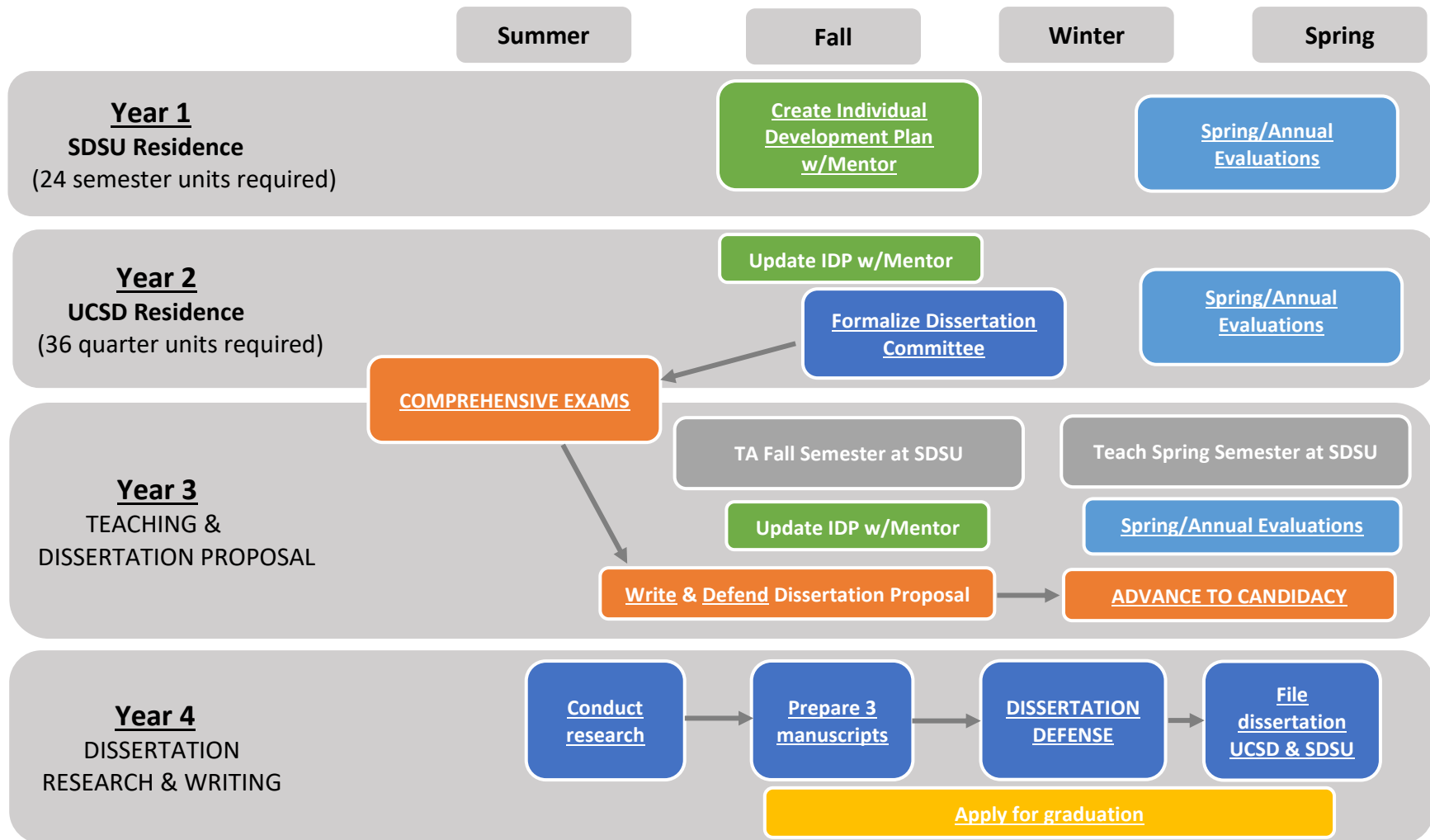


## Joint Doctoral Program in Interdisciplinary Research on Substance Use

### PROGRAM COMPLETION MILESTONES





Click on underlined headings for more details in table below. This document provides an overview of JDP program graduation milestones to help students track their progress on program requirements. Please note the following:

- Students should consult the IRSU Student Handbook and [website](#) for important details and explanations regarding procedures and policies at UCSD and SDSU.
- Years and related milestones represent a typical JDP trajectory. Actual time towards degree may vary depending on student progress and nature of dissertation study.
- Time-limit for program completion: **Students in Year 3 of our program are expected to advance to candidacy (i.e. successfully defend their proposals) by end of the UCSD academic year** i.e., the end of UCSD Spring Quarter. JDP Leadership works with each student and their Dissertation Committee regarding the deadline and potential options to work with this deadline as student circumstances dictate. Please visit [UCSD Grad Division Time to Doctorate Policy](#) for more details.

