

# **DOCTORAL STUDENT GUIDE**

**Office of Graduate Studies**



**INDIANA UNIVERSITY**

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**SCHOOL OF EDUCATION**

**Bloomington**

Revised: August 2011

## Office of Graduate Studies

### Contact Information

**Elizabeth Boling**

*Associate Dean for Graduate Studies*

**Michelle Deschenes**

*Graduate Studies Secretary*

**Susan Sloffer**

*Director of Graduate Student Enrollment, Matriculation & Records*

**Jodi Adkins**

*Coordinator of Graduate Studies and Fellowships*

**Libby Tilghman**

*Graduate Admissions Coordinator*

*Graduate Admissions Assistant*

**Address:** Indiana University School of Education  
W. W. Wright Education Building ED 2100  
Office of Graduate Studies  
201 N. Rose Avenue  
Bloomington, IN 47405-1006

**Web:** <http://education.indiana.edu/Default.aspx?alias=education.indiana.edu/gso>

**Phone:** 812-856-8504

**Fax:** 812-856-8505

**E-mail:** [educate@indiana.edu](mailto:educate@indiana.edu)

The Graduate Education Bulletin is available on-line at: <http://www.indiana.edu/~bulletin/iub/>.

## Academic Departments

### Counseling and Educational Psychology (CEP)

Room 4000

Charlene Conner, Office Manager

Department phone: 812-856-8349

E-mail: [cep@indiana.edu](mailto:cep@indiana.edu)

Website: <http://site.educ.indiana.edu/cep>

### Curriculum and Instruction (C&I)

Room 3140

Catherine Overbey, Administrative Assistant

Department phone: 812-856-8100

E-mail: [curric@indiana.edu](mailto:curric@indiana.edu)

Website: <http://site.educ.indiana.edu/edci>

### Educational Leadership and Policy Studies (ELPS)

Room 4228

Sandy Strain, Office Manager

Department phone: 812-856-8360

E-mail: [elps@indiana.edu](mailto:elps@indiana.edu)

Website: <http://site.educ.indiana.edu/elps>

### Instructional Systems Technology (IST)

Room 2276

Sarah Childers, Office Manager

Department phone: 812-856-8450

E-mail: [istdept@indiana.edu](mailto:istdept@indiana.edu)

Website: <http://site.educ.indiana.edu/ist>

### Literacy, Culture and Language Education (LCLE)

Room 3044

Gayla Pate, Office Manager

Department phone: 812-856-8284

E-mail: [lcle@indiana.edu](mailto:lcle@indiana.edu)

Website: <http://site.educ.indiana.edu/langed>

## Indiana University E-Mail Communication Policy

The University reserves the right to send official communications to students by e-mail with the full expectation that students will receive e-mail and read these e-mails in a timely fashion. Official university e-mail accounts are available for all registered students. Official university communications will be sent to students' official university e-mail addresses. For IU-Bloomington, this is the @indiana.edu address.

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with university related communications. In addition to their university e-mail account, students should also check for course-related e-mail within Oncourse. The same user id and password are used for Oncourse and the university e-mail system. For more information about Oncourse, visit <http://oncourse.iu.edu>.

Students who choose to have their e-mail forwarded from their official university e-mail address to another address do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access to e-mail forwarded to any other address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to their official IU e-mail addresses. Instructions on setting up or cancelling the forwarding of e-mail may be found by visiting <https://itaccounts.iu.edu>.

**This policy is critical. You will receive e-mail from the Bursar's office, Registrar's office, School of Education offices, etc. and many others. This is the preferred method of communication for IU. For example, your Bursar bill for tuition and fees each term will NOT be mailed to your home. You will receive an e-mail notification and you are expected to check your Bursar account online via OneStart.**

## Registration Instructions

1. Navigate to the *OneStart* page, <http://onestart.iu.edu>; Click the **login** button.
2. Log in using your **Username** and **Password**.
3. Choose **Services >> Student Self-Service >>** and click the **Student Center** link.
4. Locate the **Academics** section.


The screenshot shows the 'Academics' section of the OneStart portal. A blue header bar contains the word 'Academics' with a dropdown arrow. Below the header, there is a list of links: 'Class Schedule Details', 'Enrollment Shopping Cart', 'View Class Permissions', 'Academic Planning', 'Search for Classes', 'Register & Drop/Add', and 'My Academics & Grades'. To the right of these links is a light blue box with a white background containing an information icon (i) and the text 'You are not enrolled in classes.'


You can enroll through either option:

Enrollment from [Register & Drop/Add](#) or from the Enrollment [Shopping Cart](#).

### Register & Drop/Add

1. Click **Register & Drop/Add**.
  - o You cannot register before your appointment time.
2. Choose the **Term** and click **Continue**.
3. Review the information about using the **Planner** and **Shopping Cart**.
4. Make any needed changes or additions to your addresses and click **Next** to continue.
5. Review the *Optional Services*, select any that are of interest to you and then click **Next** to continue.
6. Enter the class number, or use **Class Search** or **My Planner** to select a course.
  - o Follow instructions for class search. (e.g., **SOC-S** as Subject; **100** as Catalog #)
  - o Special permission may need to be granted for a class you want to add.
7. Select the class. If it's closed and you wish to Waitlist, check the **Waitlist** box.
8. Click the **Enroll Now** button.
9. Click **Finish Enrolling** to process your request for the classes listed. To exit without adding these classes, click **Cancel**.
10. View the results of your enrollment.
 


Success: enrolled


Error: unable to add class
11. You may view your Class Schedule or Add another Class.

**Be sure to log-out of OneStart and close the browser to protect your privacy.**

## **Shopping Cart**

1. Click **Enrollment Shopping Cart**.
  - Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click **Validate** to have the system check for possible conflicts prior to enrolling.
2. Choose the **Term** and click **Continue**.
3. Review the information about using the **Planner** and **Shopping Cart**.
4. Make any needed changes or additions to your addresses and click **Next** to continue.
5. Review the *Optional Services*, select any that are of interest to you and then click **Next** to continue.
6. Enter the class number, or use **Class Search** or **My Planner** to select a course.
  - Follow instructions for class search. (e.g., **SOC-S** as Subject; **100** as Catalog #)
  - Special permission may need to be granted for a class you want to add.
7. Preview the course to be added to your Shopping Cart (check the **Waitlist** box if you wish to waitlist) and click **Add to Shopping Cart**.
8. If you wish to then enroll in the course, select the course and click **Enroll**.
  - **Important Note:** A space in the class is not being held by placing courses in your shopping cart - you must **Enroll**.
9. If enrolling, you will be prompted with a message reading: *You are about to leave the Enrollment Shopping Cart and Enter Register & Drop/Add. Click OK to continue enrolling.*
10. Click **Finish Enrolling** to process your request for the classes listed. To exit without adding these classes, click **Cancel**.
11. View the results and any messages for your enrollment.
12. You may view your Class Schedule or Add another Class.
13. **Be sure to log-out of OneStart and close the browser to protect your privacy.**

## Terms to Know

**University ID.** To help maintain the privacy of students' Social Security Numbers, the Student Information System (SIS) uses a random primary identifier for student records called the University ID.

