

Note: This schedule is based on full-time enrollment and the time limits set by the faculty for completion of the Ph.D. program. This schedule is also based on required deadlines. Students who are less than full-time adjust deadlines for completion of language exams/research tools according to units of coursework completed. We have tried to make this an understandable guideline, but whenever you have questions, don't wait, ask for help—from your advisor, from other faculty in your field, and from Ph.D. student colleagues in your program.

PRIOR TO FIRST ACADEMIC YEAR

- Prepare for Language Exams.
- If not already complete, Spiritual Care and Counseling (SCC) students complete the prerequisite 1 unit of CPE in an ACPE accredited center.

FIRST ACADEMIC YEAR or FIRST 24 UNITS

August

- Begin devising program of study.
- SCC students submit signed Form No. 2 "CPE Evaluation Form" to Registrar.
- SCC students in clinical spiritual care and ACPE supervisory tracks apply for clinical education opportunities.
- Attempt one or two language exams.

Fall Semester

- Take three courses (12 units); helpful to focus papers for coursework on exploring qualifying examination and/or dissertation interests.
- Take zero unit Practicum.
- SCC students in clinical spiritual care and ACPE supervisory training tracks apply for or begin clinical education.

January

- Take the Research Intensive Colloquium for one week during January Interterm.
- Language exams, as needed to meet requirement.

Spring Semester

- Take three courses (12 units).
- SCC: Take second part of zero unit Practicum.
- Prepare for language exams, as needed to meet requirement, and/or plan study for research tools.
- Submit signed Forms No. 4 and 4a, 4b, or 4c "Ph.D. Program Summary with accompanying "Approval Sheet for Ph.D. Program Summary" by end of Spring Semester to Registrar.

SUMMARY OF LANGUAGE/RESEARCH TOOL DEADLINES

Ph.D. students are required to have passed at least 1 of 2 languages/research tools before they will be permitted to enroll for the final 24 units of coursework. The second language/research tool must be passed before the student will be permitted to apply for qualifying examinations.

Summer

- Take classes for languages and/or research tools (German, Spanish or French, and Statistics or other) available at Claremont School of Theology and Claremont Graduate University; register through Claremont School of Theology.

August

- Successfully complete one language exam or research tool (REQUIRED DEADLINE).
- SCC: students in pastoral psychotherapy track begin two-year residency at TCI.

SECOND ACADEMIC YEAR or SECOND 24 UNITS

Fall Semester

- Take 3 courses (12 units).
- Prepare to meet any remaining requirement for language/research tools.
- Submit copy of approved proposal to the Registrar for academic file (REQUIRED).

Spring Semester:

- Take 3 courses (12 units).
- If incomplete, continue study for languages/research tools.
- Begin familiarizing yourself with qualifying examination requirements and process.

Summer:

- RE only: Internship (may be done earlier/later in program); submit advisor/supervisor's evaluation of internship experience to the Registrar or academic file.
- Complete second language/research tools requirement (REQUIRED DEADLINE).

THIRD YEAR: Qualifying examinations and first draft of dissertation proposal

- Meet with advisor and other faculty to negotiate subjects, questions, bibliography and the form of your qualifying examinations.
- Set date for oral exam with examiners.
- Set dates for proctored examinations with Registrar (exams to be written in no more than 14 days and no less than 10 days, and a 2 hour Oral Exam no more than 14 days and no less than 7 days after the final written exam).
- Submit signed Form No. 3 "Application for Ph.D. Qualifying Examinations" to the Registrar two months prior to exams.
- Begin drafting dissertation proposal.
- Complete written qualifying examinations.
- Submit first draft of dissertation proposal to Registrar for circulation to examiners prior to Oral Exam.
- Take Oral Exam.
- File Form No. 4 "Report of Qualifying Examinations" with the Registrar immediately following oral exam.
- If necessary, clear up "conditional passes" on qualifying examinations.

FOURTH YEAR: Dissertation

- In consultation with advisor, form the dissertation committee.
- Work with Dissertation Committee until final draft of dissertation proposal is approved.
- Have consultation with Thesis Secretary.
- Submit signed Form No. 6 "Ph.D. Dissertation Proposal" with 1 copy of approved dissertation proposal to Registrar for recommendation for advancement to candidacy by the full faculty.

NOTE: *Advancement to Candidacy must occur within 4 academic years after entering the program.*

DISSERTATION DEADLINES ARE REQUIRED FOR MAY GRADUATION

- After having been advanced to Candidacy, register for 2 semesters of Dissertation Research (DI499).
- Write a complete first draft of dissertation and abstract; consult with Dissertation Committee members and Thesis Secretary as necessary.
- Submit an electronic copy of the FIRST DRAFT of the dissertation and Form No. 7 "Approval of First Draft & Abstract of Ph.D. Dissertation" (completed except for faculty signatures) to the Registrar by NOVEMBER 1. The Registrar forwards the electronic copy to the faculty dissertation committee members. Faculty members who wish to receive a paper copy make this request directly to the student.
- Receive revision requests from Dissertation Committee members and Thesis Secretary by December 1.
- Consult with Dissertation Committee members and Thesis Secretary as necessary.
- Write second draft of dissertation and abstract.
- Submit an electronic copy of the SECOND DRAFT of the dissertation and a completed Form No. 8 "Approval of Second Draft & Abstract of Ph.D. Dissertation" (except for faculty signatures) to the Registrar by JANUARY 15. Form 8 signifies readiness for dissertation defense.
- Consult with Dissertation Committee members and Thesis Secretary as necessary.
- When the second draft is approved and the committee has signed Form 8, set a date with the Dissertation Committee members for the Oral Defense. Have the faculty committee members sign Form 9 "Approval of the Oral Defense Date" and notify the Registrar of the date. The Oral Defense must be scheduled before March 1.
- Prepare for the oral examination.
- Submit an electronic copy of Abstract to Registrar two weeks prior to oral defense.
- Complete dissertation defense. File Form No. 10 "Report of Final Oral Examination for Ph.D. Degree" with Registrar.
- Revise dissertation, according to Dissertation Committee requests at the oral examination.
- Submit unsigned Form No. 11 ("Approval of Final Draft of Dissertation) with one paper copy of the dissertation and abstract to Registrar by April 1.
- Receive response from Dissertation Committee members and Thesis Secretary by April 15; if necessary, revise dissertation. Any final corrections must be submitted to the Thesis Secretary no later than the last day of classes in May.