	Program Milestone	Explanation and related forms	Instructions/Websites for reference
Year 1	<b>I. SDSU Residence</b> SDSU 24 semester units required	Fall & Spring Semester	Register for classes using <a href="#">SDSU WebPortal</a>
	Create <b>Individual Development Plan (IDP)</b> with your mentor.	Submit to UCSD JDP IRSU Coordinator	<a href="http://myidp.sciencecareers.org">http://myidp.sciencecareers.org</a>
Year 2	<b>II. UCSD Residence</b> UCSD: 36 quarter units required	Fall, Winter, & Spring Quarter	UCSD Tools for enrolling in classes: <a href="https://students.ucsd.edu/academics/enroll/index.html">https://students.ucsd.edu/academics/enroll/index.html</a>
	Update Individual Development Plan	Submit updated IDP to the UCSD JDP IRSU Coordinator	<a href="http://myidp.sciencecareers.org">http://myidp.sciencecareers.org</a>
	<b>III. Formalize Dissertation Committee</b> <ol style="list-style-type: none"> <li>Students are required to contact their desired committee members regarding their willingness to serve.</li> <li>The student will then submit a <b>JDP 2 form</b> to the UCSD JDP Coordinator. The UCSD JDP Coordinator initiates electronic JDP 2 form for approval (from UCSD Grad Division and Program Directors) <b>before Comprehensive Exam is taken by students.</b></li> <li>In the event that a new committee member is added or replaced, use – <b>JDP 4 form</b>, the Reconstitution of Dissertation Committee Form.</li> </ol> <p><b>Note:</b> The Dissertation Committee (JDP 2) <u>must be approved prior to the students' undertaking the Comprehensive Exam and Oral Qualifying Exam.</u></p> <p>Committee members will also receive results of Comp Exam.</p>	<b>Doctoral Committee Composition:</b> <ol style="list-style-type: none"> <li>Chair</li> <li>Member 2 (and Co-Chair, if applicable)</li> <li>Member 3</li> <li>Member 4</li> <li>Member 5 (one tenured or emeritus member from outside the student's department)</li> <li>(optional)</li> </ol> <b>Minimum 5 members (six possible)</b> <ul style="list-style-type: none"> <li>2 from Department of Medicine,</li> <li>2 School of Social Work or SDSU faculty from other departments <u>who have been approved to serve as Committee Members</u> (non-chair positions)</li> <li>One outside person not from either department (from either institution).</li> <li>At least 2 members differing in academic specialty from student, regardless of whether members are from inside or outside the student's department.</li> </ul>	<p><b>Please be sure to read <a href="#">UCSD's Doctoral Committee Policy</a></b></p> <p><b>And be sure to refer to the <a href="#">UCSD Doctoral Committee Membership Table*</a> when forming your committee.</b></p> <p>*Note: On a case-by-case basis, a student may request JDP Directorship support to seek an exception from the UCSD Graduate Division Dean in order to request inclusion of a committee member that does not meet Professor Title as per UCSD guidelines. This may occur, for example if a student has been working with a faculty researcher with substance use research expertise from another department who may not fit the UCSD table criteria for who can serve as committee chair or member of a committee with specialized.</p> <p>PLEASE NOTE THAT Deanship approval is NOT GUARANTEED, therefore students should inquire early if their mentor is suited to serve as Chair or committee member.</p>


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<p>Year 2 Cont.</p> 	<p><b>Yearly Spring Evaluation Required:</b> To be done each Spring starting Year 2 (prior to June 1)</p>	<p>Students will</p> <ol style="list-style-type: none"> <li>1. complete the Annual Progress Report/Student Assessment form and</li> <li>2. meet with program co-directors and mentor to discuss progress towards program completion</li> </ol>	<p><a href="#">Spring/Annual Evaluations</a></p>
	<p><b>IV. Complete Written Comprehensive Exam</b></p> <p>(This step is typically in the summer after the student has completed their UCSD residency)</p> <p>The Comprehensive Exam is comprised of questions drawing from core courses:  Section I. Pharmacology,  Section II. Behavioral Theories,  III. Research methods-- includes global health research course topics, and  Section IV. Data analytic approaches and application of statistical procedures.</p> <p>Material for the examination will be derived from course materials related to respective sequences.</p>	<p>The Comprehensive Exam can be taken once SDSU and UCSD units have been completed and Dissertation Committee members have been approved. <u>Student must be in good academic standing (3.0 GPA).</u></p>	<p>As per JDP policy, exam questions will be developed and graded by members of the student's committee and core course instructors.</p> <p>A passing score of 80% (average of exam sections) is required to pass the written comprehensive exam with 70% minimum for any given section of the exam.</p>