Currently enrolled students may obtain their University Identification Number (UID) via the Self-Service tab in [OneStart](#):

1. Login to OneStart at <http://onestart.iu.edu>.
2. Navigate to the **Self-Service tab**. (If you don't see the Self-Service tab, click the More tab, then select Self-Service.)
3. Locate the **Personal Info** section, and click **University ID Number / Personal Info Overview**.
4. Click **View My Current Information**.
5. On the **Demographic Information** page, the 10 digit (University) ID is listed under your name.

If you require technical assistance with OneStart, you should contact the IT Support Center ([ithelp@iu.edu](mailto:ithelp@iu.edu)).

**Registration Appointments.** Registration appointment dates and times are displayed on the Self-Service tab in OneStart (<http://onestart.iu.edu/>). Students are scheduled for registration appointments based upon total hours passed and transfer hours accepted at each student's current level (graduate or undergraduate). Students with the greatest number of hours at their current level will have the earliest appointments. Students may register any time after their registration appointment and may have a proxy register for them at or after their scheduled time.

**Registration Holds.** Schools, Departments, and other administrative offices may place a hold on your record to prevent you from registering for classes. Examples of hold categories are academic, advising, immunization, and financial. Students can view holds on their record by selecting **Holds on My Record** on the Self-Service tab in OneStart. Detailed information will be provided including reason, department name, contact info, and instructions for releasing the hold. If any holds are reflected in OneStart, you must take corrective action to obtain a release for each entry. You will not be allowed to register for classes until all holds are cleared.

**Term Activation.** Your student record must be term-activated for each fall, spring and summer term in order for you to be able to register. This will happen automatically if you register consistently every fall and spring. If you miss a term, you will have to contact the Office of Graduate Studies to be term-activated for the semester you need to register.

**Program plan stack.** This is your record in the student information system (SIS) that comprises your school (EDUC), level of program (grad or undergrad) and major. If you want to change your major, we update your program plan stack.

**Class Permission.** Courses in the Schedule of Classes with the PERM designation require departmental permission to register in. G 901 Advanced Research permission is given by the Office of Graduate Studies. All other courses are given permission by the department offering the course.

**School of Education Graduate Program Bulletin.** This is the official policy handbook for all Education graduate degree programs. (PhD students must also comply with the policies in the University Graduate School Bulletin.) The Bulletins are available online at: <http://www.indiana.edu/~bulletin/iub/>. In addition to policies, the Bulletin contains program descriptions and course descriptions. In general, the Bulletin-year a student is admitted determines the policies and requirements in effect for the duration of the student's degree program.

## Transfer of Credit and Course Revalidation

Transfers of credit and course revalidation are separate issues—students frequently find this confusing. Transfer of credit refers to evaluating and approving graduate credit taken at another institution to be counted toward an IU graduate degree. Course revalidation applies to coursework older than 7 years. **All coursework, whether taken at IU or transferred in, is subject to the course revalidation requirements based on the student's degree program.** Approval of coursework for transfer credit does **not** satisfy the course revalidation requirements.

### Transfer of Graduate Credit

Some graduate course work completed at other universities may be transferred into degree and licensure programs at Indiana University. This course work must meet the following requirements:

- All course work transferred must be from an accredited college or university.
- An official transcript is required for course work to be transferred.
- No transfer credit will be given for a course with a grade lower than B.
- Courses graded P (Pass) may not ordinarily be transferred into education graduate programs. Courses graded S (Satisfactory) may be transferred only if a letter is received from the course instructor stating that the student's performance in the course was at or above a grade of B.
- All transferred courses must be relevant to the student's program of studies.
- The courses must be approved by a program advisor and by the associate dean for graduate studies.
- A course description or syllabus may be required in order to judge the appropriateness of course work to be transferred.

**Master's degree students must complete a minimum of 27 credit hours of course work at Indiana University.** Beyond this, graduate course work may be transferred from other universities. Of the 27 credit hours required at Indiana University, a minimum of 15 credit hours must be earned through the campus awarding the degree.

**Specialist degree students must complete 35 credit hours of course work at the Bloomington or Indianapolis campuses of Indiana University.** Beyond this, course work may be transferred from other universities or from other IU campuses.

**Doctoral students (Ph.D. and Ed.D.) in the 90 credit hour program must complete 60 credit hours of course work at the Bloomington or Indianapolis campuses of Indiana University (this includes dissertation credits).** Ph.D. and Ed.D. students in the 90 credit hour program may transfer no more than 30 credit hours into an IU doctoral program. **Ed.D. students in the 60 credit hour post-master's doctoral program must complete 42 credit hours (including dissertation credits) at the Bloomington or Indianapolis campus.** They may transfer in no more than 18 credit hours.

**Licensure students** are generally required to complete at least half of their course work at the Bloomington or Indianapolis campus of Indiana University.

The form required for students to transfer courses is available in the Office of Graduate Studies and online in the Current Student section of the Office of Graduate Studies website:

<http://education.indiana.edu/CurrentStudents/EdDPhDPoliciesandForms/tabid/5288/Default.aspx>

## Course Revalidation

Course work used in graduate degree programs must have been taken recently, or it must be revalidated. Revalidation is a process whereby a student demonstrates current knowledge of course material that was not taken recently. **For all**

**graduate degree programs, course work over seven years old must be revalidated.** For master's programs, the seven years is counted back from the completion of program course work. For specialist programs the seven years is counted back from the date of approval of the student's program of studies. For doctoral students, the seven years is counted back from the date of passing the oral qualifying examination.

Several methods of revalidating old courses are available:

- Passing an examination specifically covering the material taught in the course (such as a course final examination).
- Passing a more advanced course in the same subject area, taken more recently (within the seven years). *Must list the course name & number, semester taken, and grade on the form.*
- Passing a comprehensive examination (e.g., a doctoral qualifying examination) in which the student demonstrates substantial knowledge of the content of the course. (Ph.D. students may revalidate only two courses by this method.)
- Teaching a comparable course. *Must list the institution, course name & number, & semester(s) taught on the form. In addition, the student must submit a current vita.*
- Publishing scholarly research that demonstrates substantial knowledge of the course content and understanding of fundamental principles taught in the course. *Student must submit a current vita.*
- Presenting evidence of extensive professional experience that requires the application of material taught in the course. (This method may not be used in Ph.D. programs.)

