduates).</td>
</tr>
</tbody>
</table>

Students’ Instructions for Sequidor can be found in the following link: [https://net.unmc.edu/seguidor/index.php](https://net.unmc.edu/seguidor/index.php)

Check Office of Graduate Studies PhD Degree Requirements: [http://www.unmc.edu/gradstudies/current/degree-requirements/phd/index.html](http://www.unmc.edu/gradstudies/current/degree-requirements/phd/index.html)
2. Doctor of Philosophy (Ph.D.) Degree

It is the responsibility of every major university to make a concerted effort to prepare independent scientists who wish to pursue careers in either teaching or research. Furthermore, it is essential that this effort be undertaken with the highest academic and ethical standards so that the recipients of the Ph.D. degree accept the values of scientific research and are capable of and committed to maintaining professional standards.

Characteristics of the Ph.D. within the Department of Health Promotion, Social, & Behavioral Health

The Ph.D. in Health Promotion and Disease Prevention Research is offered through the Department of Health Promotion, Social & Behavioral Health (HPSBH) in the College of Public Health. The mission of the Ph.D. program is to provide students with the training necessary to become skilled research scientists who will have a significant impact on the health of the population by thinking critically and systematically about complex public health problems and applying scientific rigor to the design and evaluation of health promotion and disease prevention research and programs.

It is implicit in the awarding of the Ph.D. degree that the recipient has an extensive knowledge of the discipline. As a result, a certain amount of coursework is usually required. Nevertheless, the major aspect of work toward the Ph.D. degree is research-related and requires the development of appropriate research skills. These skills include the ability to analyze the literature, the ability to ask questions both inside and outside one's research area, and the mastery of associated technical aspects. Considerable flexibility should be allowed in the manner in which these skills are acquired, based on each candidate's unique interests and research project.

The Ph.D. is not awarded based on time spent in the degree program. It would be inappropriate to compromise scientific standards because of arbitrary deadlines. Neither the courses completed nor the time spent in study can define the requirements for the Ph.D. degree. This degree is earned primarily through the pursuit of excellence in a field of scholarship and requires demonstrated ability to conduct independent research. At UNMC, students usually take four to six years to complete the work for the Ph.D. degree. The maximum time allowed is seven years.
3. Advisor and Supervisory Committee

Advisor

No later than the end of the second semester of coursework, students should choose a permanent Advisor. Choosing an Advisor is based upon a verbal agreement between the student and the Advisor. There is no separate form required to designate an Advisor.

Mentoring and education of the student to become an independent scholar is the major duty of the Advisor who will also be the Chairperson of the student’s Supervisory Committee. This role includes ensuring the student acquires the necessary problem-solving skills, proper research techniques, and knowledge of data analysis. In addition, the Advisor must instill in the student an understanding of proper scientific methods, the ability to develop and test a hypothesis, and a familiarity with the ethics of scientific research. The Advisor should help the student develop written and verbal communication skills and, where appropriate, fundamental teaching skills.

The Supervisory Committee

After admission to the Graduate College and within 12 months after matriculation, a doctoral student must work with an Advisor to form a Supervisory Committee. Choosing a Supervisory Committee begins with conversations and verbal agreements with individual faculty followed by filling out the Appointment of Supervisory Committee form. This is found on Seguidor under “Appointment of Supervisory Committee”. Please read Segidor: Guidelines for UNMC Graduate Studies. The Supervisory Committee meets with the student every 6 months until the completion of the degree to review progress in the program and to provide assistance to the Advisor and student.

- The Supervisory Committee must consist of at least four members (including the student’s Advisor) who are University of Nebraska Graduate Faculty Members. It is urged that one or more members of the Supervisory Committee be from a field or fields of study different from the major area of interest, whenever such representation will contribute to the student's program and/or the overall effectiveness of the graduate program.

The UNMC Graduate College’s web page Supervisory Committee Guidelines includes additional information about the roles of the Supervisory Committee and the Advisor.

Forms:

The form establishing the Supervisory Committee is found on Seguidor page under Appointment of Supervisory Committee.

Timeline:

- Permanent Advisor selected by end of student’s second semester in the program.
- Supervisory Committee established within 12 months after matriculation.
• Additional members may be added to the Supervisory Committee for the purpose of the dissertation.

• Faculty from outside the University of Nebraska may serve as members of the Supervisory Committee; as with other members of this committee, these individuals are appointed upon recommendation of the Director of the Graduate Program Committee.

• The Dean of Graduate Studies, upon recommendation of the department Graduate Committee, will appoint the Supervisory Committee.

Duties of the Advisor and Supervisory Committee

Note: Graduate College Calendars, indicating pertinent deadlines, are available in the Graduate Studies Office. These dates change annually.

• Approval of graduate Program of Studies at the University of Nebraska. In Sequidor, the student schedules the Supervisory Committee Meeting to discuss required/recommended coursework and the student's general research direction. The student completes Program of Studies form (with Supervisor and Graduate Program Director signatures) and submits to the Graduate Studies Office. In addition, the student composes meeting minutes and uploads the meeting minutes in Sequidor.

• Acceptance of graduate credit from any other institution. The Supervisory Committee is charged with accepting, or not, elective credits from other institutions. Such credits should be carefully scrutinized both as to the institution attended and in relation to the proposed program. Credit for other than graduate level courses will not be approved. No more than 50% of coursework for the Ph.D. program can be transferred from another institution. Credits that are accepted as transferrable from another institution are listed on the Report of the Supervisory Committee on Program of Study for the Ph.D. Degree form.

• Note: Transferring of credits for required coursework is the decision of the Director of the Graduate Program Committee and the instructor of record for the course for which credit is being sought. These credit transfers are also noted on the Report of the Supervisory Committee on Program of Studies for the Ph.D. Degree form.

• After the Supervisory Committee has met to discuss the Program of Studies and to revise as necessary, the student completes Program of Studies form (with Supervisor and Graduate Program Director signatures) and submits it to the Graduate Studies Office. In addition, the student composes meeting minutes and the semi-annual report and uploads the meeting minutes in Sequidor.

• Subsequent changes in the Program of Study should be submitted in Sequidor. Students may make changes to the composition of their Advisory/Supervisory Committee only after their initial committee has been approved.

• To change the Advisor/Supervisor AND add or remove committee members after the Supervisory Committee is assembled, please follow the instructions outlined in section 3.1.1.1 of the Sequidor Guide for UNMC Graduate Student BEFORE making any changes in Sequidor.

• Authorization of arrangements for comprehensive examination. The Supervisory Committee designs and evaluates the comprehensive examination and makes subsequent
recommendations related to the student’s admission to candidacy. The student completes the Exam Committee/Schedule for the Comprehensive Exam via Seguidor. The student contacts the Graduate Program Director for any program-specific requirements regarding the composition of the Comprehensive Exam Committee. The student ensures that the exam committee has reported the results within 7 days after completion of the exam. Results must be reported via the Exam Grade Page in Seguidor. Any member of the Exam Committee may submit the results on behalf of the entire Committee.

- Approval of the dissertation proposal: The Supervisory Committee reviews the abstract and dissertation to determine whether they are in a fit condition, based on formatting, writing quality and preliminary scientific criteria, for the defense. A dissertation which has been disapproved by the Supervisory Committee should not be accepted until the basis for the disapproval has been addressed. If these criticisms involve extensive changes, the Supervisory Committee should seriously consider rejecting the dissertation entirely or postponing the final oral examination until the following semester.

- Approval of the final dissertation oral examination/defense. A report on the final examination is due in Seguidor within 7 days after the date of the examination.

- Forms and instructions related to the final dissertation document and defense are found in the Graduation Packet on the Ph.D. Degree Requirements page under “Dissertation & Graduation Instructions for Ph.D. Candidates”.

Duties of the Student and the Supervisory Committee:

The following items must be transmitted to the Graduate Studies Office. Examples of the forms listed are included as attachments to this document.

- The Appointment of the Supervisory Committee identifying the members of this committee within 12 months after matriculation. In Seguidor, the student completes Advisor/Supervisor Selection. After the Supervisor is approved by the Dean, proceed to Advisory/Supervisory Committee Member Selection. Approval of Supervisory Committee composition by the Dean for Graduate Studies must occur before the initial committee meeting.

- Minutes of all meetings of the Supervisory Committee, and the Semi-Annual Advisory/Supervisory meeting or the Annual Progress Report, and Development plans must be uploaded in Seguidor. The Advisor should ensure that the Supervisory Committee meets at least every six months to review with the Advisor the progress of the student in the program and to provide assistance to the Advisor and student.

- Note: It is suggested at one such meeting, annually, the Supervisory Committee review and comment on the Individual Development Plans (IDPs) online, access myIDP, or in the following section of this document.

- The Report of the Supervisory Committee on Program of Studies for the Ph.D. Degree outlining the proposed Program of Study and including any graduate credit accepted from another institution. This must be submitted to the Graduate Studies Office within four weeks of appointment of the Supervisory Committee.

- Request for Scheduling the Comprehensive Exam form. Due in Seguidor 2 weeks before comprehensive exam.
• Examination Report Form on the comprehensive examination. Due within 7 days after the date of the examination. Results must be reported via the Exam Grade Page in Segidor.

• Application for Final Oral Examination form is due, signed by the student and the Advisor, at least two weeks prior to the final oral examination. This follows the successful presentation of the dissertation and abstract to members of the Supervisory Committee at least four weeks before the final oral examination (defense of dissertation). It is the student’s responsibility to ensure that, at that time, the dissertation has been properly formatted and has been thoroughly checked for errors in terminology, grammar and spelling.

• During the two weeks following submission of the Application for Final Oral Examination Form, the members of the Supervisory Committee review the dissertation to determine whether it is in a fit condition, based on formatting, writing quality and preliminary scientific criteria, for the defense. The student should be notified of any substantive deficiencies during this period.

• The entire dissertation including the names of the committee members will appear electronically on Digital Commons exactly as submitted and approved by the Supervisory Committee. After making any revisions requested by the Supervisory Committee and receiving approval of its final form, the dissertation must be submitted by the student electronically (as a PDF file) to the McGoogan Library of Medicine for deposition into the UNMC electronic repository (DigitalCommons@UNMC). There will be no opportunity for editorial or other changes in the dissertation after the Supervisory Committee approves its final form and the document is submitted to the library. Before submitting, the student should read all relevant policies and/or submission guidelines. Once submitted, the dissertation will be reviewed by library staff before publishing. Uploading the dissertation on DigitalCommons@UNMC constitutes publication and copyright is held by the student.

• Evidence of submission of dissertation material to a peer-reviewed journal. Proof of submission of a first-author manuscript from a peer-reviewed journal acknowledging the receipt of the manuscript must be submitted to the Graduate Studies office at least 7 days before commencement

Required forms for graduation. Within 7 days of the final dissertation defense, The student must return to the Graduate Studies Office via Segidor the appropriate signatures on the Report on Doctoral Degree Form, within 7 days of the final dissertation defense.

Rights of Students: Graduate students have the right to expect that attainment of the goals specified by the individual graduate program and Supervisory Committee may be completed in a timely manner. Further, all graduate students may rightfully expect graduate courses, especially core courses, to be offered on a regular basis. Students may expect constructive advice from their Supervisory Committee. In the event of a conflict with the student’s Advisor or members of the Supervisory Committee, the student should take any grievance to the Graduate Committee Chairperson, the Chairperson of the Department, and the Graduate Studies Office, in that order.

Guidelines for Termination of Graduate:
Grievance procedures:
http://www.unmc.edu/media/studentservices/docs/Graduate_Student_GrievanceResolutionProcedure.pdf
4. Individual Development Plan (IDP)

**Individual Development Plans (IDP)**

During the course of a graduate education students should develop an Individual Development Plan (IDP), with the advice of their Supervisory Committees. It is also important for students to update their IDPs including a brief summary of progress each time before students meet with their Supervisory Committees.

- NIH has strongly urged all institutions to implement a policy requiring an IDP for every graduate student and postdoctoral researcher supported by NIH. The UNMC Graduate Council voted in September 2013 to establish the following requirements:
  - Each UNMC graduate student is required to complete an IDP. Most UNMC programs recommend use of myIDP.
  - New students (beginning fall 2013): New students must complete an IDP by the end of their first year of study.
  - Current students: For reporting purposes (see below), and because of the benefits gained by students as they complete the process, the Graduate Studies Office strongly recommends that all graduate students complete an IDP during the current academic year (2013-2014).
  - All students: The IDP should be considered a living, evolving document. It should be revisited annually in order to update the information, evaluate progress toward career goals, and establish new goals for the coming year. The updated IDP should represent one component of the student’s Annual Evaluation & Progress Report.

**Reporting Procedures:**

- **Students:** Each student is strongly encouraged to discuss the IDP with his/her mentor and Advisor. Moreover, each student must upload the IDP Certificate of Completion in Seguidor. (If using myIDP, an IDP Summary can be generated in PDF format as the last step of completing the online process. Similar documentation should be provided if the Graduate Program recommends a different IDP tool/format.)

- **NIH grantees:** Investigators receiving NIH support (regardless of funding mechanism) should report the use of IDPs in the Research Performance Progress Report (RPPR) Section B. Accomplishments, Question B.4 for all graduate students and/or postdoctoral researchers reported in Section D. Participants or on a Statement of Appointment Form (PHS2271). The report should outline current practices documenting...
that IDPs are used to help manage the training for those individuals. Investigators are not required to submit the actual IDPs in progress reports to NIH.

5. Degree Requirements

Program of Studies

Within four weeks of its appointment, the Supervisory Committee shall meet to designate and subsequently file with the Graduate Studies Office a proposed Program of Study. Once a Program of Study is established, any subsequent changes in the Program of Study or in the dissertation topic shall be approved by the Supervisory Committee and reported to the Graduate Studies Office.

This Program of Study will include the designation of all courses required by the Supervisory Committee and the general area of research for the dissertation.

Coursework

The Ph.D. program in Health Promotion and Disease Prevention Research requires a total of **90 credit hours** in the following areas: health promotion, research, writing, ethics, directed research, elective courses, and dissertation hours. (Check the HPSBH department website for any recent changes to this list.).

Click here for HPDPR Course Offerings and Courses Description:

[http://www.unmc.edu/gradstudies/current/course-offerings/hpro.html](http://www.unmc.edu/gradstudies/current/course-offerings/hpro.html)

✓ Health Promotion (**18 credit hours**)  
  - Health Behavior (HPRO 860): 3 hours  
  - Interventions in Health Promotion (HPRO 827): 3 hours  
  - Advanced Theories in Public Health (HPRO 901): 3 hours  
  - Health Promotion Program Planning (HPRO 840): 3 hours  
  - Complex Systems Thinking (HPRO 902): 3 hours  
  - Foundations of Public Health (HPRO 830): 3 hours
✓ Research (24 credit hours)
  • Biostatistics I (BIOS 806): 3 hours
  • Biostatistics II (BIOS 808): 3 hours
  • Introduction to SAS Programming (BIOS 810): 3 hours
  • Epidemiology in Public Health (EPI 820): 3 hours
  • Applied Epidemiology (EPI 821): 3 hours
  • Applied Research in Public Health (HPRO 805): 3 hours
  • Humanistic Traditions in Qualitative Research (HPRO 910): 3 hours
  • Public Health Program Evaluation (HPRO 875): 3 hours

✓ Writing (4 credit hours)
  • Grant Proposal Writing (currently HPRO 998, future TBA): 2 hours
  • Scientific Writing or Critical Writing or Publication Writing (HRPO 925): 2 hours

✓ Ethics (3 credit hours)
  All students completing the Ph.D. program will have successfully completed 3 credit hours
  in ethics.

