

# PhD Program Curriculum

## First Year

### 1st Semester

1. PhD Thesis Committee Established: Documented by Committee Recommendation/ Revision Form signed by advisor and submitted by the student to PhD Office (within three months of starting program; external member CV or resume required.)
2. Dissertation Literature Mastery Seminar (on PhD research): Documented by rubrics filled by attending faculty administered by PhD Office, Milestone reporting form by Advisor submitted to PhD Office immediately following seminar.

### 2nd Semester

1. Research Symposium (Advisor-approved poster presentation): Documented by reviewer faculty rubrics.
2. Dissertation Qualifiers: Thorough background and significance with research plan, early results, and complete references plus presentation to committee. The written report in faculty-specified format (review article or journal article format is typical) is due to the Committee at least two weeks prior to presentation: Documentation by Committee Feedback form filled by Faculty Advisor summarizing committee feedback submitted to both student and PhD Office.

## Second Year

### Summer and 1st Semester

1. No major deliverables. Student should work on research and prepare to provide the three deliverables in the 2nd semester.

### 2nd Semester

2. Research Symposium (poster presentation) Documented by reviewer faculty rubrics administered by PhD Office.
3. Graduate Student Literature Seminar (in their Field but not their own Dissertation Research; Transferrable Skills). This provides background for Research Proposal

in the Summer. Documented by rubrics filled by attending faculty administered by PhD Office, Milestone reporting form by Advisor submitted to PhD Office immediately following seminar.

4. Dissertation Progress Report and Presentation to Committee: The written report in faculty-specified format (journal article format is typical) is due to Committee at least two weeks prior to presentation: Documentation by Committee Feedback form filled by Faculty Advisor summarizing committee feedback submitted to both student and PhD Office

## Third Year

### Summer

1. Transferable Skills – Research Proposal/Business Plan in field but outside dissertation topic. Topic and format approved by Advisor (6-10 page is typical e.g. SBIR Phase I proposal format) to be assessed by committee. Documentation by Committee Feedback form filled by Faculty Advisor summarizing committee feedback submitted to both student and PhD Office before Fall semester begins.

### 1st Semester

1. Research manuscript published or Publication-Quality draft manuscript where student is the primary or other important contributing author. Documented by Milestone reporting form by Advisor submitted to PhD Office before semester ends.

### 2nd Semester

1. Research Symposium (oral presentation) Documented by reviewer faculty rubrics administered by PhD Office.
2. Dissertation Draft due to the Committee. Submit by April 7 to graduate in May; at least eight weeks prior to July and December graduations.
3. Dissertation Defense to be scheduled two weeks prior to the required Committee Approval Date. Documented by Dissertation Defense form signed by all Committee Members upon completion of the committee meeting immediately following the defense seminar.
4. Dissertation Completion. Documented by PhD Dissertation Completion form signed by all Committee members after corrections/editing post defense AND confirmation from the library that final Dissertation has been posted

**The following forms and/or documents must be fully executed and submitted to the Registrar prior to graduation:**

1. PhD Dissertation Defense Evaluation Form
2. PhD Dissertation Completion Form
3. Certificate of Completion of Requirements for the PhD
4. PhD Business Plan Grading Rubric OR PhD Research Proposal Grading Rubric
5. PDF of Dissertation
6. Confirmation of Final Dissertation submission to The Claremont Colleges Library

**Any exceptions to the above requirements needs approval (a semester in advance) by the student's dissertation advisor and PhD Program Director(s). The PhD Exception Form may be used for such requests.**