Forms for course revalidation are available in the Office of Graduate Studies at Bloomington, Office of Student Services at IUPUI and also online at:

<http://education.indiana.edu/CurrentStudents/TransferofCoursework/tabid/5133/Default.aspx>

Old courses must be revalidated individually. The revalidation evidence for each course must be assessed by an Indiana University faculty member who teaches the course being revalidated. **The revalidating faculty member must be personally convinced, based upon present evidence, that the student has current mastery of basic course concepts and principles.**

If the course instructor is not available, a faculty member in the same program specialization area may be substituted. Permission to use a part-time faculty member or a faculty member at another university for course revalidation must be secured from the associate dean of graduate studies at Bloomington or the director of student services at Indianapolis.

Departments have the right to limit the amount of old course work to be included in graduate programs.

## PROGRAM CHECKLIST FOR THE ED.D. & PH.D.

1. **Admission to Program**
2. **Advising**  
 Specific information about program requirements may be obtained from the following sources:
- School of Education Graduate Bulletin and University Graduate School Bulletin
  - Departmental handbook or program requirements worksheet
  - Assigned advisor, Program head, or Department chair (see page 3 of Bulletin)
  - Program of Studies Outline Form available online at <http://site.educ.indiana.edu/CurrentStudents/EdDPhDPoliciesandForms/tabid/5288/Default.aspx>.
3. **Select Program Advisory Committee** (3 members required)  
 The advisory committee chair and one other faculty member must be from the major. One member must be from the minor. For Ph.D. students, two members including the chair must be Graduate School faculty members.
4. **Complete Appointment of Advisory Committee and Program of Studies (FORM)**  
 This form is available in the School of Education Office of Graduate Studies and also online as above. It must be reviewed and signed by the advisory committee and the department chair, and submitted to the SoE Office of Graduate Studies for approval *within one year of matriculation*.
5. **Transfer and/or Revalidate Credits (FORMS)**  
*\*Not all doctoral students will need to transfer or revalidate courses.*
- **Transfer Credits:** Some graduate coursework completed at other universities may be transferred in to degree and licensure programs. All coursework transferred must be from an accredited college or university and no transfer credit will be given for courses with a grade lower than a B. Transferred courses must be relevant to the student's program of studies and must be approved by a program advisor and the associate dean for graduate studies. A course description or syllabus may be required to transfer a course.
  - **Course Revalidation:** All graduate-level coursework over seven years old must be revalidated (counting back from the date of passing the oral qualifying examination).
6. **Maintain Active Student Status**
- **During Program of Studies:** Students who do not enroll in classes for a period of two years must apply for re-admission to the program. They must meet current admission criteria, and if re-admitted, must fulfill current program requirements.
  - **During Candidacy:** During the dissertation portion of the program (after the student has passed the oral qualifying examination), students must enroll in at least 1 credit hour per semester of 795, 799 or G901 in order to maintain active students status. Students *DO NOT* need to register for this dissertation credit during the summer *UNLESS* the student plans to graduate (have degree awarded) in the summer. Students who fail to register each semester must back-enroll for all semesters missed in order to graduate. There is a charge of \$290 per semester (plus tuition) for back-enrollment.
- \*Note:** If a student lives more than 25 miles from the Indiana University campus he/she should register for an off-campus section of dissertation credit.

7. **Complete Residency Requirement**  
For Ph.D. and Ed.D. students, two consecutive semesters in a single academic year (exclusive of summer session) must be spent in residence on the Bloomington or Indianapolis campus. Ed.D. students who are working full time may fulfill residency requirements with three consecutive 6 credit hour terms (Summer Session I and Summer Session II are not counted as separate terms). Dissertation credit hours (795, 799 or G901) MAY NOT be used to fulfill residency requirements.
8. **Early Inquiry Experience (FORM)**  
Students are required to complete an early inquiry experience before being admitted to candidacy. Early inquiry experiences may include the following: literature reviews, position papers, curriculum development projects, program evaluation studies, measurement institution construction studies, needs assessments, library research studies, and data-based research. Individual departments are responsible for determining what types of research count for the early inquiry project. *An Early Inquiry Form MUST be completed before a student can be admitted to candidacy.*
9. **Written Qualifying Examinations**  
These are taken at the end of course work. An examination in the major is required. A minor examination is required if the minor field of study is in the School of Education. The examinations are usually given early in each semester, and occasionally in the summer term—check with department for exact dates. For minors outside of Education, an examination may or may not be required. Follow departmental procedure for applying to take qualifying exams.
10. **Oral Qualifying Examination**  
The oral qualifying examination is held after **all** required written examinations are successfully completed.
11. **Nomination to Candidacy (FORM)**  
A Nomination to Candidacy form is submitted when the oral examination is passed, and the student is judged to have met all criteria for candidacy. *The date of passing the oral examination is a critical date. Courses taken more than 7 years prior to this date must be revalidated, and the 7 years allowed for dissertation work are counted forward from this date.* Admission to candidacy is awarded after the student has been nominated to candidacy and after all required coursework has been completed (except 795, 799, and G901). All incompletes must be completed and old course work requiring revalidation must be revalidated before a student is admitted to candidacy.
- 12a. **Nomination of Research Committee (FORM)**
- **Ph.D. Students:** The Ph.D. Research Committee has 4 members: 2 from major area, 1 from minor, 1 who has expertise in your field. All 4 must be **members** of the University Graduate School faculty. The chair/director and at least one other must be **endorsed members** of the Graduate School faculty (total of 2 minimum).
  - **Ed.D. Students:** Ed.D. Research Committees must have 3 members: 2 from major area (one of which must be a tenure-line faculty member from the core campus), and 1 not from the major field of study. The Chair must be an associate or full professor from the major area. The director must be a member of the University Graduate School faculty.
- 12b. **Prospectus/Summary (DOCUMENT)**  
*A 1-2 page dissertation prospectus/summary must be submitted with the Nomination of Research Committee Form.* This prospectus/summary should include a clear statement of the questions to be addressed in the study, an outline of the design of the study, the research methods to be used, and a discussion of the contribution of the study to theory and/or practice.

