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 Graduation Survey with Future Plans
___ Graduate! 😊