✓ Directed Research (6 credit hours)
  All students completing the Ph.D program will have successfully completed at least 6 credit
  hours (i.e., two courses at 3 credit hours each, three courses at 2 credit hours each) of
  directed research. The intent of the directed research course is to allow students to acquire
  new research skills, expand their exposure to new research and increase publication
  opportunities. Each course involves hands-on research working closely with a faculty
  member and developing a publishable scholarly product (e.g., something that can be
  documented on a CV such as manuscript for peer-reviewed publication, national
  conference presentation, book chapter, policy brief, community report, technical report, or
  program manual). Under the supervision of the course instructor, the student is expected
  to develop and submit to the Graduate Program Director of HPSBH a course outline,
  timeline (including timeline for production of a scholarly product which may occur outside
  of the semester in which the credits are taken) and expected outcome(s) for each directed
  research course before the start of the semester on the Directed Research Course
  Agreement form. The instructor of the directed research course(s) does not have to be the
  student’s advisor.

✓ Elective Courses (23 credit hours)
  All students completing the Ph.D. program will have successfully completed 23 credit hours
  of elective courses. Electives, which are selected by the doctoral student in concert with
  his/her Supervisory Committee, are used to strengthen and solidify the Program of Study.
✓ Dissertation Hours (12 credit hours)

After successfully completing the comprehensive exam, the student must register for 12 hours of dissertation research. Students must register for at least one credit hour of dissertation for each semester and summer session until the completion of the degree.

It is possible that some of the courses needed to meet the 90 credit hours for this Ph.D. program will be completed as part of a master’s or other professional degree program. No graduate credit will be accepted for transfer unless earned at an institution fully accredited to offer graduate work; nor should the student expect any graduate credit to be transferred unless the Graduate Program Committee evaluates the quality and suitability as equal to the offerings available at the University of Nebraska. At least 50% of the coursework for the doctoral degree must be completed at the University of Nebraska.

Students are expected to complete the required courses listed above or an equivalent. These courses are subject to change and other courses can be substituted at the discretion of the Supervisory Committee.

Transferring Credits for Required Courses

To apply for credit for required courses a student must present the following documentation to the Graduate Program Director in HPSBH before the start of the first semester.

- A copy of syllabi from graduate courses completed at a fully-accredited institution that correspond to required courses at the UNMC College of Public Health.
- A copy of the student’s transcript from the other graduate program.
- Transfer of Credit for Required Courses Form.

It is up to the instructors of each of the required UNMC course in question to determine if credit will be granted/denied.

Transferring Elective Credits

The Supervisory Committee is charged with decisions regarding including graduate credit from any other institution as electives in a student’s Program of Study.

Grade Point Average (GPA) Requirements

A candidate must maintain a minimum cumulative grade point average of 3.0 for all graduate courses completed for the Ph.D. Failure to maintain a 3.0 GPA will result in suspension or termination from the Ph.D. program. Furthermore, receipt of two grades of C or worse may be cause for dismissal. Students must conform to all scholarship requirements specified in the UNMC Graduate Studies Bulletin.
Residency

The Graduate College of the University of Nebraska has established a residency requirement for the purpose of ensuring that the doctoral program is reasonably compact, continuous and coherent, and that a substantial portion of the work towards the degree is done at the University of Nebraska or under supervision of the faculty of the University of Nebraska. At least 50% of the coursework for the doctoral degree must be completed at the University of Nebraska. Students should be enrolled continuously for at least 18 months during their course work. They should be enrolled continuously as a Ph.D. candidate.

Teaching Requirement

All students completing the Ph.D. program will gain teaching experience through one of the following supervised activities:

- Secure a Graduate Teaching Assistantship through the University of Nebraska,
- Arrange directly with a professor to assist in teaching a course, or
- Secure a position as a part-time instructor at a college or university.

The Supervisory Committee can waive the teaching requirement for students who have had sufficient, documented prior teaching experience.

The COPH generally seeks funds to support students’ teaching activities, but these are not guaranteed. Faculty may also secure external grant support that would pay for students to teach courses in their area. In all cases, it is expected that the teaching experience will be supervised, with support, feedback and evaluation provided to the student. Many Ph.D. work in an academic setting and are expected to teach undergraduate and/or graduate courses. Those Ph.D. s involved in community interventions often use educationally-based methods. In both cases having actual experience in teaching better prepares the candidate to understand the process.
Comprehensive Exam

All Ph.D. students must successfully complete a take-home comprehensive exam, which cannot be taken before the final semester of coursework. The Comprehensive Examination is not a repetition of course examinations, but is an investigation of the student’s breadth of understanding in the student's field of study. The exam consists of questions developed by the Supervisory Committee, approved by the HPSBH department’s Graduate Program Director, and pertaining to the student’s course of study and/or dissertation topic. Students will have five days to complete the exam. The exam time period begins from the time the advisor emails the exam to the student and ends five full 24-hour periods later. The comprehensive exam is generally meant to take the entire five days to complete, so it is recommended to make arrangements in your work and class schedules to allow for time to be devoted for this purpose. Once the exam is completed, the student must email the answers to his or her Supervisor Committee and defend his or her answers. Supervisory Committee members should come to the oral examination having read the written examination and prepared to ask additional questions. The Supervisory Committee will evaluate the student’s written and oral components and determine when the student has successfully completed the comprehensive exam.

The Oral Examination Report form must be submitted in Sequidor within 7 days of the oral examination.
6. Doctoral Dissertation

Purpose

The doctoral dissertation is a written document required by universities for the completion of the highest academic degree, the Doctor of Philosophy (Ph.D.). The purpose of the dissertation at the University of Nebraska Medical Center is to provide written documentation of the research achievements of the student that supports the awarding of the Ph.D. degree by the University of Nebraska. The dissertation also represents a formal and tangible presentation to the University of the most important components of the doctoral studies.

Click here for the Dissertation and Graduation Instructions

Time Line—Dissertation

Within one year of successfully completing the comprehensive exam, the doctoral student should propose his/her dissertation research to the Supervisory Committee in writing and orally defend the proposal. Upon successful defense of the proposal, the Supervisory Committee will grant the student approval to begin his/her proposed research. Once the dissertation research is completed, the student will submit the dissertation in writing to the Supervisory Committee and orally defend the dissertation. After the oral defense, the student must present evidence that the dissertation material has been submitted for publication in a peer-reviewed journal.

Characteristics of Dissertation

The dissertation represents original research on a defined problem, research for which the student has taken primary responsibility. This research is the culmination of a training process designed to ready the student to do independent research. The dissertation presents proof that the student is ready to be independent, i.e., that the student has the ability to ask questions relevant to some field of inquiry, that the student has developed an appropriate, detailed approach to addressing these questions, and that the student can gather data and interpret them in relation to the current status of the field. The research must therefore be the student's work, not collective research of several
people, even if others have contributed in a minor way. The dissertation must be an original, substantial and significant contribution to the body of knowledge in the student's field.

“Original” means that the exact data or the interpretation of these data do not already exist in the knowledge base of the discipline.

Unpublished work should be presented in one or more chapters that address well-focused questions or hypotheses. These chapters should include only work performed by the student. If some or all of the student's work has been published, the findings may be rewritten in the form of chapters. These rewritten/reformatted chapters of previously published materials must meet three conditions:

1. the student must have been FIRST author of the publication(s);
2. the majority of the work described in the chapter(s) must have been done by the student;
3. work performed by others in the publications is cited in the Acknowledgement section of the dissertation.

In this regard, publications, even with several authors are encouraged in order to keep the student’s research current in the literature and to allow for recognition of the originality of the student’s work. Reprints of published material will NOT be permitted in the dissertation.

“Substantial” reflects the idea that the research presented is important to the field of study, not tangential nor of little relevance. The use of substantial to define a dissertation also reflects that the research presented examines a question in depth.

“Significant” indicates that the research presented by the student provides information that is useful to other scholars in the field. In the ideal situation, the use of significant indicates that the work presented by the student is of such importance that it will alter the thinking or perspective in the student's field of study.

Sections of the Dissertation Document

The suggested dissertation structure is as follows (the actual format will be agreed upon by the student and his or her Supervisory Committee):

- Abstract must contain no more than 350 words, including the title, and must be typed in a format according to the sample in the Dissertation Instructions found at https://net.unmc.edu/seguidor/index.php.
  - Do not number the pages of the abstract.
- General Introduction that presents a comprehensive and integrated discussion of the literature for the overall dissertation topic. In addition, the Introduction should frame the questions addressed in the dissertation.

- A Methods section that describes the experimental procedures in sufficient detail to indicate that the student has a thorough understanding of the techniques used to answer the question and to permit others to replicate the work.

- A Results section that presents the research findings of the student in a logical and clear fashion.

- A Discussion section that addresses the importance of the results, their place in our current knowledge, the conclusions drawn from them, and the future directions or implications suggested by them. The Discussion should tie together the various chapters indicating the relationship of one to another, and their overall contributions to the field of study.

- Bibliographic section that documents the literature cited in the dissertation.

**Formatting of the Dissertation Document**

The final dissertation document submitted to the McGoogan Library of Medicine should be formatted as follows:

- The main text font size should be a minimum of 10 pt.

- The dissertation and abstract must be double-spaced.

- The margins must be at least one and one-half inches at the left and one inch on each of the other three sides.

- If plates or folded tables are included, they should have exactly the same margins as the text, or should be folded to come within them.

- Material contained in published manuscripts must be reformatted to dissertation specifications.

- Reprints of published material will not be permitted in the dissertation.

- Footnotes should be single-spaced and should be placed at the bottom of the page to which they pertain unless special instructions are given by the department concerned.

- The number of the page must appear in the upper right-hand corner. The title page must be prepared in form according to the sample attached.

- Figure legends may be single-spaced.

The [Dissertation & Graduation Instruction for Ph.D. Candidates](#) has the more detailed and up-to-date information on the McGoogan Library’s requirements for the final dissertation document.
7. Dissertation Defense and Graduation

Oral Defense of the Dissertation

Each program at the University of Nebraska Medical Center requires an oral defense of the dissertation and waiver of this requirement is rare. The defense is a public, formal presentation of the research required to obtain the Ph.D. degree. This defense serves two purposes. It demonstrates to experts in the field, the Supervisory Committee as well as others, that the student comprehends the material presented in the dissertation and related research areas in such detail that the student can defend the work. The second purpose of the defense is to provide opportunity for a public, formal presentation of the work. Because the faculty is given the privilege by the University of bestowing the Ph.D. degree upon the student and the University is given this privilege by the State, a presentation open to the University at large and to the public is appropriate.

Scheduling a Dissertation Defense

The Advisor coordinates the dissertation defense process by presenting the student’s dissertation and abstract to members of the Supervisory Committee at least four weeks before the final oral examination (defense of dissertation). During the ensuing period, of at least two weeks, the members of the Supervisory Committee will have the opportunity to review the dissertation to determine whether it is in a fit condition, based on formatting, writing quality and preliminary scientific criteria, for the defense. It is the student’s responsibility to ensure that, at that time, the dissertation has been properly formatted and has been thoroughly checked for errors in terminology, grammar and spelling.

Upon receiving such approval (or if no serious objections are raised), the Application for the Final Oral Examination (Found Seguidor at https://net.unmc.edu/seguidor/index.php), submitted by the student and approved by the major Advisor, should be submitted to the Graduate Studies Office. The defense will then be scheduled no sooner than two weeks after receipt of that form.
Abstract and Dissertation

The Advisor and the Supervisory Committee should understand that the entire dissertation including the names of the committee members will be digitally transmitted exactly as submitted and approved by the committee. Copies of these microfilms are procurable by anyone. This constitutes publication and may be copyrighted but there is no possibility of editorial or other changes in the manuscript after committee approval.

Submission of Dissertation to Graduate Studies Office & Library:

The dissertation must be submitted electronically to the McGoogan Library for publication via the DigitalCommons@UNMC. Neither the Graduate Studies Office nor the McGoogan Library of Medicine requires hard copy or bound copies of the dissertation; however, the library could arrange for binding of as many copies as requested with payment of the binding fee ($20.00 per copy). All copies intended for binding should be printed single-sided on high quality photocopy paper. Each student should consult with his/her Supervisor regarding the number of bound copies of the dissertation that should be prepared. It is common to provide a bound copy to the PI/Supervisor who directed the study, all members of the Supervisory committee, the Graduate Program Director, and parents (they will be very proud!), as well as keeping one copy for themselves.

Final Steps for Graduation

- Present evidence of submission of dissertation material to a peer-reviewed journal to Graduate Studies Office.
- Present the application for the final oral examination at least two weeks prior to the date of that examination to Graduate Studies Office.
- File application for the diploma at the Office of Academic Records and pay the graduation fee by the appropriate deadline. Deadlines change annually. See the Graduate Studies website for exact dates. This application is effective during one term only. It must be renewed at the appropriate time if requirements for graduation are not completed until a later term.
List of Appendices

Appendix 1: Sequidor Guide for UNMC Graduate Students
Appendix 2: Semi-Annual Advisory/Supervisory Committee Meeting
Appendix 3: Graduate Student Annual Progress Report & Development Plan
Appendix 4: Dissertation and Graduation Instructions for Ph.D. Candidates
Appendix 5: Graduate Student Grievance Procedure
Appendix 6: Guidelines for Termination of Graduate Students
Appendix 7: PhD Students Timeline
Appendix 8: Sample HPDPR-PhD Course Schedule (Program of Study)
Appendix 9: Report on Doctoral Degree
Appendix 1:

Sequidor Guide for UNMC Graduate Students
Contents
1. Access to Seguidor .......................................................................................................................... 3
2. Seguidor Home Screen .................................................................................................................. 3
  2.1. Pending Actions ......................................................................................................................... 3
3. Graduate Students .......................................................................................................................... 4
  3.1. Committee Management ......................................................................................................... 4
    3.1.1. Advisor/Supervisor Selection ............................................................................................... 4
    3.1.2. Advisory/Supervisory Committee Member Selection ............................................................. 6
    3.1.3. Restructuring your Advisory/Supervisory Committee ............................................................... 8
    3.1.4. Add and Remove Advisory/Supervisory Committee Members ................................................ 8
  3.2. Exam Committee/Schedule ..................................................................................................... 9
    3.2.1. Establish Exam Committee .................................................................................................. 9
    3.2.2. Schedule Exam .................................................................................................................. 11
    3.2.3. Reschedule Exam ............................................................................................................... 12
    3.2.4. Notification of Exam Results ............................................................................................. 12
4. Dashboard .................................................................................................................................... 13
5. Personal ........................................................................................................................................ 14
6. Meetings/Individual Development Plan (IDP)/Annual Report .................................................... 15
  6.1. Add an Advisory/Supervisory Committee Meeting ................................................................. 15
    6.1.1. Cancelling a Meeting ......................................................................................................... 18
    6.1.2. Rescheduling/Moving a Meeting ......................................................................................... 19
    6.1.3. Add and Remove Meeting Attendees .................................................................................. 20
    6.1.4. Upload Meeting Documents ............................................................................................. 21
  6.2. Uploading Individual Development Plan (IDP) Certificate of Completion ............................ 22
  6.3. Uploading Annual Report ........................................................................................................ 24

For additional assistance with Seguidor, please contact the Graduate Studies Office at unmcgraduatestudies@unmc.edu or 402-559-4476.
1. Access to Seguidor

All students enrolled in a UNMC Graduate Program can log into Seguidor using the link found on the Graduate Studies Seguidor webpage or by entering the following URL into your internet browser http://www.unmc.edu/gradstudies/seguidor/index.html.

