



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 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 should adjust deadlines for completion of language exams/research tools according to credits of coursework completed. 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/Research Tools 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 16 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 two courses, including TIS 4054 Introduction to Research Methodologies (8 credits); helpful to focus papers for coursework on exploring qualifying examination 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.

Winter/Spring Semesters

- Take TIS 4080 (zero-credit, 4 weeks)
- Take two courses (8 credits)
- SCC students take second part of 0 credit Practicum.
- Take PhD Colloquium
- Discuss language requirements and goals with your advisor.
- 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

Follow the language requirements listed in the catalog for your degree program. Language requirements may be satisfied at any time during or after coursework, but must be completed before you can take your 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 16 Credits

Fall Semester

- Take two courses (8 credits).
- Prepare to meet any remaining requirement for language/research tools.
- Submit copy electronically of approved proposal to the Registrar for academic file (REQUIRED).

Winter/Spring Semesters

- Take two courses (8 credits).
- Take the **Teaching Skills for Doctoral Students Intensive**
- 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

- Register for TDR4080: PhD Qualifying Exam Research. Register for this in a semester with no courses, and prior to completion of qualifying exams and language/research tool requirements. This course is considered full-time enrollment.
- Meet with advisor and other faculty to negotiate subjects, questions, bibliography and the form of your qualifying examinations
- Set date with examiners for oral exam. [Fill-up the Qualifying Exam Application Form #3](#) and submit it to the examiner 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, within a 14-day period, and a 2-hour Oral Exam no more than 14 days and no less than 7 days after the final written exam)
- Begin drafting dissertation proposal.
- Complete written qualifying exams.
- Submit electronically first draft of dissertation proposal to examiners prior to oral exam.
- Take oral exam.
- File [Report of Qualifying Examinations Form #4](#) with the examiner 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 examiner upon completion.
- The examiner then forwards the report to the registrar for recording.

Fourth Year: Dissertation

- In consultation with the 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 the Dissertation Committee until the final draft of the dissertation proposal is approved.
- Have a consultation with the Thesis Secretary.
- Submit electronically signed [Ph.D. Dissertation Proposal Form #6](#) with a copy of the approved dissertation proposal 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 being advanced to Candidacy, register for 2 semesters of Ph. D. Dissertation Research (TDR4090).
- Write a complete first draft of the dissertation and abstract, and consult with the Dissertation Committee members and Thesis Secretary as necessary.
- **Nov. 1** – Submit to the Registrar an electronic copy of the first draft of the dissertation together with the completed Approval of the First Draft & Abstract of the [Ph.D. Dissertation Form #7 \(1st Draft\)](#).
- **Dec. 1** – Receive revision requests from Dissertation Committee members and Thesis Secretary.
- **Jan. 15** – Submit an electronic copy of the second draft and a completed Approval of the Second Draft & Abstract of the Ph.D to the Registrar. Dissertation [Form #7 \(2nd Draft\)](#). Form #7 (2nd Draft) signifies readiness for dissertation defense.
- When the second draft is approved and the committee has signed Form #7 (2nd Draft), 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 #8](#) 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 the Abstract to the Registrar two weeks before oral defense.
- Complete dissertation defense and file electronically the signed [Report of the Final Oral Examination for Ph.D. Degree Form #9](#) with the Registrar.
- **April 1** – Submit electronically [Approval of Final Draft of Dissertation Form #7 \(Final\)](#) with a copy of the dissertation and abstract.
- **April 15** – Receive a 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.
- **May 1** – Submit the final dissertation to the repository using [Approval of Final Draft of Dissertation Form #7 \(Repository Submission Form\)](#). A certificate and an email acknowledging the upload to the repository must be submitted to the Registrar.

Dissertation Deadlines Required for December Graduation

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

- After being advanced to Candidacy, register for 2 semesters of Ph. D. Dissertation Research (TDR4090).
- Write a complete first draft of the dissertation and abstract, and consult with the Dissertation Committee members and Thesis Secretary as necessary.
- **May 1** – Submit to the Registrar an electronic copy of the first draft of the dissertation together with the completed Approval of the First Draft & Abstract of the [Ph.D. Dissertation Form #7 \(1st Draft\)](#).
- **June 1** – Receive revision requests from Dissertation Committee members and Thesis Secretary.
- **September 1** – Submit an electronic copy of the second draft and a completed Approval of the Second Draft & Abstract of the Ph.D to the Registrar. Dissertation [Form #7 \(2nd Draft\)](#). Form #7 (2nd Draft) signifies readiness for dissertation defense.
- When the second draft is approved and the committee has signed Form #7 (2nd Draft), 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 #8](#) 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 the Abstract to the Registrar two weeks before oral defense.
- Complete dissertation defense and file electronically the signed [Report of the Final Oral Examination for Ph.D. Degree Form #9](#) with the Registrar.
- **November 1** – Submit electronically [Approval of Final Draft of Dissertation Form #7 \(Final\)](#) with a copy of the dissertation and abstract.
- **December 1** – Receive a 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 using [Approval of Final Draft of Dissertation Form #7 \(Repository Submission Form\)](#). A certificate and an email acknowledging the upload to the repository must be submitted to the Registrar.