



California Institute of Integral Studies

OVERVIEW OF PhD FORM USAGE

Below is an overview of the PhD flow and when the forms in this packet are to be used. Additional instructions can be found on the forms. For related policies, go to www.ciis.edu, click the menu, and under the Academics heading, click Policies and Procedures.

1) Complete courses, each year conducting a self-assessment

FORM – *Student Professional Planning Template*

FORM – *Student Annual Self-Assessment*

2) Complete comprehensive examinations

FORM – *Comprehensive Examination Assessment*

3) Compose thesis/dissertation committee - MAY BE DONE IN CONJUNCTION WITH STEP 4; CONSULT WITH PROGRAM

FORM - *MA Thesis/PhD Dissertation Committee Member Approval* – SUBMIT ONE FORM PER MEMBER

4) Write proposal and request feedback from the committee

FORM – *MA Thesis/PhD Dissertation Proposal Assessment*

5) If dissertation requires research on humans, receive approval from Human Research and Review Committee

See the *Human Research and Review Committee Handbook*

6) Submit proposal for approval

FORM – *MA Thesis/PhD Dissertation Proposal Approval*

7) Advance to Candidacy

Advancement to candidacy requires all of the forms above be received by the Registrar's Office, who then obtains confirmation from your advisor that you've completed all academic requirements besides the proposal. Provided you have, the Registrar's Office updates the transcript to indicate advancement to candidacy and notifies you.

8) Write dissertation

While writing, register for Thesis/Dissertation Seminar every Fall and Spring semester (Summer is optional, depending on consent of dissertation chair), request feedback from the committee, and work with the Center for Writing and Scholarship (CWS) to ensure formatting standards are followed. Once the dissertation is in its final stages, request formal feedback from the committee chair. Incorporate the chair's feedback, then request formal feedback from all of the committee members, also using the form below.

FORM - *Thesis/Dissertation Assessment*

9) Complete technical edits

Work with the CWS to ensure technical editing standards are met.

10) Defend Dissertation

FORM - *Oral Defense Arrangement*

If the defense is passed, the committee members formally approve the dissertation, indicating any minor revisions needed.

FORM – *MA Thesis/PhD Dissertation Approval*

Provided the committee chair deems no further revisions are required, all committee members sign the *Certificate of Approval* [not included in this packet] and the committee chair forwards the thesis/dissertation to the department/program chair. If major, remedial revisions are required, a subsequent defense may be necessary.

11) Prepare Thesis/Dissertation for Publication

Provided the dept./program chair approves the dissertation, work with the CWS to ensure publication standards are met. Registration for Registration Maintenance is permitted at this stage. See the Registration Maintenance policy in the Catalog.