12c. **Human Subjects Approval (LETTER)**

For research using human subjects, all students at IUB and IUPUI should use the online portal at: <http://researchadmin.iu.edu/HumanSubjects/index.html>. *All research using human subjects MUST receive approval from the Campus Institutional Review Board BEFORE the data collection begins.*

13. **Dissertation Proposal Approval (FORM)**

A complete dissertation proposal (usually equivalent to the first three dissertation chapters: purpose/rationale, literature review, method) must be submitted to the committee, and approved in a committee meeting. A copy of a summary, the human subjects approval letter, and the signed Dissertation Proposal Approval Form must be submitted to the SoE Office of Graduate Studies.

15. **Carry out Dissertation Study/Write Dissertation Manuscript**

For information about the format of the dissertation manuscript, see the Doctoral Thesis Guide: EdD, available in the Office of Graduate Studies or online at:

<http://education.indiana.edu/CurrentStudents/EdDPhDPoliciesandForms/tabid/5288/Default.aspx>

PhD students see: <http://www.graduate.indiana.edu/preparing-theses-and-dissertations.php>

16. **Application for Graduation**

- **Ph.D. Students:** The Ph.D. degree is conferred by the University Graduate School, Kirkwood Hall, Room 111. Submission of the dissertation defense announcement to the University Graduate School constitutes an application for conferral of the Ph.D. degree. Students who intend to participate in the Commencement must fill out a graduation application form which is available online at:

<http://www.graduate.indiana.edu/preparing-theses-and-dissertations.php>.

- **Ed.D. Students:** The Ed.D. degree is conferred by the School of Education. The Application for Graduation Form is available on-line at

<http://site.educ.indiana.edu/CurrentStudents/ApplyforGraduation/tabid/5124/Default.aspx>

All students must apply to graduate by October 15 for degrees conferred in May, June and August and by March 15 for degrees conferred in December each year.

17. **Announcement of Dissertation Defense (DOCUMENT)**

*\*This document must be submitted 30 days prior to the date of the defense.*

The announcement should be on one page and must contain the following:

1. the date,
2. the time,
3. and the place of the oral defense,
4. the title of the dissertation,
5. the name of the author,
6. the department or program area,
7. the summary of the study (100-300 words in length with the statement of the program, research procedures, findings, and conclusions),
8. an invitation for all faculty to attend,
9. and the signature of the research committee chair.

For more information, see the following guides:

<http://www.graduate.indiana.edu/preparing-theses-and-dissertations.php> for PhD students.

<http://education.indiana.edu/CurrentStudents/EdDPhDPoliciesandForms/tabid/5288/Default.aspx> for EdD students.

- **Ph.D. Students:** A copy of the signed announcement must be submitted to both the SoE Office of Graduate Studies and the University Graduate School.
- **Ed.D. Students:** A copy of the signed announcement must be submitted to the SoE Office of Graduate Studies.

18. **Dissertation Defense**

An oral defense meeting, open to the public, is required. *The defense cannot be scheduled less than six months after the date of research committee approval.* Committee members must receive a copy of the dissertation manuscript *two weeks prior* to the final oral defense. *The committee will provide and complete a form with thesis grade changes at the time of the dissertation defense.*

19. **Submit Dissertation**

- **Ph.D. Students:** All Ph.D. dissertations must be submitted to the University Graduate School.
- **Ed.D. Students:** All Ed.D. dissertation must be submitted to the SoE Office of Graduate Studies. One bound copy and one unbound copy are required if submitting in traditional format.

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**\*Dissertation Time Limits\***

1. The oral qualifying examination must be passed a minimum of 8 months before the oral dissertation defense.
  2. Coursework will be counted back 7 years from the oral qualifying examination. Any coursework 7 years prior to this date must be revalidated.
  3. The research committee must be appointed a minimum of 6 months before the oral dissertation defense.
  4. The complete dissertation must be submitted within 7 years of the date of passing the oral qualifying examination.
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For a more detailed listing of doctoral program requirements, see the Education Graduate Bulletin at: <http://www.indiana.edu/~bulletin/iub/>.

Address question to the School of Education Office of Graduate Studies at:

Address: W.W. Wright Education Building ED 2100  
201 N. Rose Avenue  
Bloomington, IN 47405-1006

Phone: (812)856-8504  
Email: [educate@indiana.edu](mailto:educate@indiana.edu)



\* PLEASE SUBMIT COMPLETED FORM ALONG WITH YOUR PROGRAM OF STUDIES TO THE OFFICE MANAGER OF YOUR MAJOR DEPARTMENT.

## COURSE REVALIDATION

### Student Information

Name \_\_\_\_\_ ID Number \_\_\_\_\_  
 Email \_\_\_\_\_  
 Major \_\_\_\_\_ Degree \_\_\_\_\_

### Course Information

Institution (please attach copy of transcript) \_\_\_\_\_

Semester/Year	Course Number & Title	Credit Hours	Grade
_____	_____	_____	_____

### PLAN FOR REVALIDATION

Describe below or in an attachment the plan or procedure to establish current knowledge of this course material.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### COMPLETION OF REVALIDATION

The student has successfully completed all the requirements set out in the above/attached plan and receives a grade of \_\_\_\_\_.

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Campus/School \_\_\_\_\_

\_\_\_\_\_  
 Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Associate Dean for Graduate Studies signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Coursework over seven years old must be revalidated. (For more details see the current Graduate Bulletin).*

## COURSE REVALIDATION PROCEDURE

For doctoral programs, courses completed seven or more years prior to the date of passing the oral qualifying examination are considered "out-of-date" and must be revalidated. For Ed.S. programs, seven years are counted from the approval date of the program of studies. For M.S. programs, seven years are counted from the completion of degree requirements.

The following methods of revalidation are acceptable:

- a. passing an **examination specifically covering the course material**
- b. passing a **qualifying examination** which includes the course content
- c. passing a **more advanced course** in the same area
- d. **teaching** a comparable course
- e. **scholarly publication** which demonstrates knowledge of course content

For Ph.D. programs, only two courses may be revalidated by the qualifying examination. For Ed.D. programs, all courses taken in the major and minor areas may be revalidated through the qualifying examination if the course material is covered in these examinations. This includes courses which are transferred from other universities. It does not include courses taken in other departments but listed in the major, unless it can be specifically demonstrated that the content of these courses was tested in a qualifying examination.

For Ed.D., Ed.S., and M.S. programs, **professional experience** may also be used to revalidate courses. It is the student's responsibility to "make the case" that particular job duties have required the application of material studied in a particular course. It must be demonstrated that the course content is specifically applied "on the job."

