

**SCHOOL OF BIOMEDICAL SCIENCES
DOCTORAL PROGRAM
PROGRESS CHECKLIST**

Students are expected to complete their program in accordance with this checklist. Support will be based on proof of progress. Ideally, students should complete a doctoral program in four to five years.

- 1. Completion of laboratory rotations and selection of advisor, formation of guidance committee (Advisor plus two additional members) and approval of program of study should take place **by the end of the first year of enrollment.**
- 2. Completion of candidacy exams and admission to doctoral candidacy should take place after completion of coursework (generally after 4 semesters of coursework or during the 5th semester of enrollment) **BMS Form – Report of Candidacy Exam.**
- 3. Final designation of all dissertation committee members including outside discipline member must be completed (3 from above plus outside discipline member). Afterwards, dissertation prospectus must be presented to the committee. The Approval of Dissertation Topic and Prospectus Form must be filed no later than the end of the semester after the semester of candidacy (ideally 6 months after Candidacy). **BMS form – Notification of Approved Dissertation Topic and Prospectus.**
- 4. Candidate must complete 30 hours of 80199 Dissertation I (15 hours/semester) to be eligible for graduation. Following completion of 30 hours of Dissertation I, candidate must continue registration utilizing 80299 Dissertation II (for 1 to 15 hours) until final examination (doctoral students under graduate assistantship are required to enroll in 15 hours).
- 5. Candidate applies for graduation by the end of the first week of the final semester (check catalog for all deadlines applicable to graduation or contact School of BMS office). Style Guide and Instructions for Preparing Dissertations and Theses for Electronic Submission to OhioLINK.
https://du1ux2871uqvu.cloudfront.net/sites/default/files/file/College%20of%20Arts%20and%20Sciences%20Style%20Guide%20Fall%202015_0.pdf
- 6. Candidate should schedule a department seminar to present their research (if this is how you have decided to present, otherwise it will be part of your dissertation defense).
- 7. Candidate's advisor requests appointment of "Graduate Faculty Representative" to final examination committee (appointment made by the Associate Dean, Graduate Affairs, College of Arts and Sciences); this **request must be made at least 6 weeks prior to the final examination.**
[http://www.kent.edu/cas/graduate-faculty-representative.](http://www.kent.edu/cas/graduate-faculty-representative)
Candidate's advisor selects Moderator for the final defense.
- 8. Dissertation must be circulated to Dissertation Committee, including Grad Fac Rep a **minimum of 30 days prior to the defense.**

- 9. **Advisor must** convene the Dissertation Committee (**without candidate**) for a preliminary evaluation of the dissertation **after an initial 10-day reading period**. Committee members may communicate suggested revisions to candidate.
- 10. Two weeks prior to the defense, **the candidate is required** to communicate the time and place of the defense through email and posting within the School of BMS and all concerned and interested parties.
- 11. If changes are required, furnish each member of the Examining Committee with a copy of the dissertation **allowing at least 10 days after distribution** before final oral exam defense date (check catalog for deadline date for oral exam).
- 12. Oral defense of Dissertation. **BMS Form – Report of Final Examination**.
- 13. Dissertation certified by candidate and advisor that it is in final form and meets required guidelines. **BMS Form – Dissertation Preparation Approval Form**. Dissertation approved by Director.
- 14. Candidate submits Dissertation Preparation form and two signature pages to the College of Arts and Sciences and then uploads the Dissertation to OHIOlink usually by the end of the thirteenth week of the semester (check with the graduate office for deadlines).
<http://www.kent.edu/library/etd>.