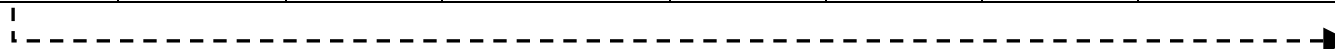




## CLS Progression to PhD Timeline

This is a typical timeline		Year 1				Year 2	Year 3	
Student's Responsibilities	Student enters the program fall semester  : : :	Select guidance committee chair	Determine committee members	Call first committee meeting; enter degree plan into GradPlan electronically	Annual progress report Year 1	Continue course work	Continue course work	Complete written comprehensive exam
		Create Degree Plan				Develop comp. exam reading list	Prepare dissertation proposal and oral defense	
						Annual progress report Year 2		Annual progress report Year 3



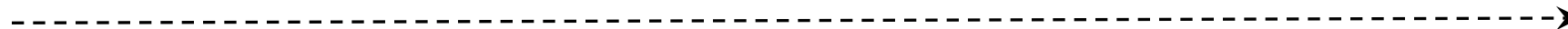
**Continue to dissertation**

<b>Faculty Responsibilities</b>	Assist with degree Plan	Assist in selecting committee	Approve GradPlan degree plan (done electronically via routing from FTU system)	Assist with annual progress report	Assist with annual progress report	Assist with annual progress report	Evaluate comprehensive exams
Forms/tasks to be completed by bstudent and submitted to graduate secretary. <b><i>Bolded italic forms are mandatory</i></b>	Degree plan	N/A	<b><i>GradPlan degree plan</i></b> Complete and submit online	<b><i>Annual progress report Year 1</i></b>	<b><i>Annual progress report Year 2</i></b>	<b><i>Annual progress report Year 3</i></b>	MSU Form: <b><i>Record of Comprehensive Examinations for Doctoral Degree &amp; Educational Specialist Degree Candidates</i></b>
<b>Due dates for forms and activities</b>	Suggested by the end of the first semester	By the end of the first academic year	Recommended by the end of the first academic year; max: fall semester of second academic year	End of first year	End of second year	Within four months of completing courses  End of third year	Submit after student successfully completes comprehensive exams. Recommended spring of third year; Max. within five years of beginning PhD program



## CLS Progression to PhD Timeline

Years 4-5						
		Dissertation work		APR	IRB	Finish
<b>Student's Responsibilities</b>	Complete language requirement	Work on and submit dissertation	Complete dissertation defense (oral examinations)	Annual progress reports Years 4 and 5	IRB closure by expiration date, if applicable	<b>Complete GradPlan degree audit and required forms; these steps MUST be completed in order to graduate</b>



Complete the program with PhD						
<b>Faculty Responsibilities</b>	Oversees and certifies the language exam	Chair works with student on dissertation before it goes to committee; all read dissertation	Conduct dissertation defense (oral examination) and sign Record of Completion of Requirements at end of successful defense	Assist with annual progress reports	Assist with IRB closure by expiration date	Sign approval form
Forms to be completed by student and submitted to graduate secretary  <b><i>Bolded italic forms are mandatory</i></b>	CLS Form: <b><i>CLS Language Requirement Completion Form</i></b>	N/A	MSU form: <b><i>Record of Completion of Requirements</i></b> (Record of dissertation and oral examination requirement for PhD degree candidates)	<b><i>Annual progress reports</i></b> for Years four and five	MSU form: <b><i>IRB Closure Form</i></b> (if applicable)	MSU forms: <b><i>Application for Graduation</i></b> Obtained from and submitted Registrar online <b><i>Approval Form</i></b> Obtained and submitted to Graduate School
<b>Due dates for forms and actions</b>	Typically, within the first four years.	Typically, during the fourth and fifth years	Completed at dissertation defense (oral examination) and submitted to the graduate secretary ASAP. Recommended by end of fifth year, maximum eight years after beginning the program	End of fourth and fifth years	Prior to expiration date	Completed within the first week of semester the student intends to graduate. See Important Dates on Registrar's School Calendar webpage for deadlines.