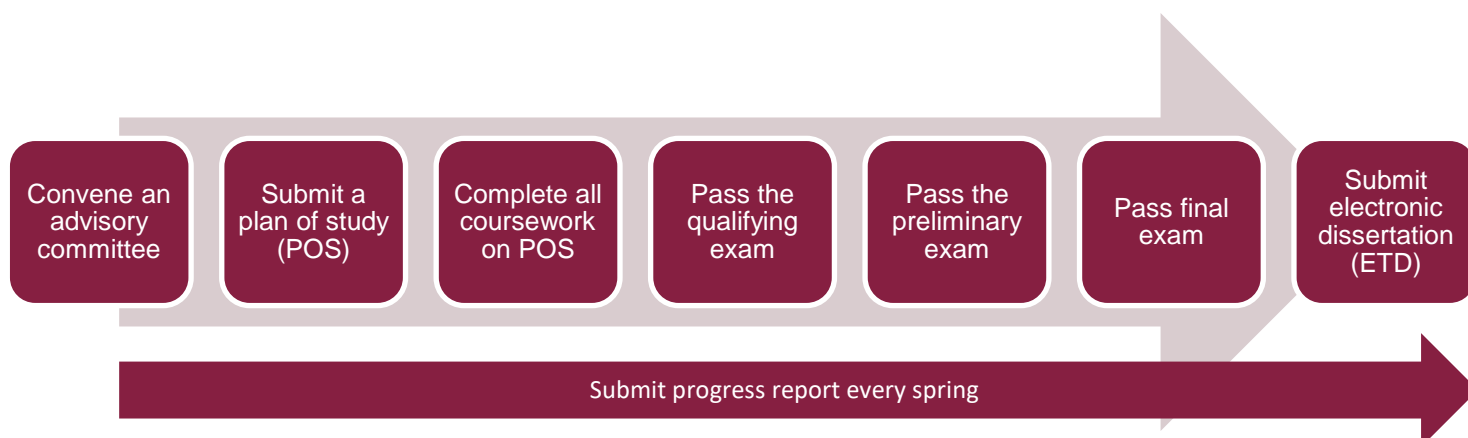


Ph.D. Milestone Checklist

VT Human Nutrition, Foods, and Exercise



Checklist	Check/Date
1. Convene an advisory committee (2nd semester)	
2. Submit a plan of study (2nd semester)	
3. Complete all coursework on plan of study	
3a. Complete HNFE 5204 Translational Science in HNFE	
3b. Complete 3 credits of graduate level statistics	
3c. Email IRB Human Subjects Protections Tutorial or IACUC training certificate to Lisa Jones	
3d. Complete ALS 5324 Research Ethics in Agriculture and Life Sciences	
3e. Complete GRAD 5014 Academic Integrity and Plagiarism	
3f. Complete ALS 5984 Building Multicultural Competence in Agriculture and Life Sciences*	
4. Pass the qualifying exam (by 4th semester)	
5. Pass the preliminary exam (by 6th semester)	
5a. Schedule the prelim exam through the electronic signature system (ESS) – 2 wks before exam	
5b. Send prelim document (dissertation proposal) to committee—2 wks before exam	
5c. Email title, committee names, abstract, and meeting details to Lisa Jones—2 wks before exam	
6. Pass the final exam—“defense” (final semester, usually 8th-10th semester)	
6a. Schedule the final exam through the electronic signature system (ESS) – 2 wks before exam	
6b. Review iThenticate score with advisor—at least 2 wks before exam	
6c. Send dissertation document to committee—2 wks before exam	
6d. Email title, committee names, abstract, and meeting details to Lisa Jones—2 wks before exam	
7. Submit final dissertation document (EDT) and iThenticate score to the ESS within 2 wks of exam	
8. Submit online progress report every spring	

*For graduate students whose initial enrollment is Spring 2022 or beyond.

Please see the [HNFE Ph.D. Handbook](#) for details.

Please find forms related to the checklist on the HNFE Ph.D. webpage under “[Resources & Forms.](#)”

Contact information for questions, ideas, or concerns:

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