Course revalidation must be done on a course-by-course basis. Each course revalidation must be approved by a full-time IU faculty member who teaches the course. **The faculty member who signs the course revalidation form must be personally convinced that the student has the required knowledge -- not by assumption, but by demonstration.** If the course instructor is not available, a faculty member in the same program specialization area may be substituted. Permission to use a part-time faculty member or a faculty member at another university for course revalidation must be secured from the associate dean for graduate studies.

# APPOINTMENT OF ADVISORY COMMITTEE & PROGRAM OF STUDIES

- FOR ED.D. (90 CREDIT ONLY) & PH.D. DEGREE -

## Contact Information

Name \_\_\_\_\_ ID Number \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_

## Doctoral Degree

Major \_\_\_\_\_ Minor \_\_\_\_\_

## Master's Degree

Year \_\_\_\_\_  
 Major \_\_\_\_\_ Minor \_\_\_\_\_

## ADVISORY COMMITTEE

*Three members are required. The chair and one other member must be from the major; one member must be from the minor. For interdisciplinary minors, the minor representative must be from outside of the major program area. For Ph.D. students, the chair and one other member must be Graduate School faculty members.*

<u>Name</u>	<u>Signature</u>	<u>Title/Rank</u>	<u>Date</u>
Chair _____	_____	_____	_____
Member – Major _____	_____	_____	_____
Member – Minor _____	_____	_____	_____
	<u>Signature</u>		<u>Date</u>
Program Head (optional) _____	_____		_____
Department Chair _____	_____		_____
Associate Dean for Graduate Studies _____	_____		_____

<b>PROGRAM SUMMARY</b>		
Program Component	Number of Hours Required	Hours in My Program
Major	36	
Inquiry Core	9-15	
Minor	12	
Electives or Second Minor	6-18	
Dissertation	15	
<b>TOTAL</b>	<b>90</b>	



## INQUIRY CORE

**MINIMUM VARIES BY PROGRAM.** Refer to Section A in Appendix for program requirements. At least one three-credit course must include a survey in inquiry methods (usually Y520 or 521). Other courses in the inquiry core may be from the areas of statistics, measurement, program evaluation, or in ethnographic, qualitative, quantitative, or historical research methods. Inquiry core courses ought, generally, to precede inquiry courses taken in the major. Inquiry courses taken in the major or minor may NOT be double-counted in the inquiry core.

*Course#	Course Title	School	Semester/Year	Credits	Grade	IU Equiv.

\* When listing courses to be transferred from other universities, please list the actual course number and title.

## MINOR

**MINIMUM 12 HOURS.** The minor must have integrity in its own right and must complement the major. The minor field must demonstrate wholeness within itself and contribute to the student's overall doctoral program. Minors are normally formulated within a single program area. Major area courses may not be used in the minor. An interdepartmental minor is also possible:

Approval of the interdepartmental minor requires that the student submit:

- a) a written description of the minor's underlying theme along with a rationale for each course's contribution to that theme
- b) a written explanation for the choice of the minor advisor

*Course#	Course Title	School	Semester/Year	Credits	Grade	IU Equiv.

\* When listing courses to be transferred from other universities, please list the actual course number and title.



## RESIDENCY

A total of 60 credit hours (including dissertation credits) must be taken at IUB or IUPUI. Ph.D. students must have two consecutive semesters in which 9 hours of program course work (excluding 799) are completed each semester. Ed.D. students must have either two consecutive 9-hour semesters or three consecutive 6-hour terms. Please indicate the semesters that fulfill this requirement in the box below.

Year	Semester	Hours

## APPENDIX

### SECTION A: INQUIRY CORE REQUIREMENTS BY PROGRAM

*The following programs require 9 hours:*

- Curriculum & Instruction (all areas except Special Education)
- Educational Leadership
- History, Philosophy of Education
- Inquiry Methodology
- Instructional Systems Technology

*The following programs require 12 hours:*

- Education Policy Studies
- Higher Education
- Language Education

*The following programs require 15 hours:*

- Counseling Psychology
- Learning and Developmental Sciences
- School Psychology
- Special Education

## APPOINTMENT OF ADVISORY COMMITTEE AND PROGRAM OF STUDIES FOR 60hr, POST-MASTER'S Ed.D. DEGREE

Name \_\_\_\_\_ ID Number \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Doctoral Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Master's Degree: Year \_\_\_\_\_ Major \_\_\_\_\_ University \_\_\_\_\_

<i>Program Component</i>	<i>Hours Required</i>	<i>Hours in My Program</i>
<i>Major</i>	27	_____
<i>Inquiry Core</i>	9	_____
<i>Minor</i>	9	_____
<i>Electives</i>	0 - 6	_____
<i>Dissertation</i>	9	_____
<b>TOTAL</b>	<b>60</b>	

*A minimum of 42 hours of post-master's course work (including dissertation) must be taken at IUB or IUPUI.*

*Courses completed 7 or more years prior to the date of passing the oral qualifying examination must be revalidated.*

### ADVISORY COMMITTEE

Three members are required. The chair and one other member must be from the major; one member must be from the minor. For interdisciplinary minors, the minor representative must be from outside of the major program area.

	<u>Name Typed or Printed</u>	<u>Signature</u>	<u>Title/Rank</u>	<u>Date</u>
Chair	_____	_____	_____	_____
Member	_____	_____	_____	_____
Minor Member	_____	_____	_____	_____
		<u>Signature</u>		<u>Date</u>
Program Head (optional)	_____	_____	_____	_____
Department Chair	_____	_____	_____	_____
Associate Dean for Graduate Studies	_____	_____	_____	_____



## INQUIRY CORE\*\*

**MINIMUM 9 HOURS.** Course work must include a survey of inquiry methods (usually Y520). Other courses in the inquiry core may be from the areas of statistics, measurement, program evaluation, or in ethnographic, qualitative, quantitative, or historical research methods. Inquiry core courses ought, generally, to precede inquiry courses taken in the major. Inquiry courses taken in the major or minor may not be "doubled-counted" in the inquiry core.

Course No.*	Course Title	School	Sem./Yr.	Sem. Hrs.	Grade

## MINOR\*\*

**MINIMUM 9 HOURS.** The minor must have integrity in its own right and must complement the major. The minor field must demonstrate wholeness within itself and contribute to the student's overall doctoral program. Minors are normally formulated within a single program area. Major area courses may not be used in the minor.

An interdisciplinary minor is also possible. If courses in the minor are from more than one program area, a written description of the minor's underlying theme must be provided (on a separate page) along with a rationale for each course's contribution to that theme.

Course No.*	Course Title	School	Sem./Yr.	Sem. Hrs.	Grade

\* When listing courses to be transferred from other universities, please list the actual course number and title. (An I.U. equivalent course number may be listed in the margin to facilitate program planning.)