	Program Milestone	Explanation and related forms	Instructions/Websites for reference
Year 3  	<b>V. Students will TA at SDSU (Fall and Spring) During Year 3 of the Program</b>	As part of the student's sponsored TA-ship they will teach undergraduate and/or masters level courses in the School of Social Work. Teaching assignments are provided to students in the summer before instruction begins. Students are placed with a faculty instructional mentor in the Fall, then serve as Instructor of Record for the same class in the Spring	
	Yearly Spring Evaluation Required: To be done each Spring starting Year 2 <b>(prior to June 1)</b>	Students will <ol style="list-style-type: none"> <li>1. complete the Annual Progress Report/Student Assessment form and</li> <li>2. meet with program co-directors and mentor to discuss progress towards program completion</li> <li>3. Submit an updated version of your IDP to the UCSD JDP Coordinator</li> </ol>	<a href="#">Spring/Annual Evaluations</a>
	<b>VI. Dissertation proposal</b>  Discuss proposed dissertation topic with Committee Chair and members (through individual meetings with members & e-mail)	Dissertation proposal will be developed in NIH proposal format.  Preparation of Dissertation Proposal (overview only) <ol style="list-style-type: none"> <li>1. Dissertation title</li> <li>2. Propose 3-papers that will comprise the core of your dissertation—the actual dissertation will include additional chapters meant to give cohesion and define your study topic</li> <li>3. Literature Review,</li> <li>4. Development of study aims and hypotheses;</li> <li>5. Methods: i. Conceptual or theoretical framework, ii. Analytic approach</li> </ol>	Student must send dissertation proposal document to committee <u>at least 10 days prior</u> to the proposal defense.


# Joint Doctoral Program in Interdisciplinary Research on Substance Use

## PROGRAM COMPLETION MILESTONES

<p>Year 3 Cont.</p> 	<p><b>VII. Advancing to candidacy</b></p> <p><u>Reminder</u>: In order to advance to candidacy, students must have</p> <ul style="list-style-type: none"> <li>a) completed their course work,</li> <li>b) passed a take-home qualifying examination,</li> <li>c) developed a proposal of their dissertation research (NIH-style proposal format), and will need to</li> <li>d) <b>pass an oral defense of their dissertation proposal with their committee (WHICH MUST BE COMPLETED BY THE END OF THE UCSD SPRING QUARTER IN YEAR 3)</b></li> </ul>	<p><u>Steps to advance to candidacy:</u></p> <p><b>1) Oral Defense of Dissertation Proposal</b></p> <p>Presentation should be succinct and provide sufficient information about research plan, methodology (including IRB approval plans/status), feasibility &amp; proposed timeline.</p> <p><b>2) Completion of JDP Form 3*</b> (REPORT OF THE QUALIFYING EXAMINATION AND ADVANCEMENT TO CANDIDACY FOR THE DEGREE OF DOCTOR OF PHILOSOPHY) work with SDSU program coordinator to initiate *(electronic as of Spring 2020)</p> <p><u>Steps 1 &amp; 2 are completed in tandem:</u></p> <ul style="list-style-type: none"> <li>1- Set date for Qualifying Exam to defend the proposal</li> <li>2- JDP 3 form requires multiple steps to complete and requires a \$50 fee paid to the UCSD Cashier</li> </ul> <p>Traditionally, JDP 3 form was taken to the defense of the dissertation proposal (now signed electronically by committee after the defense).</p>	<p>Student should schedule proposal defense with committee</p> <p>The JDP3 should include the date the student passed the Qualifying Exam (correct sequence with the JDP 2 form). The workflow is as follows: SDSU coordinator &gt; committee &gt; co-directors &gt; student &gt; SDSU Graduate Affairs &gt; UCSD Graduate Division &gt; final copy sent to everyone</p> <p><b>Once the JDP3 has been processed &amp; fee has been paid, the student should receive a letter via email from UC San Diego stating that he/she has been advanced to candidacy.</b></p>
	<p><b>Obtain IRB approval for study*</b> (Can be done at the same time at the same time as Proposal and Defense)</p>	<p>See instructions for joint-approval process from UCSD and SDSU <a href="https://irb.ucsd.edu/JDP_IRB_Cover_Sheet.pdf">https://irb.ucsd.edu/JDP_IRB_Cover_Sheet.pdf</a></p>	<p>After finalizing procedures with Committee member guidance and approval</p>

