



## **REQUIRED EVENTS**

### **Poster presentation at Fall IDM Research Day**

**All except 1<sup>st</sup> year students**

- Year 2
- Year 3 - if applicable

### **Annual Department Fall Retreat**

**Each academic year you are enrolled**

- Year 1
- Year 2
- Year 3- if applicable

## **COMPREHENSIVE EXAMINATION** (consult [student handbook](#) for exam requirements)

**Exam usually taken in May after first academic year and within 4 weeks of paper distribution**

- Ensure 3.0 GPA or above
- MS Program Director will select a published paper and establish a committee chair and committee members for exam. Student will be notified of the approved committee.
- Prepare for exam (4 weeks to prepare)
- Pass exam - **Note:** Cannot pass comprehensive exam in the same semester as thesis defense

## **SECOND YEAR SEMINAR PRESENTATION**

- Present when assigned at Monday seminar
- Will receive evaluations approximately one week after the presentation

## **MS THESIS** (consult [student handbook](#) to view thesis requirements)

### **Committee**

- Establish thesis committee members with advisor  
**Adhere to GSPH [committee composition rules](#)**
- Send thesis committee to IDM SS Coordinator for official approval 2 weeks before first committee meeting and notify IDM SS Coordinator the date/time of meeting to schedule a room and complete paperwork
- Submit project proposal to all committee members 2 weeks before 1<sup>st</sup> scheduled committee meeting

### **Thesis Writing**

- Update advisor on thesis writing periodically throughout the writing process
- Hold 2<sup>nd</sup> committee meeting (if needed) and send progress report to committee members 2 weeks before meeting

## **THESIS DEFENSE** (consult [student handbook](#) to view thesis defense requirements)

- Organize a date/time all committee members can meet
- See IDM SS Coordinator to schedule a room for the agreed date/time
- Submit thesis to committee at least two weeks prior to defense date and defend thesis

## **THESIS SUBMISSION** (consult [student handbook](#) to view thesis defense requirements)

- Submit electronic and bound paper version to SS Coordinator no later than 1 week after the end of the semester
- Submit thesis electronically through [D-Scholarship](#)
- [Submit all other paperwork and satisfy requirements by deadlines](#)
- Submit bound paper copy to faculty advisor no later than 1 week after the end of the semester

## **GRADUATION REQUIREMENTS** (follow requirements on the [Graduation webpage](#))

- Upload and submit draft of dissertation by date detailed on above webpage
- Meet with Joanne Pegher to review dissertation formatting by date detailed on above webpage
- Turn in required paperwork to Joanne Pegher date detailed on above webpage
- Complete Pitt Public Health [exit survey](#)
- Complete IDM exit survey – link provided at the time of graduation
- Schedule an exit interview with the Graduate Programs Director through the SS Coordinator