

## DOCTORAL STUDENT CHECK LIST

Transcripts. Submit, to program, final transcripts from the institution(s) awarding prior degree(s). Transcripts should be submitted to program during the first year of study. This also includes transcripts containing coursework, no degree earned, intended to be transferred towards the PhD degree.

Transfer Credits. Verify with program all eligible graduate transfer credits, earned outside the IU system, are posted to the IU transcript. Verify prior IU completed coursework is accountable.

Advisory Committee form. Should be submitted at the end of year one of graduate studies.

Qualifying Examination. Prior course work will be complete and grades reported prior to the qualifying exam. Expired course work must be revalidated prior to qualifying exam. The qualifying exam must be completed at least 8 months before graduation.

Nomination to Candidacy form. Upon successful completion of the qualifying exam, Advisory Committee will complete and submit the Nomination to Candidacy form.

Continuous Registration. Once the qualifying exam is passed student must maintain registration every Fall and Spring semester. Check with program for appropriate course registration. Once such students have accumulated 90 credit hours in completed course work and deferred dissertation credits, they must enroll for a minimum of 1 hour of graduate credit each semester until the degree is completed. Failure to meet this requirement will automatically terminate the student's enrollment in the degree program. Students who have completed 90 credit hours and all requirements for the Ph.D. are eligible to enroll in G901. Enrollment in G901 is limited to a total of six semesters.

Nomination of Research Committee form. The qualifying examination passed, student will form Research Committee. The research committee will submit the Nomination of Research Committee form. This form must be submitted at least 6 months prior to defense. Include the Dissertation Prospectus, a one-two page only summary of the proposed research. Do not incorporate references. If the research involves human subjects, animals, biohazards, biosafety, or radiation, attach a copy of the approvals.

Defense. Arrange a time for defense. Submit a one page defense announcement to the Graduate Office at IUPUI, at least thirty (30) days before the defense. The committee on this form is the Research Committee. Follow the format requirements established by Indiana University, in the "A Guide to the Preparation of Theses and Dissertations". This is found on the IUPUI Graduate Office website: <http://www.iupui.edu/~gradoff/students/> Current edition dated Fall 2008.

Pass the dissertation defense!

Begin dissertation formatting early. Precheck appointments and format review appointments are scheduled in advance. Contact Debra Barker by email for these appointments. (dsulliv2@iupui.edu)

Make sure all coursework is completed, and grades submitted.

Preplan. Waiting until the end of academic career to ascertain the above has been accomplished could delay graduation.

### **Transfer of Credit**

Upon recommendation of the department and with the approval of the dean, work taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements. No course may be transferred from another institution unless the grade is B or higher and unless the course was completed within the time limit prescribed.

The following restrictions apply:

Candidates for the Ph.D. degree may offer up to 30 hours of graduate credit from other institutions.

Transfer of credit is not an automatic occurrence. Students must obtain the written consent of both their departmental advisor and the dean before credit earned at other institutions will be added to their records.

### **Advisory Committee**

The student's major department or program shall assign the student to an advisory committee no later than one year after admission to the Ph.D. program. The advisory committee must include at least two members from the major area and one from another. The names of faculty members nominated to serve on the advisory committee shall be forwarded to the student's school or college for approval no later than one year after the student has been admitted to the Ph.D. program. The advisory committee shall approve the student's program of study and counsel the student until the passing of the qualifying examination.

### **Qualifying Examination**

The qualifying examination is taken after the student has completed all course work for the Ph.D. All such work offered in partial fulfillment of degree requirements must either have been completed within seven consecutive calendar years of the passing of the qualifying examination or be revalidated according to procedures outlined in the bulletin. The qualifying examination must be passed at least eight months before the date the degree is awarded.

### **Admission to Candidacy**

Following the passing of the qualifying examination and the completion of all course work and departmental language or research-skill requirements (if any), the student's advisory committee will submit a Nomination to Candidacy Form to the University Graduate School. Upon approval of the dean, the student will be admitted to candidacy. The date of successful completion of the qualifying examinations (not the date of final approval of candidacy) is the one used in determining the seven-year periods for currency of courses and completion of the dissertation.

