



DEPARTMENT OF BIOLOGICAL SCIENCES

DOCTORAL PROGRAM PROGRESS CHECKLIST

Students are expected to complete their program in accordance with this checklist. Financial support will be based on proof of progress. **Students should complete their doctoral program in 5 academic years.**

FIRST YEAR (assuming Fall admission)

- ☐ Choose classes for 1st semester with your advisor (Summer before you start)
- ☐ Schedule 1st semester classes
- ☐ Form advisory committee (by December)
- ☐ [Lead 1st committee meeting](#), discuss coursework & research plans
- ☐ Submit [Program of Study form](#) to BSCI Graduate Office (by December)
- ☐ Register for Spring semester's classes by the end of the Fall semester
- ☐ Register for Summer semester's classes by the end of the Spring semester
- ☐ Register for Fall semester's classes by the end of the Summer semester
- ☐ Spend Summer doing research

SECOND YEAR

- ☐ Complete classes according to the Program of Study
- ☐ Hold a committee meeting to update your committee on current progress
- ☐ Register for Spring semester's classes by the end of the Fall semester
- ☐ Register for Summer semester's classes by the end of the Spring semester
- ☐ Complete Candidacy Exam (by end of spring semester) for admission to doctoral candidacy.
(This should take place by the end of the semester in which coursework is finished, generally after 3rd or 4th semester of coursework.)
- ☐ Submit [BSCI Report of Candidacy Exam form](#) and [Graduate Studies Report of Candidacy Exam form](#) to BSCI Graduate Office
- ☐ Register for Fall semester's classes by the end of the Summer semester
- ☐ Spend Summer doing research

THIRD YEAR

- ☐ Hold a committee meeting to update your committee on current progress
- ☐ Write prospectus
- ☐ Register for Spring semester's classes by the end of the Fall semester
- ☐ Register for Summer semester's classes by the end of the Spring semester
- ☐ Expand your Guidance Committee to form your Dissertation Committee prior to your Prospectus defense (including outside discipline member)
- ☐ Present Prospectus to Dissertation Committee (within 1 year of completing Candidacy Exam)
- ☐ Submit [Notification of Approved Dissertation Topic and Prospectus](#) with 1-page abstract to BSCI Graduate Office
- ☐ Take 30 hours of Dissertation I (15 hours each for two semesters)
- ☐ Following Dissertation I, take Dissertation II (15 hours) every semester until graduation
(Doctoral students receiving a graduate assistantship are required to take 15 hours/semester)
- ☐ Register for Fall semester's classes by the end of the Summer semester
- ☐ Continue with your research

FOURTH YEAR

- ___ Hold a committee meeting to update your committee on current progress
- ___ Register for Spring semester's classes by the end of the Fall semester
- ___ Register for Summer semester's classes by the end of the Spring semester
- ___ Begin writing dissertation
- ___ Register for Fall semester's classes by the end of the Summer semester
- ___ Continue with your research

FIFTH ACADEMIC YEAR

- ___ Complete your research
- ___ Hold a committee meeting to update your committee on current progress
- ___ Submit publication to meet doctoral program requirement
- ___ Register for Spring semester's classes by the end of the Fall semester
- ___ Apply for graduation in semester you plan to graduate by the **end of the first week of the semester** (check catalog for all deadlines applicable to graduation or contact BSCI Graduate Office)
- ___ Candidate's advisor requests appointment of [Graduate Faculty Representative](#) to final Examining Committee (appointment is made by the Associate Dean, Graduate Affairs, College of Arts & Sciences); this request must be **made at least 6 weeks prior to the final examination**. The candidate's advisor selects Moderator; it's typically the Graduate Faculty Representative.
- ___ Schedule department seminar to present research (if this is what you have decided, otherwise it will be presented as part of your defense). Should be 60 minutes in length; 40-45 minutes of content with 10-15 minutes of questions.
- ___ Write dissertation (use templates on BSCI Graduate Forms web page for front pages of Dissertation)

Defense Preparation

- ___ Circulate dissertation to Dissertation Committee a **minimum of 30 days prior to the defense**.
- ___ Advisor convenes the Dissertation Committee (without candidate) for preliminary evaluation of the dissertation **after the initial 10-day reading period**
- ___ If changes are required, send your dissertation to Examining Committee **allowing at least 10 days after distribution** before the final oral defense date (check catalog for deadline date for oral exam)
- ___ **Two weeks prior** to the defense, Advisor submits [Pre-Defense Meeting form](#) to BSCI Graduate Office & shares suggested dissertation revisions with the candidate
- ___ BSCI Graduate Office advertises time & place of the defense to the department & the college
- ___ Complete dissertation defense & make revisions suggested by the committee

Post-Defense

- ___ Submit signed [Report of Dissertation Final Examination](#) to BSCI Graduate Office
- ___ Submit Hardcopy Signature Page (with electronic signatures) to BSCI Graduate Office
- ___ Submit Final Dissertation to BSCI Graduate Office for formatting review
- ___ BSCI Graduate Office will notify student of dissertation formatting changes to make
- ___ BSCI Graduate Office will send Final Dissertation & forms to Grad Coordinator & Dept Chair for approval
- ___ BSCI Graduate Office will notify student when they can upload dissertation (pdf) to OhioLINK
- ___ Upload Dissertation to OhioLINK (Submit within the university deadlines) to [OhioLINK](#)
- ___ Complete [BSCI Exit Checklist](#), with Advisor & Academic Lab Manager signatures; submit to BSCI Graduate Office
- ___ Submit [Exit Survey with Future Plans](#)
- ___ Graduate! 😊