# Services Doctorate Process Map – First Half College of Education, Health and Human //www.kent.edu/ehhs/ogs

## **Start Program**

Prior to the end of your second semester, you must...

File Plan of Study attached

- In the last semester of your coursework, work with your advisor to determine comprehensive exam type and timing;
- At least four weeks prior to intended exam date, you must...

File Comprehensive Exam **Application Packet** 

\*Packet includes several forms; all coursework must be completed prior to exam date

File completed Dissertation Phase Committee Form

· After a successful defense. student enters 'candidacy' phase. By end of first semester in candidacy phase, you must...

Once oral defense is passed, student initiates two (2) forms: Oral & Written Comprehensive Examination via electronic forms

Examination (written) occurs; then oral defense occurs within approximately 30 days

From this point forward, student must continuously register for dissertation (including summers if using university resources or meeting with advisor) and the semester they plan to graduate

- Dissertation I (first two semesters)
- Dissertation II (until completion)

**During proposal** development, IRB application/ review should be developed (if

Dissertation proposal meeting can be conducted once student, advisor, and committee reach an agreement that dissertation proposal is ready to defend; once proposal defense occurs, you must...

See Reverse/Next **Page** 

# Second Half Doctorate Process Map



# Start (Page 2)

File Notification of Approved Dissertation Proposal

- Be sure to remain current with IRB (approval lapses after one year unless update is filed);
- Dissertation advisor(s) will guide draft-submission and writing process and will determine when dissertation is ready to defend;
- Defending dissertation in a certain semester does not guarantee graduation (deadlines must be met for this to occur)

By the first Friday of the semester in which you intend to graduate...

\*You may apply early for future semesters

(by first Friday of semester)

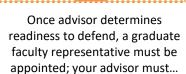
Via Flashline

Student initiates Notification of Readiness to Defend form & attach brochure



**Graduate Faculty Representative** is appointed, is given 10 days to review dissertation and predefense meeting is scheduled by advisor (student does not attend pre-defense); if the meeting results in clearance for defense, vou must...

Form



You must follow the deadlines published by OGSS https://www.kent.edu/ehhs/ogs /important-dates to graduate in your intended semester

Dissertation defense is scheduled and occurs: after defense, you must...

> Student initiates Report of Oral Defense of

If successful, the student must make revisions (within specified deadline) and obtain approval from advisor to upload dissertation Student should initiate electronic signature page

> **Upload** dissertation to OhioLink ETD Center

If directed by Office of Administrative Affairs and Graduate Education (OAA) to make additional revisions, follow instructions provided by OAA to correct and resubmit to OhioLink

# Graduation

### Please note:

- Ph.D. students have 10 years after admission to complete the doctoral degree.
- This document is subject to change; please review website for updates: https://www.kent.edu/ehhs/ogs