**Continuing Enrollment**

Students who have passed the qualifying examination must enroll each semester (excluding summer sessions) for any remaining required course work or dissertation credits. Once such students have accumulated 90 credit hours in completed course work and deferred dissertation credits, they must enroll for a minimum of 1 hour of graduate credit each semester until the degree is completed. Failure to meet this requirement will automatically terminate the student's enrollment in the degree program. Students who have completed 90 credit hours and all requirements for the Ph.D. are eligible to enroll in G901 for a flat fee of \$150 per semester. Enrollment in G901 is limited to a total of six (6) semesters.

A candidate who will be graduated in June, July, or August of any year must enroll in a minimum of 1 hour of credit as described above in the current summer session.

**Research Committee**

To initiate research for the dissertation, the student chooses a professor who will agree to direct the dissertation, two or more additional faculty members from the major department, and a representative of each minor.

The membership of the research committee and the dissertation prospectus must be approved by the University Graduate School at least six months before the defense of the dissertation.

## IU Graduate School Ph.D. degree Requirements Checklist

1. Final transcript(s) verifying undergraduate degree  
(and prior graduate degree) submitted \_\_\_\_\_
2. ESL classes completed \_\_\_\_\_
3. Appointment for Advisory Committee form submitted (one year) \_\_\_\_\_
4. Required courses (90 credit hrs.) completed \_\_\_\_\_
5. Transfer credits reported \_\_\_\_\_
6. Course substitutions reported \_\_\_\_\_
7. Courses counted from prior IU efforts reported \_\_\_\_\_
8. Qualifying exam passed at least 8 months before graduation \_\_\_\_\_
9. Nomination to Candidacy Form submitted \_\_\_\_\_
10. If enrolled in G901, look for more than 6 semesters \_\_\_\_\_
11. Nomination of a Research Committee form submitted no less than  
six (6) months prior to defense \_\_\_\_\_
12. Defense announcement submitted no less than 30 days prior to defense \_\_\_\_\_
13. Format review \_\_\_\_\_
14. All "I" and "R" grades removed \_\_\_\_\_
15. Dissertation Deposit (Graduate Office and Department) \_\_\_\_\_
16. Tell student to verify their name and Student Home address in OneStart \_\_\_\_\_

INDIANA UNIVERSITY GRADUATE SCHOOL

APPOINTMENT OF ADVISORY COMMITTEE  
(Please Type)

Name of Student \_\_\_\_\_ Univ ID \_\_\_\_\_

Department \_\_\_\_\_ Birth Date \_\_\_\_\_

Major \_\_\_\_\_ Minor(s) \_\_\_\_\_

Date of Enrollment in the University Graduate School \_\_\_\_\_

ADVISORY COMMITTEE:

Name Discipline Signature

1<sup>st</sup> inside member \_\_\_\_\_

2<sup>nd</sup> inside member \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1<sup>st</sup> outside member \_\_\_\_\_

Signature/Departmental Chairperson  
or Graduate Advisor \_\_\_\_\_ Date \_\_\_\_\_

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Approved/Associate Dean  
University Graduate School \_\_\_\_\_ Date \_\_\_\_\_

**Note:** The student's major department shall assign every Ph.D. student admitted to a degree program to an advisory committee no later than one year after admission to the Ph.D. program.  
The names of the faculty on the advisory committee shall be forwarded, also no later than one year after admission, to the Graduate School for approval.

INDIANA UNIVERSITY GRADUATE SCHOOL

NOMINATION TO CANDIDACY FOR THE PHD DEGREE  
(Please Type)

Name of Student \_\_\_\_\_ Univ ID \_\_\_\_\_

Department \_\_\_\_\_ Birth Date \_\_\_\_\_

Date of Enrollment in the University Graduate School \_\_\_\_\_ Date of Qualifying Exam \_\_\_\_\_

Date Candidacy Expires \_\_\_\_\_ Total Graduate Credits Earned (Including Transferred Credits)\* \_\_\_\_\_

REQUIREMENT COMPLETION DATES

Major \_\_\_\_\_

Minor \_\_\_\_\_ Date \_\_\_\_\_

Minor \_\_\_\_\_ Date \_\_\_\_\_

Language Proficiency (If student is using research skill, please list courses)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

This certifies that the above named student has passed the Qualifying Examination and is hereby nominated to candidacy for the PHD degree.

