

Doctoral Student Timeline / Translation Studies 4-Year Roadmap

Semesters 1-4 (Years 1-2): Coursework and preparation for comprehensive exams

Semester 4:

- Students meet with Grad Coordinator to select topic and dissertation advisor
- Student works with advisor to complete bibliography for question two
- Advisor puts together dissertation committee (2 MCLS committee members plus advisor)

Semester 5 (Year 3):

- End of summer, students take comprehensive exams; if the student passes, s/he registers for 15 hours of Diss I;
- **Report of Candidacy Examination Form gets signed:**
<https://www.kent.edu/sites/default/files/file/Report%20of%20Candidacy%20Examination.docx>
available on Graduate Studies website under Forms Library
<https://www.kent.edu/graduatestudies/forms-library>
- Once students have registered for Diss I, they will need to remain continuously registered (including summers) until they have completed all course requirements and successfully defended the dissertation
- Students complete the prospectus
- Dissertation advisor invites fourth (non-MCLS) member to join the dissertation committee (all four members will sign the prospectus approval form)
- **Prospectus Approval Form is signed by the four committee members.** The form, titled *Notification of Approved Dissertation Topic and Prospectus*, is available at:
https://www.kent.edu/sites/default/files/file/Approval%20of%20Dissertation%20Topic_0.pdf

Semester 6:

- Students register for 15 credits of Diss I [Students register for a maximum of 30 credits of Diss I, then they must begin registering for Diss II until they complete the program.

Semester 7 (Summer)

- Students register for 15 credits of Diss II and continue to do so for every semester (including summers) until all course requirements have been met and the dissertation has been successfully defended.

Semesters 8 (Year 4)

- Students register for 15 credits of Diss II and continue to do so for every semester (including summers) until all course requirements have been met and the dissertation has been successfully defended.

Semester 9:

- Students register for 15 credits of Diss II and continue to do so for every semester (including summers) until all course requirements have been met and the dissertation has been successfully defended.

Advisor requests a Grad School representative for the Associate Dean (online form). Be sure to make this request at least one month in advance.

(<http://www.kent.edu/cas/graduate-faculty-representative>)

- Advisor schedules a pre-defense meeting with the committee members at least 10 days before the anticipated defense of the dissertation
- Students defend their dissertations.
- Dissertation approval form gets signed (black ink only) by all five committee members. Be sure to provide your student with the latest version of the A&S Style Guide to prepare the dissertation for submission. The Style Guide is available in the IAL Shared Folder in Dropbox or at <http://www.kent.edu/cas/graduate-forms>, along with the Dissertation Preparation Approval Form.