



Course Planning Worksheet for the **PhD** degree in the
Department of Environmental Sciences and Engineering for students
 matriculating in Fall 2024

Student Name:	PID:	Cohort:
----------------------	-------------	----------------

Course #	Course name	Credits Taken	Planned Semester	Notes, substitutions, exemptions.*
Required Core Courses				
SPHG 600	Introduction to Public Health (3 cr)		Fall/Spring (Year 1)	
EPID 600 OR ENVR 601	Principles of Epidemiology for Public Health (3 cr) Epidemiology for Environmental Scientists (3 cr)		Spring (Year 1)	
ENVR 703**	Proposal Writing for Environmental Research (3 cr)		Spring (Year 2)	
ENVR 704	Critical Analysis of Environmental Research (1 cr) <i>ENVR 704 must be taken twice</i>		Spring (Year 1 & 2)	
Department Seminar				
ENVR 400	Seminar Series – enroll in 1 credit for two semesters and present a seminar on their research.		Fall & Spring	
Requirement completion verified:			Date:	
Research Skill: options below, or a combination of the options approved by the Doctoral/Dissertation Committee				
Two Research skills (to be determined by the student and doctoral/dissertation committee). Courses, hands-on workshops or other trainings leading to certification in two skills, for example in various modeling software (e.g., CMAQ), or operator training on specialized instrumentation (e.g. mass spec, NMR, AFM)				
	1.			Certification by instructor (initials):
	2.			Certification by instructor (initials):
15 credits for “depth of knowledge in a discipline” approved by candidate and doctoral/dissertation committee				
Plan approved by Doctoral/Dissertation Committee (Faculty Mentor/Committee Chair signs for committee):				
Date:				
Research (see note about ENVR 991 on page 3)				
ENVR 991	Research in ESE (≥ 6 credits)			
Dissertation Preparation and Defense				
ENVR 994	Doctoral Dissertation (≥ 6 credits; after written exam)			
Date verified:				

IMPORTANT: Students should contact ESEStudentServices@unc.edu to all obtain all needed [Graduate School forms](#) and to ensure they have the correct forms for each stage of defense/exam. Paperwork is typically signed electronically and completed paperwork is submitted by the Academic Coordinator via email to The Graduate School.

*Course Exemptions do **not** count towards total credit hours needed for degree. **To be taken when student is ready to write dissertation proposal

Milestones and Typical Timeline for the **PhD degree** in the
Department of Environmental Sciences and Engineering
matriculating in Fall 2024

Timeline will put students on track for a May graduation date.

Milestones	Semesters in Program
Admission	0
Confirm Faculty Mentor (Name): <i>Meet and discuss courses Meet on a regular schedule. Typically, every 2 weeks, but at least every 4 weeks. Bring Faculty Mentor meeting form.</i>	0
Out-of-state students start working to meet NC Residency Requirements (<i>not applicable for international students</i>)	0
NC Residency requirement met (<i>not applicable for international students</i>). <i>Students should start taking actions toward residency as soon as they arrive.</i>	Out-of-state students encouraged to apply after 365 days in NC
Meet with ESE Academic Coordinator (<i>students encouraged to meet with AC once a semester before registration</i>)	1-10
Select doctoral/dissertation committee with Faculty Mentor (should meet at least annually, student schedules*) <u>Committee Member Names (provide full names; 5 members required, including Faculty Mentor)</u> 1. _____ ENVR Faculty Title: _____ 2. _____ ENVR Faculty Title: _____ 3. _____ ENVR Faculty Title: _____ 4. _____ ENVR/Outside Faculty Title/Status: _____ 5. _____ ENVR/Outside Faculty Title/Status: _____ <i>Refer to the Graduate Handbook for policies about committee composition and the role of Faculty Mentor/chair. Look up Fixed-term Faculty Status here. Notify ESE Student Services of any changes.</i>	1 - 2
Student schedules Committee meeting to approve course program plan (<i>signature needed, page 1</i>) >> Bring transcripts and course planning worksheet to meeting. Bring the ESE Committee Meeting form . Submit signed course planning worksheet to ESE Student Services after meeting. Submit signed course planning worksheet to ESE Student Services after meeting.	2
Select dissertation topic with Faculty Mentor.	2
Complete course work.	2 - 4
Schedule Committee meeting for permission to take the Doctoral Written Exam, also known as the “comprehensive written exam” and set examination date.** >> Prepare presentation, bring course planning worksheet, Graduate School form for signature • <i>Doctoral Exam Report Form (PART I)</i>	3 - 4
Prepare dissertation proposal document in coordination with Faculty Mentor. >> After approval by Faculty Mentor, provide to committee > 10 days before Oral Exam.	3 - 5
Schedule Committee meeting for permission to take the preliminary oral exam (dissertation proposal defense) which will satisfy the Prospectus Oral Exam & Doctoral Oral Comprehensive Exam milestones and set examination date.** Student presents their dissertation proposal (45 min) and is questioned by Committee.	3 - 5

