

Checklist for PhD in International Development

Click all text in GRAY to fill out form.

Updated for: Student's Name Major Advisor's Name Date
Student's name Major Advisor's name Date

Program Starting Date Date Min Program Completion Date Date Program Completion Deadline Date

(Note that the Minimum Program Completion Date is 3 years from the start of the first term of study at WCIU, not including any periods when a student was inactive, and that the Program Completion Deadline is 10 years from the Program Starting Date.)

Standard Courses: 18 units
 Individualized Courses: 22 units
 Final Dissertation: 6 units

Stage 1: Standard Courses

Course #	Name of Course	Units	Starting Date	Completion Date	Grade
InterCultr 565	Foundations of the World Christian Movement	2	date	Date	
Anthro 502	Cultural Anthropology	2	Date	Date	
Intl Dev 565	History and Trends in International Development	4	Date	Date	
Intl Dev 531	Introduction to Research Methods	2	Date	Date	
InterCultr 580A	Introduction to Mentoring	2	Date	Date	
InterCultr 580B	Mentoring Practicum (prerequisite: InterCultr 580A)	2	Date	Date	
Intl Dev 573	Research Design* (prerequisite: Intl Dev 531)	4	Date	Date	

*The 3-member Doctoral Committee must be formed before the student can enroll in Research Design. WCIU assigns one core faculty member on each of the students' committee. Students need to recruit and recommend a Major Advisor and a 2nd committee member. Committee Members must submit an adjunct faculty application and be reviewed by WCIU for approval.
 Note that at least 50% of the committee members must have earned a Ph.D. in a related field (to the student's dissertation topic) from accredited North American institutions.

<u>Name</u>	<u>Date</u>
Major Advisor Appointed:	Date
1 st Doctoral Committee Member Appointed: Name of Committee Member (Assigned WCIU Core Faculty Member)	Date
2 nd Doctoral Committee Member Appointed: Name of Committee Member	Date
Doctoral Learning Contract (DLC) Approved by WCIU	Date
Individualized Course Outlines Approved by WCIU	Date

Stage 2: Tutorials, DQE, Proposal

PhD Tutorial #1	Name of Course		
	Name of Instructor	# of Units	Completion Date

Major Evaluation #1: Doctoral Qualifying Exam (DQE)

The student should have completed the literature review related to their research area before taking the DQE. The DQE will test the student's mastery of the related literature, both primary and secondary sources, in relation to the research problem.

	Date
DQE questions submitted by committee	Date
WCIU approves DQE questions	Date
DQE taken	Date
Advisor grades DQE and sends a copy to WCIU (All committee members must sign DQE Approval Form)	Date

Major Evaluation #2:

	Date
Dissertation Research Proposal reviewed and approved by committee	Date
Dissertation Research Proposal and Approval Sheet submitted to WCIU (This must include an abstract in English, if the dissertation is in another language)	Date
English Abstract Received by WICU	Date
Dissertation Research Proposal and Approval Sheet approved by WCIU	Date

PhD Tutorial #2	Name of Course		
	Name of Instructor	# of Units	Completion Date

PhD Tutorial #3	Name of Course		
	Name of Instructor	# of Units	Completion Date

PhD Tutorial #4	Name of Course		
	Name of Instructor	# of Units	Completion Date

Name of Course		
Name of Instructor	# of Units	Completion Date

Name of Course		
Name of Instructor	# of Units	Completion Date

Stage 3: Dissertation

Dissertation Registration (Students may not register for PhD 700, Dissertation until they have finished all of their tutorials, and have received approval from WCIU for their DQE and Research Proposal.)	Date Date
Outside Reader Nominated and Approved: Name of Outside Reader	Date
Dissertation: complete draft submitted to the Committee, with revisions if necessary (Drafts of each chapter should be submitted to the Committee for review throughout the Dissertation Stage.)	Date
Dissertation evaluated by Committee/Outside Reader and defended by Student; Evaluation Form submitted; Dissertation Approval Sheet signed by all Committee Members and Outside Reader.	Date
Successfully defended Dissertation is submitted to WCIU by March 1 (if you intend to participate in the graduation ceremony). WCIU requires at least 1 month to review the dissertation. Revision may be necessary.	Date
WCIU approves the final dissertation	Date
Application for Graduation submitted Application for Graduation should be submitted to WCIU by Dec. 1 of the year preceding graduation. Graduation is normally in May of each year. Students may not participate in the Graduation Ceremony until they have completed three years of full time study in the WCIU PhD Program.	Date
Financial matters: all outstanding fees paid (including dissertation bindery fees) The student must remain active by paying their quarterly program fee until the final Dissertation is approved by WCIU.	Date Date
WCIU confers Ph.D. degree, issues diploma and transcript	Date