Indiana University School of Education
Degree Checklist for the Ph.D.

This checklist highlights some of the milestones and essential program deadlines applicable to all School of Education students pursuing a Doctor of Philosophy degree (Ph.D.). For more information, please see the School of Education Graduate Bulletin, or contact the Graduate Studies Office.

Timeline

Completed no later than the end of the 3rd semester.

☐ **Advising**
Specific information about program requirements:
- Assigned advisor, Program Head, or Department Chair
- School of Education Graduate Bulletin and University Graduate School Bulletin

Additional resources may include a departmental handbook or program requirements worksheet

☐ **Establish a Program Advisory Committee and Submit Plan of Studies (3 members required)**
The Plan of Studies (e-POS) is a planning tool for students and advisors. It outlines coursework the student will use to fulfill degree requirements and establishes the Advisory Committee. The student and the advisory committee chair (program advisor) are responsible for planning and creating the e-POS. The advisory committee chair and one other faculty member must be from the major. One member must be from the minor. The e-POS is due within one year of admission.
   Electronic Plan of Studies - https://info.educ.indiana.edu/EPOS/frm/Default.

In some cases, the e-POS may require the following supporting documents:

☐ **Transfer Credits**
Some graduate coursework completed at other universities may be transferred into degree programs. All coursework transferred must be from an accredited college or university, and no transfer credit is given for courses with a grade lower than a B. Transferred courses must be relevant to the student's program of studies and approved by the advisor. If transfer coursework appears on the e-POS in an area other than electives or the major, additional approvals may be needed. The Transfer of Graduate Credit form should be submitted to the department the same time as submitting the e-POS, and transfer courses should be listed on the e-POS as they appear on the transcript from the originating institution.
   Transfer of Graduate Credit: https://education.indiana.edu/students/graduates/doctoral/index.html

☐ **Individualized Minor**
In some instances, individualized minors (credit hours in two or more programs) or minors not specifically listed in the bulletin may be approved by the dean upon recommendation of the student's advisory committee. The Ph.D. Request for Individualized Minor eDoc should be submitted to the department at the same time as submitting the e-POS.
   Ph.D. Request for Individualized Minor eDoc - https://one.iu.edu/collection/iub/university-graduate-school

☐ **Substitution or Waiver of Program Requirements**
Course substitutions or requests to waive program requirements are indicated on the e-POS. If the substitution or waiver is in regards to coursework in a non-School of Education minor, then the Ph.D. Substitution or Wavier eDoc must be submitted the same time as submitting the e-POS.
   Ph.D. Substitution or Waiver eDoc - https://one.iu.edu/collection/iub/university-graduate-school

if a paper POS was submitted, then the approval must be obtained on the following form and submitted to the department at the same time as submitting the e-POS
   Paper Requirement Waiver/Substitution form:
   https://education.indiana.edu/students/graduates/doctoral/index.html

☐ **Inquiry Core Exception Form**
Any course to be counted toward the Inquiry Core requirement which does not appear on the list of approved Inquiry Core courses must be vetted and approved by an Inquiry Methodology faculty member. Transfer courses used to meet the required courses in the Inquiry Core Requirement must also be approved on this form. The Inquiry Core Exception form should be submitted to the department at the same time as submitting the e-POS.
   Form - https://education.indiana.edu/students/graduates/doctoral/index.html

☐ **Complete Residency Requirement**
Two full-time, consecutive semesters in a single academic year (exclusive of summer session) must be spent in residence (enrolled in on-campus courses). Ph.D. students who are working full time or students with academic appointments may request a waiver to fulfill residency requirements with three consecutive six credit hour terms. Dissertation credit hours (795, 799 or G901) may not be used to fulfill residency.

☐ **Maintain Active Student Status**
Before the completion of the qualifying exam: Students who do not enroll in classes for two years will be discontinued and must apply for re-admission to the program. They must then meet (new) current admission criteria, and if re-admitted, must fulfill (new) current program requirements.

☐ **Early Inquiry Experience**
An early inquiry experience is required before admission to Candidacy. Individual departments are responsible for determining what types of research count for the early inquiry project and how it is to be completed (though designated coursework, departmental research seminar, independent study course, etc.) The student carries out a research project during the early inquiry experience, including the collection and analysis of data to answer a research question, and the writing of a research manuscript. This research is to be before the dissertation and not a direct part of the dissertation research. Each student must carry out an independent research project. The research manuscript that results from this study must be read and approved by the student's advisory committee.
  Form - https://education.indiana.edu/students/graduates/doctoral/index.html

☐ **Qualifying Examinations**
Qualifying Exams are completed after finishing most coursework in the major and minor subjects. An examination in the major is required. A minor examination may or may not be required based on minor program requirements. The examinations are usually given early in each semester, and occasionally in the summer term—check with department for exact dates and follow departmental procedure for applying to take qualifying exams. The qualifying examination is usually composed of two parts: written and oral. After the final portion of the exam, the Advisory Committee chair reports the passing date to the department and Graduate Studies before the Nomination to Candidacy.