2. Seguidor Home Screen

The Seguidor home screen is the screen that first appears after logging in to the Seguidor web application. To return to the Seguidor home screen at any time, click on the Seguidor logo A in the upper left corner of the screen.

2.1. Pending Actions

A pending action indicates an action you must take to fulfill the requirements for your academic program. The pending action will remain on the Seguidor home screen until action is taken to address the identified task.

Click anywhere on the pending action B to go directly to the related Seguidor page.
3. **Graduate Students**

3.1. **Committee Management**

3.1.1. **Advisor/Supervisor Selection**

Please note: If you are enrolled in an MSIA sub-plan (e.g. MSA Clinical & Translational Research) your Advisor/Supervisor will be entered into Seguidor by the Chair of the MSIA Graduate Committee (MSIA Program Director). After the role has been accepted by your Advisor/Supervisor, a pending action to select committee members will appear on your Seguidor home screen.

1. Mouse over **GRADUATE STUDENTS** in the toolbar and click **Advisor/Supervisor Selection**.

![Seguidor Interface]

2. Click **Create Committee**.

**Advisor/Supervisor Selection**

3. Type the last name, first name of the Graduate Faculty Member in the Advisor/Supervisor search box OR

   Click the dropdown arrow in the department selection box to view all departments. Click a department to view Graduate Faculty in that department.
4. Mouseover and click the appropriate name to select. (Note: To undo the selection, click the Reset button.) If the person you are searching for is not listed in the results table, click can't find who you're looking for? and complete the External Account Request Form that appears in the pop-up window (for more information please see Section 2.4).

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Padilham, Babu</td>
<td>Cellular/integrative Physiology</td>
</tr>
<tr>
<td>Pahan, Kalipada</td>
<td>COD-Oral Biology</td>
</tr>
<tr>
<td>Pal, David</td>
<td>COPH Health Services Res &amp; Admin</td>
</tr>
<tr>
<td>Panigrahi, Pradha</td>
<td>COPH Epidemiology</td>
</tr>
<tr>
<td>Pannier, Angela</td>
<td>null</td>
</tr>
<tr>
<td>Patel, Kaushik</td>
<td>Cellular/integrative Physiology</td>
</tr>
<tr>
<td>Paulman, Audrey</td>
<td>Family Medicine</td>
</tr>
<tr>
<td>Paulman, Paul</td>
<td>Family Medicine</td>
</tr>
<tr>
<td>Pavlov, Eun</td>
<td>Eppley Inst Faculty</td>
</tr>
<tr>
<td>Payne, Jaffrey</td>
<td>COD-Dental Administration</td>
</tr>
</tbody>
</table>

3.1.1.1. Change Advisory/Supervisory Committee Chair (Advisor/Supervisor)

Students may request to change their Advisory/Supervisory Committee Chair (Advisor/Supervisor) by sending an email to the Graduate Studies Office (unmograduates@unmc.edu) stating the name of their current Chair and the name of the Graduate Faculty Member selected as their new Chair. Please copy both of these individuals and the Chair of your Graduate Program on the email request.
3.1.2. Advisory/Supervisory Committee Member Selection

1. Mouseover GRADUATE STUDENTS in the toolbar and click Advisor/ Supervisor Selection.

2. Click Add Committee Member.

3. Search for potential committee members by name and/or by clicking on the drop down box under department and selecting the academic department of the committee member.
4. Click on the name in the result table to add to your committee. Return to step 2 to add additional members. If no records are found for the individual you are searching for click can’t find who you’re looking for Ⓐ and follow the prompts to request an External Account for your committee member.

5. Once the minimum number of members has been added to your Advisory/Supervisory Committee, the requirements indicator bar will turn green. If you are satisfied with the composition of your committee, affirm that you have contacted each of the named individuals and confirmed their willingness to serve on your Advisory/Supervisory Committee by clicking the checkbox next to the affirmation statement.

6. Click the Submit button to begin the Advisory/Supervisory Committee approval process. Your committee will be presented for approval in the following order:

1) Chair of Advisory/Supervisory Committee (your Advisor/Supervisor)
2) Chair of MSA Sub-Plan Committee (Sub-plan Director - MSA only)
3) Chair of Graduate Program Committee (Program Director)
4) Dean of Graduate Studies

After final approval by the Dean of Graduate Studies the status of your Advisory/Supervisory Committee will be Active. At any time after final approval you may change the composition of your Advisory/Supervisory Committee by returning to Step 1 and following the procedure to add new members. Members may be removed from the committee by clicking the red X next to the appropriate name. Please note: any change to the composition of your Advisory/Supervisory Committee will change the status of all committee members to pending and the approval process noted above will be followed.
3.1.3. Restructuring your Advisory/Supervisory Committee

Students may make changes to the composition of their Advisory/Supervisory Committee only after their initial committee has been approved. Please Note: If you plan to change your Advisor/Supervisor AND add or remove committee members, you must follow the instructions outlined in section 3.1.1.1 to change your Committee Advisor/Supervisor BEFORE making any changes in Seguidor.

3.1.4. Add and Remove Advisory/Supervisory Committee Members

Mouse over GRADUATE STUDENTS in the toolbar and click Adv/Sup Comm. Member Selection to access the Advisory/Supervisory Committee Member Selection page.

ADD committee members follow the steps outlined in 2.2 Initial Committee Member Selection. REMOVE committee members click on the red X in the committee member list.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Graduate Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmines, Pamela K</td>
<td><a href="mailto:pcarnines@unmc.edu">pcarnines@unmc.edu</a></td>
<td>Yes</td>
</tr>
<tr>
<td>Cornish, Kurtis G</td>
<td><a href="mailto:kgcornis@unmc.edu">kgcornis@unmc.edu</a></td>
<td>Yes</td>
</tr>
<tr>
<td>Toews, Myron Lai</td>
<td><a href="mailto:mtoews@unmc.edu">mtoews@unmc.edu</a></td>
<td>Yes</td>
</tr>
</tbody>
</table>

After confirming the revised composition of your Advisory/Supervisory Committee, click the checkbox to affirm that you have contacted each of the individuals and confirmed their willingness to serve on the committee. Click the Submit button to start the committee approval process.
3.2. **Exam Committee / Schedule**

If you are eligible to schedule a program exam (see requirements for your program) a pending action entitled Exam to Schedule will appear on your Seguidor home screen. Click the pending action or mouseover GRADUATE STUDENTS and click Exam Committee/ Schedule to access the Exam Committee set up and scheduling page.

![Seguidor](image)

### 3.2.1. Establish Exam Committee

The composition of your Examining Committee must fulfill the requirements of your academic program. Seguidor provides guidance in assisting you to meet these requirements by displaying the number of committee members and graders needed for each specific exam within your program. In addition, Seguidor will automatically populate your Exam Committee member list with existing members of your Advisory/Supervisory Committee, if required by your program. You have the opportunity to add and delete members of your Exam Committee only if your modifications fall within program requirements. If you have questions about these requirements please contact the Graduate Studies Office.

1. **Create an Exam Committee** by choosing the program and exam to schedule.
   - Click Create Committee.

![Exam Committee](image)
Seguidor will automatically populate your Exam Committee member list with members of your Advisory/Supervisory Committee, if required by your program. 

### Exam Committee

For committee members listed below: Click on the ✗ to remove members. Click on the ✔ to change exam committee chair. Click on the ⬇ to edit whether member is a grader or not.

**Program**

- Biomedical Informatics - NS

**Exam**

- Comprehensive

<table>
<thead>
<tr>
<th>Advisor/Supervisor Committee Information</th>
<th>Program/Sub Plan Committee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>name</td>
<td>role</td>
</tr>
<tr>
<td>Moclay, James C</td>
<td>Chair</td>
</tr>
<tr>
<td>Bilek, Laura Diane</td>
<td>Committee Member</td>
</tr>
<tr>
<td>Jones, Katherine J</td>
<td>Committee Member</td>
</tr>
</tbody>
</table>

**Exam Committee**

<table>
<thead>
<tr>
<th>status</th>
<th>date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editing</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

**Exam Committee member requirements**

- Number of Members
  - minimum: 3
  - maximum: N/A selected 3
- Number of Graders
  - minimum: 3
  - maximum: N/A selected 3

**Exam committee member list**

<table>
<thead>
<tr>
<th>actions</th>
<th>name</th>
<th>role</th>
<th>grader</th>
<th>email</th>
<th>graduate Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>Moclay, James C</td>
<td>Chair</td>
<td>Yes</td>
<td><a href="mailto:jmoclay@umn.edu">jmoclay@umn.edu</a></td>
<td>Yes</td>
</tr>
<tr>
<td>✔</td>
<td>Jones, Katherine J</td>
<td>Committee Member</td>
<td>Yes</td>
<td><a href="mailto:kjones@umn.edu">kjones@umn.edu</a></td>
<td>Yes</td>
</tr>
<tr>
<td>✔</td>
<td>Bilek, Laura Diane</td>
<td>Committee Member</td>
<td>Yes</td>
<td><a href="mailto:bilek@umn.edu">bilek@umn.edu</a></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Add Committee Member

### 2. Add committee members by following the same steps utilized to add Advisory/Supervisory Committee Members in Section 2.1.2. Modify the composition of your examining committee by clicking on the appropriate icons in the actions column of the exam committee member list. The Exam Committee member requirements indicator bar will turn green when your committee meets the required number of members and graders for your exam and program.

- Click ✗ to remove members
- Click ✔ to change Exam Committee chair
- Click ⬇ to edit whether member is a grader or not

Note: Changes made to your Exam Committee are automatically saved in Seguidor.
3.2.2. Schedule Exam

After setting up your Exam Committee, you may schedule the date, time, and location for your exam. Seguidor will automatically calculate and display the earliest date the exam can be scheduled based on Graduate Studies and program policies. More information regarding the window of opportunity for the exam will be displayed in a pop-up window through the link Click for more information.

You are required to verify that the date, time, and location for your exam is acceptable to the members of your Exam Committee prior to submitting the exam request. A link is provided to UNMC Find Time to assist in the coordination; however, this service is not linked to Seguidor.

1. Schedule the exam by entering the date, time, and location in the boxes provided.

2. Click the check box to affirm that all the members of the Exam Committee are available at the date, time, and the location requested.

3. Click Submit to start the Exam Committee and scheduling approval process and email notifications of pending actions. No further actions by the student are required for the Exam process.

The typical order of approval is Advisor/Supervisor → Chair of Graduate Program Committee (Program Director) → Dean of Graduate Studies. The status of the committee is displayed in the Exam Committee status table. After all approvals have been processed the Approved status and the date will be displayed.

<table>
<thead>
<tr>
<th>Exam Committee status</th>
<th>date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor/Supervisor Approval of Exam Committee</td>
<td>In Progress</td>
</tr>
</tbody>
</table>
3.2.3. Reschedule Exam

In the event you need to make changes to your Exam Committee, or if your exam needs to be rescheduled, contact the Graduate Studies Office by email (unmgraduatestudies@unmc.edu).

3.2.4. Notification of Exam Results

Following your exam, you should receive the results directly from your examining committee. After the grade has been finalized by your Exam Committee in Seguidor, an email notification of the result will be sent to you and the Dean of Graduate Studies and your Dashboard in Seguidor will be updated.
4. Dashboard

The Dashboard allows you to view your academic progress throughout your graduate program. Only members of your Advisory/Supervisory Committee, the Chair of your Graduate Program Committee (Program Director), administrative staff of your graduate program, the Dean of Graduate Studies, and Graduate Studies Office personnel have security access to your Dashboard.

To access your Dashboard, mouseover PERSONALⒶ in the toolbar and click My DashboardⒷ.

You will be directed to the STUDENT tab to view details regarding your Advisory/Supervisory Committee, Exam Committees and Graduate Program progression.

Select the APPLICANT tab to view details regarding your application to UNMC.

Select the MEETING tab to view details regarding your Advisory/Supervisory Committee meetings.
5. Personal

The Personal tab allows you to view all of your student related personal information stored in Seguidor. Changes to this information must be made in PeopleSoft (My Records) or through the Graduate Studies Office.

![Seguidor Dashboard](image)

<table>
<thead>
<tr>
<th>DASHBOARD</th>
<th>MAINTENANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Dashboard</td>
<td>Name, Address, Phone, etc...</td>
</tr>
<tr>
<td></td>
<td>Special Attribute/Designation</td>
</tr>
<tr>
<td></td>
<td>Student Data</td>
</tr>
</tbody>
</table>
6. Meetings/Individual Development Plan (IDP)/Annual Report

The Meetings/Individual Development Plan (IDP)/Annual Report page is for students to input their advisory/supervisory committee meetings and upload supporting documents, upload their IDP certificate of completion and upload their annual report.

The Office of Graduate Studies has created several document templates to assist students in composing their meeting minutes, annual report, etc.

6.1. Add an Advisory/Supervisory Committee Meeting

1. Mouseover Graduate Students in the toolbar and click Meetings/IDP/Annual Report.

2. Select Advisory/Supervisory Committee Meeting.

Meeting Search Form

program/sub-plan: Pathology & Microbiology - PhD

meeting type: Select a meeting type

- Select a meeting type
- Advisory/Supervisory Committee Meeting
- Individual Development Plan
3. Click the green plus sign to add a new meeting.

