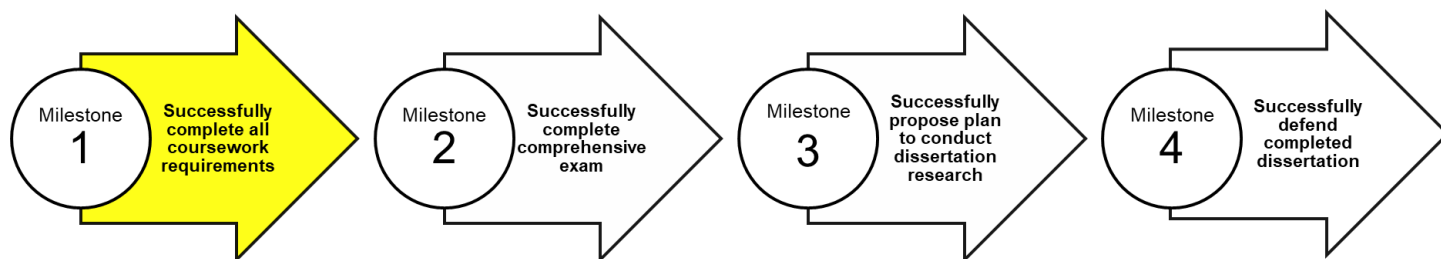


NAME:

MILESTONE CHECKLIST 1: COURSE COMPLETION



To document readiness to move past coursework, a doctoral student must:

1. Successfully Complete all required courses and maintain at least a 3.0 GPA (as documented in DegreeWorks).
2. Submit a current Curriculum Vitae (CV).
3. Identify a Primary Advisor and Comprehensive Exam Committee.
4. Establish a plan for completing the Comprehensive Examination.

Please upload this form along with a current CV to the **CRA Brightspace organization page** by **June 1 or January 1**, whichever comes first after completing all required courses as an indicator of meeting Milestone 1.

Requirement 1: Complete all required courses.

Please provide details of any substituted courses (FYI- all substitutions must be pre-approved by an advisor and communicated to the Director).

	Semester Completed	Approved Course Substitutions (e.g., NURS 581)
Required Core Courses		
CCPA 610		
CCPA 611		
CCPA 612		
Required Methods Courses		
CCPA 600		
CCPA 602		
CCPA 603		
CCPA 605		
Electives/Additional Courses (min. 9 credits)		

Requirement 2: Submit a current CV.

Your CV should be on the CRA Program letterhead available in the Brightspace page. Make sure to review your CV with your advisor, identifying goals for the next year that will assist you with expanding what’s included on your CV with your professional goals in mind.

Requirement 3: Confirm Primary Advisor & Committee Membership

At this stage, if you haven’t already you must identify a primary advisor (i.e., a chair) who agrees to oversee the completion of the comprehensive examination, and likely the dissertation process. With feedback and guidance from the primary advisor, you should also select two other comprehensive examination committee members. It is encouraged, though not required, that these additional committee members also participate on your dissertation committee.

Please note: Primary advisors/chairs who direct the Comprehensive Examination and dissertation process should be tenured or tenure-track in CCPA or hold a courtesy title in CCPA (please see the director if unsure). One of the additional committee members *may* come from other colleges at BU or from another university, but that is not required nor is it expected. If considering someone from another institution, please see the CRA director regarding approval from the Graduate School.

Primary Advisor Name:	
Dept/Affiliation:	
email:	
Committee Member 1 Name:	
Dept/Affiliation:	
email:	
Committee Member 2 Name:	
Dept/Affiliation:	
email:	

Requirement 3: Establish a TENTATIVE plan for completing the Comprehensive Examination

Which version of the comprehensive examination do you plan to complete? See Comprehensive Exam Guide for additional details.

Select One:

Option 1: Traditional, 3-question	
Tentative Date for Question Release:	
Tentative Date for Responses Due (must be 14 days following release):	
Option 2: Comprehensive Literature Review + Published/Publishable Manuscript	
Tentative Due Date:	