

This set of forms has been improved; please review these Guidelines carefully and follow instructions.

FORM 1 - Ph.D. Qualifying Exam Results

Form 1 *Qualifying Exam Results* may be filed in the Office of Admission & Records with the Assistant Registrar **after** the student has completed the program of study. Refer to the CGU Bulletin and academic department hand-book for prerequisite checklists and requirements for the composition of the student's Qualifying Exam Committee.

FORM 2A - Ph.D. Advancement to Candidacy: Committee Proposal

Form 2A *Committee Proposal* may be filed in the Office of Admission & Records with the Assistant Registrar after **Form 1: Qualifying Exam Results** has been completed and submitted. Advancement to Candidacy is not complete until both Form 2A and 2B are completed and submitted.

FORM 2B - Ph.D. Advancement to Candidacy: Dissertation Proposal

Form 2B *Dissertation Proposal* may be filed in the Office of Admission and Records with the Assistant Registrar after **Form 2A: Committee** has been approved and submitted. Advancement to Candidacy is not complete until both Form 2A and 2B are completed and submitted.

FORM 3A - Final Oral Examination: Committee Proposal

Form 3A *Committee Proposal* may be filed in the Office of Admission & Records with the Assistant Registrar after **Forms 2A& B, Advancement to Candidacy** have been completed and submitted. The Oral Exam Committee **must be approved (Form 3A)** no later than 3 weeks before your Final Oral Exam Date. The date of the Final Oral Exam (dissertation defense) **may not occur sooner than 6 months** after you have been advanced to candidacy.

FORM 3B - Final Oral Examination Results

Form 3B *Final Oral Examination Results* may be filed in the Office of Admission and Records with the Assistant Registrar after **Form 3A** has been approved. Procedures for retaking an unsuccessful examination are outlined in the CGU Bulletin.

Please refer to the academic calendar online at www.cgu.edu/calendar for degree-completion deadlines in the semester in which you plan to graduate.

The **purpose** of this set of forms is to obtain approval for Advancement to Candidacy. Form 2A is for committee approval and Form 2B is for dissertation proposal approval.

Office of Admission and Records

160 East Tenth Street, Claremont, CA 91711 • Ph. (909) 621-8285 • Fax (909) 607-7285 • student.records@cgu.edu

Form 2A Committee Proposal may be filed in the Office of Admission & Records with the Assistant Registrar after **Form 1: Qualifying Exam Results** has been completed and submitted. Advancement to Candidacy is not complete until both Form 2A and 2B are completed and submitted.

Instructions:

- Complete student information.
- Print the names of the committee members who will approve the dissertation proposal. The committee must consist of at least three members; follow the guidelines listed below.
- Obtain approval of the Dissertation Chair and the Dean of the School for the proposed committee.
- Submit approved form to the Office of Admission & Records (Assistant Registrar).

STUDENT INFORMATION

Last Name: _____ First Name: _____

CGU ID #254 - _____ Dept: _____ Degree: _____

Current Registration _____ Semester / year
Qualifying examinations passed on _____ Date

PROPOSED DISSERTATION COMMITTEE

Each dissertation committee will consist of at least three members drawn from the core CGU faculty or The Claremont Colleges extended faculty on the condition that at least one committee member must be a core CGU faculty member in the candidate's school. Claremont Graduate University encourages the inclusion on each dissertation committee of an expert in the student's field from outside The Claremont Colleges. There may be an outside examiner on a four-person committee, but not on a three-person committee. The outside examiner may be a faculty member from another institution, or a qualified practitioner. The outside examiner has a vote in the committee's proceedings only with the consent of the dean of the school. The chair of the candidate's committee must be a member of the core CGU faculty or the Claremont Colleges extended faculty. Each dissertation committee must be approved by the dean.

- | | | |
|--|-------|----------------------|
| 1. _____ | _____ | CGU / |
| Print committee chair name | | CGU field or program |
| 2. _____ | _____ | CGU / |
| Print member name | | CGU field or program |
| 3. _____ | _____ | |
| Print member name | | Institution / field |
| 4. _____ | _____ | |
| Print 4th member , (optional for some schools) name | | Institution / field |

APPROVAL OF DISSERTATION COMMITTEE

Recommended by _____ Chair of Dissertation Committee's Signature _____ Date _____

Approved by _____ Academic Dean's Signature _____ Date _____

For Internal Use: Verified by (Registrar): _____ Copy to Department: _____

The **purpose** of this set of forms is to obtain approval for Advancement to Candidacy. Form 2A is for committee approval and Form 2B is for dissertation proposal approval.

Office of Admission and Records

160 East Tenth Street, Claremont, CA 91711 • Ph. (909) 621-8285 • Fax (909) 607-7285 • student.records@cgu.edu

Form 2B Dissertation Proposal may be filed in the Office of Admission and Records with the Assistant Registrar after **Form 2A: Committee** has been approved and submitted. Advancement to Candidacy is not complete until both Form 2A and 2B are completed and submitted.

Instructions:

- Complete student information.
- Print the names of the approved committee members from Form 2A in the left-hand column below.
- Following evaluation of the student's Dissertation Proposal, the committee members will indicate their results and sign in the right-hand column.
- Once completed, submit this form to the Office of Admission and Records (Assistant Registrar).

STUDENT INFORMATION

Last Name: _____ First Name: _____

CGU ID #254 - _____ Dept: _____ Degree: _____

Current Registration _____ Semester / Year Qualifying examinations passed on _____ Date

Attach a 350-word summary of the Dissertation Proposal; list title below.

Title of Proposed Dissertation _____

DISSERTATION COMMITTEE (from Form 2A)

Print approved committee member names and university affiliation below.

Committee member's approval signature & date

	CGU /	
1. _____ Print committee chair name	CGU field or program	_____ Signature / date
2. _____ Print member name	CGU / CGU field or program	_____ Signature / date
3. _____ Print member name	Institution / field	_____ Signature / date
4. _____ Print 4th member name <i>(optional for some schools)</i>	Institution / field	_____ Signature / date

ADVANCEMENT TO CANDIDACY

The committee above accepts this proposal and the student is recommended and approved for advancement to candidacy.

Recommended by _____
Chair of Dissertation Committee's Signature Date

Approved by _____
Academic Dean's Signature Date

For Internal Use: Verified by (Registrar): _____ Copy to Department: _____ Processed by (Data Services): _____