\*\* Master's degree course work may not be used in this program. The master's degree is a prerequisite for admission to this program.

## ELECTIVES

Enough elective hours to bring the total to 60. Elective courses must be relevant to the student's program of studies. Courses required in foundations or substantive core perspective may be included in this category.

Course No.	Course Title	School	Sem./Yr.	Sem. Hrs.	Grade

## DISSERTATION

**9 HOURS.** Six hours of 799 Doctoral Dissertation are required. In addition three hours of dissertation proposal preparation must be taken. This may be a 795 course, an independent study course, or a departmental seminar specifically for this purpose. The prospective director of the dissertation should play an active role in the supervision of dissertation proposal writing.

Course No.	Course Title	School	Sem./Yr.	Sem. Hrs.	Grade
795	Dissertation Proposal Preparation			3.0	
799	Doctoral Thesis in			6.0	

## RESIDENCE

A total of 42 credit hours (including dissertation credits) must be taken at IUB or IUPUI. The program must include either two consecutive nine-hour terms or three consecutive six-hour terms (excluding 799 hours). Please indicate the semesters that fulfill this requirement in the box below.

Year	Semester	Hours

Revised: August 22, 2011

**APPOINTMENT OF ADVISORY COMMITTEE  
AND PROGRAM OF STUDIES FOR DOUBLE MAJOR Ph.D. DEGREE**

Name \_\_\_\_\_ ID Number \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Degree \_\_\_\_\_ Major \_\_\_\_\_ Major \_\_\_\_\_

Program Component	Hours Required	Hours in My Program
1 <sup>st</sup> Major	36	_____
2 <sup>nd</sup> Major	36	_____
Inquiry Core	9 - 15	_____
Electives	6 - 18	_____
Dissertation	15	_____
<b>TOTAL</b>	<b>90</b>	

A total of 27 hours must be from outside the major. This may include courses in the inquiry core and minor. Some courses may fulfill requirements in both majors but the number of hours cannot be double-counted

Courses completed 7 or more years prior to the date of passing the oral qualifying examination must be revalidated.

**ADVISORY COMMITTEE**

Four members are required. The committee must include 2 representatives from each major. For Ph.D. students, the chair and one other member must be Graduate School faculty members.

	<u>Name Typed or Printed</u>	<u>Signature</u>	<u>Title/Rank</u>	<u>Date</u>
Chair 1 <sup>st</sup> major	_____	_____	_____	_____
Member 1 <sup>st</sup> major	_____	_____	_____	_____
Chair 2 <sup>nd</sup> major	_____	_____	_____	_____
Member 2 <sup>nd</sup> major	_____	_____	_____	_____

	<u>Signature</u>	<u>Date</u>
1 <sup>st</sup> Department Chair	_____	_____
2 <sup>nd</sup> Department Chair	_____	_____
Associate Dean for Graduate Studies	_____	_____





## INQUIRY CORE

**MINIMUM VARIES BY PROGRAM.** The following programs require **9** hours: Curriculum & Instruction, Instructional Systems Technology, Educational Leadership, and History, Philosophy in Education. The following programs require **12** hours: Education Policy Studies, Higher Education, and Language Education. The following programs require **15** hours: Learning & Developmental Sciences, Counseling Psychology, School Psychology and Special Education.

At least one three-credit course must include a survey in inquiry methods (usually Y520 or 521). Other courses in the inquiry core may be from the areas of statistics, measurement, program evaluation, or in ethnographic, qualitative, quantitative, or historical research methods. Inquiry core courses ought, generally, to precede inquiry courses taken in the major. Inquiry courses taken in the major or minor may not be "doubled-counted" in the inquiry core.

Course No.	Course Title	School	Sem./Yr.	Sem. Hrs.	Grade

## ELECTIVES OR SECOND MINOR

**MINIMUM 6 HOURS.** The minimum of 6 elective credit hours is intended to ensure that students have flexibility in their programs, and to restrict academic programs from stipulating all of the minimum 90 credit hours of the doctoral program. It is expected that most students will have more than six elective credit hours. Elective courses must be relevant to the student's program of studies.

Course No.	Course Title	School	Sem./Yr.	Sem. Hrs.	Grade

## DISSERTATION

**15 HOURS.** Twelve hours of 799 Doctoral Dissertation is required. In addition 3 hours of dissertation proposal preparation (795) must be taken. The prospective director of the dissertation should play an active role in the supervision of dissertation proposal writing.

Course No.	Course Title	School	Sem./Yr.	Sem. Hrs.	Grade
795	Dissertation Proposal Preparation			3.0	
799	Doctoral Thesis in			12.0	

## RESIDENCE

A total of 60 credit hours (including dissertation credits) must be taken at Bloomington or Indianapolis. Ph.D. students must have two consecutive semesters in which 9 hours of program course work (excluding 799) are completed each semester. Ed.D. students must have either two consecutive 9-hour semesters or three consecutive 6-hour terms. Please indicate the semesters that fulfill this requirement in the box below.

Year	Semester	Hours

## EARLY INQUIRY EXPERIENCE APPROVAL

### Student Information

Name \_\_\_\_\_ ID Number \_\_\_\_\_  
Email \_\_\_\_\_

### ADVISORY COMMITTEE SIGNATURES

This is to certify that I have read the research report describing the early inquiry study\* carried out by the above named student, and that I find in this report evidence of satisfactory research skills for nomination to candidacy.

*\*The intent of the early inquiry experience requirement is for students to conduct a small inquiry project (collect and analyze data, and write a research report) prior to the dissertation research, and not related to the dissertation research.*

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Member: \_\_\_\_\_

Date: \_\_\_\_\_

Minor member: \_\_\_\_\_

Date: \_\_\_\_\_

**CHANGE IN ADVISORY COMMITTEE MEMBERSHIP  
Ph.D., Ed.D., Ed.S.**

Student Name: \_\_\_\_\_

I.D. Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Degree: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Composition of Old Committee
Name: _____
(Chair) _____
_____
_____
_____

Reason for Change in Committee
_____
_____
_____
_____
_____

**Composition of New Committee**

<u>Printed Name</u>	<u>Signature</u>	<u>Program</u>	<u>Date</u>
Chair: _____			
Member: _____			
Member: _____			
Member: _____			

---

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean for Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_

# NOMINATION TO CANDIDACY FOR THE Ph.D. DEGREE\*

Name of Student \_\_\_\_\_ I.D.# \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Date of Enrollment/Univ. Graduate School \_\_\_\_\_

Date Qualifying Exam \_\_\_\_\_ (mo/dy/yr) **DATE CANDIDACY EXPIRES** \_\_\_\_\_

Total Graduate Credits Earned (including transferred credits) \_\_\_\_\_

### REQUIREMENT COMPLETION DATES

Major \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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 Ph.D. degree.**

Advisory \_\_\_\_\_

Committee \_\_\_\_\_

Signatures \_\_\_\_\_

Outside Minor \_\_\_\_\_

(Outside Minor Examination Passed)

**OR**

(Outside Minor Examination Waived)

\*\*\*\*\*

Chair or Graduate Advisor/Major Department \_\_\_\_\_ Date \_\_\_\_\_

Information Verified/Ph.D. Recorder \_\_\_\_\_ Date \_\_\_\_\_  
University Graduate School

Approved/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 approved.

