

REQUIRED EVENTS

Poster presentation at Fall IDM Research Day

All except 1st year students

- 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 IDM 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 School of Public Health [committee composition rules](#)
- Send thesis committee to IDM Student Services Specialist for official approval 2 weeks before first committee meeting and notify IDM Student Services Specialist of the date/time of meeting to schedule a room and complete paperwork
- Submit project proposal to all committee members 2 weeks before 1st scheduled committee meeting

Thesis Writing

- Update advisor on thesis writing periodically throughout the writing process
- Hold 2nd 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 Student Services Specialist 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 IDM Student Services Specialist 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
- 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 IDM Student Services Specialist