	<p>*International studies may require IRB approval from agency in the foreign country</p>	<p><a href="https://irb.ucsd.edu/JDP_IRB_SDSU_UCSD_IRB_Fact_Sheet.pdf">https://irb.ucsd.edu/JDP_IRB_SDSU_UCSD_IRB_Fact_Sheet.pdf</a></p>	<p>Plan for additional time that may be needed for this process including re-submissions and review by IRB in foreign country if research will be conducted outside the U.S.</p> <p>Student can register in SW 897 3 units and SW 899 3 units to be considered full time.</p>
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**ADVANCED TO CANDIDACY AND OFFICIALLY CONSIDERED A "DOCTORAL CANDIDATE"**


<p>Year 4</p> 	<p>Update Individual Development Plan</p>	<p>Submit updated IDP to the UCSD JDP IRSU Coordinator</p>	<p><a href="http://myidp.sciencecareers.org">http://myidp.sciencecareers.org</a></p>
	<p><b>VIII. Conduct dissertation research and write the dissertation</b></p> <p><b>Overview:</b> Data collection (if original data), analysis, results and interpretation of results, conclusions, implications for substance use research</p> <p>Student should provide continuing research updates to their committee (e.g. Monthly or as deemed necessary by Committee Chair) and be in touch with committee members who can provide guidance on specific research issues</p>	<p>Time required for this period will depend on nature of research study and student progress</p> <p>JDP STUDENTS MUST CONTINUE ONGOING SDSU REGISTRATION FOR FALL AND SPRING SEMESTERS*</p> <p><b>6 UNITS of SW 897 AT SDSU</b> (except for semester when student will defend)</p> <p>If planning to defend dissertation in the summer, you <u>must register for summer SW 899</u> at least one unit.</p> <p>Students will be simultaneously enrolled at UCSD in order to maintain library and parking privileges</p> <p>* SDSU Fees must continue to be paid during program</p>	<p>Read UCSD Graduate Division's <a href="#">Preparation and Submission Manual for Doctoral and master's Theses "Bluebook" 2019-2020</a></p> <p>&amp; instructions on <a href="#">Dissertation &amp; Thesis Submission</a></p>


**In the SDSU semester in which the student will defend their dissertation (i.e., their FINAL semester in the program), the student MUST sign up for SW 899**

(See Sample Dissertation Workplan [below](#))

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Year 4 cont.  	<b>IX. Schedule dissertation defense date with Committee</b> Once the Doctoral Candidate has established with his or her Committee that student is on track to finish their dissertation	Given faculty schedules, it is highly recommended that the candidate agree upon their dissertation defense date with their committee about 4 months prior to defending	
	<b>X. Meet with UCSD Graduate Division</b> (Sara Miceli at UCSD) for preliminary dissertation formatting appointment	UCSD requires Doctoral students to file an electronic copy of their dissertation or thesis.  <b>JDP students also submit electronic version of the dissertation to SDSU.</b>	<a href="#">Schedule</a> approximately <u>one month before defending your dissertation</u> at which time you will present your completed dissertation (or nearly completed) so that they can review and provide feedback and formatting edits.
	<b>XI. Provide dissertation final draft to the Committee</b> for review and comment	This <b>MUST</b> be done <u>at least 30 days prior</u> to the dissertation defense to allow for committee feedback	
	<b>XII. Defense of the dissertation</b>  <b>&amp;</b>  <b>Report of Final Examination (JDP 5)</b>	If the Candidate receives a “pass” from their committee after the defense, <b>the committee chair will notify SDSU IRSU coordinator for initiation of the JDP 5.</b> IF the Candidate must complete additional work prior to Committee sign off, the final signatures may be delayed as per Chair and Committee agreement.	Defending in the Summer: you would need to enroll in SDSU SW 899 dissertation units (at least one). Note that <u>summer units are not covered by our JDP</u> but some mentors may be able to help offset some of the <a href="#">costs</a> .  UCSD summer deadline to file your dissertation: you will need to have your dissertation completed and defended,