**Meeting Search Form**

- **Program/Sub-Plan**: Pathology & Microbiology - PhD
- **Meeting Type**: Advisory/Supervisory Committee Meeting

**Document Templates**

<table>
<thead>
<tr>
<th>Actions</th>
<th>Type</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Report</td>
<td>C:\fakepath\Annual Progress Report.doc</td>
</tr>
<tr>
<td></td>
<td>Meeting Minutes</td>
<td>C:\fakepath\Semi-Annual Committee Meeting.doc</td>
</tr>
</tbody>
</table>

No records returned

4. Input location and time and click Save Meeting Details.

5. Search for potential meeting attendees by name.
5.1. Click on the name in the result table to add to your meeting attendees. Return to step 4 to add additional meeting attendees. If no records are found for the individual you are searching for, click can’t find who you’re looking for and follow the prompts to request an External Account for your meeting attendee.

6. Send meeting invitation by clicking Invite all Attendees or individually by clicking the calendar icon for each attendee you want to send an invite to.

If you do not have a PowerPoint or other documents that will be referenced at the meeting, you have completed the scheduling process. After the meeting you will need to refer to section 6.1.4. for the steps to upload your meeting minutes.

If you do have a PowerPoint or other documents that will be referenced at the meeting, please continue to step 7.

6.1.1. Cancelling a Meeting

A meeting cannot be cancelled after the meeting’s recorded end date & time.

1. Mouseover Graduate Students ☑️ in the toolbar and click Meetings/IDP/Annual Report ☐.

2. Click the red X ☑️.

3. A dialogue box will open. Click Ok ☑️ to delete the meeting.
6.1.2. Rescheduling/Moving a Meeting

Meeting location and start/end date & time cannot be edited after the meeting’s recorded end date & time.

1. Mouseover Graduate Students ⓐ in the toolbar and click Meetings/IDP/Annual Report ⓑ.

2. Click the paper and pencil icon ⓐ.

3. Change location ⓐ and/or time ⓑ and click Save Meeting Details ⓒ.
6.1.3. Add and Remove Meeting Attendees

1. Mouseover Graduate Students 🟦 in the toolbar and click Meetings 🟧.

2. Click the paper and pencil icon 🟦.

3.1. ADD meeting attendees. Search for potential meeting attendees by name 🟦.

3.1.1. Click on the name in the result table 🟧 to add to your meeting attendees. Return to step 3 to add additional meeting attendees. If no records are found for the individual you are searching for click can’t find who you’re looking for 🟧 and follow the prompts to request an External Account for your meeting attendee.
3.2. REMOVE meeting attendees. Click on the red X in the meeting attendees list.

6.1.4. Upload Meeting Documents

1. Mouseover Graduate Students in the toolbar and click Meetings/IDP/Annual Report.

2. Click the paper and pencil icon in front of the meeting you would like to upload a document for.
3. Select document type A. Browse computer for document B. Click Upload C.

Meeting minutes are required to be uploaded following each semi-annual advisory/supervisory committee meeting. The “Documents Templates” section contains a meeting minute’s template that will assist you in composing your meeting minutes.

Presentation documents are optional; you may choose to upload PowerPoint or other documents that will be discussed at the advisory/supervisory committee meeting.

6.2. Uploading Individual Development Plan (IDP) Certificate of Completion

1. Mouseover Graduate Students A in the toolbar and click Meetings/IDP/Annual Report B.

   2. Select Individual Development Plan A.

Meeting Search Form

- program/sub-plan: Pathology & Microbiology - PhD
- meeting type: Select a meeting type
- Advisory/Supervisory Committee Meeting
- Individual Development Plan
3. Click the green plus sign to create a new entry.

Meeting Search Form

program/sub-plan:  meeting type:
Pathology & Microbiology - PhD  Individual Development Plan

Document Templates

No records returned

Your Meetings: Individual Development Plan for Pathology & Microbiology - PhD

No records returned

4. Input “Computer” for the location and the date that you completed the IDP for the start date and end date and “12:00” for the start time and end time and click Save Meeting Details.

5. Bypass the Meeting Attendees section.

6.3. Uploading Annual Report

An annual report is required to be uploaded annually following one of your semi-annual advisory/supervisory committee meetings. The Annual report is in addition to the meeting minutes. The “Documents Templates” section contains an annual report’s template that will assist you in composing your annual report.

1. Mouseover Graduate Students in the toolbar and click Meetings/IDP/Annual Report.

2. Click the paper and pencil icon in front of the meeting you would like to associate the annual report with.
3. Select “Annual Report” A. Browse computer for document B. Click Upload C.
Appendix 2:

Semi-Annual Advisory/Supervisory Committee Meeting
Semi-Annual Advisory/Supervisory Committee Meeting

Student Name:
Meeting Date:
Committee Members in attendance:

Update: Provide a brief update regarding student progress since the last committee meeting. This can be a word document or PowerPoint. Please comment on accomplishments relative to the following areas as appropriate.

- Coursework
- Publications/presentations
- Career skill development experiences
- Research progress
- Research skill development
- Research problems encountered
- In addition, comment on goals for the next 6 months relative the above areas

Substantive comments/suggestions from Committee:
Appendix 3:
Graduate Student Annual Progress Report & Development Plan
Graduate Student Annual Progress Report & Development Plan

Complete this form, distribute it to your Advisory/Supervisory Committee for feedback, and upload the final document to Seguidor (Graduate Students / Academic Career).

Name: ________________________________
Date: ________________

1. Career Goal
   Provide a brief (2-3 sentences) statement of your career aspirations and goals.

2. Course Progress
   The Program of Study document in Seguidor outlines the plan for courses, and grades recorded for those completed will populate automatically.

3. Comprehensive Exam
   Check one (if applicable):
   ☐ I plan to take the comprehensive exam during the coming year.
   ☐ I have taken the comprehensive Exam during the previous year.

4. A. Awards, Scholarships, Assistantships or Fellowships
   List any awards, scholarships, assistantships, fellowships, or other honors received during the previous year.

   •

   B. Peer Reviewed Publications and Conferences Attended

5. Research Progress Report
   If you have an ongoing research project, state the research question and/or the hypothesis and state the specific aims in the spaces provided. For each aim, list the progress made in the last year, the pitfalls encountered and alternative approaches to address the problem, as well as goals for the upcoming year. Be concise and brief.

   Research Question and/or Hypothesis

   Aim 1:
Progress toward Aim 1

- 

Pitfalls and alternative approaches

- 

Goals related to pursuit of this aim for the upcoming year

- 

Aim 2:

Progress toward Aim 2

- 

Pitfalls and alternative approaches

- 

Goals related to pursuit of this aim for the upcoming year

- 

Aim 3:

Progress toward Aim 3

- 

Pitfalls and alternative approaches

- 

Goals related to pursuit of this aim for the upcoming year

- 

Aim 4:

Progress toward Aim 4

- 

Pitfalls and alternative approaches

- 

Goals related to pursuit of this aim for the upcoming year
6. Research/Professional Development Report

a. Report on previous year’s research/professional development goals (If this is your initial Annual Progress Report, skip to Section 6.b.)

In the spaces below, list last year’s goals related to your research/professional skillset and productivity, and report on your progress toward achieving those goals.

Last year’s Goal 1:

Completed? Yes ☐ No ☐

Last year’s Goal 2:

Completed? Yes ☐ No ☐

Last year’s Goal 3:

Completed? Yes ☐ No ☐

Last year’s Goal 4:

Completed? Yes ☐ No ☐

Last year’s Goal 5:

Completed? Yes ☐ No ☐

b. Research/professional development goals for the coming year

Develop and document specific, objective and measurable goals related to your research/professional development skillset and productivity for the upcoming year.

EXAMPLES:
- Submit a first author publication to Journal of Immunology by Dec.
- Present poster at Midwest Student Research Forum Feb.
- Work with Dr. Smith to learn how to utilize Cre-Lox methodology.

Goal 1 (targeted date of completion: _______)

Goal 2 (targeted date of completion: _____)

Goal 3 (targeted date of completion: _____)

Goal 4 (targeted date of completion: _____)

Goal 5 (targeted date of completion: _____)

7. Career Development Report
   a. Report on previous year’s career development goals (If this is your initial Annual Progress Report, skip to Section 7.b.)

   *In the spaces below, list last year’s goals related to your career development, and report on your progress toward achieving those goals.*

   **Last year’s Goal 1:**

   Completed? Yes ☐ No ☐

   **Last year’s Goal 2:**

   Completed? Yes ☐ No ☐

   **Last year’s Goal 3:**

   Completed? Yes ☐ No ☐

   **Last year’s Goal 4:**

   Completed? Yes ☐ No ☐

   **Last year’s Goal 5:**

   Completed? Yes ☐ No ☐

   b. Career development goals for the coming year

   *Develop and document specific, objective and measurable goals related to your career development for the upcoming year.*
Examples:
- Attend three seminars or workshops per semester related to education or teaching techniques.
- Attend two Graduate Studies Transferable Skills Workshops each semester.
- Serve as a Teaching Assistant in Course XYZ for the spring semester.
- Complete UNMC course on Entrepreneurship in the fall semester.

Goal 1 (targeted date of completion: ________)

Goal 2 (targeted date of completion: ________)

Goal 3 (targeted date of completion: ________)

Goal 4 (targeted date of completion: ________)

Goal 5 (targeted date of completion: ________)

Committee Feedback
Appendix 4:

Dissertation and Graduation Instructions for Ph.D. Candidates
Dissertation & Graduation Instructions
for Ph.D. Candidates

This instruction packet has **3 important components**:

1) **Timeline for Final Oral Exam / Dissertation Defense**

2) **Doctoral Dissertation Requirements** (instructions regarding format, sample pages, etc.)

3) **Procedures after the Final Oral Exam** (including instructions on electronic submission of your dissertation and documentation that must be submitted to the Graduate Studies Office)

Please use the checklist below to ensure that you have completed all of the steps required to graduate.

- 1) Ensure that your final oral examination committee has electronically reported the results in **Seguidor**, within 7 days after completion of the examination
- 2) Report on Doctoral Degree Form
- 3) Convocation & Accomplishments Survey Certificate of Completion
- 4) Graduate Program Effectiveness & Student Satisfaction Survey Certificate of Completion
- 5) Survey of Earned Doctorates Certificate of Completion
- 6) Proof of Submission to a peer-reviewed article, with the student’s name listed as first author on the manuscript
- 7) Electronic submission of your final dissertation to the DigitalCommons@UNMC

Please refer to page 13 of this document for additional information about the steps listed above, including links to the surveys.

The Report on Doctoral Degree form is located on page 16 of this document.

* Once you have completed all of the above steps, bring the documents outlined in steps 2-6 to the Graduate Studies Office (ARS 2004; Do **not** trust the campus mail!) for **one single submission**. The Office of Graduate Studies will **not** accept the requirements document by document.
TIMELINE FOR FINAL ORAL EXAM / Dissertation Defense

- **Prior to February 10th** (for May graduation), **June 10th** (for August graduation) or **October 10th** (for December graduation): Complete the degree application on MyRecords.

- **Recommended**: Two-to-three months in advance of the approximate date of the Final Oral Exam, the student should consult with his/her Supervisor and Supervisory Committee and establish the tentative (unofficial) date and time for the exam. It is also advisable at this point to reserve the rooms in which the public and closed-door components of the exam will be held. Note that the Final Oral Exam must occur at least 2 weeks prior to commencement (graduation).

- **Recommended**: Approximately 6 weeks prior to the tentative date of the Final Oral Exam, the dissertation should be presented to the Supervisor so that the student can receive feedback and revise the document, if necessary, before proceeding to the following steps.

- **At least 4 weeks before the Final Oral Exam** (at least 6 weeks prior to commencement), the dissertation must be presented to members of the Supervisory Committee. The student is responsible for ensuring that the dissertation is properly formatted (see DOCTORAL DISSERTATION REQUIREMENTS) and has been thoroughly checked for errors in terminology, grammar and spelling prior to presenting the document to the Supervisory Committee. It is also recommended at this time to request permission to include published materials in the dissertation (see DOCTORAL DISSERTATION REQUIREMENTS, page 2). During the ensuing period of at least 2 weeks, the members of the Supervisory Committee should review the dissertation to determine if it is of sufficient merit (based on preliminary scientific criteria) and in a fit condition (based on formatting and writing quality) to warrant holding the Final Oral Exam.

- **At least 2 weeks before the Final Oral Exam**: With approval from the Supervisor and Supervisory Committee, or if no serious objections are raised, the student must (via Seguidor™) establish the Examining Committee and officially schedule the Final Oral Exam. The Supervisory Committee must agree to the date & time before this information is entered into Seguidor. The exam location must also be established at this time. **Advance planning is necessary, because Seguidor will not allow exam scheduling within 2 weeks of the desired exam date.** The exam may be scheduled more than 2 weeks in advance, but only if the Supervisory Committee has had at least 2 weeks to make a judgment regarding condition of the dissertation (see above).
  - Although all members of the Supervisory Committee should serve on the Examining Committee, only members of the NU Graduate Faculty can serve as Graders (in Seguidor).
  - At least 3 Graduate Faculty members of the Supervisory Committee must be present for the Final Oral Exam, otherwise the exam must be rescheduled.

- **At least 2 weeks before commencement**: **Final Oral Exam.** It is recommend that you complete the Report on Doctoral Degree (see final page of the Ph.D. Dissertation and Graduation Instructions) and have your Supervisory Committee sign the form immediately following the exam (prior to leaving the exam room).

- **No more than 7 days after the Final Oral Exam**: Results of the Final Oral Exam must be reported to the Graduate Studies Office (via Seguidor). It is recommended that the Examining Committee complete this task immediately following the exam (prior to leaving the exam room).

- **At least 7 days before commencement**: All required graduation documentation (see PROCEDURES AFTER THE FINAL ORAL EXAM) must be submitted to the Graduate Studies Office, and the dissertation must be submitted electronically to the McGoogan Library for publication via the DigitalCommons@UNMC (see PROCEDURES AFTER THE FINAL ORAL EXAM, pages 2-3).
DOCTORAL DISSERTATION REQUIREMENTS

A - GENERAL REQUIREMENTS

The doctoral dissertation is a written document required by universities for the completion of the highest academic degree – the Doctor of Philosophy (Ph.D.). The purpose of the dissertation at UNMC is to provide written documentation of the research achievements of the student, thereby supporting awarding of the Ph.D. degree by the University of Nebraska.

The dissertation should be a complete and independent document that can be understood without reference to other materials. It should represent original research on a defined problem – research for which the student has taken primary responsibility. The dissertation presents proof that the student has the ability to ask questions relevant to some field of inquiry, that the student has developed an appropriate, detailed approach to addressing these questions, and that the student can gather data and interpret them in relation to the current status of the field. The research must therefore be the student’s work, not the collective work of several people (even if others have contributed in a minor way).

The dissertation must be an original, substantial and significant contribution to the body of knowledge in the student’s field. Original – indicating that the exact data or the interpretation of the data do not already exist in the knowledge base of the discipline. Substantial – indicating that the research presented is important to the field of study (not tangential nor of little relevance) and examines a question in depth. Significant – indicating that the research presented provides information that is useful to other scholars in the field, ideally of such importance that it will alter the thinking or perspective in the student’s field of study.

