

Ph.D. Timeline

Name _____

PSU ID _____

Email Address _____

YEAR 1

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_____ Campus arrival
 _____ Student orientation
 _____ Math Camp (Optional)

_____ Complete online SARI training
 _____ Complete AEOCPT test, if required

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* _____ COMPETENCY REQUIREMENTS - **Form A** - (Submit to Ph.D. coordinator for your department and submit completed form to the Ph.D. Office during first semester in program. Update as requirements are met.)

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_____ Teaching Camp (before start of spring semester, if appropriate, depending on teaching schedule)
 _____ Student prepares annual report (SAR). Submit report to PhD Coordinator and Ph.D. Office.
 _____ Qualifying Committee is formed (if applicable, see department for specifics)

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YEAR 2

_____ Write first-year summer or Qualifying paper

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* _____ QUALIFYING EXAM. -**Form C**- Complete by end of 3rd semester in the Ph.D. Program. Qualifying committee must all be graduate faculty members. Student must be in registered status (except for summer sessions) and the student's academic record must be in good standing.

* _____ ENGLISH STANDARDS REQUIREMENT - **Form B**- Complete by the end of 3rd semester in the Ph.D. Program. Required for all Domestic and International students.

_____ Schedule BA 591 - Professional Development for Business Academics Course. Must be taken by sixth semester. **ONLY** offered in the Spring.

* _____ PROGRAM OF STUDY -**Form F**- Must be filed with Ph.D. office at the beginning of the 4th semester.

_____ Student prepares annual report (SAR). Submit report to PhD Coordinator and Ph.D. Office.

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* _____ DOCTORAL COMMITTEE - **Form D** - Must be set up before scheduling oral or written comp. exam. Required to be completed by the end of the 4th semester.

_____ Complete 5-hour discussion-based SARI training.

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_____ Write second-year summer or Comprehensive paper.

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_____ Presentation of second-year summer paper during the 5th semester.

_____ MINOR If the student is considering a minor, it should be added at this time (prior to the Comprehensive Exam) and the minor field must be represented on the student's Doctoral Committee.

* _____ COMPREHENSIVE EXAMINATION (oral or oral and written) – **Form H/K** *** **Three Weeks'**

Written Notice *** Due at close of coursework phase of program and no more than eight years from completing Candidacy exam. Form A and Form B must be satisfied before scheduling. Student must be in registered status and the student's academic record must be in good standing.

* _____ DISSERTATION PROPOSAL COMPLETION REPORT - **Form J**- Different presentation than oral comp., no later than one semester after successful completion of oral component of oral comp. exam.

_____ CONTINUOUS REGISTRATION MAINTAINED FROM PASSING OF ORAL COMPS UNTIL DEFENSE OF DISSERTATION.

_____ RESIDENCY REQUIREMENT. Registration required full-time for two (15 week) semesters in a one-year period, any time after admission as a Ph.D. student.

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_____ BA 591 Applied Communications Course

_____ Student prepares annual report (SAR). Submit report to Ph.D. Coordinator and Ph.D. Office.

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_____ Student prepares annual report (SAR). Submit report to Ph.D. Coordinator and Ph.D. Office.

Final Year

_____ Activate INTENT TO GRADUATE on LionPATH. (Check with the Ph.D Office for the due date for the semester in which you plan to graduate).

* _____ Schedule DEFENSE OF DISSERTATION.- **Form H/K**- *** **Three Weeks' Written Notice** ***
MUST be registered for at least 1 credit, regardless of semester.

_____ Submit your thesis for format review by the announced deadline in the semester in which you plan to graduate, followed by your final thesis.

_____ Student prepares annual report (SAR). Turns report in to PhD Coordinator and Ph.D. Office.

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***Completed and signed forms must be turned in to the Ph.D. Office.** Exam forms are sent to the Ph.D. office once approved by the Graduate School and distributed to the committee. Once issued, copies are available in the Ph.D. office, if needed. The expectation is for forms to be returned to the Ph.D. office no later than 30 days after the event or evaluation has been completed. **Note that the Ph.D. Director is the only recognized signatory on Graduate School forms (Form C, D, H/K).**