Enrollment in EPH 810-PRP

☐ 1. Obtain permission from your Faculty Advisor (MSPH) or Thesis Committee Chair (MS PSCH and MS CH) to enroll in EPH 810-PRP

☐ 2. Email Carlen Duncombe at cduncombe@med.miami.edu and request to be enrolled in EPH 810-PRP. Copy your Faculty Advisor or Thesis Committee Chair and Katelyn McGuigan (kxm752@med.miami.edu) on the email

EPH 810-PRP Thesis Proposal

☐ 1. Form your thesis committee (3 members: Committee Chair, UM DPHS Faculty, Outside Faculty. MS CH students need at least 1 DPHS and 1 RSMAS faculty member on their Committee)

☐ 2. Submit approved thesis proposal and the names of your Committee members in Blackboard EPH 810-PRP, Assignments

EPH 810-DEF Public Health Thesis Project

☐ 1. Note the Submission Deadline for each Semester and plan accordingly

☐ 2. Before your Thesis Defense:
   o A) Work with your committee to finalize a defense date, time, and location
   o B) Create the Zoom link and share with your committee and Katelyn McGuigan as soon as created
   o C) Fill out the Defense Notice Form before the day of your defense
   o D) Send your Thesis Abstract/Defense Invitation to Katelyn McGuigan at least 2 business days before your defense
   o E) Submit a pre-defense draft for review (optional) to the Graduate School

☐ 3. Defend your Thesis by the deadline

☐ 4. Submit the Certificate of Defense Approval Form (add the names and emails of your committee)

☐ 5. Submit full draft of thesis for formatting review by the deadline (content should be close to final)
☐ 6. Ensure you have submitted the following three ETD documents to the Graduate School:
   • Certificate of Defense Approval Form (should have been submitted immediately after your defense)
   • ETD Final Content Approval Form (add the names and emails of your committee)
   • ETD Availability Agreement Form

☐ 7. Receive permission to upload your final PDF in the Scholarship @ Miami Repository