B - FORMAT

- **Margin Settings:** Left = 1.5"; Right = 1"; Top = 1"; Bottom = 1"
  
  Figures and tables must fit within the same margins as the text. If oversized figures or tables are included, they should have exactly the same margins as the text, or should be folded as needed to be contained within those margins.

- **Fonts:**
  
  The same font must be used in all elements of the document – including all text, page numbers, headings, subheadings, tables, figure legends, etc.

  The main text font size must be a minimum of 10 pt; however, 11 pt is recommended.


  Heads and subheadings may be in a larger font size, and may be in bold print, but the font must be the same as the one used in the remainder of the document. Consistency is necessary. If a large type is used for one subheading, the same size must be used in all subheadings of the same level. If the major headings and subheadings have two different font sizes, the larger font must be used in the major headings.

- **Line spacing:** The document must be double spaced (except figure legends, long headings/subheadings, and footnotes).
Paragraph settings: Paragraphs should be preceded by a spacing of 6 pt, and should begin with a Tab of 0.25” or 0.5” (do not indent the first line of a paragraph using the space bar). Paragraphs should be either left-aligned or justified (text aligned along both the left and right margins). Be sure to use the same paragraph settings for the entire body of the document. These paragraph setting constraints do not apply to headings and subheadings, which generally should be preceded by a spacing of 12 pt (or more) and may be either centered between the margins (major headings) or left-aligned (subheadings).

Hyphenation should be employed to avoid unsightly gaps between words when using justified paragraphs (optional for left-aligned paragraphs). Words of less than 6 letters should not be divided by a hyphen at the end of a line. Divided words should not occur at the end of more than two consecutive lines or on the final line at the bottom of a page.

Material contained in published manuscripts must be reformatted to dissertation specifications. **Reprints of published material are not permitted in the dissertation.** If you include material (text, figures, etc.) from previously published work, you must obtain permission from the publisher and you will need to upload proof of the publisher’s permission when submitting the dissertation to the DigitalCommons@UNMC (see page 6).

Note: Journals are routinely asked for permission to include published materials in student dissertations. The process for obtaining such permission is usually included in the journal’s Instructions for Authors.

Footnotes should be single spaced and should be placed at the bottom of the page to which they pertain unless special instructions are provided by the department/program.

Page numbers must appear in the header at the top right of each page (except the Title Page and Abstract). The page number may be 9 or 10 pt font, with the Header Position set at 0.5” from the Top and aligned with the right margin. Be sure to use the same font as the main text. For pages before the Introduction, use small Roman numerals (i, ii, iii, iv, etc.). Beginning with the Introduction, number all pages through the remainder of the document using Arabic numbers (1, 2, 3, etc.) Steps for accomplishing this page numbering layout in Microsoft Word 2010:

To insert small Roman numeral page numbers for the initial portion of the document: With the cursor on the 2nd page of the document (not the title page), click on the Insert tab → Page Number → Top of Page. Choose the option showing the number positioned at right margin. In the Options section of the Design / Header & Footer Tools Tab, select Different First Page. Click on Page Number → Format Page Numbers. In the Number Format pulldown menu, select i, ii, iii, … In the same Format Page Numbers window, ensure that the Page numbering Starts at i. Click on OK.

To establish a different number format beginning with the Introduction: Position the cursor at the bottom of the page immediately before the Introduction. Click on the Page Layout Tab → Breaks → Section Breaks: Next Page. Then, click on the Insert Tab → Page Number → Top of Page. Choose the option showing the number positioned at right margin. In the Options section of the Design / Header & Footer Tools Tab, unselect Different First Page and unselect Link to Previous. Click on Page Number → Format Page Numbers. In the Number Format pulldown menu, select 1, 2, 3, … In the same Format page Numbers window, ensure that the Page numbering starts at 1. Click on OK.

Unless you are very skilled with the section break and page numbering functions in your word processor, use a white shape (rectangle or circle; with no border) to obscure page numbers on the Title Page and Abstract pages.

Figures and tables are generally presented one per page, although multipanel figures are allowed. Each figure should be numbered consecutively and have a legend that begins with the title/caption (“Figure 1: Giant spiral galaxy” in the example below) and includes all of the information needed to interpret the figure. The legend may appear on the page preceding the figure, or on the same page as the figure, being sure to use the same approach throughout the document. Each figure (with its accompanying legend) should appear in the document in close proximity to, but not before, the first referral to the figure in the text. The figures and legends should not be clustered at the end of the Dissertation. The student should consult with his/her Supervisor to determine the preferred format.

**Useful tip:** For ease of editing the document and correct positioning the figures, do not insert figures and legends into the document until you have a complete draft of the entire dissertation.
Some departments/programs may prefer that figures be integrated within the main body of text, similar to the appearance of journals or magazines (see example shown here). Useful tips for implementing this specific approach are provided below:

Both the figure and its accompanying legend should be inserted within a single text box delineated by a thin black or grey line. (Do not simply draw a rectangle around the figure and its legend! Copy/paste the figure into a text box and type the legend within the same text box.) This will vastly facilitate editing of the document and the positioning of the figure and its legend on the page – you will only need to position the text box, because both the figure and the legend are contained within the text box.

When using this approach, the figure legend may be 1- or 2-pt smaller font size than that used for the main body of text.

For most relatively small figures (such as the example shown here), format the text box (right click More Layout Options) as follows: Text Wrapping Position Horizontal alignment = Right relative to Margin. Do not select the Move Object with Text option, otherwise your text box will tend to “jump around” (move from page to page, or even disappear) as you edit the document!

If the table or figure spans most of the width of the page within the confines of the margins, format the text box (right click More Layout Options) as follows: Text Wrapping Wrapping Style = Square; Position Horizontal alignment = Center relative to Margin. Do not select the Move Object with Text option.

Once you have inserted the figures, display and editing of the document is most efficient if you activate “show picture placeholders” (Microsoft Word 2010: Select Customize Quick Access Toolbar → More Commands → Advanced → under Show document content, select Show picture placeholders. To view the figures as they will appear in the document, unselect this option.)

Similar criteria (and useful tips) apply to positioning of tables in the dissertation document. For example, tables must be numbered consecutively (Table 1, Table 2, etc.), include legends with titles/captions, and may appear on a dedicated page or in boxes within the body of text. Regardless of the figure/table presentation mode chosen by the student, the legend for any previously published figure or table must include the appropriate literature citation.

C - ORGANIZATION & CONTENT

The dissertation may contain some, or all, of the elements listed below. Those elements that are contained in the document must appear in the order listed and must be formatted as described. Each element should begin on a new page. Required items are indicated by the checkmark ( ).

Title Page: Must be formatted and worded according to the sample attached (with some variation allowed for use of larger font size for the title and the student’s name). Do not number this page.

Acknowledgments: You may acknowledge those who assisted you during your graduate studies.

Abstract: The abstract is limited to 350 words including the title and must be typed in a format according to the sample attached. Do not number the pages of the abstract. Utilize the word count feature of a word-processing program to ensure that the abstract conforms to the 350-word limit.

Table of Contents: The Table of Contents (sample attached) should provide the reader with an analytical view of the materials covered by the study, together with the order of appearance in the document. All headings and subheadings listed in the Table of Contents must agree word-for-word with the headings/subheadings appearing in the body of the document.

Useful Tip: The student is advised to spend a few minutes up front learning how to have their word-processing program (e.g. Microsoft Word) automatically generate a Table of Contents – this will save hours in the long run.

Figure 1: Giant spiral galaxy. This image taken with the Hubble Space Telescope Wide Field and Planetary Camera shows galaxy M101, which is estimated to contain at least 1 trillion stars (previously published in ref. 89).
List of Figures: If any illustrative or graphic materials are used, a List of Figures must be provided. The figure titles/captions included in the list must agree word-for-word with the titles/captions appearing in the body of the work. Page numbers must be those on which the legend appears.

Useful Tip: The List of Figures can be generated automatically in Microsoft Word (which refers to this as inserting a Table of Figures) based on captions (figure titles) that you have inserted into the document.

List of Tables: If any tables are included in the dissertation, a List of Tables must be provided. Page numbers must be those on which the table appears. The List of Tables is can be generated automatically in Microsoft Word though the same process used for generating a List of Figures.

List of Abbreviations: Define each abbreviation used in the document, according to the sample attached.

Introduction: This section should present a comprehensive and integrated presentation and critical analysis of the literature relating to the overall dissertation topic. It should also frame the questions addressed by the dissertation. The student is strongly advised to utilize citation/bibliography software (e.g. EndNote, Reference Manager, or RefWorks) for incorporating literature citations into the dissertation. The style of in-text citations should be chosen based on consultation with the Supervisor.

Chapters: Two or more Chapters should follow, detailing the research project. The Chapters should be numbered (1, 2, 3, etc.), with each chapter bearing a title (e.g., CHAPTER 1: EFFECT OF THE AKITA MUTATION ON PANCREATIC ISLET FUNCTION). The Chapters should include a description of the procedures utilized in the research in sufficient detail to indicate that the student has a thorough understanding of the techniques used to answer the question and to permit others to replicate the work. There should also be a complete presentation of the research findings in a logical and clear fashion.

- Unpublished work should be presented in one or more Chapters that address well-focused questions or hypotheses. These chapters should include only work performed by the student.
- Published work. If some or all of the student’s work has been published, the findings may be rewritten/reformatted and presented as Chapters, provided that you have received permission from the publisher (see page 2). Chapters of previously published materials must meet three conditions:
  1. the student must have been first author of the publication(s);
  2. the majority of the work described in the chapter(s) must have been done by the student; and
  3. work performed by others in the publications must be cited in the Acknowledgement section of the dissertation.

Students should consult with their Supervisors for guidance in organizing the Chapters. There is considerable flexibility in this regard. Some options are provided below:

a. One option is for each Chapter to contain Introduction, Methods, Results and Discussion sections. This approach most readily accommodates rewritten/reformatted papers – minus the reference citation list (as all citations in the Dissertation should be listed only in the overall Bibliography). A downside of this approach is that it is more difficult for the student to develop a detailed and analytical general Discussion section (see below) when viewing each component of his/her work in the context of free-standing papers.

b. Another option is for each Chapter to present a very brief Introduction, detailed Methods and Results, and a brief Discussion. In this option, the major aspects of the introductory and discussion materials related to each Chapter would be included in the main Introduction and Discussion sections of the dissertation. This option forces the student to develop Introduction and Discussion sections that integrate all aspects of their research, rather than presenting free-standing papers as Chapters.

c. A third option would be for there to be a Chapter entitled Methods, and another Chapter entitled Results. This option forces the student to fully integrate all aspects of their dissertation research – even if the work has been (or will be) published as more than one paper. In this way, the student gains a broader perspective of the scope and relevance of his/her work. The nature of some projects may not readily accommodate this option.
Regardless of the approach employed for organizing the Chapters, the student should strive to avoid repetition of text/information presented in the general Introduction. In addition, the references should be fully incorporated into the overall Bibliography (there should not be a separate reference list for each Chapter). For a Chapter presenting previously published material, a footnote to the Chapter title should indicate such (e.g. “The material presented in this Chapter was previously published: Jones and Smith, Title, Journal citation…”).

**Discussion**: This section should address the results in terms of their importance, their limitations, their place in our current knowledge, the conclusions drawn based on the results, and the future directions or implications suggested by the results. The Discussion may address each Chapter’s results separately; however, ultimately, it should tie together the various Chapters indicating the relationship of one to another, as well as their overall contributions to the field of study. Care should be taken to avoid repeating in this section material that is included in discussion sections of the various Chapters.

**Useful Tip**: Regardless of the option chosen for organizing material into Chapters, the Discussion would typically be at least 10 pages in length (and much longer for options b and c, above). This section of the Dissertation brings the entire project into perspective. Given the amount of thought and effort that the student has devoted to the project over a period of several years, he/she should be able to provide abundant insight into the significance of the work and future directions necessary to further advance the field. This is also a rare opportunity to offer unfettered (but reasonable) speculation regarding the relevance of their work.

**Bibliography**: This section must provide complete listing of all literature cited in the dissertation. Each citation should list all authors (within reason; limit to 20 for reports of large clinical trials, for example), full title of the paper, journal name (standard abbreviations used by PubMed are acceptable), volume, range of pages (not simply the 1st page), and the publication year. The list may be arranged by order of citation or alphabetically by author, at the discretion of the student and his/her Supervisor.

**Useful Tip**: Do not waste time creating your own bibliography citation format within your reference citation software; rather, select one of the options provided by the software. There will be hundreds among which to choose.

**Appendices**: May include surveys, ancillary observations, detailed protocols developed for specific procedures, recipes for key reagents, etc. If there is more than one appendix, number them A-to-Z, and include a title for each appendix (e.g., APPENDIX A: PATIENT CONSENT FORM).
UNMC DOCTORAL DEGREE PROGRAM NAMES (for use on title page)

Official names of UNMC Doctoral programs, as approved by the Board of Regents:
- Biochemistry & Molecular Biology Graduate Program
- Biomedical Informatics Graduate Program
- Biostatistics Graduate Program
- Cancer Research Graduate Program
- Cellular & Integrative Physiology Graduate Program
- Environmental Health, Occupational Health & Toxicology Graduate Program
- Epidemiology Graduate Program
- Genetics, Cell Biology & Anatomy Graduate Program
- Health Promotion & Disease Prevention Research Graduate Program
- Health Services Research, Administration & Policy Graduate Program
- Medical Sciences Interdepartmental Area Graduate Program
- Nursing Graduate Program
- Pathology & Microbiology Graduate Program
- Pharmaceutical Sciences Graduate Program
- Pharmacology & Experimental Neuroscience Graduate Program

Specializations (MSIA Only):
- Applied Behavior Analysis
- Clinical & Translational Research
- Emergency Medicine
- Family Medicine
- Genetics, Cell Biology & Anatomy
- Internal Medicine
- Medical Nutrition
- Munroe-Meyer Institute
- Obstetrics & Gynecology
- Ophthalmology & Visual Sciences
- Oral Biology
- Orthopedics
- Pathology & Microbiology
- Pediatrics
- Pharmacology & Experimental Neuroscience
- Physical Therapy
- Preventative & Societal Medicine
- Psychiatry
- Radiology
- Surgery
SEROTYPIC AND GENOTYPIC DIVERSITY OF GROUP A BOVINE ROTAVIRUSES

by

Wei Lu

A DISSERTATION

Presented to the Faculty of
the University of Nebraska Graduate College
in Partial Fulfillment of the Requirements
for the Degree of Doctor of Philosophy

Genetics, Cell Biology & Anatomy
Graduate Program
(Specialization)

Under the Supervision of Professor Gerald E. Duhamel

University of Nebraska Medical Center
Omaha, Nebraska

April, 2015

Supervisory Committee:
Laura D. Brown, Ph.D.  Neil Armstrong, Ph.D.
John P. Jones, M.D.  Robert W. Johnson, Ph.D.
EVALUATION OF NUTRITIONAL METHODOLOGY AND EXPERIMENTAL DESIGN IN THE STUDY OF RIBOFLAVIN DEFICIENCY: ASSESSMENT OF PHYSICAL AND BIOCHEMICAL LESIONS

Larry H. Gerthoff, Ph.D.
University of Nebraska, 2013
Supervisor: Myron A. Mehlman, Ph.D.