**NOMINATION TO CANDIDACY FOR THE ED.D.\***

**Contact Information**

Name	_____	ID Number	_____
Address	_____	Phone	_____
	_____	Email	_____
Major Area	_____	Minor Area	_____
Date of Written Exam	_____	Date of Oral Exam	_____

**Advisory Committee Member Signatures**

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

	Name	Signature	Date
Advisory Committee Chair	_____	_____	_____
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____
Minor Committee Member	_____	_____	_____
Minor Qualifying Exam:	<input type="checkbox"/> Passed	<input type="checkbox"/> Waived	

	Signature	Date
Department Chair	_____	_____
Associate Dean for Graduate Studies	_____	_____

Date Candidacy Expires: \_\_\_\_\_

\* Admission to candidacy will occur upon successful completion of the oral qualifying examination **and** completion of all course work in the student's program of studies.

# NOMINATION TO CANDIDACY FOR THE DOUBLE MAJOR Ph.D.

Name \_\_\_\_\_ ID# \_\_\_\_\_  
(last) (first) (middle)

Current address \_\_\_\_\_  
(street) (city) (state) (zip)

Phone: Home \_\_\_\_\_ Office \_\_\_\_\_

Date First Qualifying Exam \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Second Qualifying Exam \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Enrolled in University Graduate School \_\_\_\_\_ Date Candidacy Expires \_\_\_\_\_

Total Graduate Credits Earned (including transferred credits) \_\_\_\_\_

### REQUIREMENT COMPLETION DATES

First Major \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Second Major \_\_\_\_\_ 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 Examinations and is hereby nominated to candidacy for the Ph.D. degree.

First Major \_\_\_\_\_  
(name printed) (signature)

First Major \_\_\_\_\_  
(name printed) (signature)

### Advisory

Second Major \_\_\_\_\_  
(name printed) (signature)

### Committee

Second Major \_\_\_\_\_  
(name printed) (signature)

Outside Minor Examination PASSED \_\_\_\_\_  
(name printed) (signature)

OR

Outside Minor Examination WAIVED \_\_\_\_\_  
(name printed) (signature)

\*\*\*\*\*

Chair or Graduate Advisor/First Major \_\_\_\_\_ Date \_\_\_\_\_

Chair or Graduate Advisor/Second Major \_\_\_\_\_ Date \_\_\_\_\_

Information Verified/Ph.D. Recorder \_\_\_\_\_ Date \_\_\_\_\_  
University Graduate School

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

The membership of the research committee and the dissertation prospectus must be approved by the University Graduate School at least 6 months before the defense of the dissertation.

**NOMINATION OF RESEARCH COMMITTEE FOR THE Ph.D.\***

Name of Student \_\_\_\_\_ I.D. No. \_\_\_\_\_

Department \_\_\_\_\_

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

Date of Qualifying Examination \_\_\_\_\_

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

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

\_\_\_\_\_

Dissertation Prospectus: Please attach a one- to two-page summary of the proposed research. If the research involves *human subjects, animals, biohazards, 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	SOC.SEC.NO. (optional)
------	-----------	------------	---------------------------

Chairperson-- Full Member \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Minor Committee Member \_\_\_\_\_

**ALL COMMITTEE MEMBERS MUST BE MEMBERS OF THE UNIVERSITY GRADUATE SCHOOL FACULTY AND AT LEAST HALF MUST BE FULL MEMBERS.**

**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 \_\_\_\_\_  
\*\*\*\*\*

Approval/Dean  
University Graduate School \_\_\_\_\_ Date \_\_\_\_\_

\*To be used only by students who have passed the qualifying examinations and who have previously been admitted to candidacy.

## NOMINATION OF RESEARCH COMMITTEE FOR THE ED.D\*

### Contact Information

Name _____	ID Number _____
Address _____	Phone _____
_____	Email _____
Major _____	Minor _____
Proposed Thesis Title _____	

**DISSERTATION PROSPECTUS:** Please attach a one to two-page summary of the proposed research. If the research involves human or animal subjects, biohazards, or radiation, please also attach an approval from the appropriate committee.

### RESEARCH COMMITTEE SIGNATURES

	Name	Signature	Department	Date
Chair	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
		<b>Signature</b>		<b>Date</b>
Department Chair		_____		_____
Associate Dean for Graduate Studies		_____		_____

*\*To be used only by students who have passed the Qualifying Examination and have been nominated to candidacy.*

*\*The membership of the research committee and the dissertation prospectus must be approved by the School of Education at least 6 months before the defense of the dissertation.*

The membership of the research committee and the dissertation prospectus must be approved by the University Graduate School at least 6 months before the defense of the dissertation.

**NOMINATION OF RESEARCH COMMITTEE FOR THE DOUBLE MAJOR Ph.D.**

Name \_\_\_\_\_ ID# \_\_\_\_\_  
 (last) (first) (middle)  
 Current address \_\_\_\_\_  
 (street) (city) (state) (zip)  
 Phone: Home \_\_\_\_\_ Office \_\_\_\_\_  
 First Major \_\_\_\_\_ Second Major \_\_\_\_\_  
 Minor \_\_\_\_\_ Minor \_\_\_\_\_  
 Date First Qualifying Exam \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Second Qualifying Exam \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date Enrolled in University Graduate School \_\_\_\_\_ Date Candidacy Expires \_\_\_\_\_  
 Proposed Dissertation Title \_\_\_\_\_

Dissertation Prospectus: Please attach a one- to two-page summary of the proposed research.