	<p><b>XIII. Second appointment with UCSD Graduate Division</b> (Sara Miceli) <b>for final dissertation submission</b></p> <p>Schedule the appointment here: <a href="https://gd-calendar.ucsd.edu/">https://gd-calendar.ucsd.edu/</a></p>	<p><b>Necessary Documents/action for Submission of the Doctoral Dissertation for a Joint Ph.D. with SDSU</b> (electronic filing only)</p> <ul style="list-style-type: none"> <li>· For SDSU file PDF at: <a href="http://www.montezumapublishing.com">www.montezumapublishing.com</a></li> <li>· For UC San Diego file PDF at: <a href="http://www.etsadmin.com">www.etsadmin.com</a> at least one day prior to final appointment with the Graduate Division</li> <li>· Two copies of the first page of the abstract (on plain paper) 54</li> <li>· JDP5 Form, obtained from the graduate program and signed by all committee members and the chair of the graduate program, attesting that the student has passed the defense and that the student has completed all requirements for the degree</li> <li>· Original signature page, signed in permanent ink</li> <li>· Dissertation and Thesis Release Form (<a href="http://grad.ucsd.edu/files/academics/DissertThesisReleaseTemplate.pdf">http://grad.ucsd.edu/files/academics/DissertThesisReleaseTemplate.pdf</a>)</li> <li>· Survey of Earned Doctorates certificate (<a href="https://sed-ncses.org">https://sed-ncses.org</a>) (explanation of what the Survey of Earned Doctorates is: <a href="https://www.nsf.gov/statistics/srvydoctorates/">https://www.nsf.gov/statistics/srvydoctorates/</a>)</li> <li>· UC San Diego Graduate Survey confirmation page (web link to survey was emailed to students before the final Graduate Division appointment)</li> </ul>	<p>signature pages from your committee, dissertation formatted as specified in the UCSD Bluebook, and the dissertation must be approved by the Dean, UCSD Graduate Division by September 6<sup>th</sup></p> <p>Refer to UCSD Graduate Division's <a href="#">Preparation and Submission Manual for Doctoral and master's Theses "Bluebook" 2019-2020</a> &amp; instructions on <a href="#">Dissertation &amp; Thesis Submission</a></p> <p>Students must pay a filing fee of \$188 to UCSD after scheduling the Final Appointment at the Graduate Division</p>
	<p><b>XIV. Applying for graduation and final requirements</b></p>	<p>Regardless of which institution's commencement ceremony you wish to participate in <b>you must apply for graduation at SDSU</b>. If you plan to participate in the commencement ceremony at UCSD, <u>you must also apply for graduation there.</u></p>	<p>Enrolled students must apply online through the <a href="#">SDSU WebPortal</a> by selecting the Apply to Graduate menu option.</p> <p><a href="#">SDSU graduation deadlines</a></p>



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Year 4 cont.  	<p>Note that: Doctoral degrees* are conferred by UCSD, but you graduate from SDSU.</p> <p>*Degrees are granted four times a year; the degree conferral date is the last official day of each quarter. Students must finish all requirements by the final day of the quarter as published in the Office of the Registrar’s quarterly Schedule of Classes and <a href="#">UCSD Enrollment and Registration Calendars</a> to get a degree dated that quarter</p>	<p>This will be done at the interview with UCSD Grad Division.</p> <p>The completed graduation application, along with a <b>one-time \$100 nonrefundable</b> filing fee, must be submitted to SDSU’s <a href="#">Office of Advising &amp; Evaluations</a> by the published filing period deadline.</p>	<p>General guidelines: Fall term – mid September; Spring/Summer term – early to mid-February.</p> <p><b>Note:</b> The SDSU Graduate Division is <b>NOT FLEXIBLE</b> regarding the graduation application deadlines for doctoral students. These <u>deadlines are early in each semester.</u></p>
	<p><b>XV. Commencement ceremonies</b></p>	<p>SDSU Commencement ceremonies are held once a year at the end of the spring semester for students who graduated in December of the previous year, and candidates for graduation in May and August of the current year.</p> <p><b>UCSD Graduate Division Commencement</b> In order to participate in graduate division commencement, you must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Complete the online Virtual Commencement Student Registration form. Deadline for registration is TBD.</li> <li>• Fulfill all degree requirements before the end of the Summer quarter</li> </ul>	<p><a href="#">SDSU Commencement</a></p> <p><a href="#">UCSD Commencement</a> Questions can be directed at: gradcommencement@ucsd.edu</p>

Acknowledgements: This form was developed based on the UCSD Graduate Division website and Checklist of Key Milestones, JDP Public Health (Global Health), and JDP in Clinical Psychology

**Additional Resources:** [JDP Clinical Psych Dissertation Submission Guidelines](#)