The adequacy of some components of conventional methods employed in the study of riboflavin deficiency was questioned. This thesis attempted to evaluate how several important changes in the experimental design affected the response of the albino rat to riboflavin deficiency. This was accomplished by analysis of a large variety of criteria including classical physical lesions and lesions in biochemical parameters associated with gluconeogenesis. The effect of the following experimental variables on the development…
# TABLE OF CONTENTS

ACKNOWLEDGEMENTS .............................................................................................................. i

ABSTRACT .................................................................................................................................... iii

TABLE OF CONTENTS ............................................................................................................... vii

LIST OF FIGURES ........................................................................................................................ ix

LIST OF ABBREVIATIONS ........................................................................................................ xii

INTRODUCTION ........................................................................................................................... 1

Renal Anatomy & Physiology ................................................................................................... 1

Diabetes Mellitus ..................................................................................................................... 11

Estrogen Receptors .................................................................................................................. 17

Hypothesis ............................................................................................................................... 23

CHAPTER 1: METHODS ............................................................................................................. 25

Animals ................................................................................................................................... 25

Mouse Colonies ................................................................................................................ 25

Induction of Type 1 Diabetes ............................................................................................ 26

Separation of Membrane and Cytosolic Fractions .......................................................... 27

Western Blotting & Immunofluorescence ........................................................................ 28

Glomerular Filtration Rate .................................................................................................... 31

Urine and Plasma Assays ........................................................................................................ 33

Statistical Analyses.................................................................................................................. 35

CHAPTER 2: RESULTS ............................................................................................................... 36

Tissue Distribution of Estrogen Receptors .............................................................................. 36

Estrogen Receptor Protein levels in Various Tissues ................................................................. 41

Estrogen Receptor Localization in the Kidney .................................................................. 45

Subcellular Localization of Estrogen Receptors in the Kidney ........................................... 49
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-AP</td>
<td>4-aminopyridine</td>
</tr>
<tr>
<td>AngII</td>
<td>angiotensin II</td>
</tr>
<tr>
<td>[Ca$^{2+}$]_i</td>
<td>intracellular free calcium ion concentration</td>
</tr>
<tr>
<td>CMH</td>
<td>1-hydroxy-3-methoxycarbonyl-2,2,5,5-tetramethylpyrrolidine</td>
</tr>
<tr>
<td>DCFH-DA</td>
<td>2',7'-dichlorodihydrofluorescein diacetate</td>
</tr>
<tr>
<td>DETC</td>
<td>sodium diethylthiocarbamate trihydrate</td>
</tr>
<tr>
<td>DFX</td>
<td>deferoxamine</td>
</tr>
<tr>
<td>DHE</td>
<td>dihydroethidium</td>
</tr>
<tr>
<td>DM</td>
<td>diabetes mellitus</td>
</tr>
<tr>
<td>DMTU</td>
<td>dimethylthiourea</td>
</tr>
<tr>
<td>DNase</td>
<td>deoxyribonuclease</td>
</tr>
<tr>
<td>E_k</td>
<td>potassium equilibrium potential</td>
</tr>
<tr>
<td>ESRD</td>
<td>end-stage renal disease</td>
</tr>
<tr>
<td>FCS</td>
<td>fetal calf serum</td>
</tr>
<tr>
<td>GFR</td>
<td>glomerular filtration rate</td>
</tr>
<tr>
<td>GIRK</td>
<td>G protein-regulated inward rectifier potassium channel</td>
</tr>
<tr>
<td>GLUT4</td>
<td>glucose transporter (type 4)</td>
</tr>
<tr>
<td>HbA$_1c$</td>
<td>glycated hemoglobin</td>
</tr>
<tr>
<td>H$_2$O$_2$</td>
<td>hydrogen peroxide</td>
</tr>
<tr>
<td>HEPES</td>
<td>4-(2-hydroxyethyl)-1-piperazineethanesulfonic acid</td>
</tr>
<tr>
<td>HOCl</td>
<td>hypochlorous acid</td>
</tr>
<tr>
<td>JGA</td>
<td>juxtaglomerular apparatus</td>
</tr>
<tr>
<td>K$_{ATP}$</td>
<td>ATP-sensitive potassium channel</td>
</tr>
<tr>
<td>BK$_{Ca}$</td>
<td>large conductance Ca$^{2+}$-activated potassium channel</td>
</tr>
</tbody>
</table>
PROCEDURES AFTER THE FINAL ORAL EXAM

Listed below are the steps needed to graduate:

- Complete the **Report on Doctoral Degree** (PDF form, fillable in Adobe Reader or Adobe Acrobat), print the form and obtain the appropriate signatures. The form is provided as the final page of this document.
  
  **Useful Tip:** Have the members of your Supervisory Committee sign the form at the end of your successful dissertation defense (before leaving the exam room).

- Revise the Dissertation according to the recommendations of your Supervisory Committee. Revisions of the abstract and dissertation are normally made by the student in consultation with the PI/Supervisor, and are incorporated into the final versions of the abstract and dissertation.

- Meet with your Supervisor to discuss placing an embargo on release of your dissertation once it is published in UNMC’s online digital repository (DigitalCommons@UNMC).

- Complete the electronic submission of your final dissertation to the DigitalCommons@UNMC, including specifying the embargo duration. (For detailed instructions, see PROCEDURES AFTER THE FINAL ORAL EXAM, pages 2-3).

- Complete the online **Survey of Earned Doctorates** (SED).
  
  The SED is an annual census (sponsored by the National Science Foundation and other federal agencies) that gathers data on students’ educational history, sources of support, and their postgraduation plans. The results are used to assess characteristics of the doctoral population and trends in doctoral education at the national level.

- Complete the online **Convocation & Accomplishments Survey**. You will find it useful to have your CV handy when completing this survey.
  
  The information collected via this survey provides Graduate Studies with data that are needed for program evaluation, accreditation and other reports. It will also facilitate the celebration of your accomplishments at the Graduate Studies Convocation Ceremony, as well as allowing us to contact you in the future.

- Complete the online **Graduate Program Effectiveness & Student Satisfaction Survey**.
  
  The information collected via this survey will help Graduate Studies improve the education experience for future students. Please be thoughtful and truthful in completing this survey, and be reassured that the results are completely anonymous.

Once you have completed all of the above steps, bring the following documents to the Graduate Studies Office (ARS 2004; Do not trust the campus mail!):

- **Certificates of Completion** for each of the 3 surveys noted above.

- **Report on Doctoral Degree** form.

- **Proof of submission** of at least a portion of your dissertation research to a peer-reviewed journal, with your name listed as first author on the manuscript ([Click on this link for details](#)).

The student is solely responsible for ensuring that all of the tasks listed above are completed, including submission of the appropriate documents prior to the deadline established by the Graduate Studies Office.
**Electronic Submission the Dissertation**

After making any revisions requested by your Supervisory Committee, the final dissertation must be submitted electronically (as a PDF file) to the McGoogan Library of Medicine for deposition into the UNMC electronic repository (DigitalCommons@UNMC). There will be no opportunity for editorial or other changes in the dissertation after submission to the library. Once submitted, it will be reviewed by library staff before publishing. Before submitting, please read all relevant policies and/or submission guidelines.

The submission process consists of the following steps:

1. Read and accept the Submission Agreement (provided online at the beginning of the process)
2. Provide information about yourself and any co-authors
3. Upload your electronic file and associated files

Before you begin, please be sure you have the following items:

- The exact title of your dissertation
- The abstract (for ease of submission, you will want to copy/paste the abstract from a Microsoft Word document into the online abstract submission box)
- A list of keywords
- A PDF file of your work
- Electronic copies of copyright permissions (to be uploaded as Additional Files)

**Embargoes & Restrictions**

*What is an embargo?* An embargo is a delayed release of information. Consult with your PI/Supervisor about whether or not you require an embargo and the appropriate length of the embargo (6 months, 1 year, or 2 years). By default, a 6-month embargo will be applied. You will have an opportunity to establish a different embargo duration when uploading your dissertation. Your dissertation will not be available to download from the DigitalCommons@UNMC until the embargo has expired. The embargo begins the date of submission, not the date of online publication. If you choose not to embargo your work, it will be immediately available to the public.

*Why would you want to embargo your dissertation?* Some reasons to request an embargo include:

- There may be patentable rights or sensitive data in the work.
- There is an ethical need to prevent disclosure of sensitive information about persons, institutions, etc.
- You plan to submit portions of the work for publication in a journal.
- Your Supervisor plans to use some of the results as preliminary data for a grant.

**Submission Instructions**

1. Once you have completed your manuscript and are ready to electronically submit it to DigitalCommons@UNMC, go to [http://digitalcommons.unmc.edu/etd/](http://digitalcommons.unmc.edu/etd/) and click on the **Submit Your Work** link, located on the lower right hand menu bar.
2. You will be asked to login or create an account. Most graduates will need to **Create new account**. In order for you to receive monthly usage reports, please use your permanent email address.
3. Before proceeding, you must check your email to confirm your account.
4. Once confirmed, you will be directed to the **Submission Agreement**. Please read the agreement and accept the terms.
5. You will now see a form in which you must enter all of the required information – title, keywords, PI/Supervisor(s), abstract, etc. Note that the Date of Award should be the date on which your degree will be conferred (commencement/graduation day).
6. At the end of the form, you must upload your manuscript (**Upload Full Text**) as a **PDF file**.
7. Upload **Additional Files** associated with your dissertation, including documentation that you have permission to use copyrighted materials and materials that have already been published (i.e. in a journal article). This is also the point at which you can upload audio, video, animations, simulations, etc.

8. After reviewing the submission, the library will notify the Graduate Studies Office that the submission process has been completed.

9. The document will be available for download from DigitalCommons@UNMC at the end of the embargo period (if any).

**BOUND COPIES OF THE DISSERTATION**

Neither the Graduate Studies Office nor the McGoogan Library of Medicine requires hard copy or bound copies of the dissertation; however, the library will arrange for binding of as many copies as requested with payment of the binding fee ($20.00 per copy). All copies intended for binding should be printed single-sided on high quality photocopy paper. Each student should consult with his/her Supervisor regarding the number of bound copies of the dissertation that should be prepared. Some common practices are listed below:

- Some graduate programs require that one bound copy of the dissertation be filed in the departmental office that administers the program.
- Ordinarily, one bound copy is presented to the PI/Supervisor who directed the study.
- In some graduate programs, it is customary for the student to present each member of his/her Supervisory Committee with a bound copy.
- Students should also consider providing a bound copy for their parents (they will be very proud!), as well as keeping one copy for themselves.
TO THE REGISTRAR:

__________________________________________________________

has been reported as follows concerning the requirements for the Doctor of Philosophy degree.

All requirements established by the ______________________________ Graduate Program have been satisfied, as attested by:

______________________________________

Graduate Program Director (signature)

and each member of the student’s Supervisory Committee (signatures):

______________________________________

Chair

______________________________________

Co-Chair (if applicable)

______________________________________

______________________________________

______________________________________

______________________________________

Dissertation Title:

__________________________________________________________

Under the supervision of______________________________________________

The candidate is therefore to be reported to the Faculty of the Graduate College as having fulfilled all requirements for the above mentioned degree.

______________________________________

Dean for Graduate Studies
Appendix 5:
Graduate Student Grievance Procedure
Graduate Student Grievance Procedure

1 **Purpose:**
To establish a simple and expeditious process for resolution of graduate student grievance issues.

2 **Scope:**
Grievances brought forward under this policy are those based on a claimed violation of any university rule or established practice such as the UNMC Code of Conduct, and grievances related to conditions that adversely impact the student's ability to successfully complete the graduate program. Examples of the types of grievances covered by this policy include, but are not limited to: inappropriate conduct in the workplace (e.g. verbal abuse, threatening behavior, harassment, or favoritism); unreasonable policy interpretation of time-off and excessive work hours; inappropriate delay of student progression toward degree attainment due to student’s career interests and choices, reductions in funding or awards, and laboratory personnel changes (e.g. departure of supervising faculty). **This policy deals exclusively with graduate student grievances against UNMC faculty.**

If you are unsure if a grievance falls within the scope of this policy you can receive additional information and guidance from any of the persons listed below:

- Terri Vadovski, Director of Graduate Administrative Services
  (terri.vadovski@unmc.edu, 402 559 6532)
- Dr. Cheryl Thompson, Chief Student Affairs Officer
  (cbthompson@unmc.edu, 402 559 2792)
- Dr. David Carver, Student Ombudsman
  (dcarver@unmc.edu, 402 559 7276)

If the student requests confidentiality or asks that the complaint not be pursued, UNMC will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a student insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the school should inform the student that its ability to respond may be limited.

Grievances by graduate students that may fall outside the scope of this policy can be handled through other avenues, some of which are listed below:

2.1 **Academic decisions:**
Academic decisions such as awarding of grades, comprehensive exam results, dissertation defense results, suspension, or dismissal are to be managed through the processes found in the UNMC Graduate Studies Bulletin. Students may contact the Director of Graduate Administrative Services, Terri Vadovski (terri.vadovski@unmc.edu, 402 559 6532) for more information and assistance.
2.2 **Sexual harassment:**
All allegations of sexual harassment for which the student wishes the University to officially acknowledge and investigate, including sexual violence are to be reported to the Title IX Coordinator, Carmen Sirizzotti, (csirizzotti@unmc.edu, 402 559 2710) or the Chief Student Affairs Officer, Dr. Cheryl Thompson (cbthompson@unmc.edu, 402 559 2792).

2.3 **Grievances against Staff:**
Grievances against UNMC or TNMC staff are managed through the relevant policy/procedures by the UNMC Division Director, Employee Relations, Linda M. Cunningham (lcunning@unmc.edu, 402 559 7394)

2.4 **Research Integrity:**
Issues regarding research integrity and research misconduct are managed through the relevant policy/procedures by the Research Integrity Officer, Dr. James Turpen, (jturpen@unmc.edu, 402 559 4388)

2.5 **Violations of Law:**
Violations of federal, state, or local laws may be managed through the relevant policies and procedures by the Office of Compliance and/or departments having oversight over the applicable law/regulation. UNMC Chief Compliance Officer: Tara Scrogin (tscrogin@unmc.edu, 402 559 6767). See: http://www.unmc.edu/academicaffairs/compliance.htm

2.6 **Campus Security and Safety:**
Campus security and safety issues are managed by the UNMC Campus Security (Gary Svanda, 402 559 4432, gsvanda@unmc.edu) or the Omaha Police Department.