Advisory \_\_\_\_\_

Committee \_\_\_\_\_

Signatures \_\_\_\_\_

Outside Minor \_\_\_\_\_  
(Outside Minor Examination Passed)

OR \_\_\_\_\_  
(Outside Minor Examination Waived)

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Chair or Graduate Advisor/Major Dept. \_\_\_\_\_ Date \_\_\_\_\_

Information Verified/PHD Recorder \_\_\_\_\_ Date \_\_\_\_\_  
University Graduate School

Approved/Associate Dean \_\_\_\_\_ Date \_\_\_\_\_  
University Graduate School

\*Do not submit this form to the University Graduate School until the transfer of all credits from other institutions has been posted.

**INDIANA UNIVERSITY GRADUATE SCHOOL**  
**NOMINATION OF RESEARCH COMMITTEE FOR THE PHD**  
**(Please Type)**

Name of Student \_\_\_\_\_ Univ ID \_\_\_\_\_  
 Department \_\_\_\_\_ Birth Date \_\_\_\_\_  
 Major \_\_\_\_\_ Minor(s) \_\_\_\_\_  
 Date of Qualifying Exam \_\_\_\_\_  
 Date of Enrollment in the University Graduate School \_\_\_\_\_  
 Proposed Dissertation Title \_\_\_\_\_

Dissertation Prospectus: Please attach a one-two page summary of the proposed research. If the research involves human subjects, animals, biohazards, biosafety, or radiation, please also attach an approval from the appropriate committee.

**Note:** Your signature below indicates that you have read the attached prospectus and agree to serve, if appointed, on a committee to supervise this research.

NAME	SIGNATURE	DEPARTMENT	UNIV ID (required)
_____	_____	_____	_____
(Chair of Committee)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Minor Representative)			

**All committee members must be members of the University Graduate School Faculty and at least half must have the endorsement to direct doctoral dissertations.**

I certify that I have examined the attached prospectus and that this committee is appropriate to supervise research in this area.

Signature/Departmental Chairperson \_\_\_\_\_ Date \_\_\_\_\_

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Approved/Associate Dean \_\_\_\_\_ Date \_\_\_\_\_  
 University Graduate School \_\_\_\_\_

(To be used only by students who have passed the qualifying examination and who have previously been admitted to candidacy)

INDIANA UNIVERSITY GRADUATE SCHOOL

Minor in PhD Program  
(Please Type)

Name of Student \_\_\_\_\_ Univ ID \_\_\_\_\_  
Department \_\_\_\_\_ Birth Date \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_  
Major Advisor: \_\_\_\_\_ Minor Advisor: \_\_\_\_\_

**Proposed Courses in Minor Area:**

<u>Department</u>	<u>Course Number</u>	<u>Title</u>	<u>Credit Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments:

Approved/Minor Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Major Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Associate Dean  
University Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_

INDIANA UNIVERSITY GRADUATE SCHOOL

REQUEST FOR CHANGE OF RESEARCH COMMITTEE MEMBERS(S)  
(Please Type)

Name of Student \_\_\_\_\_ Univ ID \_\_\_\_\_

Department \_\_\_\_\_ Birth Date \_\_\_\_\_

Major \_\_\_\_\_ Minor(s) \_\_\_\_\_

Dissertation Title \_\_\_\_\_

Name(s) of committee member(s) to be deleted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason(s) for the requested change(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information pertaining to the new member(s):

NAME	SIGNATURE	DEPARTMENT	UNIV ID (required)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature/Departmental Chairperson \_\_\_\_\_ Date \_\_\_\_\_

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Approved/Associate Dean \_\_\_\_\_ Date \_\_\_\_\_  
University Graduate School