<p>Student brings transcripts, course planning worksheet and Graduate School signature form to oral exam.</p> <ul style="list-style-type: none"> • <i>Report of Doctoral Committee Composition and Report of Approved Dissertation Project Form</i> (complete entire form) • <i>Doctoral Exam Report Form</i> (PART II) <p>>> For more information about where to sign on these forms, see here</p>	
Completion of research	6 - 9
<p>Faculty Mentor approves dissertation draft for submission to Committee.</p> <p>>> Provides dissertation to Committee 2-4 weeks before defense.</p>	7 - 9
<p>Schedule Committee meeting for permission to schedule Dissertation Defense.</p> <p>>> Student brings transcripts, course planning worksheet, Graduate School signature form to meeting</p>	7 - 9
In March, select the date/time for defense. Book the room (include link.) Create a Zoom link. Prepare your Defense announcement (instructions in handbook).	8 - 10
Check Residence Credit Milestone is on track to be completed, if not already completed.	8 - 10
<p>Dissertation Defense/ Final Oral Exam.</p> <p>>> Student brings transcripts, course planning worksheet and Graduate School signature forms</p> <ul style="list-style-type: none"> • <i>Doctoral Exam Report Form</i> (PART III) 	8 - 10
<p>Revise dissertation. Committee approves/signs dissertation and Graduate School Form - (by mid-April).</p> <ul style="list-style-type: none"> • <i>Doctoral Exam Report Form</i> (Part IV) <p>>> For more information about where to sign on these forms, see here See here for Graduation School dissertation submission deadlines by semester. Submit dissertation to Proquest (see handbook). Graduate School paperwork must be submitted BEFORE students upload their dissertation into Proquest.</p>	8 - 10
Apply for graduation; Order Regalia, Check milestones in ConnectCarolina; complete Exam paperwork; complete The Graduate School's Exit Survey.	8 - 10
<p>*Student is responsible to schedule committee meetings at least annually.</p> <p>FOR ENVR 991: Before completion of coursework, students should register for ENVR 991 each semester they are doing research. Each semester, students should register for any desired classes, making sure they are registered full-time (total of 9 credit hours including ENVR 991, or 3 credits of ENVR 994). Then, if appropriate, the student may increase the number of registered ENVR 991 credit hours, not exceeding 16 credits as the total number of semester credit hours. Research credits should be a reflection of the research effort of the student. ESE graduate students work hard on research, and this should be reflected in the number of research hours students register for each semester. Registration for research credits ensures that you are enrolled in the correct number of credits that corresponds with the work you are doing, and so department resources are allocated accordingly. Students can register for 1- 9 credits of ENVR 991 per semester.</p> <p>**Once the student's Doctoral/Dissertation Committee has certified that the student's coursework has been completed, they have passed the doctoral written exam, and the coursework/exam paperwork is on file with student services, the student will be considered full time as long as the student is registered for a minimum of 3 credits of ENVR 994. Most students register for only 3 credits, reducing tuition.</p> <p>ENVR 994: Students must be registered for a minimum of 3 credits of ENVR 994 when they take their preliminary oral exam (dissertation proposal defense).</p>	

**If students need to change their Faculty Mentor, please contact ESE Student Services at: esestudentservices@unc.edu. Please also see our Addressing Students Concerns [guide for students here](#).