3 **Policy:**
Students have the right to file a grievance against faculty for violations of the UNMC Code of Conduct or other relevant policies, and grievances related to conditions that adversely impact the student’s ability to successfully complete the graduate program. Examples of the types of grievances covered by this policy include, but are not limited to: inappropriate conduct in the workplace (e.g. verbal abuse, threatening behavior, or favoritism); policy interpretation of time-off and excessive work hours; inappropriate delay of student progression toward degree attainment due to student’s career interests and choices, or reductions in funding or awards, and laboratory personnel changes (e.g. departure of supervising faculty). Resolutions in situations where the grievance has been upheld may include student reinstatement, student reassignment to another class or lab, or other corrective action(s) for the benefit of the student.

Corrective action against graduate faculty is under the purview of the UNMC Dean of Graduate Studies in coordination with the department/division Chair or Dean of the faculty member’s primary unit. This policy does not supersede the policies contained in the UNMC Faculty Handbook, and any corrective action will be consistent with those policies. Appropriate corrective action will be taken where the grievance has been
upheld by a preponderance of evidence. Graduate students have the right to file a written complaint to the UNMC Faculty Professional Conduct Committee chair if they are not satisfied with the grievance panel resolution.

Retaliation against student complainants or others involved in the grievance process is strictly prohibited. Incidents of retaliation by faculty members will be referred to the Faculty Professional Conduct Committee for further investigation and disciplinary action.

Any intentionally false accusations and/or misleading complaints against University faculty by graduate students will be subject to appropriate disciplinary action.

4 Procedure:
Students may at any time contact the Student Counseling Center (402 559 7276) for confidential counseling by male/female licensed mental health care providers for any of the aforementioned cases.

At any stage in the informal process the Student Ombudsperson (Dr. David Carver, 402 559 7276, dcarver@unmc.edu) can be consulted as an independent, neutral, informal and confidential consultant. The Ombudsperson can provide additional information and clarification on University policies and proceedings, assistance in facilitating difficult conversations, and guidance in prioritizing options for dealing with the problem. The Ombudsperson will also report ongoing trends in graduate student grievances, while maintaining students’ confidentiality, to campus administrators including the Dean of Graduate Studies and the UNMC Chancellor.

In most cases an initial attempt should be made to address the issue through an informal resolution process. This may include talking to the advisor, Graduate Student Association (President or Vice President), Director of Graduate Studies, or another member of the supervisory committee.

4.1 Informal Resolution:

4.1.1 First Course of Action:
It is recommended that the first course of action involve a discussion between the graduate student, the faculty member involved, and/or the supervisory committee to resolve the issue.

4.1.2 If Discussion with Faculty Member Is Not Possible or Effective:
If discussion with the involved faculty member is not possible or is not effective, the student should discuss the issue with the Graduate Program Director of their individual department or the Director of Graduate Administrative Services, Terri Vadovski (terri.vadovski@unmc.edu, 402 559 6532).
4.1.3 If Discussion with Departmental Graduate Program Director is Not Possible or Effective:
If discussion with the Departmental Graduate Program Director is not possible or is not effective the student should discuss the issue with their Department Chair.

4.1.4 Without Proceeding to Formal Complaint:
If the issue cannot be resolved informally, and the graduate student wants to summarize the incident without proceeding to a formal complaint, this may be done through one of two mechanisms. However, the Student Ombudsperson and/or Director of Graduate Administrative Services will inform the student that the recourse will be limited without filing a formal complaint.

4.1.4.1 Unwritten Summary:
Student Ombudsperson
(Dr. David Carver, dcarver@unmc.edu, 402 559 7276)

Or

4.1.4.2 Written Documentation:
Director of Graduate Administrative Services
(Terri Vadovski, terri.vadovski@unmc.edu, 402 559 6532)

4.1.5 Proceeding to Formal Complaint:
If the issue cannot be resolved informally, and the graduate student wants to proceed with an investigation of the incident(s), then the complaint may move to the formal level as outlined in Section 4.2 of this Policy.
4.2 Formal Resolution:

4.2.1 Filing a Complaint:

4.2.1.1 The complaint must be submitted electronically and will be automatically submitted to the Dean of Graduate Studies (Dr. Dele H. Davies) and Director of Graduate Studies (Terri Vadovski).

4.2.1.2 The complaint should attempt to identify the following information: the student grievant; the respondent faculty member or administrator; any other person involved; the incident, including approximate date and time, and whether the incident is ongoing; the policy claimed to have been violated or the limitation imposed on the graduate student’s ability to complete their degree; and a brief statement of the remedy sought.

4.2.1.3 Graduate students are encouraged to submit their complaint within 60 class days after the incident occurred or 60 class days after informal resolution procedures have failed. “Class days” are defined as days when the University is open for classes, examinations, or administrative office activities on the academic calendar from the College of Graduate Studies.

4.2.1.3.1 If the grievance is ongoing or involves a particularly sensitive matter, the grievant is encouraged to submit their complaint as soon as possible.

4.2.1.4 Every complaint will be acknowledged by email correspondence from the Office of the Dean of Graduate Studies within 5 class days.
4.2.2 Preliminary Resolution Procedure:

4.2.2.1 The Dean of Graduate Studies (or designee) will meet with the student and the faculty or administrator involved separately to determine first whether a preliminary resolution can be reached. If a preliminary resolution cannot be achieved, the Dean shall notify both parties that the grievance will be referred to the Graduate Student Grievance Committee under Section 4.2.3 below. The Dean will inform the faculty member that s/he may prepare a statement in response to the allegations for review by the grievance panel, due within 10 class days. “Class days” are defined as days when the University is open for classes, examinations, or administrative office activities on the academic calendar from the College of Graduate Studies. This timeline may be adjusted by the Dean of Graduate Studies if there are compelling reasons for delay.

4.2.3 Graduate Student Grievance Committee Constitution:

4.2.3.1 The Graduate Student Grievance Committee consists of eight members (four faculty and four students) each elected for a term of two (2) years, in a rotating fashion. Half of the committee members (two faculty and two students) are elected in years ending in an even number, the other half (two faculty and two students) are elected in years ending in an odd number.

4.2.3.2 The faculty members will include no more than one member from any one graduate department.

4.2.3.3 The student members will include no more than one member from any one department, all in good academic standing as per college regulations.

4.2.3.4 The Graduate Student Association will elect two student members each year, one male and one female. Members of the Grievance Committee need not be serving on the Graduate Student Association Executive Board.

4.2.3.5 The Graduate Council will elect two faculty members each year, one male and one female. Members of the Grievance Committee need not be serving on the Graduate Council.
4.2.3.6 When a formal grievance is filed, the Chair of the Graduate Council will select one male and one female faculty member and one female and one male student member from the current members of the committee to form an ad hoc grievance “panel.” The Chair of the Graduate Council will appoint a chair for the grievance panel from among the selected committee members.

4.2.3.7 The Graduate Council Chair will make every effort to avoid perceived or actual conflicts of interests in selecting the panel members by avoiding members that are in the same department, laboratory, and/or have a close relationship with either the student or faculty member involved in the grievance complaint.

4.2.3.8 The Chair of the Faculty Professional Conduct Committee (or designee) will sit on the Panel as an observer without a vote, to prevent unnecessary duplication of investigation if the grievance results in the matter being referred to the Faculty Professional Conduct Committee. This person can also advise the grievance panel about recommended corrective action, if appropriate.

4.2.4 Graduate Student Grievance Panel Responsibilities:

4.2.4.1 The panel members will review the statements of both parties. They will interview the involved parties and any named witnesses, as appropriate. They will review other provided evidence. Panel members may seek advice and evidence from other university officials as necessary to conduct the investigation.

4.2.4.2 The Panel may, at their discretion, convene a hearing to meet with the involved student and the faculty. Each individual will be given the opportunity to respond, to provide a statement and/or counter-statement, in order to provide additional information as warranted. The meeting will not be open to the public although the involved parties may bring another individual for support. This person may not speak or participate in the hearing. The Panel will provide a written report summarizing the obtained evidence, detailed proceedings, conclusions, and recommended actions to the Dean of Graduate Studies within 30 class days of when the Panel assembled.
4.2.4.3 The graduate student and faculty/administrator’s names, identifying information, statements, and comments as well as any deliberations, advice, or evidence given in the course of Graduate Student Grievance Panel deliberations are confidential. The members of the Graduate Student Grievance Panel are expected to abide by this duty to maintain confidentiality. Any unauthorized release or carelessness in the handling of this confidential information is considered a breach of this duty to maintain confidentiality and is strictly prohibited.

4.2.5 Deliberation:

4.2.5.1 The Panel shall deliberate privately at the close of the hearing. If a majority of the Panel finds that the allegations are supported by a “preponderance of the evidence,” the Panel will make confidential recommendations to the Dean of Graduate Studies to resolve the matter.

4.2.6 Report:

4.2.6.1 The Panel will submit a formal report to the Dean of Graduate Studies. If the Panel identifies misconduct, the Dean of Graduate Studies is responsible for immediate and timely corrective action in coordination with the department/division Chair or Dean of the faculty member’s primary unit, taking into consideration the recommendations of the panel.

4.2.6.2 The Dean of Graduate Studies will distribute the conclusion and recommended action(s) by the Panel to the faculty member and the department/division Chair or Dean of the faculty member’s primary unit. The Dean of Graduate Studies will also distribute the conclusion and non-confidential recommended action(s) by the Panel as well as the non-confidential corrective action(s) as determined by the Dean of Graduate Studies to the student.

4.2.6.3 All reports will be distributed within 10 class days of the Dean of Graduate Studies receiving the full report from the Panel.

4.2.6.4 Retaliation is strictly prohibited. Incidents of retaliation by faculty members or administrators will be referred to the Faculty Professional Conduct Committee for disciplinary action.
4.2.6.5 Any intentionally false accusations and/or misleading complaints against University faculty or administrators by graduate students will be subject to appropriate disciplinary action.

4.2.7 Timelines:

4.2.7.1 Graduate students are encouraged to submit their complaint within 60 class days after the incident occurred or 60 class days after informal resolution procedures have failed. “Class days” are defined as days when the University is open for classes, examinations, or administrative office activities on the academic calendar from the College of Graduate Studies.

4.2.7.1.1 If the grievance is ongoing or involves a particularly sensitive matter, the grievant is encouraged to submit their complaint as soon as possible.

4.2.7.2 The complaint must be submitted electronically and will be acknowledged by email correspondence from the Office of the Dean of Graduate Studies within 5 class days.

4.2.7.3 The Panel will provide a written report summarizing the obtained evidence, detailed proceedings, conclusions, and recommended corrective actions to the Dean of Graduate Studies within 30 class days of when the Panel assembled.

4.2.7.4 The Dean of Graduate Studies will distribute the conclusion and recommended action(s) by the Panel to the faculty member and the department/division Chair or Dean of the faculty member’s primary unit. The Dean of Graduate Studies will also distribute the conclusion and non-confidential recommended action(s) by the Panel as well as the non-confidential corrective action(s) as determined by the Dean of Graduate Studies to the student. These reports will be distributed within 10 class days of receiving the full report from the Panel.

4.2.7.5 If the Panel identifies misconduct, the Dean of Graduate Studies, in coordination with the department/division Chair or Dean of the faculty member’s primary unit, is responsible for immediate and timely corrective action, taking into consideration the recommendations of the panel.
4.2.7.6 Graduate students have the right to file a written complaint to the UNMC Faculty Professional Conduct Committee chair if they are not satisfied with the grievance panel resolution.

4.2.7.7 The timelines may be adjusted by the Dean of Graduate Studies if there are compelling reasons for delay.

For additional information and guidance regarding this policy, contact the Graduate Student Association Chair of Issues Committee (GSA Officers) and/or any of the persons listed below:

Terri Vadovski, Director of Graduate Administrative Services
(terri.vadovski@unmc.edu, 402 559 6532)

Dr. Cheryl Thompson, Chief Student Affairs Officer
(cbthompson@unmc.edu, 402 559 2792)

Dr. David Carver, Student Ombudsman
(dcarver@unmc.edu, 402 559 7276)
Appendix 6:
Guidelines for Termination of Graduate Students
Guidelines for Termination of Graduate Students

Graduate students at the University of Nebraska Medical Center are expected to maintain a high level of achievement in their graduate studies. Accordingly, students who do not maintain satisfactory progress may be subject to being placed on probation, being terminated from a degree program, or being denied permission to continue graduate studies in the University. This termination policy shall be applicable for students at any stage of a master’s or Ph.D. program, and students who have or have not advanced to candidacy. At the time of termination from a graduate degree program and/or dismissal from Graduate Studies, students may reapply for admission to another UNMC degree program or admission as a non-degree seeking student only with the approval of the UNMC Dean for Graduate Studies; subject to review and investigation of the circumstances as needed. Probation or termination recommendations may be made by the student’s adviser (master’s students or first year doctoral students), the student’s Advisory/Supervisory Committee (master’s/doctoral students), or the Graduate Committee, and must be approved by the Graduate Committee overseeing the student’s program. The Graduate Committee overseeing the student’s program must communicate the probation or termination recommendation in writing to the UNMC Dean for Graduate Studies. A copy of the recommendation must be sent to the student. The final decision to terminate a student rests with the Dean for Graduate Studies. Students who appeal will be placed on probation until the conclusion of their appeal under the Graduate Student Grievance Resolution Procedure.

Termination decisions involving violations of criminal law, situations involving threats to persons or property, or an escalating process of improper behavior will be addressed in a case by case manner by the Dean for Graduate Studies in consultation with UNMC Campus Security.

For all graduate students at UNMC probation or termination recommendations may be made under any of the following conditions:

1. Failure to satisfy Scholarship Requirements
2. Repeated failure in qualifying examinations, preliminary examinations, comprehensive examinations or final degree examinations
3. Failure to make reasonable progress in research as determined by the Advisory/Supervisory Committee and documented in the minutes of at least one previous committee meeting
4. Ethical misconduct or academic dishonesty
5. Lack of professionalism as defined in the UNMC Code of Conduct.
6. Termination recommendations may also be made if a student fails to satisfy conditions required for removal of probationary status or provisional admission.
7. Graduate Committees wishing to adopt additional conditions for probation or termination, subject to approval by the Dean for Graduate Studies, must specify these conditions in writing and inform all students affected by these conditions.
Guidelines for submitting a recommendation for termination:

Overview of Failure to Satisfy Scholarship Requirements Process


Students who believe that evaluation of their academic progress in a course has been prejudiced or capricious may appeal that grade or evaluation as follows:

1. Initially, an attempt should be made to resolve the matter through discussion with the instructor of the course for which the grade was received.
2. If the matter is not resolved satisfactorily, the appeal may be submitted in writing to the chair of the department in which the course was taken.
3. If the matter is not resolved satisfactorily, the appeal may be submitted in writing to the Graduate Faculty-Student Appeals Committee within two weeks following reporting or posting of the grade. This committee may change a student’s evaluation if there is sufficient evidence that the evaluation of a student by a faculty member has been improper. When a student takes a course in a department that is administratively based on another campus, the student must follow the grade appeals procedure for that campus. In cases involving dual-listed courses, appeals should be made through procedures of the academic unit that granted admission to the course.
4. The Graduate Faculty-Student Appeals Committee will be the final authority in resolution of grade appeals, except that either the student or the faculty member issuing the grade may within ten days submit an appeal in writing to the Dean for Graduate Studies setting forth his or her reasons for believing he or she was not accorded a fair hearing. The Dean will review the record and facts of the case and may return the matter to the Committee for reconsideration. The decision of the Dean as to whether the case should be reopened will be final.

