



Timeline and Instructions for Completion of Ph.D. Degree Requirements

Office of the Registrar
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Note: This schedule is based on full-time enrollment and 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 credits of coursework completed. If you have questions talk to your advisor.

Prior to First Academic Year

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

First Academic Year or First 24 Credits

August

- Begin devising program of study.
- SCC student submit electronically CPE Evaluation Form 2 to Registrar.
- SCC students in clinical care and ACPE supervisory tracks apply for clinical education opportunities.
- Attempt one or two language exams.

Fall Semester

- Take three courses (12 credits); helpful to focus papers for coursework on exploring qualifying exams and/or dissertation interests.
- Take 0 credit Practicum.
- SCC students in clinical spiritual care and ACPE supervisory training tracks apply for or begin clinical education.

January

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

Spring Semester

- Take three courses (12 credits).
- SCC students take second part of 0 credit Practicum.
- Prepare for language exams as needed to meet requirement and/or plan study for research tools.
- Submit electronically Ph.D. Program Summary Form 4, 4a, 4b, or 4c, and 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 language/research tools before they are permitted to enroll for the final 2 credits of coursework. The second language/research tool must be passed before the student will be permitted to apply for qualifying exams.

Summer

- Take classes for languages and/or research tools (see the Catalog and Academic Calendar for courses offered at CST).

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 Credits

Fall Semester

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

Spring Semester

- Take three courses (12 credits).
- If incomplete, continue study for language/research tools.
- Begin familiarizing yourself with qualifying exam requirements and process.

Summer

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

Third Year: Qualifying exams and first draft of dissertation proposal

- Meet with advisor and other faculty to negotiate subjects, questions, bibliography, and the form of your qualifying exams.
- Set date with examiners for oral exam. Fill-up the Qualifying Exam Application Form #3 and submit it to the Registrar when finalized.
- Set dates for proctored exams with the Exam. Coordinator (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 exams.
- Begin drafting dissertation proposal.
- Complete written qualifying exams.
- Submit electronically first draft of dissertation proposal to Registrar for circulation to examiners prior to oral exam.
- Take oral exam.
- File Report of Qualifying Examinations Form #4 with the Registrar immediately following oral exam.
- If necessary, clear up conditional passes on qualifying exams. Use the Removal of Conditional Pass on QE (Form #5) and submit to the Registrar upon completion.

Fourth Year: Dissertation

- In consultation with advisor, form the dissertation committee. Submit the Add Dissertation Committee Chair or Member form to the Registrar upon completion and approval of the committee to serve.
- Work with Dissertation Committee until final draft of dissertation proposal is approved.
- Have consultation with Thesis Secretary.
- Submit electronically signed Ph.D. Dissertation Proposal Form #6 with 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 Required for May Graduation

If any deadlines are missed, talk to your advisor about possible options.

- After having been advanced to Candidacy, register for 2 semesters of Ph. D. Dissertation Research (TDR4090).
- Write a complete first draft of dissertation and abstract, consult with Dissertation Committee members and Thesis Secretary as necessary.
- **Nov. 1** – Submit to the Registrar an electronic copy of first draft of the dissertation together with the completed Approval of First Draft & Abstract of Ph.D. Dissertation Form #7. The Registrar will circulate and seek approval from your Dissertation Committee members and Thesis Secretary.

- **Dec. 1** – Receive revision requests from Dissertation Committee members and Thesis Secretary.
- **Jan. 15** – Submit to the Registrar an electronic copy of second draft and a completed Approval of Second Draft & Abstract of Ph.D. Dissertation Form #8. Form #8 signifies readiness for dissertation defense. The Registrar will circulate and seek approval from your Dissertation Committee members.
- 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 Approval of the Oral Defense Date Form #9 and notify the Registrar of the date by submitting the signed form. The Oral Defense must be scheduled before **March 1**.
- Submit an electronic copy of Abstract to Registrar two weeks prior to oral defense.
- Complete dissertation defense and file electronically the signed Report of Final Oral Examination for Ph.D. Degree Form #10 with Registrar.
- **April 1** – Submit electronically Approval of Final Draft of Dissertation Form #11 with a copy of the dissertation and abstract to Registrar. The Registrar will circulate and seek approval from your Dissertation Committee members and Thesis Secretary.
- **April 15** – Receive response from Dissertation Committee members and Thesis Secretary. Any final corrections must be submitted to the Thesis Secretary no later than the due date to submit the grades for graduating students in May.

Dissertation Deadlines Required for December Graduation

If any deadlines are missed, talk to your advisor about possible options.

- After having been advanced to Candidacy, register for 2 semesters of Ph. D. Dissertation Research (TDR4090).
- Write a complete first draft of dissertation and abstract, consult with Dissertation Committee members and Thesis Secretary as necessary.
- **May 1** – Submit to the Registrar an electronic copy of first draft of the dissertation together with the completed Approval of First Draft & Abstract of Ph.D. Dissertation Form #7. The Registrar will circulate and seek approval from your Dissertation Committee members and Thesis Secretary.
- **June 1** – Receive revision requests from Dissertation Committee members and Thesis Secretary.
- **September 1** – Submit to the Registrar an electronic copy of second draft and a completed Approval of Second Draft & Abstract of Ph.D. Dissertation Form #8. Form #8 signifies readiness for dissertation defense. The Registrar will circulate and seek approval from your Dissertation Committee members.
- 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 Approval of the Oral Defense Date Form #9 and notify the Registrar of the date by submitting the signed form. The Oral Defense must be scheduled before **October 1**.
- Submit an electronic copy of Abstract to Registrar two weeks prior to oral defense.
- Complete dissertation defense and file electronically the signed Report of Final Oral Examination for Ph.D. Degree Form #10 with Registrar.
- **November 1** – Submit electronically Approval of Final Draft of Dissertation Form #11 with a copy of the dissertation and abstract to Registrar. The Registrar will circulate and seek approval from your Dissertation Committee members and Thesis Secretary.
- **December 1** – Receive response from Dissertation Committee members and Thesis Secretary. Any final corrections must be submitted to the Thesis Secretary no later than the due date to submit the grades for graduating students in December.
- **December 15** – Submit the final dissertation to the repository. A certificate and an email acknowledging the upload to the repository must be submitted to the Registrar.