

Time Deadlines and Rules for Satisfactory Progress

Events	Deadlines	Rules
Application deadline	January 15	Admission based on: <ul style="list-style-type: none"> · Prior background · Academic achievement · Letters of recommendation · Statement of purpose
Program of study sign-off by advisor	End of second semester	
Comprehensive exam(s)	Prior to the start of student's third full year of study	School-wide exams are offered approximately two weeks prior to start of semester.
Re-take comprehensive	By second semester of third year	
Formation of dissertation committee	Within two months of completing comprehensives	<ul style="list-style-type: none"> · The dissertation advisor should be from your department/school · Five members on proposal defense with at least three from Whitman · Student may petition the doctoral board to include one member who is not a full-time faculty member at the University.
Oral defense of proposal	Beginning of the fourth full year of study	Whitman must be notified two weeks in advance. Successful defense results in ABD status.
Dissertation completion	No later than seven years after matriculation	<ul style="list-style-type: none"> · Five committee members at dissertation defense with at least three from Whitman, plus external graduate school chair · Obtain committee authorization, schedule defense date with Whitman and Graduate School, and complete Graduate School forms at least three weeks in advance · Notify Whitman faculty and Ph.D. students two weeks in advance
Appointment of advisor	Initial advisor appointed by department chair upon matriculation	Student may change to a new advisor at any time prior to determining "program of study."
Course work completion	Major and supporting field courses completed within two full years of study (some of the research methods courses may be completed later).	Major: Minimum of 12 credit hours of which at least nine are Ph.D. level. Supporting: Minimum of nine credit hours of Ph.D. level courses. Research Methods: Minimum of 12 credit hours of advanced graduate level courses. <i>All courses must be approved by the advisor.</i>
Additional courses for students entering without MBA		Courses include nine additional credit hours in Accounting, Finance, Marketing, Operations, and Strategy (must be approved by the advisor).
Summer research paper	Identify research paper mentor and start in the first summer. Present results to students and faculty by end of spring semester of second year. Complete with approval from mentor and another faculty member by end of second year.	Six credit hours must be completed. If paper is not complete prior to presentation in the spring semester of the second year, then results of research must be presented again once the work is complete and approved. This requirement can be satisfied either by a presentation at a professional conference or at SU.
Annual progress evaluation	Department evaluation: April. Doctoral Board review: May.	By advisor with departmental concurrence from beginning of second year until dissertation committee is constituted, thereafter by dissertation committee. Based on: <ul style="list-style-type: none"> · Overall assessment of academic promise · Minimum GPA (3.3) · Research potential (summer research paper) · Timely completion of program requirements (failure to complete all requirements within five years can lead to termination, and failure to complete all requirements within seven years will lead to termination) All evaluations are reviewed by the Doctoral Board, and appeals may be submitted to them directly.
Note: Time deadlines are applicable to students entering with an MBA. In the event that a leave-of-absence is granted by the Doctoral Board, the relevant deadlines will be reconsidered.		