☐ **Revalidate Credits**
(Not all doctoral students will need to revalidate courses.)
All graduate-level coursework over seven years old must be revalidated (counting back from the date of passing the final portion of the qualifying examination). Instructions and methods of revalidation are listed on the forms. Courses needing revalidation must be approved before the Nomination to Candidacy can be submitted.
  Ph.D. Request for Revalidation of Coursework eDoc - https://one.iu.edu/collection/iub/university-graduate-school

☐ **Maintain Active Student Status**
After passing the final portion of the qualifying examination, students must enroll in at least one credit hour per semester of 795, 799 or *G901 in order to maintain active student status until the degree is granted. Students do not need to register for this dissertation credit during the summer UNLESS the student plans to graduate (have the 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 fee per semester (plus tuition) for back-enrollment.
Enrollment in G901 is granted by special permission and also has several requirements. See the G901 Permission Request form on the Student Portal for more information: https://education.indiana.edu/students/graduates/doctoral/g901-permission.html

☐ **Nomination to Candidacy**
A Nomination to Candidacy eDoc is submitted when the final portion of the examination is passed and the student is judged to have met all criteria for candidacy. The date of passing the final portion of the examination is a critical date. Courses completed more than seven years before this date must be revalidated, and the seven 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 resolved and the Graduate School must approve coursework requiring revalidation before a student is admitted to candidacy.
  Ph.D. Nomination to Candidacy eDoc - https://one.iu.edu/collection/iub/university-graduate-school

☐ **Nomination of Research Committee**
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 or practice. The Nomination of Research Committee cannot be submitted until the Nomination to Candidacy reaches final approval.

Research committees must have at least four members who are listed on the Graduate Faculty List maintained by the University Graduate School. Two must be associate or full professors in the student's major area of study. The dissertation chair must be an endorsed member of the University Graduate School faculty. The fourth member should be the minor member; however, the minor member can be waived if approved by the minor department and the Associate Dean for Graduate Studies. If the minor representative is waived, another member outside of the student's major must still be added. One member may be from the faculty of a campus of Indiana University outside the Bloomington campus. At least two of the committee members must be tenure-line faculty members.
  Nomination of Research Committee eDoc: https://one.iu.edu/collection/iub/university-graduate-school

Typically one year after the approval of the Nomination of Research Committee, or as directed by program	☐ **Dissertation Proposal Meeting and Approval** After approval of the Research Committee, students are required to submit a dissertation proposal to their committee, a document that is considerably more detailed than the prospectus/summary. The proposal should contain the following elements: a statement of purpose, rationale, literature review, research questions, proposed procedures, the source of data, methods of data collection, methods of data analysis or data reduction, and the contribution of the study to theory or practice. A meeting of the Research Committee must be held to discuss and approve the dissertation proposal. If it is determined during the proposal meeting that IRB approval is needed, evidence of IRB review and approval is required to be attached to the Dissertation Proposal Approval Form. (For research using human subjects, all students should view http://researchcompliance.iu.edu/hso/index.html.) The Dissertation Proposal Approval form must be submitted before a defense announcement will be approved. **Form** - https://education.indiana.edu/students/graduates/doctoral/index.html
Varies by program.	☐ **Carry out Dissertation Study/Write Dissertation Manuscript** **Ph.D. Formatting:** https://graduate.indiana.edu/thesis-dissertation/formatting/index.html
Completed in February or September before degree conferral.	☐ **Application to Graduate (degree conferral) and Commencement Participation (graduation ceremony)** The University Graduate School confers the Ph.D. degree. Submission of the dissertation defense announcement to the University Graduate School constitutes an application for conferral of the Ph.D. degree and no further action is needed. However, if earning additional School of Education degrees or certificates concurrently, separate graduation applications are required at the same time or before the Ph.D. is awarded. See the applicable degree Graduation Checklists in the School of Education Graduate Student Portal for more information regarding graduating with concurrent degrees. Students wishing to participate the in the Commencement Ceremony must apply before the deadline in order to be listed in the program handout. The Graduate Studies Office will send out an e-mail and post these specific dates each semester. Generally, applications must be submitted by the dates listed below; however, dates are subject to change year to year. • Students who will have their degree awarded between September 1 and December 31 are eligible for December Commencement and must submit the Commencement Participation Application by **September 25th.** • Students who will have their degree awarded between January 1 and August 31 are eligible for May Commencement and must submit the Commencement Participation Application by **February 25th.** Note: The deadlines are only for inclusion in the commencement program handed out to guests. <u>If your name does not appear in the program, you can still walk in the ceremony and be hooded by your advisor.</u> **Commencement Participation Application:** https://one.iu.edu/collection/iub/university-graduate-school The School of Education also holds a Convocation ceremony and doesn't require an application, but an RSVP is appreciated. **Commencement Participation Application:** https://one.iu.edu/collection/iub/university-graduate-school
At least 40 days prior to defense.	☐ **Announcement of Dissertation Defense** This document should be submitted at least 40 days before the date of the defense. The eDoc must be approved by the Graduate School no less than 30 days before the defense. The defense must take place on the Bloomington Campus, and all members of the Research Committee are expected to attend the defense in-person. **Ph.D. Defense Announcement:** https://one.iu.edu/collection/iub/university-graduate-school
As early as six months from approval of Research	☐ **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 before the final oral defense. The Research Committee Chair will receive an electronic form to submit thesis grade changes at the time of the dissertation defense. The defense must take place on the Bloomington Campus, and all members of the Research Committee are expected to attend the defense in-person.
Within six months of defense date.	☐ **Submit Dissertation** For submission instructions, see **University Graduate School Doctoral Submission Instructions:** https://graduate.indiana.edu/thesis-dissertation/submission/doctoral.html

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Important Dissertation Time Limits

- The final portion of the qualifying examination must be passed a minimum of 8 months before the oral dissertation defense.
- Coursework will be counted back seven years from qualifying exam completion. Any coursework seven years before this date must be revalidated.
- The Research Committee must be appointed a minimum of 6 months before the oral dissertation defense.
- The complete dissertation must be submitted within seven years of the date of passing the final portion of the qualifying examination.

For a more detailed listing of doctoral program requirements, see the Education Graduate Bulletin at http://www.indiana.edu/~bulletin/iub/.

For more information, Contact the School of Education Office of Graduate Studies at (812) 856-8504 or educate@indiana.edu.