**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 (please type)	SIGNATURE	DEPARTMENT	ID NO. (optional)
_____	_____	_____	_____
(Co-chairperson for First Major--Full Member)			
_____	_____	_____	_____
(Member for First Major)			
_____	_____	_____	_____
(Co-chairperson for Second Major--Full Member)			
_____	_____	_____	_____
(Member for Second Major)			
_____	_____	_____	_____
(Member for Outside Minor--one member per minor)			
_____	_____	_____	_____
(Member for Outside Minor--one member per minor)			

**ALL COMMITTEE MEMBERS MUST BE MEMBERS OF THE UNIVERSITY GRADUATE SCHOOL FACULTY AND AT LEAST HALF MUST BE FULL MEMBERS.**

\*\*\*\*\*

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

Department Chairperson First Major \_\_\_\_\_ Date \_\_\_\_\_

Department Chairperson Second Major \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

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

The University Graduate School

REQUEST FOR CHANGE OF RESEARCH COMMITTEE MEMBER(S)

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

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

Current Mailing Address \_\_\_\_\_

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

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

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

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

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

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

Information pertaining to the new member(s):

NAME (Please type)	SIGNATURE	DEPARTMENT	UNIV ID
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Approval/Dean  
University Graduate School \_\_\_\_\_ Date \_\_\_\_\_

School of Education, Indiana University

# REQUEST FOR CHANGE OF RESEARCH COMMITTEE Ed.D. FORM

Name of Student \_\_\_\_\_ I.D. No. \_\_\_\_\_

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

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

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

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

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

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

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

Information pertaining to the new member(s):

NAME (Please Type)	SIGNATURE	DEPARTMENT	S.S.N. (Optional)
(Chair)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean for Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_

**DISSERTATION PROPOSAL APPROVAL FORM**

**CANDIDATE INFORMATION**

Name \_\_\_\_\_ ID# \_\_\_\_\_  
Major \_\_\_\_\_ Degree \_\_\_\_\_  
Minor \_\_\_\_\_

**PROPOSED DISSERTATION TITLE**

\_\_\_\_\_

**DISSERTATION RESEARCH COMMITTEE**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Committee Chair	_____	_____	_____
Dissertation Director	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Outside Member	_____	_____	_____
Department Chair	_____	_____	_____

*\*If the research involves the use of human subjects, this proposed study must be approved by the Campus Institutional Review Board prior to data collection.*

- Yes**    **No**   The proposed study involves the use of human subjects  
 **Yes**    **No**   If "Yes," a copy of the Human Subjects Use Approval is attached

Attach a one to two page summary of the proposed research and return to the Office of Graduate Studies in Suite 2100

## **FREQUENTLY ASKED QUESTIONS-DOCTORAL STUDENTS**

### **Doctoral Candidacy and Dissertation Phase**

#### **A word of Advice:**

- Copy EVERYTHING (all forms and documents turned into the Office of Graduate Studies, e-mail correspondence, and anything to do with your degree)!!

#### **Forms and Procedures**

- From where do I obtain the necessary forms?
- You can download all forms and the Doctoral Program Checklist from the following website:  
<http://education.indiana.edu/CurrentStudents/EdDPhDPoliciesandForms/tabid/5288/Default.aspx>

#### **Qualifying Examinations**

- When do I take qualifying exams?
  - Talk to your advisor to determine the appropriate time for you. Most students take their qualifying examinations after completing coursework in their major.
- Do I have to take minor qualifying examinations?
  - You will need to take qualifying examinations in your major area. If your minor is in the School of Education, you will need to take minor qualifying examinations. If your minor is not in the School of Education, the minor-granting department makes the decision regarding the examination.
- Is there a time limit between the written and oral qualifying examination?
  - No. But keep in mind the 7-year rule: your coursework will need to be revalidated if it is older than 7 years, counted backward from the date of your oral qualifying examination (e.g. if you defended your qualifying exam in May 2007, all courses older than May 2000 would need revalidation).
- Can I take dissertation hours while preparing for quals?
  - Again, talk to your advisor. Some students do take dissertation hours while preparing for the exams, but be careful not to let too much time lapse between your coursework and taking your qualifying examinations (remember that coursework older than 7 years at the time of your qualifying examination oral defense must be revalidated).

#### **Doctoral Candidacy**

- When do I become a doctoral candidate?
  - You become a candidate after you have passed your oral qualifying examination, have passed all coursework (except dissertation hours) and finished all incompletes.
  - You must also have passed all coursework (except for your dissertation proposal class and dissertation hours).
  - You must have completed all incompletes before your paperwork will be processed.

#### **The Seven-Year Rule**

- What is the Seven-Year Rule?
  - The date of your qualifying examination oral defense is a very important date. From this date, any coursework older than 7 years must be revalidated. Also from this date, you have 7 years to complete your dissertation.

### **Research Committee**

- How important is my dissertation chair?
  - This person is vital to your success as a doctoral student. This person will help you navigate through the dissertation process. As well, the person will write references for you when you search for jobs. Pick someone that has knowledge in your topics and/or methodology, someone with whom you get along well, and someone who understands your goals as a graduate student.
- Can someone outside of IU be on my research committee?
  - Yes, but you will need to demonstrate that this person is vital to your topic or your methodology. You will need to obtain a curriculum vita from the person and your dissertation chair will need to write a memo regarding the need for this outside member.
- How soon can I defend my dissertation after nominating my research committee?
  - Your dissertation cannot be defended earlier than 6 months after your Research Committee paperwork has been processed.

### **G901 Dissertation Credits**

- What are G901 credits?
  - G901 credits are taken after you have completed the required number of 799 dissertation credit hours.
- Can I still use the IU services as a G901 student?
  - G901 does not include student fees (e.g. Health Center, SRSC, etc.). If you wish to use these services, you will need to pay these fees each semester for each service that you wish to use.
- For how many semesters can I take G901?
  - G901 can only be taken for a maximum of 6 semesters. After the 6 semesters, you must begin to enroll in 799 again.
- Am I still eligible for financial aid as a G901 student? Does G901 count as a full-time enrollment?
  - G901 counts as full-time enrollment, as if you were taking 6 credit hours. Students should be eligible for financial aid as if they were a full-time student.
  - International students should notify the Office of International Services when they begin taking G901 credit hours.

### **What does it mean to be continuously enrolled/maintain active student status?**

- You must enroll for either 799 or G901 every semester (fall and spring) until you submit your final, edited and approved dissertation. If you do not enroll, you will have to back-enroll and pay a fee for every semester in which you were not enrolled.
- If your degree is awarded in the summer: You will need to register for 799 in one of the summer sessions, either I or II. This is for June, July or August degree conferral.

### **Human Subjects**

- When do I need to obtain Human Subjects approval?
  - If you are conducting research about or with human subjects, you will need to obtain Human Subjects approval. See the following website for details:  
<http://researchadmin.iu.edu/HumanSubjects/index.html>

(Compiled by former doctoral students)