

DOCTORAL PROGRAM/DEPARTMENT OF BIOLOGICAL SCIENCES/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 five-six years.

- ____ 1. Formation of faculty guidance committee and approval of [program of study](#) form should take place **before the beginning of the second semester**.
- ____ 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 coursework) (BSCI form and university form – “[Report of Candidacy Exam](#)”)
- ____ 3. Final designation of all dissertation committee members including outside discipline member must be completed. 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**. (Form – “[Notification of Approved Dissertation Topic and Prospectus](#)”)
- ____ 4. Candidate must complete 30 hours of 80199 Dissertation I (15 hours per semester) to be eligible for graduation. Following completion of 30 hours of 80199 Dissertation I, candidate must continue registration utilizing 80299 Dissertation II (for 1 or 15 hours) until final examination (Doctoral students under a graduate assistantship are required to sign up for 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 department graduate office)
- ____ 6. Candidate should schedule department seminar to present their research (if this is how you have decided to present, otherwise it will be a part of your dissertation defense- **you must notify the graduate office of how you will complete this requirement**). Should be 60 minutes in length; 45-50 minutes of content with 10-15 minutes of questions.
- ____ 7. Candidate’s advisor requests appointment of “[Graduate Faculty Representative](#)” to final examination 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**. Candidate’s advisor selects Moderator for the final defense.
- ____ 8. Circulate dissertation to Dissertation Committee a **minimum of 30 days prior to the defense**.
- ____ 9. Advisors should convene the Dissertation Committee (without candidate) for preliminary evaluation of the dissertation **after the initial 10-day reading period**. Communicate suggested revisions to candidate.
- ____ 10. **Two weeks prior** to the defense make the time and place of the defense known to the department 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 the final oral defense date (check catalog for deadline date for oral exam).
- ____12. Oral Defense of Dissertation (Form – “[Report of Final Examination](#)”)
- ____13. Dissertation certified by candidate and advisor that it is in final form and meets required guidelines (Form – [Dissertation Preparation Approval Form](#)) Dissertation approved by Graduate Coordinator and Chair.
- ____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 **end of the thirteenth week of the semester** (check with the graduate office for deadlines).
(<http://www.kent.edu/library/etd>)