Termination due to any conditions except failure to satisfy Scholarship Requirements.

The following guidelines apply to condition 2 through 7 above. In such cases, the departmental Graduate Committee, either acting alone or upon the recommendation of the student’s advisor and/or Advisory/Supervisory Committee (if one is established) will:

1) Where possible and as early as possible, warn the student, in writing, of the situation and deficiency. A detailed explanation of the reason for the warning should be provided.
2) Notify the student at least 1 week in advance of the meeting of the Graduate Committee to discuss the termination of the student. The student can provide a written statement which will be reviewed at each stage of the termination process. In addition, the student may ask to present her/his case verbally before the committee. The Graduate Committee and the Dean for Graduate Studies will consider any extenuating circumstances communicated by the student.
3) Decide the question of dismissal or probation by majority vote of the Graduate Committee with at least three faculty members participating in the committee's deliberation, not including the student’s Advisor or Supervisor. The Student Ombudsperson (or his/her faculty designee — without a primary appointment within the student’s department) will attend the Graduate Committee meeting as a non-voting observer who is responsible for ensuring the adequate review and explanation of the reasons behind consideration of termination. The Graduate Committee will create a report of the proceedings, and the committee’s decision—including any supporting documentation— will be given to both the Dean for Graduate Studies and the student involved within one week of the Graduate Committee’s decision. The Student Ombudsperson (or designee) will report to the Graduate Dean within 48 hours if there are any concerns with the termination process.

4) The Dean for Graduate Studies will investigate the circumstances and make the final decision based on the recommendation, supporting documentation of the departmental Graduate Committee, and the student’s written statement whether a student should be terminated from UNMC Graduate Studies or placed on probation (and the conditions of probation). If the Dean’s decision differs from the Graduate Committee’s recommendation a response must be sent to the departmental Graduate Committee within 1 week of the Dean’s final decision.

5) The Dean for Graduate Studies will communicate, in writing, the final decision to the department chair, student’s advisor, Graduate Committee chair and any relevant departments for inclusion in the student’s files within 1 week of the final decision. A written summary of department discussions, votes, and decisions will also be recorded in the student's departmental and Graduate Studies files.

6) The Dean for Graduate Studies will communicate the decision to the student within 1 week of the final decision.

7) Within the communication of the final decision the Dean for Graduate Studies must inform the student of her/his ability to examine their department files, at their request. Also, students must be informed of their right to appeal the decision under the Graduate Student Grievance Resolution Procedure. Students who appeal will be placed on probation until the conclusion of their appeal under the Graduate Student Grievance Resolution Procedure.

Approved: UNMC Graduate Council 11/06/2014
Amended: UNMC Graduate Council 03/05/2015
Appendix 7:

PhD Students Timeline
# Ph.D. Degree

## Ph.D. Students Timeline

### View Seguidor Instructions (.//../seguidor/student-instructions-seguidor.pdf)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Timing</th>
<th>Procedure/Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Conduct in Research Course</td>
<td>Offered in the Fall and Spring semesters. Student encouraged to take this course as early as possible in their degree program.</td>
<td>An email notification for registration is sent to students. Be sure to take action promptly after receiving the email, as registration is limited.</td>
</tr>
<tr>
<td>Program of Studies (Draft)</td>
<td>Within 9 months after matriculation (12 months for part-time students)</td>
<td>Student and his/her Supervisor prepare and submit to Graduate Studies Office a draft Program of Studies (phdprogramofstudies.pdf) that lists required courses and options for electives, as well as indicating the general area of dissertation research. *Draft does not require signatures of the Graduate Program Director or Dean of Graduate Studies.</td>
</tr>
<tr>
<td>Prepare Individual Development Plan (IDP)</td>
<td>Within 12 months after matriculation</td>
<td>Contact your Graduate Program Director to determine which IDP tool to use. Most UNMC programs recommend myIDP (<a href="http://myidp.sciencecareers.org/">http://myidp.sciencecareers.org/</a>). After completing all sections of the IDP, save the Certificate of Completion on your computer. Student will need to upload the Certificate of Completion in Seguidor (<a href="https://net.unmc.edu/seguidor/index.php">https://net.unmc.edu/seguidor/index.php</a>).</td>
</tr>
<tr>
<td>Official Designation of Supervisor and Appointment of Supervisory Committee</td>
<td>Within 12 months after matriculation (18 months for part-time students)</td>
<td>In Seguidor (<a href="https://net.unmc.edu/seguidor/index.php">https://net.unmc.edu/seguidor/index.php</a>), student completes Advisor/Supervisor Selection. After the Supervisor is approved by the Dean, proceed to Advisory/Supervisory Committee Member Selection. Approval of Supervisory Committee composition by the Dean for Graduate Studies must occur before the initial committee meeting.</td>
</tr>
<tr>
<td>Event</td>
<td>Requirement</td>
<td>Details</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Initial Meeting of Supervisory Committee, including Approval of the Program of Studies</td>
<td>Within 13 months after matriculation (19 months for part-time students).</td>
<td>In <a href="https://net.unmc.edu/segidor/index.php">Segidor</a>, student schedules the Supervisory Committee Meeting to discuss required/recommended coursework and student's general research direction. Student completes <a href="phdprogramofstudies.pdf">Program of Studies</a> form (with Supervisor and Graduate Program Director signatures) and submits to Graduate Studies Office. In addition, student composes meeting minutes and uploads the meeting minutes in <a href="https://net.unmc.edu/segidor/index.php">Segidor</a>.</td>
</tr>
<tr>
<td>Semi-annual meetings of the Supervisory Committee</td>
<td>Every 6 months until completion of degree</td>
<td>In <a href="https://net.unmc.edu/segidor/index.php">Segidor</a>, student schedules the Supervisory Committee Meeting to provide a short summary of progress since the most recent meeting (research data and updates on coursework, publications, presentations, and awards) and Supervisory Committee offers feedback. Student composes minutes of each meeting and uploads the meeting minutes in <a href="https://net.unmc.edu/segidor/index.php">Segidor</a>.</td>
</tr>
<tr>
<td>Request for Comprehensive Examination</td>
<td>At least 2 weeks before the exam. Note: The Comprehensive Exam must be completed at least 7 months, but no more than 3 years, prior to the dissertation defense. (Contact Graduate Program Director for any program-specific exam deadlines.)</td>
<td>Student completes <a href="https://net.unmc.edu/segidor/index.php">Exam Committee/Schedule</a> for the Comprehensive Exam via <a href="https://net.unmc.edu/segidor/index.php">Segidor</a>. Contact Graduate Program Director for any program-specific requirements regarding the composition of the Comprehensive Exam Committee. Ensure that your exam committee has reported the results within 7 days after completion of the exam. Results must be reported via the <a href="https://net.unmc.edu/segidor/index.php">Exam Grade Page</a>. Any member of the Exam Committee may submit the results on behalf of the entire Committee.</td>
</tr>
<tr>
<td>Obtain Current Dissertation &amp; Graduation Instructions</td>
<td>Approximately 4-6 months before the dissertation defense</td>
<td></td>
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<tr>
<td>------------------------------------------------------</td>
<td>---------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

**Apply for Graduation**
- By February 10 for May Graduation
- By June 10 for August Graduation
- By October 10 for December Graduation

The Degree Application is completed and the Degree Application Fee is paid via MyRecords (https://myrecords.nebraska.edu/psp/myrecords/NBM/HRMS/?cmd=login).

**Distribute Dissertation to the Supervisory Committee**
- At least 4 weeks before the dissertation defense (Final Oral Exam).

Members of the Supervisory Committee should provide feedback to the student within 2 weeks of receiving the document if there are major deficiencies.

**Submit Request for Final Oral Exam**
- At least 2 weeks before the dissertation defense (Final Oral Exam) and 2 weeks before Commencement. Note: The Final Oral Exam cannot occur until at least 7 months, and no more than 3 years, after the completing Comprehensive Exam.

Student completes Exam Committee/Schedule for the Final Oral Exam via Seguidor (https://net.unmc.edu/seguidor/index.php). Ensure that your exam committee has reported the results within 7 days after completion of the exam. Results must be reported via the Exam Grade Page in Seguidor (https://net.unmc.edu/seguidor/index.php). Any member of the Exam Committee may submit the results on behalf of the entire Committee.

**Complete the Report on Doctoral Degree**
- Immediately following successful defense of the dissertation

Student obtains signatures of Supervisory Committee members and Graduate Program Director on the Report on Doctoral Degree form (see Dissertation & Graduation Instructions for Ph.D. Candidates (Dissertation-Graduation-Instructions-PhD-Candidates.pdf)).
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Deadline</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Dissertation to the McGoogan Library of Medicine</td>
<td>No later than 1 week before Commencement</td>
<td>Instructions for electronic submission of the dissertation are included in the Dissertation &amp; Graduation Instructions for Ph.D. Candidates (Dissertation-G Graduation-Instructions-PhD-Candidates.pdf).</td>
</tr>
<tr>
<td>Submit Graduation Documentation</td>
<td>No later than 1 week before Commencement</td>
<td>Links to the 3 required surveys are provided in the Dissertation &amp; Graduation Instructions for Ph.D. Candidates (Dissertation-G Graduation-Instructions-PhD-Candidates.pdf). Submit the Certificate of Completion for each survey to the Graduate Studies Office, along with the Report on Doctoral Degree.</td>
</tr>
<tr>
<td>Celebrate your Accomplishments</td>
<td>Typically 1-2 days before Commencement</td>
<td>Attend the Graduate Studies Honors Convocation Ceremony (in May for spring graduates; in December for summer and fall graduates)</td>
</tr>
<tr>
<td>Awarding of the Ph.D. Degree</td>
<td>At the end of the semester in which the student satisfies Ph.D. Degree requirements.</td>
<td>Attend the UNMC Commencement Ceremony (in May for spring graduates; in December for summer and fall graduates).</td>
</tr>
</tbody>
</table>
Appendix 8:

Sample HPDPR-PhD Course Schedule (Program of Study)
**PROGRAM OF STUDY (Sample)**

**Typical Course Schedule and sequence of courses for PhD Students** *(if the student did not have MPH or MS graduate degree):*

<table>
<thead>
<tr>
<th>YEAR 1-Fall 1</th>
<th>Credits</th>
<th>Offered</th>
<th>Offered</th>
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</thead>
<tbody>
<tr>
<td>Fall 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPRO 860 CPH 501</td>
<td>Health Behavior</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>HPRO 830 CPH 500</td>
<td>Foundations of Public Health</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>HPRO 827 CPH 534</td>
<td>Interventions in Health Promotion</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>Spring 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPRO 805 CPH 505</td>
<td>Applied Research in Public Health</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>BIOS 806 CPH 506</td>
<td>Biostatistics I</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>EPI 820 CPH 504</td>
<td>Epidemiology of Public Health</td>
<td>3</td>
<td>Fall</td>
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<tr>
<td>Summer 1</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>HPRO 825 CPH533</td>
<td>Ethics in Public Health</td>
<td>3</td>
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<tr>
<td>HPRO 996</td>
<td>Directed Reading &amp; Research</td>
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<table>
<thead>
<tr>
<th>YEAR 2-Fall 2</th>
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<tbody>
<tr>
<td>Fall 1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>HPRO 840 CPH536</td>
<td>Health Promotion Program Planning</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>HPRO 875 CPH 538</td>
<td>Public Health Program Evaluation</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>EPI 821 CPH 621</td>
<td>Fundamentals of Epidemiology</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>Spring 2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BIOS 808 CPH 650</td>
<td>Biostatistics II</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>HPRO 910</td>
<td>Humanistic Traditions in Qualitative Research</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>HPRO 998</td>
<td>Scientific Writing/Critical Writing</td>
<td>2</td>
<td>Spring</td>
</tr>
<tr>
<td>Summer 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPRO 996</td>
<td>Directed Reading &amp; Research</td>
<td>2</td>
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</tr>
<tr>
<td>Elective 1</td>
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<tr>
<td>Elective 2</td>
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<tr>
<th>YEAR 3-Fall 3</th>
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<tbody>
<tr>
<td>Fall 1</td>
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</tr>
<tr>
<td>BIOS 810 CPH 561</td>
<td>Introduction to SAS Programming</td>
<td>3</td>
<td>Fall</td>
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<tr>
<td>HPRO 901</td>
<td>Advanced Theories in Public Health</td>
<td>3</td>
<td>Fall</td>
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<tr>
<td>HPRO 902</td>
<td>Complex Systems Thinking</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>Spring 3</td>
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<tr>
<td>Epi 910</td>
<td>Research Proposal Development</td>
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<td>Spring</td>
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<tr>
<td>Elective 3</td>
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<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective 4</td>
<td></td>
<td>4</td>
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</tr>
<tr>
<td>Summer 3</td>
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<tr>
<td>Elective 5</td>
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<td>3</td>
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<tr>
<td>Elective 6</td>
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<td>4</td>
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</table>

<table>
<thead>
<tr>
<th>YEAR 4-Fall 4</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Fall 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective 7</td>
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<td>4</td>
<td></td>
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<tr>
<td>Comprehensive Exam</td>
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<tr>
<td>Spring 4</td>
<td>Thesis</td>
<td>Total Dissertation Credits = 12 credits</td>
<td>3</td>
</tr>
<tr>
<td>Summer 4</td>
<td>Thesis</td>
<td>3</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 5-Fall 5</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Fall 1</td>
<td>Thesis</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Spring 5</td>
<td>Thesis</td>
<td>2</td>
<td></td>
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<tr>
<td>Summer 5</td>
<td>Thesis</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Thesis Defense</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Appendix 9:

Report on Doctoral Degree
THE UNIVERSITY OF NEBRASKA
REPORT ON DOCTORAL DEGREE

Date ________________________________

TO THE REGISTRAR:

____________________________________ has been reported as follows

concerning the requirements for the Doctor of Philosophy degree.

All requirements established by the ____________________________ Graduate

Program have been satisfied, as attested by:

____________________________________

Graduate Program Director (signature)

and each member of the student’s Supervisory Committee (signatures):

____________________________________

Chair

____________________________________

Co-Chair (if applicable)

Dissertation Title:

_________________________________________________________________

Under the supervision of______________________________________________

The candidate is therefore to be reported to the Faculty of the Graduate College as having fulfilled all
requirements for the above mentioned degree.

____________________________________

Dean for Graduate Studies